



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
NOVEMBER 12, 2008

AGENDA
7:00 P.M.

SOUTH BRANCH LIBRARY
1901 RUSSELL STREET

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

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments (7:00 – 7:30 p.m.)**
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)

II. ACTION ITEM

- A. **Election of Chairperson and Vice-Chairperson**
Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term commencing November 12, 2008.

III. CONSENT CALENDAR

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

- A. **Approve minutes of October 14, 2008 Special meeting**
Recommendation: Approve the minutes of the October 14, 2008 Special meeting of the Board of Library Trustees.
- B. **2009 Meeting Schedule for the Board of Library Trustees**
Recommendation: Adopt the resolution setting the dates for the 2009 regular meeting schedule for the Board of Library Trustees.
- C. **2009 Holiday Schedule for the Berkeley Public Library**
Recommendation: Adopt the resolution approving the 2009 calendar of holidays for the Berkeley Public Library.
- D. **Central Library Layout and Service Improvement Project Contract with Page & Moris Consultants**
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into a personal services contract with Page & Moris effective November 14, 2008 through November 1, 2009 for an amount not to exceed \$42,400.
- E. **FY 2010 and FY 2011 Budget Development Calendar**
Recommendation: Approve the FY 2010 & FY 2011 Library Biennial Budget Development Calendar.
- F. **Public Use Guidelines for Library Meeting Rooms**
Recommendation: Adopt the resolution revising the Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events.
- G. **Central Library Electronic Classroom Use by the Public**
Recommendation: Adopt the resolution revising the Electronic Classroom Use Policy.
- H. **Revision of Circulation Services Manager Classification to accurately reflect the scope of duties and a salary schedule increase of four percent (4%)**

Recommendation: Adopt a resolution approving and recommending to the Personnel Board that it revise the Circulation Services Manager classification, which is a Unit P1, Local One, Professional and Supervisory classification, to accurately reflect the scope of duties and library needs and to increase the salary schedule by four percent (4%).

IV. ACTION CALENDAR

A. Discussion and Possible Action Related to November 4, 2008 Election Results for Library Bond Measure FF (TO BE DELIVERED)

Recommendation: Adopt the resolution determining a process to address critical branch library needs identified in the Branch Library Facility Plan.

B. Confirmation and Direction on the Annual Personnel Evaluation for the Director of Library Services

Recommendation: Adopt the resolution approving a process and scheduling a date for a Closed Session discussion of the Director of Library Services' annual personnel evaluation.

V. INFORMATION REPORTS

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

a. Comments / responses to reports and issues addressed in packet.

B. FY09 Adopted Budget - 1st Quarter Update

C. Informational Report on Results of November 4, 2008 Election Measure HH, GANN Limit Override Renewal

D. Update on Process to Fill Vacancy on the Board of Library Trustees

E. Public Comment Period at Board of Library Trustees Meetings – Trustees Powell and Lee

F. Berkeley Public Library Work Plan and Priorities – Update

G. November 2008 Monthly Report from Library Director - Donna Corbeil

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

VI. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, December 10, 2008 at the South Branch Library, 1901 Russell Street, Berkeley.

A. Tracking Chart

VII. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on November 7, 2008.



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



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

November 12, 2008

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 November 12, 2008, 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 3.04.040 Organization of Board* of the City of Berkeley Municipal Code 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 twelve months, Trustee Terry Powell has sat as the Chairperson for the Board of Library Trustees and Trustee Darryl Moore has 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 from November 14, 2007 until the time of election in 2008. At the October 14, 2008 meeting, the Board deferred the election of officers to the November meeting due to the absence of Trustee Henry-Golpin.

Process

In October of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees Chair and Vice-Chair one-year term to the Board of Library



Trustees. Nominations taken “from the floor” allow all of the Trustees the opportunity to nominate others as well as themselves.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence at the first scheduled meeting in November.

FUTURE ACTION

No future action is needed.

Attachments:

Resolution

RESOLUTION NO.: 08-__

APPOINTMENT OF A TRUSTEE TO SIT AS CHAIRPERSON AND A TRUSTEE TO SIT AS VICE-CHAIRPERSON FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, each year the Board of Library Trustees must appoint a Chairperson and Vice-Chairperson to sit in those capacities for the following year; and

WHEREAS, the Board wishes to establish a consistent practice for this process to be followed in the current term and in the future, such that in October of each year, an open nominations process will occur, to be followed by election of Library Trustee Chair and Vice-Chair for a one-year term to the Board of Library Trustees; and

WHEREAS, nominations will be taken "from the floor", thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting with the term commencing at the first scheduled meeting in November.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as Chairperson for the remainder of 2008 and through the time of election in 2009 and to appoint _____ to sit as Vice-chair for the same period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2008.

Berkeley Public Library
Board of Library Trustees

Special Meeting
October 14, 2008

MINUTES
7:00 p.m.

North Branch
1170 The Alameda

PRELIMINARY MATTERS

A. Call to Order

The special meeting of October 14, 2008 was called to order at 7:03 p.m.

Present: Trustees Ying Lee, Susan Kupfer, Therese Powell, and Darryl Moore

Absent: Trustee Carolyn Henry-Golphin

Also present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director of Library Services; Alan Bern, Community Relations Librarian; Dennis Dang, Library Administrative Manager, Alicia Abramson, Manager Library Information Technology and Tara Rivera, Supervising Librarian for North Branch Library

PRELIMINARY MATTERS

A. Call to order

The meeting was convened at 7:03 p.m.

B. Public Comments

None

C. Approval of Agenda

Darryl Moore asked that Action Item IV. B, *Election of Chairperson and Vice-Chairperson* be held over to the November 12, 2008 meeting in deference to the absence of Trustee Carolyn Henry-Golphin.

It was decided to leave the agenda item as is and to have a discussion regarding possible action at that time. The item was left on the agenda for discussion with no action taken.

Chair Powell asked that an Information Item, *Oral Report from Library Employees and Unions*, be added to Information Item Reports, V., as item A. This was approved.

R08-75 Moved by Trustee Lee, seconded by Trustee Kupfer, to approve the amended agenda. Motion passed unanimously.

PRESENTATIONS

- A. Oral Update Report on North Branch Programs and Activities – by Tara Rivera, Supervising Librarian

North branch has been very busy this past year:

- Circulation increased by 3.4% with 19,868 items circulated since last September;
- Number of holds averages around 500 to 600 items, which is close to the number of items on Central's hold shelf, averaging between 200-300 items per day delivered to us to fill reserves (not including return items which have to also be checked in, sorted, and then shelved);
- Staff members pull an average of 30-40 items daily to other sites to fill their requests; and
- LINK+ is very popular with the North public, with 25-40 books requested/handled daily.

Several possible reasons for the increase in holds at North include North Berkeley's abundance of free

neighborhood parking and awareness of how to place holds online. (In 2004, the Berkeley Public Library introduced the ability to place holds on items not on the shelf.) This, however, does not mean North is not busy inside the branch. Throughout the day, the branch is active with people reading, researching, and using computers. The installation of wireless Internet access has introduced a new set of users at North Branch. The Adult Reading Room fills up with many laptop users and sometimes spills into the Teen Room during the hours teens are not present.

The Branch was thrilled to receive a donation this year from an individual in the community of \$3,000 to assist with building the audio-book and large-print collections.

Children's / Teen Services:

North is a safe space in the community according to parents, providing an inviting place for their children to wait for them after school. Parents meet their children outside when they get off the school bus and come inside to pick up materials. Other children and teens wait inside doing homework, reading, and using the computer. Every table in the children's room is completely full during afterschool hours.

- Over 9,330 children's items have circulated since September of last year;
- Children's Librarian, David Howd, saw approximately 1800 children in offsite class visits;
- Approximately 4900 children visited as part of a class visit and/or to attend a library program; the latter included performers, authors/ book illustrators, Lawrence Hall of Science events, puppet shows and regular programs such as Family Story Time;
- Teen material circulation saw a 12.8% increase from last year; and
- Wednesday afternoon Chess Club program is very popular among middle-school and teen boys.

North Branch hosts and produces many adult and intergenerational programs. These have included, in the past year: travel programs on Australia and China, a presentation and performance on Woody Guthrie, workshop on getting along with your adult children, a paper dress craft making workshop, book readings by a holocaust survivor and Grandmother's Against the War. The ongoing monthly book club, origami programs and knitting hour are all very popular.

North Branch serves many different demographics that have vastly different needs: seniors, teens, children, tweens, families, 30-somethings, homeschoolers, and commuters. Despite the lack of space, staff serves all of these users by filling book requests, developing collections, providing programs, and maintaining an inviting community-gathering place.

CONSENT CALENDAR

Darryl Moore asked to move Action Item IV. A, *Library Privacy Policy*, to the Consent calendar, no action was taken. Susan Kupfer asked to move Consent Item E. *Reactivation of Expired Contract with Checkpoint Systems, Inc.*, to Action, this was approved.

- R08-88** Moved by Trustee Lee, seconded by Trustee Kupfer, to approve the Consent Calendar with the provision to move Consent Item E. *Reactivation of Expired Contract with Checkpoint Systems, Inc.*, to Action.
- R08-89** Approved the minutes of the September 10, 2008 regular meeting of the Board of Library Trustees.
- R08-83** Adopted the resolution designating the Director of Library Services the grievance appeal officer for all disciplinary matters involving Berkeley Public Library employees
- R08-84** Adopted the resolution authorizing the Library Services Director to accept grant funds in the amount of \$18,979 for FY 2008/2009 in Federal Library Services and Technology Act (LSTA) funds for the project: Coming of age in the civil rights era: experiencing Berkeley school desegregation 1964-68.
- R08-85** Adopt the resolution approving the Berkeley Public Library Administrative Regulation: A.R. 6.8: Charging electronic equipment policy

ACTION CALENDAR

Consent Calendar Item Moved to the Action Calendar

A. Reactivation of Expired Contract with Checkpoint Systems, Inc.

The Board moved the item for points of clarification on the details from staff, regarding the amount of the contract, not to exceed \$35,000 and the payment schedule, bi-annually with payments made in arrears for services provided. City staff has advised the Library that in order to pay for services provided the previously negotiated contract would need to be re-activated. All previously negotiated terms would apply. Staff continues to work with the two vendors, extracting further information on their relationship as it related to the Library's interests.

R08-86 Moved by Trustee Kupfer, seconded by Trustee Lee, to adopted the resolution approving the Director of Library Services to reactivate expired contract with Checkpoint Systems, Inc. and extend the term through June 30, 2009, not to exceed the amount of \$35,000.

A. Library Privacy Policy

The Board expressed their thanks to staff for bringing the privacy policy forward after many years of discussion. Alicia Abramson gave an overview acknowledging the work done earlier in the form of a privacy audit, this work was integrated into the current plan. Staff from different units of the library worked with the consultant, Karen Coyle. The Policy is written to address the public and what they can expect from the Library regarding confidentiality of records. The policy includes registration, checkout and computer use related records. Staff will next develop procedures and training for staff related to the new policy, including how to manage law enforcement requests. Staff will request assistance from the City Attorney's Office on these implementation related questions. Trustee Kupfer asked how this policy overlaps with other library policies, such as the public internet use policy. Trustee Lee had questions regarding possible Patriot Act related information requests and the city's policy. A question was raised if generally the Library would notify patrons if inquiries were made regarding them. Trustee Powell and Trustee Moore asked staff to share the approved policy with other city departments.

R08-87 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt the resolution approving the Berkeley Public Library Privacy Policy. Motion passed unanimously.

B. Chairperson and Vice-Chairperson Nominations

As Trustee Henry-Golphin, was absent, Trustee Moore suggested the board defer the nomination and voting until all five members of the board are present. Trustee Powell reported that Carolyn Henry-Golphin had communicated with her by e-mail that she was comfortable with whichever decision the Board made regarding holding elections in October or November. The Board agreed that it would be good to have everyone present as they are a small board and everyone's participation was important. While the Charter states elections should take place in October, the board all agreed it was reasonable to defer a vote until November with the vote and immediate assumption of duties occurring early in the meeting.

R08-90 Moved by Trustee Lee and seconded by Trustee Moore to defer to the November 2008 Board of Library Trustees meeting nomination and election of Board officers.

Information Item Moved to the Action Calendar

C. Annual Report to the Berkeley City Council

Discussion of the draft Annual Report to the Berkeley City Council regarding the Library's activities, services and programs. The report was adopted following a few corrections, and commendation of Deputy Director Douglas Smith's work on the report. Trustee Moore will ask that the Board report be included on the City Council agenda as an informational report in late October with time for a brief oral report. Staff will use the approved report to develop an annual report for general distribution to the

public. Trustee Lee requested that the cost be contained in the printing style of the report in recognition of the economic times.

- R80-91** Moved by Trustee Kupfer and seconded by Trustee Moore to approve the, *Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2007 through June 2008*. Motion passed unanimously.

INFORMATION REPORTS

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

No oral or written report was given.

B. Annual Report to the Berkeley City Council

Trustee Kupfer made a point of order, as the agenda item refers to board approval of the report that it is therefore an Action item. Item moved to Action calendar.

C. Public Comment Period During Board of Library Trustees Meetings

Trustee Lee would like to consider the six-month experiment whereby at the beginning of each meeting the chair will ask speakers if they wish to comment at the beginning of the meeting or request time during the item. Individuals would be given an either — or option but could not speak during both times on the same item. If a speaker wanted to comment on multiple items they could, but the three-minute total allotted time per person be maintained and for the course of the meeting. Trustee Lee felt any general policy should cover ordinary circumstances and those meetings when there is a higher interest by the public in speaking. Trustee Kupfer felt the current public comment practices served the board well. Trustee Powell suggested the board defer a decision and continue to consider options.

D. Recruitment process to fill vacancy on Board of Library Trustees created by Trustee Ying Lee's term end in March 2009

E. October 2008 Monthly Report from Library Director Donna Corbeil

F. Library Events

AGENDA BUILDING

- **November 12, 2008 Regular Meeting**
 - Chairperson and Vice-Chairperson nominations and elections
 - Union Report
 - Trustee Recruitment process

ADJOURNMENT

- R08-92** Moved by Trustee Lee, seconded by Trustee Moore, to adjourn the special meeting at 8:35 p.m. Motion passed unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 12, 2008

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: 2009 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

RECOMMENDATION

Set dates, times and locations for the 2009 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its last meetings toward the end of each year. These regular meetings dates currently fall on the second Wednesday of each month, except for August due to a meeting recess.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 7:00 p.m. at the South Branch Library, 1901 Russell Street. The Board may choose to change any part of their regular meeting schedule, including the date, time or location. During August the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

The City Council has adopted the following schedule for 2009 regular meetings:

Winter Recess – December 17, 2008 – January 12, 2009

January 13, 2009 and January 27, 2009

February 10, 2009 and February 24, 2009

March 10, 2009 and March 24, 2009

Spring Recess – March 25, 2009 – April 20, 2009

April 21, 2009

May 5, 2009 and May 19, 2009

June 2, 2009 and June 9, 2009 and June 23, 2009

July 14, 2009 and July 28, 2009



Summer Recess – July 29, 2009 – September 14, 2009
September 15, 2009 and September 29, 2009
October 13, 2009 and October 27, 2009
November 10, 2009 and November 17, 2009
December 8, 2009 and December 15, 2009
Winter Recess – December 16, 2009 – January 11, 2010

The proposed *2009 Board of Library Trustees Meeting Schedule* is attached as Attachment 2. In 2009, the second Wednesday in November (the 11th) is celebrated as Veterans Day. The Board should determine if they would like to meet before or after this date. The City Council has set their 2009 Schedule, with meeting on November 10, 2009 and November 17, 2009.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. 2009 Board of Library Trustees Meeting Schedule

RESOLUTION NO.: 08-

APPROVAL OF THE 2009 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board are currently held on the second Wednesday of each month, except for August when there is a meeting recess, at 7:00 p.m. at the South Branch Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2009 meeting schedule for the Board of Library Trustees with location of meetings to be determined by the Director of Library Services.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2008.

PROPOSED

Berkeley Public Library
Board of Library Trustees
2009 Meeting Schedule

Regular Meeting Dates	Locations
January 14 th	South Branch Library (1901 Russell Street)
February 11 th	South Branch Library (1901 Russell Street)
March 11 th	South Branch Library (1901 Russell Street)
April 8 th	South Branch Library (1901 Russell Street)
May 13 th	South Branch Library (1901 Russell Street)
June 10 th	South Branch Library (1901 Russell Street)
July 8 th	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 9 th	South Branch Library (1901 Russell Street)
October 14 th	South Branch Library (1901 Russell Street)
November <u>XX</u> th	South Branch Library (1901 Russell Street)
December 9 th	South Branch Library (1901 Russell Street)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 12, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2009 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

RECOMMENDATION

Adopt the resolution approving the 2009 calendar of holidays for the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year. This holiday schedule will result in the closure of all libraries, including the branches.

CURRENT SITUATION AND ITS EFFECTS

Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception is that the Library does not participate in approved VTO (voluntary time off) days.

One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday.

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM. On the occasion that a holiday falls on a weekend day the Library closes on both the actual holiday and the observed holiday day, such as the upcoming Independence Day, Saturday, July 4, 2009. In this case, eligible employees will receive a paid holiday for one of the closed days. On the other day, for those employees normally scheduled to work both days, a schedule adjustment or other type of leave will be arranged in advance.

The draft *2009 Library Schedule of Holiday and Early Closures* is attached (Attachment 1.a) for discussion and approval.

FUTURE ACTION



No further action is required.

Attachments:

1. Resolution
 - a. 2009 Berkeley Public Library - Schedule of Holidays and Closings
2. 2008 Berkeley Public Library – Schedule of Holidays and Closings
3. City of Berkeley 2009 Holiday Schedule

RESOLUTION NO.: 08 XX

**APPROVAL OF THE 2009 HOLIDAY SCHEDULE AND CLOSINGS FOR THE BERKELEY
PUBLIC LIBRARY**

WHEREAS, the Board of Library Trustees approves the next year's holiday schedule for the Berkeley Public Library during one of its last meetings each year; and

WHEREAS, the union contracts specify which holidays are observed by the closure of City buildings and services; and

WHEREAS, the Berkeley Public Library is open on weekends, which means additional holidays must be approved for closure when that holiday lands on a weekend day.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2009 holiday schedule and closings for the Berkeley Public Library (schedule attached).

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2008.

Berkeley Public Library
2009 Schedule of Holidays & Early Closings

Holiday	Date
1. New Year's Day	January 1 (Thursday)
2. Martin Luther King, Jr. Birthday (observed)	January 19 (Monday)
3. George Washington's Birthday (observed)	February 16 (Monday)
4. Malcolm X Birthday (observed)	May 18 (Monday)
5. Memorial Day	May 25 (Monday)
6. Independence Day (observed)	July 3 (Friday)
7. Independence Day**	July 4 (Saturday)
8. Labor Day	September 7 (Monday)
9. Indigenous People's Day	October 12 (Monday)
10. Veteran's Day	November 11 (Wednesday)
11. <i>Thanksgiving Eve* (close early)</i>	<i>November 25 (Wednesday)</i>
12. Thanksgiving Day	November 26 (Thursday)
13. Thanksgiving Holiday	November 27 (Friday)
14. Christmas Eve ***	December 24 (Thursday)
15. Christmas Day	December 25 (Friday)
16. <i>New Year's Eve* (close early)</i>	<i>December 31 (Wednesday)</i>

* All Library locations will open at 10 a.m. and close at 6:00 p.m.

** Independence Day, actual on Saturday, City observed on Friday, July 3rd.

* * The Library is closed Christmas Eve instead of Lincoln's birthday (February 13th).

Berkeley Public Library
2008 Schedule of Holidays and Closings

Holiday	Date
17. New Year's Day *	January 1 (Tuesday)
18. Martin Luther King, Jr. Birthday	January 21 (Monday)
19. George Washington's Birthday (observed)	February 18 (Monday)
20. Malcolm X Birthday (observed)	May 19 (Monday)
21. Memorial Day	May 26 (Monday)
22. Independence Day	July 4 (Friday)
23. Labor Day	September 1 (Monday)
24. Indigenous People's Day	October 13 (Monday)
25. Veteran's Day	November 11 (Tuesday)
26. Thanksgiving Eve - All library locations close at 6:00 p.m.	November 26 (Wednesday)
27. Thanksgiving Day	November 27 (Thursday)
28. Thanksgiving Holiday	November 28 (Friday)
29. Christmas Eve * *	December 24 (Wednesday)
30. Christmas Day	December 25 (Thursday)
31. New Year's Eve - All library locations close at 6:00 p.m.	December 31 (Wednesday)

* The Library is closed on Monday, December 31, 2007 (New Year's Eve) at 6:00 p.m.

* * The Library is closed Christmas Eve instead of Lincoln's birthday (February 15th) as the City does.

City holiday is on February 15th in observance of Abraham Lincoln's Birthday instead of Christmas Eve.

City of Berkeley 2009 Holiday Service Schedule – DRAFT as of 10/14/08

1. January 1, 2009 (Thursday) – New Year’s Day
2. January 19, 2009 (Monday) – Martin Luther King Jr. Birthday Observed
3. February 13, 2009 (Friday) – Abraham Lincoln Birthday Observed
4. February 16, 2009 (Monday) – George Washington Birthday Observed
5. May 18, 2009 – (Monday) – Malcolm X Birthday Observed
6. May 25, 2009 – (Monday) - Memorial Day
7. July 3, 2009 – (Friday) – Independence Day Observed
8. September 7, 2009 (Monday) – Labor Day
9. October 12, 2009 (Monday) – Indigenous People’s Day
10. November 11, 2009 (Wednesday) – Veteran’s Day
11. November 26, 2009 (Thursday) – Thanksgiving Day
12. November 27, 2009 (Friday) – Day after Thanksgiving Day
13. December 25, 2009 (Friday) – Christmas Day



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 12, 2008

TO: Board of Library Trustees
FROM: Douglas Smith, Library Deputy Director
SUBJECT: CENTRAL LIBRARY SPACE PLANNING CONSULTANT SERVICES
CONTRACT WITH PAGE & MORIS LLC.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into a City of Berkeley personal services contract with Page & Moris effective November 14, 2008 through June 30, 2009, for an amount not to exceed \$42,400.

FISCAL IMPACTS OF RECOMMENDATION

The Adopted FY 2008 library budget included \$25,000 for a library space-planning consultant. This project, included in the library's approved Work Plan for FY 2008 /2009, is to evaluate existing floor plans for the 1st, 2nd, & 3rd floors of the Kittredge building for furniture layout and type, public computer placement, shelving, traffic flow and way-finding. In order to complete this project, staff will need to enlist the assistance of professionals with experience in this area.

An additional \$17,400 is required to undertake and complete the planning phase of the project. These funds are available for appropriation in the adopted FY 2008/2009 Gift Funds Budget.

CURRENT SITUATION AND ITS EFFECTS

The Central Library was remodeled and expanded several years ago. The historic 1930s-era building at the corner of Kittredge and Shattuck was joined to an adjacent, new facility with an entrance on Bancroft Way, to provide more space for both public services and staff work space. The Library now wishes to evaluate the spatial organization of the historic building, particularly Levels 1 through 3, to identify potential improvements to floor layout, shelving arrangements, furniture, and service points.

In August 2008 staff requested proposals from firms experienced in analyzing library services and conducting (non-structural) studies of Library facility floor plan layouts and/or efficiency studies. After review of the four proposals received, two firms were interviewed. The following criteria were considered in determining which firm to be selected: references of similar library projects; cost; and how well the written proposal addressed the scope of work. A selection panel was convened to review the proposals and interview the firms.



The scope of services in the contract will involve an evaluation of the existing floor plans for the public areas on the first three stories of the Central Library, including furniture layout and type, public computer placement, and shelving layout for efficiency of user access and staff assistance, ADA compliance, and traffic flow. Steps to complete this portion of the project will include a usability study, incorporating public input, of seating, user spaces, patron behavior, and service patterns; examination of collection storage capacity; and development of several options presented in a written report. In order to accomplish this scope, the consultants will hold meetings with Library staff, the staff space planning committee, the Director and/or Deputy Director of Library Services, and the Library's management team.

The expected deliverable is a written report and presentation of the findings and conceptual bubble diagram of all recommendations, including collection locations, placement of public-access computers and self-checkout technology, and possible consolidation of services point(s) with cost estimates of all the associated costs of each option.

BACKGROUND

The Berkeley Public Library's Main Library, Central, is a 100,000-sq. ft. public building located at 2090 Kittredge Street in the Downtown District of Berkeley, California. In early 2002, a renovated and greatly expanded Central Library reopened after an extensive building project that upgraded the historic 1931 Central Library building and combined it with new construction that extended the facility to Bancroft Way. Nearly seven years after its grand reopening, feedback from library users and staff observation of use and service patterns have demonstrated a need for an evaluation of the existing floor plan, patron way-finding, furniture layout, placement of shelving, public-access computers, and service points for the first, second and third floor public portions of the Central Library on Kittredge Street, also known as the "Kittredge building". On these three floors are four (4) fully-staffed service points: the Information Desk, the Circulation Desk, the Reference Desk, and the Paging Desk.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:

1. Resolution

RESOLUTION NO.: R08--

**CENTRAL LIBRARY SPACE PLANNING CONSULTANT SERVICES CONTRACT WITH
PAGE & MORIS LLC.**

WHEREAS, the firm of Page & Moris was selected in a competitive process to provide consultant services to evaluate existing floor plans for the public areas of the Kittredge building, including furniture layout and type, public computer placement, shelving, traffic flow and way-finding; and

WHEREAS, when the Central Library was remodeled and expanded several years ago, it joined a new facility with the historic building in order to provide more space for both public services and staff work space; and

WHEREAS, the Library now wishes to evaluate the spatial organization of the historic building, to identify potential improvements to floor layout, shelving arrangements, furniture and service points; and

WHEREAS, Library staff has negotiated a personal services contract with Page & Moris effective November 14, 2008 through June 30, 2009 for an amount not to exceed \$42,400.

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 a personal services contract with Page & Moris for an amount not to exceed \$42,500.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2008.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 12, 2008

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: FY 2010 & FY 2011 BIENNIAL BUDGET SCHEDULE

RECOMMENDATION

Approve the FY 2010 & FY 2011 Library Biennial Budget development calendar.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The City Council has approved a calendar for development of the biennial FY2010 and FY2011 budget. The Library should also begin a budget process to develop a two-year spending plan for the Library that allocates available resources to programs and projects consistent with Board priorities, while preserving the long-term fiscal stability of the Library.

“The City Charter requires that the City Manager present the proposed biennial budget to the City Council by the first Monday in May, which will actually occur on the first Council meeting in May 2009 (May 5, 2009).” A copy of the approved Council timeline is Attachment A, and the proposed Library budget development timeline is presented as Attachment B. The goal of the City’s adopted timeline is for Council to adopt the FY 2010 & FY 2011 Biennial Budget by June 23, 2009. In developing the Library’s timeline we have incorporated significant City-required deadlines.

FUTURE ACTION

No further action is required.

Attachments:

1. City of Berkeley, FY 2010 & FY 2011 Biennial Budget Development Calendar
2. Proposed, Library FY 2010 & FY 2011 Biennial Budget Development Calendar
3. Resolution

**City of Berkeley
FY 2010 & FY 2011 Biennial Budget Development Calendar**

Date	Agenda	Action/Topic
October 7, 2008	Consent Agenda	Adopt FY 2010 & FY 2011 Budget Development Calendar
December 8	Special Workshop & Information Agenda	FY 2008 Year-End & FY 2009 1st Quarter Update, Project Priority Update & State Budget Impacts
January 13, 2009	Special Workshop	Special Budget Workshop - Budget Overview
January 27	Special Workshop	FY 2010 & FY 2011 Priority Setting Overview
February 10	Action Calendar	FY 2009 Mid-year Update (2nd Quarter) and FY 2010 & FY 2011 Budget Projections (Five-year Forecasts)
February 24	Special Work shop	FY 2010 & FY 2011 Priority Setting
March 10	Special Workshop	FY 2010 & FY 2011 Priority Setting
March 24	Special Workshop	Capital Improvement Program
April 28	Action Calendar	Public Hearing on CDBG & ESG Annual Action Plan and proposed funding allocations to community agencies
May 5	Special Workshop	Present FY 2010 & FY 2011 Proposed Biennial Budget
May 5	Action Calendar	Adopt funding allocations and Annual Action Plan for CDBG and ESG
May 19	Action Calendar	Public Hearing #1: Budget & Fees
May - June n/a	Community Meeting(s)	
June 2	Action Calendar	Council recommendations on budget due to City Manager
June 9	Action Calendar	Public Hearing #2: Budget & Fees
June 23	Action Calendar	Adopt FY 2010 & FY 2011 Biennial Budget & Tax Rates

ATTACHMENT 2

**Berkeley Public Library
FY 2010 & FY 2011 Biennial Budget Development Calendar**

Date	Agenda	Action/Topic
December 10	Information Agenda	BOLT budget priority development; Review of baseline budget components; Strategic Plan 2008-2011 timeline and activities; Revenues; FY 2008 Year end & FY 2009 1 st Quarter Update;
February 11	BOLT Budget Workshop Action Calendar – Approve budget priorities	Budget Workshop – FY 2010 & FY 2011 Budget Overview; FY 2009 mid-Year Update; Budget Projections (Five-Year Forecast); Capital Improvement Projects; Personnel and Non-Personnel Expenditures; and Priority Setting
March 11	Budget Workshop - Community Meeting	Budget Workshop – FY 10 & FY 11 Library Budget Presentation and discussion to gather public input
<i>May 5</i>	<i>City Council Special Workshop</i>	<i>Presentation on FY 2010 and 2011 Proposed Biennial Budget for City</i>
May 13	Budget Presentation	FY 2010 & FY 2011 Proposed Library Biennial Budget; Recommend Library Tax rate for FY 2010
June 10	Action Calendar	BOLT Adopt FY 2010 & FY 2011 Biennial Library Budget
<i>June 23</i>	<i>City Council Action Calendar</i>	<i>Adopt FY 2010 & FY 2011 Biennial Budget & Tax Rates for City</i>

RESOLUTION NO.: 08 XX

**APPROVAL OF THE FY 2010 & FY 2011 BIENNIAL BUDGET DEVELOPMENT CALENDAR
FOR THE BERKELEY PUBLIC LIBRARY**

WHEREAS, the Board of Library Trustees approves each year a calendar for development of the library's budget; and

WHEREAS, the Library developed a coordinated timeline with the City's two-year budget development calendar as adopted by the City Council on October 7, 2008 for the FY 2010 & FY 2011 budgets; and

WHEREAS, the Board of Library Trustees is charged with recommending a Library tax rate for FY 2010 to the City Council for adoption;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2008-2009 biennial budget development calendar.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2008.

CONSENT CALENDAR

November 12, 2008

TO: Board of Library Trustees

FROM: Douglas Smith, Library Deputy Director

SUBJECT: LIBRARY COMMUNITY MEETING ROOM USE POLICY AND GUIDELINES

RECOMMENDATION

Adopt a resolution adopting the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.

FISCAL IMPACT

No direct fiscal impact is foreseen.

BACKGROUND

The primary purpose of the Berkeley Public Library's facilities is to serve as a venue for fulfilling the Library's mission of meeting the cultural, recreational, informational, and educational needs of its patrons. As part of this mission, the Library offers use of its community meeting rooms to any civic, cultural, educational, or governmental organization without scrutiny of its geographic focus or role in the Library's service area. The *Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* (Attachment 1) approved in July 2005 restrict meeting room use to the hours that the Library is open to the public. These rules imply but do not specify that use of Library facilities by non-Library groups is limited to the meeting rooms only. The Application for use of Meeting Rooms does request the location be designated (Attachment 3).

The current policy does not provide preference to the city of Berkeley residents, organizations, and businesses who are the primary supporters of Library services. Instituting a measure of residency or city affiliation would allow the Library to increase its oversight of its resources such that they are provided in the interests of residents, businesses, and organizations serving the Berkeley community. In addition, restricting facility use more clearly to meeting rooms would provide adequate direction to staff when requests to use other areas are received.

CURRENT SITUATION AND ITS EFFECTS

The Library recently conducted a survey of Bay Area library systems' meeting room policies and found that the current Library policy of unrestricted access was unique among surveyed systems (Attachment 4). In general, area library systems base access or priority of use according to a requesting group's classification (i.e. government, non-profit, or for-profit status) and service to the community. Additionally, among surveyed systems (City of Alameda, Contra Costa County, Oakland, San Jose, and Solano

County) fees are imposed that are determined by classification and are most often assessed on for-profit organizations. San Francisco Public Library, which is similar to Berkeley in not assessing fees based on a group's classification, limits access to parties possessing city residency, those that are city-based, or that have regular operations therein.

Recommended revisions based on survey results:

After hour usage - Most libraries do not permit private after-hours events and only allow after-hours use of facilities when the events are sponsored or co-sponsored by the library. Those libraries that make their facilities available after hours do so as an extension of an existing meeting room policy, and charge users additional fees for security and staff costs.

Usage for organizations with local affiliation – The recommendation is to add a stipulation that usage of the community meeting rooms be limited to groups and residents, businesses and organizations that serve, are located in, or that operate on a regular basis, within the city of Berkeley, unless exempted by the Director of Library Services or an appointed designee on a case-by-case basis.

ALTERNATIVE ACTIONS

Maintain present policy.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:

1. Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events (July 13, 2005)
2. Resolution
 - a. *Revised* Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events
3. BPL Application for Use of Meeting Rooms
4. Library Meeting Room Survey results

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.

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

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.

Attachment 2

RESOLUTION NO.: R08-__

ADOPT A RESOLUTION ADOPTING THE REVISED BERKELEY PUBLIC LIBRARY RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS EFFECTIVE NOVEMBER 13, 2008.

WHEREAS, on July 13, 2005 the Board of Library Trustees of the City of Berkeley adopted Policy 705, Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events; and

WHEREAS, Usage of these library spaces to local organizations fulfills the Library's mission to serve as a venue for cultural, recreational, informational and educational needs; and

WHEREAS, Requests to utilize these spaces have come from groups and organizations outside of Berkeley and with no local affiliation; therefore, in consideration of the policy of neighboring library jurisdictions, a stipulation to limit use to residents of the city or businesses and organizations regularly operating in or located within the city is recommended; and

WHEREAS, Library operations and facilities are supported to a large extent by local resources and the maintenance and management of the meeting spaces is supported by this funding; and

WHEREAS, Programs and events held in the Library are open to all and free, thereby upholding the Library's mission of open and free access; the revisions to this policy will not alter access but will ensure that local groups and residents are given priority in booking Library spaces; and

WHEREAS, Policy revisions authorize the Director of Library Services to implement limitations restricting use of community meeting rooms to residents of Berkeley, and businesses and organizations located in or operating within the City and to make exceptions on a case-by-case basis when warranted.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the revised Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events effective November 13, 2008.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2008.

Attachment 2. a

POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms, and the Central Library Electronic Classroom. No group may 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.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

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

ELIGIBILITY

- Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions.
- To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the meeting room must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.
- 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

1. Applications 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.,

Berkeley Public Library

Rules and Regulations for Use of Library Grounds, Buildings and Equipment for meetings and Other Events (Revised 11.08)

- b. Government agency sponsored programs serving the Berkeley community,
 - c. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley.
 - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
2. 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.
 3. 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.
 4. 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. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

CONDITIONS OF USE

5. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities.
6. The meeting rooms may only be used during the following Library's open hours. Thirty minutes before Library closing, the meeting room should be cleared, with all furniture replaced as required.
7. Due to fire codes, the room capacity may not be exceeded.
8. 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 or other City of Berkeley employee training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.
9. The following are not allowed in Library meeting rooms:
 - a. Fees: No group using the community meeting rooms 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 organizations). 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 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.
10. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
 11. 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.
 12. Groups and organizations shall arrange for and provide their own special equipment and supply needs, such as overhead projectors, slide projectors, etc., and any carts needed to transport such material.
 13. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations. Event scheduling changes require completion of a new application. Failure to do so may result in loss of meeting room privileges.

REVOCAION OF PERMITS

14. 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

15. 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.

Reviewed by:		
	Director of Library Services	Date
Approved by:		

Chair, Board of Library Trustees	Date
----------------------------------	------

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:	<input type="checkbox"/> Central Community Meeting Room (110)	<input type="checkbox"/> Central Electronic Classroom (31)
At the branches:	<input type="checkbox"/> Claremont (34)	<input type="checkbox"/> South (53) <input type="checkbox"/> West (43)
Describe class or event to be offered and intended audience:		

Information On Requesting Organization

Name Of Group		Non-profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Government: <input type="checkbox"/> Yes <input type="checkbox"/> 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.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 12, 2008

TO: Board of Library Trustees
FROM: Alicia Abramson, Manager of Library Information Technology
SUBJECT: CENTRAL LIBRARY ELECTRONIC CLASSROOM USE BY THE PUBLIC

RECOMMENDATION

Adopt a resolution adopting the revised Berkeley Public Library's Electronic Classroom Use and Reservation Policy.

FISCAL IMPACT

If adopted, the revised policy will allow the Library to recover some costs associated with providing the community with access to the Library's Electronic Classroom at the Central Library. Additionally, it will ensure that non-Library users of the Electronic Classroom do not utilize the facility in a way that will generate financial gain or that will require participants to pay for classes conducted there by third parties not sponsored by the Library.

BACKGROUND

The Board of Library Trustees adopted the first version of the Electronic Classroom Policy in November 2000.

CURRENT SITUATION AND ITS EFFECTS

Since the initial adoption of the Electronic Classroom Policy in 2000, the facility has seen little use by members of the community. In an effort to increase usage while being mindful of cost recovery opportunities, the Electronic Classroom was identified as a resource that was under utilized. This resource could be of great benefit to the wider community, including Berkeley based groups, organizations and businesses, while potentially providing the Library with a way to recover some of the costs associated with making this resource more widely available. With this in mind, the existing policy was reviewed and the revised changes proposed.

After review staff identified the following shortcomings of the policy:

1. No clear limitations were defined to assure that the facility would be available primarily to Berkeley based groups, organizations and businesses.
2. Under the existing policy, in some circumstances, third parties could conduct classes and charge a fee to participants, which could possibly result in a net profit for facility applicant.



3. No mechanism in place to offset costs associated with making this resource available, including orienting the applicant to the technology in the room, responding to special requests related to use of the room, nor other administrative processes that would support making this resource more widely available.

The revised policy addresses these problems by:

- Clearly defining eligibility criteria;
- Explicitly stating the policy on charging fees to participants of classes held in the room by third parties; and
- Authorizing the Library to charge a fee of \$75 for the initial orientation and \$60 an hour for technical support during room use.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
 - a. Revised Electronic Classroom Use and Reservation Policy
2. Electronic Classroom Use and Reservation Policy (11/2000)

RESOLUTION NO.: 08-__

ADOPT A RESOLUTION ADOPTING THE REVISED BERKELEY PUBLIC LIBRARY ELECTRONIC CLASSROOM USE AND RESERVATION POLICY EFFECTIVE NOVEMBER 13, 2008.

WHEREAS, on November 8, 2000 the Board of Library Trustees of the City of Berkeley adopted the Berkeley Public Library Electronic Classroom Policy; and

WHEREAS, Usage of the Central Library electronic classroom has been underutilized by community groups; and

WHEREAS, It is within the mission of the Library to make every effort to promote Library resources that could be of great benefit to the wider community, including Berkeley based groups, organizations and businesses; and

WHEREAS, The Board supports exploring opportunities to recover costs associated with some services, when it will not limit public access or community benefit; and

WHEREAS, Revisions to the policy will address shortcomings of the policy that were preventing community use; and

WHEREAS, The revisions clearly define eligibility criteria, set a policy limiting the charging of fees to participants of classes held in the room by third parties, and authorizes the Library to charge a fee of \$75 for the initial orientation and \$60 an hour for technical support during room use; and

WHEREAS, Revisions to this policy will expand access to the electronic resources of the Library by local groups and organizations interested in training, professional instruction and other organizational goals related to education for the public, group members or employees.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the revised Electronic Classroom Use and Reservation Policy effective November 13, 2008.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2008.

Berkeley Public Library
Electronic Classroom Use and Reservation Policy

I. Policy Statement 2

II. Eligibility 2

III. Rules and Restrictions 3

IV. FEES 4

V. Application for use of Electronic Classroom 4

I. Policy Statement

The Berkeley Public Library provides an Electronic Classroom for the instructional and research needs of the Library, users of the Library and the local community. It is the policy of the Berkeley Public Library to allow the use of the Electronic Classroom by Berkeley based groups, organizations and businesses 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.

II. Eligibility

1. Permission to use the Library's Electronic Classroom may be granted to Berkeley-based civic, cultural, or educational organizations, businesses, or to or other governmental agencies, City of Berkeley departments or commissions.
2. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a certified copy of the articles of incorporation, or a copy of a utility bill or letter addressed to the individual, group or business.
3. Applicants from unincorporated groups may alternately submit a driver's license or state issued identification card for inspection at the time of application.
4. Organizations not located in Berkeley must submit proof of regular operation within Berkeley such as sample brochures, newsletters, or web site printouts.
5. The Library grants priority for use of its Electronic Classroom in the following order:
 - A. The Library and groups and organizations affiliated with the Library,
 - B. City of Berkeley departments.
 - C. Berkeley based non-profit groups
 - D. Other Berkeley based groups, clubs and organizations
 - E. Berkeley based businesses
 - F. County, state or federal governmental agencies
6. Any group, organization or business applying for the room must certify on the application that their group or 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.

7. Any group, organization or business 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 will be held accountable, as stated on the application.

III. Rules and Restrictions

1. 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.
2. The Electronic Classroom shall be available only during the regular business hours of the Library.
3. No food or drink is allowed in the Electronic Classroom.
4. The "instructor" 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.
5. The Library reserves the right to attend any class held in the Electronic Classroom.
6. 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.
7. Groups, organizations and businesses 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.

8. 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.
9. No software may be installed on Electronic Classroom computers by non-Library personnel. At the discretion of the Library, legally licensed software owned by the applicant may be installed by Library personnel for a fee prior to the scheduled classroom use date. If requesting a custom software installation, application for the room must be submitted 30 days prior to the event in order for the Library to review and respond to the request. Proof of valid software license is required.
10. No fees may be charged to participants of events conducted in the Electronic classroom with the exception of training programs conducted by designated California State Library professional training groups which charge participant fees to libraries in California on a cost recovery basis.

IV. FEES

1. Booking and orientation fee.
 - A. A one-time fee of \$75 will be charged to applicants which includes a one-hour orientation to the room. This fee is payable by check or money order and is due at the time of the room orientation. Once the orientation has been conducted, the fee is non-refundable.
2. Room Use
 - A. A \$60 an hour fee will be charged for each hour of room usage which includes on-call technical support during room usage. This fee is payable by check, cash or money order and is due three business days prior of the scheduled event. If the fee is not received three business days prior to the event, the Library may cancel the event.
3. Custom software installation and removal.
 - A. If the applicant has legally licensed software that they wish to have installed on computers for the class, a \$75 an hour installation fee will be applied. The applicant must provide a copy of the license. This fee is due after approval of the application and request for custom software installation, and no later than 5 working days in advance of the scheduled event. This fee is non-refundable.

V. Application for use of Electronic Classroom

1. 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, IRS 501 (c) determination letter or other documents which establish the applicant's qualifications as a Berkeley based entity.
2. Cancellation of reservations must be made at least 5 working days in advance.

3. Groups, organizations and businesses that have previously been approved for Electronic Classroom use must reserve the Electronic Classroom at least seven days in advance of use for future events.
4. All applications are public documents and shall be available for inspection upon request at the Library.
5. Permission to groups, organizations and businesses using the Electronic Classroom may be granted for multiple classes for a period not to exceed three consecutive months. 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.
6. 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.
7. 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.
8. The Director of Library Services may authorize additional rules that are consistent with this policy and assist in its implementation.

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.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 12, 2008

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: REVISION OF CIRCULATION SERVICES MANAGER JOB CLASSIFICATION TO REFLECT AN ACCURATE SCOPE OF DUTIES WITH A FOUR PERCENT (4%) SALARY INCREASE

RECOMMENDATION

Adopt the resolution approving the recommendation to the personnel board that it revise the Circulation Services Manager job specification to accurately reflect the scope of duties and to increase the current salary schedule by four percent (4%).

FISCAL IMPACTS OF RECOMMENDATION

The fiscal impact of this recommendation would be an increased cost of between \$3,000 and \$4,000 annually. The existing salary schedule will be continued through the end of the current Fiscal Year period.

BACKGROUND

The Circulation Services Manager position was established by the Board of Library Trustees in 1988 in recognition of the diverse range of circulation services he/she is responsible for, beyond planning, budgeting, operations and personnel management. Since this time the duties of the Circulation Services Manager have expanded to include additional direct reports and oversight of the Central Library's security services, which has involved preparation of vendor contracts. This classification is a Unit P1 Classification, represented by Local One. This position had previously been supported by a Central Library Circulation Supervisor, a classification which is no longer in existence.

The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of City Charter). The Board of Library Trustees recommended to Council for approval the current job classification and must again recommend any changes to the scope of responsibility prior to presentation to the Personnel Board and Council.

CURRENT SITUATION

The City of Berkeley Personnel Board approved the recommendation to establish the Circulation Services Manager classification at its December 1988 meeting. Since this time the assigned duties of the latest employee holding this position have diversified and the individual has operated as an active member of the Library's Management Team. In addition to



overseeing the circulation services for the General Services division, the individual is solely responsible for the management of the Library's largest division, and at present assumes the highest number of direct reports with three (3) Supervising Library Assistants, two Library Specialists I (2), two Central Services Aides (2) and the security officers assigned to the Central Library by an outside vendor. The circulation-related activities have changed since the position was established with circulation increasing system-wide, requiring the position to provide additional assistance to the Branch Libraries. This has increased the amount of direct support for Branch Heads, making this position critical to the Library's provision of public service. A recommendation is being made to update the classification specifications, and to change the salary structure to reflect a four percent (4%) increase that better reflects the scope of responsibility. The current range is Step A: \$6,244 to Step E: \$8,249.

Changes to this City classification must be reviewed by the Personnel Board for adoption. The Personnel Board meets on Monday December 1, at 7:00 p.m., and the Library could put the revised class on that agenda for approval. The revised classification and staff report would be due on November 21st.

RATIONALE FOR RECOMMENDATION

If the Board of Library Trustees approves the recommended changes, the immediate supervisor of the Circulation Services Manager, the Deputy Director of Library Services, will have the ability to continue to assign the current responsibilities to this management level position. The position is currently occupied so any changes will affect the current incumbent. As the complexity of Library operations has increased, due to the size of the budget, the number of employees, changes in services, technology, and adoption of city policies and regulations, additional support is needed to maintain effective and efficient operations. The recommended position specification changes, highlighted on the attached job specification, will reflect the needs of the Library and provide the flexibility and support in making necessary assignments. It would also help the Library's ability to attract and retain future candidates as needed. The position differs from the Library Services Manager in that it does not require a Masters degree in Library Science. A salary increase will make the position more desirable to those candidates possessing an MLS by limiting the current margin in salary between the Circulation Services Manager and other Library Services Manager positions.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered.

FUTURE ACTION

The recommendation of the Board of Library Trustees will be sent to the Director of Human Resources for consideration at the December 1, 2008 Personnel Board meeting.

Attachments:

1. Resolution
 - a. Circulation Services Manager Job Specification revised 11.08
2. Circulation Services Manager Job Specification - current
3. Salary Schedules for Circulation Services Manager and Library Services Manager

RESOLUTION NO.: R08 -

ADOPT A RESOLUTION RECOMMENDING TO THE PERSONNEL BOARD THAT IT REVISE THE CIRCULATION SERVICES MANAGER JOB SPECIFICATION TO REFLECT ACCURATELY THE SCOPE OF DUTIES AND TO INCREASE THE CURRENT SALARY SCHEDULE BY FOUR PERCENT (4%)

WHEREAS, the Circulation Services Manager classification, which is a Unit P1, Local One, Professional and Supervisory classification unique to the Library; and

WHEREAS, this position was established upon Board of Library Trustees recommendation in 1988, with no major revisions since this time; and

WHEREAS, the incumbent in this position is responsible for management of the Library's largest division with a large number of direct reports; and

WHEREAS, the increase in library usage circulation statistics, the addition of new services such as Link+, changes in technology, and application of more complex policies and procedures; and

WHEREAS, the Board of Library Trustees may recommend to the Personnel Board revisions to this classification so that the specifications meet library needs; and

WHEREAS, an updated salary structure to reflect a four percent (4%) increase will better reflect the scope of responsibility and make the position more desirable and competitive in future recruitments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposed revisions to the Circulation Services Manager classification, which is a classification represented by Local One, to increase its current job salary schedule by the proposed four percent (4%), and to recommend these changes to the Personnel Board for approval.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2008.

Circulation Services Manager (Revised 11.08)

DEFINITION

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

CLASS CHARACTERISTICS

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

Examples of Duties:

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

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

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

Knowledge and Abilities:

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

Knowledge of:

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

Skill in:

1. Planning, organizing, administering, reviewing and evaluating the work of

supervisory, technical and administrative support staff;

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

Minimum Qualifications:

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

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

Attachment 2

Class Title:	Circulation Services Manager (Current from City Website)
Class Code:	14690
Salary:	\$36.02 - \$43.40 hourly \$2,881.85 - \$3,471.69 biweekly \$6,244.00 - \$7,522.00 monthly \$74,928.00 - \$90,264.00 annually \$6,924.52 - \$8,304.76 *Effective Monthly
	*Effective wage includes: Base wage, City-paid portion of employee's share to the California Public Employees' Retirement System (CalPERS), and any other applicable retirement contributions.

DEFINITION

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

CLASS CHARACTERISTICS

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

Examples of Duties:

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

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Circulation Services Section;
2. Plans, organizes, assigns, administers, reviews and evaluates the work of

supervisory and office support staff;

3. Plans for and provides in service staff training;
4. Interprets policies and procedures to assigned staff;
5. Makes recommendations for staff selection and disciplinary actions;
6. Participates on the Director's Executive Committee; maintains liaison with the Deputy Director to ensure close coordination of programs and services; develops, revises and implements administrative procedures for assigned areas of responsibility;
7. Directs or personally performs analytical studies; develops and reviews reports of findings, alternatives and recommendations;
8. Maintains records and prepares a variety of written material including staff reports, memoranda, and correspondence;
9. May represent the Library in meetings with other public agencies, community groups and the public;
10. Performs related work as assigned.

Knowledge and Abilities:

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

Knowledge of:

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

Skill in:

1. Planning, organizing, administering, reviewing and evaluating the work of supervisory, technical and administrative support staff;
2. Coordinating assigned programs and services with other City departments and outside agencies;
3. Establishing and maintaining effective working relationships with a variety of individuals, community groups and agency representatives;
4. Preparing clear and concise reports and other written material;
5. Representing the City effectively in meetings with others, including making effective oral presentations;
6. Analyzing complex problems, evaluating alternatives and making creative recommendations;
7. Exercising sound, independent judgment within established guidelines;

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

Minimum Qualifications:

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

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

ATTACHMENT 3

SALARY SCHEDULES

	Step A	Step B	Step C	Step D	Step E
Circulation Services Manager	\$6,244	\$6,534	\$6,844	\$7,172	\$7,522
Library Services Manager	\$6,845	\$7,172	\$7,521	\$7,863	\$8,249
Circ Svc Mgr w/ 4% Increase	\$6,494	\$6,795	\$7,118	\$7,459	\$7,823

*None of the above rates reflect the recent 5% COLA as it has yet go into effect for Local 1.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

November 12, 2008

TO: Board of Library Trustees

FROM: Therese Powell, Board of Library Trustee

SUBJECT: CONFIRMATION AND DIRECTION ON THE ANNUAL PERSONNEL EVALUATION FOR THE DIRECTOR OF LIBRARY SERVICES

RECOMMENDATION

Adopt the resolution approving a process and scheduling a date for a Closed Session discussion of the Director of Library Services' annual personnel evaluation.

BACKGROUND

The Board of Library Trustees conducts an annual evaluation of the Director of Library Services on the anniversary of his/her hire date. This evaluation would review the performance of the Director in Closed Session and may also include a salary increase.

FISCAL IMPACT

A COLA salary increase is anticipated in the annual budget, which has no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

Donna Corbeil took the position as Director of Library Services for the Berkeley Public Library on January 8, 2007. Her first anniversary date was in January 2008. The Board completed its review with Donna Corbeil at its February 13, 2008, meeting and discussed its evaluation with her in closed session at that time.

The next anniversary of her hire date will occur on January 8, 2009. The Board of Library Trustees should confirm its evaluation process and schedule the evaluation with her since proper notification must be given in advance for a Closed Session.

PERFORMANCE EVALUATION PROCESS

Following the prior year's process, the Board is asked to reconfirm an evaluation based on the goals outlined with the Director of Library Services during this past 12-month period, and the job responsibilities of the position. The Board of Library Trustees may also take into consideration such areas of performance as those in the attached City of Berkeley's Performance Evaluation



form for professional and administrative staff. The Director of Library Services is also requested to submit a self-assessment annual report of her goals and objectives.

Again following the prior year's process, the Board is asked to identify a subcommittee to conduct this annual review of the Director of Library Services' performance. Components of the review are to include: 1) a self-evaluation, 2) Board review of performance relative to past goals/objectives, 3) interviews with staff, City and affiliated community leaders, and 4) identification of the next year's goals and objectives.

A salary increase may also be included as part of the evaluation process.

Attachments:

1. Resolution
2. City of Berkeley's Performance Evaluation form

Attachment 1

RESOLUTION NO.: R07-129

PROCESS FOR CONDUCTING THE DIRECTOR OF LIBRARY SERVICES' ANNUAL PERSONNEL EVALUATION

WHEREAS, the Board of Library Trustees conducts an annual evaluation of the Director of Library Services on the anniversary of his/her hiring date; and

WHEREAS, the evaluation would review the performance of the Director in Closed Session and may also include a salary increase; and

WHEREAS, the anniversary of the hire date for the Director of Library Services, Donna Corbeil, is on January 8, 2009.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to conduct the personnel evaluation of the Director of Library Services.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to designate Trustees _____ and _____ as the subcommittee to conduct an evaluation of the Director with the scheduling of a Closed Session to discuss her performance evaluation sometime in January-February 2009 timeframe.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2008



CITY OF BERKELEY
PERFORMANCE EVALUATION FORM
 (PROFESSIONAL & ADMINISTRATIVE)

EMPLOYEE NAME: EMPLOYEE NUMBER: CLASSIFICATION TITLE: OTHER TITLE (state whether provisional, acting, working title): DEPARTMENT: DIVISION: STATUS: <input type="checkbox"/> Probationary <input type="checkbox"/> Permanent PROBATIONARY PERIOD ENDS (DATE): LENGTH OF TIME IN CLASSIFICATION: PERIOD COVERED BY EVALUATION: From: To: Due Date:	<p style="text-align: center;">OCCASION FOR REPORT</p> <input type="checkbox"/> Interim probationary report. <input type="checkbox"/> Final probationary report (check one below): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ◀ months' probation 2 4 6 8 12 18 24 <input type="checkbox"/> Annual evaluation due on: <input type="checkbox"/> Change in supervision on: <input type="checkbox"/> Terminal evaluation: <input type="checkbox"/> Special (give reason):
---	--

SUMMARY OF DUTIES AND RESPONSIBILITIES DURING REPORT PERIOD. Briefly outline position responsibilities per job specification. Define goals and objectives set and work assigned during report period. (Use additional sheet if necessary.):

RATE EACH CATEGORY AND ITEM*
 (*see rating key on last page)

	◀UNSATISFACTORY*	◀NEEDS IMPROVEMENT*	◀MEETS REQUIREMENTS	◀EXCEEDS REQUIREMENTS	◀NOT APPLICABLE
A. JOB EFFECTIVENESS					
1. Achieves effective results with a minimum of direction and follow-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Produces accurate and thorough work that meets the expected standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Uses time effectively; organizes and distributes time among duties according to their relative importance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepares and completes complex administrative, statistical, and program studies with comprehensive analysis and sound recommendations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepares clear, concise, pertinent and complete written communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates initiative and resourcefulness in identifying problems, advising and recommending improvements to program administration, and providing logical and workable solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. DEVELOPMENT					
1. Demonstrates growth and development in job skills and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Uses supervision positively and effectively.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Understands and supports overall program and purposes of work unit.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. JUDGMENT					
1. Analyzes problems, determines issues, evaluates facts, and makes sound judgments based upon these facts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RATE EACH CATEGORY AND ITEM*
 (*see rating key on last page)

◀UNSATISFACTORY*	◀NEEDS IMPROVEMENT*	◀MEETS REQUIREMENTS	◀EXCEEDS REQUIREMENTS	◀NOT APPLICABLE
------------------	---------------------	---------------------	-----------------------	-----------------

2. Takes effective action in emergency situations and performs well under pressure.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Foresees probable consequences of actions or recommendations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sets priorities; distinguishes between the practical and the impractical.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. PERSONAL CHARACTERISTICS					
1. Cooperation – Maintains harmonious relationships and demonstrates sensitivity to views and feelings of others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Motivation – Displays enthusiasm, interest, energy, and persistence.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adaptability - Adjusts to new situations or to changes in program direction or procedures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Decisiveness - Determines a definite course of action and carries out a decision.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reliability - Is conscientious and reliable in following through and completing work assignments in a timely fashion.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Safety - Follows prescribed safety practices.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Attendance - Observes established work hours and standards of attendance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of days absent during report period: _____ Sick leave: _____ Authorized leave (w/o pay): _____ Unauthorized leave: _____ Workers' comp. leave: _____					

E. ADMINISTRATIVE SKILLS (if applicable)					
1. Develops, administers, and implements programs and services.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Implements administration policies and keeps supervisor accurately informed as to progress and results.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plans and schedules major projects with a minimum of guidance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Effectively observes and reviews the results of his/her department and the activities of subordinates.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates program mission, goals and objectives to line staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. SUPERVISORY ABILITY (if applicable)					
1. Effectively plans and coordinates the work of others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Delegates duties and responsibilities to subordinates, providing thorough and clear instructions, and follows up as appropriate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Motivates and supports subordinates to greater efforts and improved work methods while inspiring respect and maintaining morale of department, division, or unit.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Observes performance of subordinates; keeps subordinates advised of the quality of their performance; prepares timely, well documented performance evaluations; recognizes and develops abilities of subordinates.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Develops, establishes and applies goals and standards for work unit.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is thoroughly familiar with personnel procedures and handles personnel matters expeditiously and according to established procedure.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Selects and manages employees in a manner demonstrating knowledge and sensitivity to current legislation governing workforce management, with special attention to affirmative action goals.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL EVALUATION (overall rating should reflect ratings in categories A through F)				
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	

EVALUATOR's COMMENTS (to be filled out at time report is prepared). Include: ▪ facts and specific performance information; ▪ results achieved; ▪ list major strengths and weaknesses of employee; and ▪ recommendations, including supervisor's plans to improve employee's performance and to meet training needs (if applicable):

EVALUATOR's SIGNATURE

CLASSIFICATION

DATE

EMPLOYEE's CERTIFICATION

In signing this report, I acknowledge that I have reviewed this report and discussed the contents with the evaluator. I understand that I have the right to add my comments regarding the performance evaluation should I wish to do so. (Use additional sheets if necessary.)

- I agree with the evaluation
 I disagree with the evaluation

EMPLOYEE's COMMENTS:

EMPLOYEE's SIGNATURE

DATE

REVIEWER's CERTIFICATION

I certify that I have reviewed this report.

REVIEWER's COMMENTS:

REVIEWER's SIGNATURE

CLASSIFICATION

DATE

RATING KEY

The following definitions are to be used as guides in rating "level of performance" of items and categories.

- EXCEEDS REQUIREMENTS* ▶ The results achieved are measurably better than would be expected of most personnel assigned similar duties and responsibilities.
- MEETS REQUIREMENTS* ▶ The employee is meeting the position requirements in a manner which is acceptable. The results achieved are those expected of most employees with similar duties and responsibilities.
- *NEEDS IMPROVEMENT* ▶ Performance is below the acceptable level for this position. Considerable supervision or learning may be required before performance is satisfactory. An employee whose performance is consistently evaluated at this level should be rated "unsatisfactory."
- *UNSATISFACTORY* ▶ The employee has not demonstrated the ability or willingness to meet position requirements.
- NOT APPLICABLE* ▶ The performance factor does not pertain to the rated employee.

*NOTE: ratings of "needs improvement" and "unsatisfactory" require explanation and comment in section for evaluator's comments.

EMPLOYMENT DEVELOPMENT PLAN (to be filled out by the employee following the discussion of the report). Include: ▪ performance objectives and goals for further improvement during the next report period in order to meet or exceed standards for employee's present position; ▪ plans to develop employee skills; and ▪ self-improvement efforts, i.e., specific methods by which employee can work toward accomplishing performance objectives.

EMPLOYEE's SIGNATURE

DATE

EVALUATOR's SIGNATURE

DATE



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

November 12, 2008

To: Board of Library Trustees
From: Dennis Dang, Library Services Administrative Manager
Subject: FY09 Update – 1st Quarter

INTRODUCTION

The Library has several revenue sources that fund its day-to-day operations. The largest revenue source is the Library Services Tax, which is generated from a special assessment on local property taxes. Annual allocations are also received from the California State Library in the form of the Public Library Fund, the California Library Literacy Services program, and the Direct and Inter-Library Loan programs. Additionally, the Library receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and individuals. Yet, even with these varied sources of funding, the Library continues to explore new funding opportunities and to implement measures that minimize expenses without compromising current service levels.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

On May 14, 2008, the Board of Library Trustees adopted both the budget presented for FY09 and the submitted resolution recommending that the Berkeley City Council set the Library Services Tax for FY09 at 4.29%. The Berkeley City Council passed the recommended tax rate increase on June 24, 2008. On September 10, 2008, the Board of Library Trustees approved amending the adopted expense budget to include FY08 encumbered and unencumbered carryover requests and an estimation of fiscal year 2009 salary savings, these actions increased the budget's total spending authority to \$15,654,017.

CURRENT SITUATION AND ITS EFFECTS

Revenues and expenses at the Library are most often considered and tracked according to major funding sources and consequently reviewed in three parts: Library Tax Fund, Gift Fund, and All Other Funds.

1. Library Tax Fund

The total FY09 projected Library Tax revenue at \$13,772,415 is \$70,000 less than originally projected in the adopted budget due to a transfer of expected funds from the California State Library's Public Library Funding program to the more appropriate classification of the Library's Public Library Fund – a part of the All Other Funds grouping (see All Other Funds item below).

End of first quarter actual expenditures (excluding encumbrances) are at \$2,951,580 and are 20% of the revised budget (inclusive of salary savings) with both labor at \$2,376,237 and non-labor expenses of \$575,343 tracking at that rate. Labor-related costs constitute 81% of 1Q-actuals and 80% of the revised budget. First quarter labor costs do not reflect the full impact of the new FY09 labor agreements, which went into effect on September 7; these increased costs are expected to be fully captured by the close of the second quarter. Projected annual FY09 salary savings from unfilled positions are estimated at \$350,590 and are budgeted in the Library Tax Fund.

Annualized non-labor actual spending is 78% of the revised non-labor budget. This favorability is driven primarily by timing issues related to the purchase of library materials as well as by the payment of maintenance costs for the self-check system.

Current unsettled economic conditions are not expected to have a sizable impact on FY09 Library Tax Fund revenues due to 98% of the Fund's receipts originating from the property-based Library Services Tax assessment because this tax is based on a property's square footage and not its assessed value.

2. Gift Fund

The Gift Fund, which began the fiscal year with an estimated beginning fund balance of \$972,506, has as its sole source of projected revenue in FY09 the \$68,528 from the Friends of the Berkeley Public Library. This gift by the Friends reflects a reduction from the original commitment of \$84,259 due to a return of unused FY08 funds. The Berkeley Public Library Foundation has committed to a gift of \$50,000; this has not yet been incorporated into the FY09 budget and is projected to be presented before the Library Board of Trustees in March 2009.

Authorized spending in the Fund is \$860,307 of which 63% is targeted for library materials. The Alice Meyer trust at \$336,996 and the Max Delaware Neidorf-Weidenfeld trust at \$24,699 constitute major components of the Gift Fund. The balance of monies in the Gift Fund is due to a carry-over of prior year unused funds. The Max Delaware Neidorf-Weidenfeld trust is expected to be fully expended in FY09 while the Alice Meyer Trust has an appropriation of \$90,000 to Children's library materials may be redirected at a later date.

During the first quarter of FY09, actual Gift Fund expenses totaled \$33,043 or 4%. To date, \$206,680 of appropriated Gift funds remains unspecified pending the outcome of Library Bond Measure FF in November; \$17,400 is being directed for the initial planning phase of the Central Library layout project, and \$538,182 is allocated for library materials.

3. All Other Funds

The All Other Funds category encompasses revenue received from the following California State Library administered programs: the Public Library Fund, the California Library Literacy Services, the Library Services and Technology Act, and the Direct Loan and Inter-Library Loan programs.

The Public Library Fund (PLF) distributes funds annually based on a per capita calculation and is designed to benefit every Californian equally. This California State Library program is aimed to provide needed reading, education, job development, technology, and lifelong learning resources to all communities in California. Under the proposed cut of 10% to State funding, PLF in FY09 would be funded at 12.8% of authorization. For FY09 the Berkeley Public Library has budgeted PLF receipts at \$70,000. During the first quarter, PLF funds were transferred out of the Library Tax Fund into the more appropriate Public Library Fund classification.

The California State Library also provides funds for literacy programs to service low literate adults and their families as well as English acquisition programs. State literacy funding is awarded to a library in three parts: a baseline amount as determined by the California Library Literacy Services program, a per capita amount per the number of adult learners served in the previous year, and a match on local funds expended for adult literacy services. For FY09, the Berkeley Public Library has budgeted receipts at \$65,000 (excluding salaried literacy staff).

The Library Services and Technology Act (LSTA) is a federally supported program administered by the California State Librarian, who awards local assistance grants on a competitive basis for locally initiated proposals. The LSTA provides support for projects in the areas of services for special populations, technology, and resource sharing and inter-agency cooperation. In September 2008, the Berkeley Public Library was notified of an award of \$18,754 as a Transforming Life After 50 grant recipient; revenue for this program is budgeted at \$19,000.

On a quarterly basis, the Berkeley Public Library receives reimbursements from the State Library for Direct and Inter-Library Loan programs. These programs were subject to a funding cut of 33% in FY08; and, with the expected 10% FY09 reduction, these programs are expected to be funded at 40% of full funding. The Berkeley Public Library estimates revenue from these programs for FY09 at \$80,000.

Finally, the Berkeley Public Library generally receives revenue from a few, small, competitive grant programs of which the awards are typically spent on non-personnel expenses related to a specific program.

Given the flux evident in the overall economy, the Library's finances remain encouraging. Although uncertainty remains as to the impact of the state's unsettled financial condition on Library revenues, current indications suggest that the expected reductions should not materially harm the overall financial condition of the Library.

FUTURE ACTION

No future action needed.

ATTACHMENTS:

1. Library Tax Fund (301): 5-Year Analysis
2. All funds (301, 302, 304, 305): 5-Year Analysis
3. All Other Funds (302,304,305): 5-Year fund Analysis
4. Gift Fund (306): 5-Year Fund Analysis
5. Expenditures by Category – Fiscal Year To Date-09, 1st Quarter
6. Received Gift and Donations in FY09 (306) Rec'd Quarter 1

BERKELEY PUBLIC LIBRARY

LIBRARY TAX FUND (301): 5-YEAR ANALYSIS

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 1,261,323	\$ 807,031	\$ 807,031	\$ 807,031	\$ 289,287	\$ 69,350	\$ 122,109
Revenues							
Library Tax	\$ 13,050,019	\$ 13,520,415	\$ 13,520,415	\$ 13,520,415	\$ 14,061,232	\$ 14,623,681	\$ 15,208,628
Fines/Fees	237,411	250,000	250,000	250,000	250,000	250,000	250,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	26,051	72,000	2,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$ 13,313,481	\$ 13,842,415	\$ 13,772,415	\$ 13,772,415	\$ 14,313,232	\$ 14,875,681	\$ 15,460,628
Expenditures							
Operations							
Personnel	\$ 10,899,624	\$ 11,505,222	\$ 11,686,347	\$ 9,504,948	\$ 11,920,074	\$ 12,218,076	\$ 12,587,062
Non-Personnel	1,511,645	1,785,940	1,822,836	1,822,836	1,845,940	1,845,940	1,845,940
Library Materials	1,071,112	948,121	891,121	891,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	114,316	117,619	117,619			
Computer & Software Purchase	84,912	65,000	70,732	70,732	65,000	65,000	65,000
CIP	77,334	25,000	25,000	25,000	25,000	25,000	25,000
Subtotal:	\$ 13,756,019	\$ 14,443,599	\$ 14,613,655	\$ 12,432,256	\$ 14,863,135	\$ 15,161,137	\$ 15,530,123
Charges From Other Depts							
Finance - Billing	\$ 6,045	\$ 12,182	\$ 12,320	\$ 12,320	\$ 12,566	\$ 12,880	\$ 13,269
Facilities - Toxics	5,709	8,381	14,775	14,775	15,070	15,447	15,913
Interfund Transfers							
Subtotal:	\$ 11,754	\$ 20,563	\$ 27,094	\$ 27,094	\$ 27,636	\$ 28,327	\$ 29,183
TOTAL EXPENDITURES:	\$ 13,767,773	\$ 14,464,162	\$ 14,640,749	\$ 12,459,350	\$ 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}	\$ (454,292)	\$ (276,590)	\$ (517,744)	\$ 1,313,065	\$ (219,937)	\$ 52,759	\$ 278,935
GROSS FUND BALANCE {Bal + Rev - Exp + Vacancy}	\$ 807,031	\$ 530,441	\$ 289,287	\$ 2,120,096	\$ 69,350	\$ 122,109	\$ 401,043
Budget Recommendations							
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 807,031	\$ 530,441	\$ 289,287	\$ 2,120,096	\$ 69,350	\$ 122,109	\$ 401,043

Assumptions:

printed: 7-Nov-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%.

Projected FY09 Personnel expenditures do not include increased costs of new labor agreements effective September 7, 2008.

G:\ADMIN\Gisela\BOLT\11_12_08\2[Projection 5YR_FY09_Rvsvd 30OCT.xls]301

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

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Library Discretionary Fund (301)	\$1,261,323						
Direct+Inter-Lib Loan Fund (302)	242,517						
LSTA: Svc & Tech Fund (304)							
Public Library Fund (305)	6,135						
Beginning Fund Balance	\$ 1,509,975	\$ 981,771	\$ 1,082,007	\$ 1,082,007	\$ 645,302	\$ 509,365	\$ 661,124
Revenues							
Library Tax	\$ 13,050,019	\$ 13,520,415	\$ 13,520,415	\$ 13,520,415	\$ 14,061,232	\$ 14,623,681	\$ 15,208,628
Grants (PLF)	40,852	70,000	70,000	70,000	70,000	70,000	70,000
Fines/Fees	237,411	250,000	250,000	250,000	250,000	250,000	250,000
Literacy Services* & LSTA	84,645	84,000	84,000	84,000	84,000	84,000	84,000
Direct+Inter-Lib Loan Programs	92,992	80,000	80,000	80,000	80,000	95,000	95,000
Misc. Revenue / Interest / Refunds	26,051	2,000	2,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$ 13,531,970	\$ 14,006,415	\$ 14,006,415	\$ 14,006,415	\$ 14,547,232	\$ 15,124,681	\$ 15,709,628
Expenditures							
Operations							
Personnel	\$ 11,041,132	\$ 11,638,687	\$ 11,686,347	\$ 9,622,956	\$ 11,920,074	\$ 12,218,076	\$ 12,587,062
Non-Personnel	1,562,302	1,935,940	1,944,797	1,944,797	1,995,940	1,995,940	1,995,940
Library Materials	1,071,112	948,121	922,121	922,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	114,316	117,619	117,619			
Computer & Software Purchase	84,912	65,000	70,732	70,732	65,000	65,000	65,000
CIP	77,334	25,000	25,000	25,000	25,000	25,000	25,000
Subtotal:	\$ 13,948,184	\$ 14,727,064	\$ 14,766,616	\$ 12,703,225	\$ 15,013,135	\$ 15,311,137	\$ 15,680,123
Charges From Other Depts							
Finance - Billing	\$ 6,045	\$ 12,182	\$ 12,320	\$ 12,320	\$ 12,566	\$ 12,880	\$ 13,269
Facilities - Toxics	5,709	8,381	14,775	14,775	15,070	15,447	15,913
Interfund Transfers							
Subtotal:	\$ 11,754	\$ 20,563	\$ 27,094	\$ 27,094	\$ 27,636	\$ 28,327	\$ 29,183
TOTAL EXPENDITURES:	\$ 13,959,938	\$ 14,747,627	\$ 14,793,710	\$ 12,730,319	\$ 15,040,771	\$ 15,339,464	\$ 15,709,305
Labor Vacancy Savings		\$ 349,161	\$ 350,590	\$ 288,689	\$ 357,602	\$ 366,542	\$ 377,612
Projected Surplus/(Shortfall) {Rev - Exp + Vacancy}	\$ (427,968)	\$ (392,051)	\$ (436,705)	\$ 1,564,784	\$ (135,937)	\$ 151,759	\$ 377,935
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,082,007	\$ 589,720	\$ 645,302	\$ 2,646,791	\$ 509,365	\$ 661,124	\$ 1,039,058
Budget Recommendations							
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,082,007	\$ 589,720	\$ 645,302	\$ 2,646,791	\$ 509,365	\$ 661,124	\$ 1,039,058

Assumptions:

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%.

Projected FY09 Personnel expenditures do not include increased costs of new labor agreements effective September 7, 2008.

C:\Documents and Settings\ggonzalez\Desktop\BOLT_101408\11_12_08\Projection 5YR_FY09_Rvsd 30OCT.xls\Cmp

printed: 6-Nov-08

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

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 248,652	\$ 274,976	\$ 274,976	\$ 274,976	\$ 356,015	\$ 440,015	\$ 539,015
Revenues							
Public Library Fund (SB 358)*	\$ 40,852	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Library Literacy Services*	84,645	84,000	84,000	84,000	84,000	84,000	84,000
Direct & Inter-Library Loan Prgms	92,992	80,000	80,000	80,000	80,000	95,000	95,000
Miscellaneous Grant Revenue							
TOTAL REVENUE:	\$ 218,489	\$ 164,000	\$ 234,000	\$ 234,000	\$ 234,000	\$ 249,000	\$ 249,000
Expenditures							
Operations							
Personnel	\$ 141,508	\$ 133,465		\$ 118,008			
Non-Personnel	50,657	150,000	121,961	121,961	150,000	150,000	150,000
Library Materials			31,000	31,000			
TOTAL EXPENDITURES:	\$ 192,165	\$ 283,465	\$ 152,961	\$ 270,969	\$ 150,000	\$ 150,000	\$ 150,000
Labor Vacancy Savings		\$ 4,004					
Projected Surplus/Shortfall (Rev - Exp)	\$ 26,324	\$ (115,461)	\$ 81,039	\$ (36,969)	\$ 84,000	\$ 99,000	\$ 99,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 274,976	\$ 159,515	\$ 356,015	\$ 238,007	\$ 440,015	\$ 539,015	\$ 638,015

Budget Recommendations							
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 274,976	\$ 159,515	\$ 356,015	\$ 238,007	\$ 440,015	\$ 539,015	\$ 638,015

Notes:

*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
Projected FY09 Personnel expenditures do not include increased costs of new labor agreements effective September 7, 2008.

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

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 977,239	\$ 972,506	\$ 972,506	\$ 972,506	\$ 180,727	\$ 175,727	\$ 170,727
Revenues							
Type	\$ 122,773	\$ 84,259	\$ 68,528	\$ 68,528			
BPL Foundation	81,500						
Donations/Private	107,093			3,325			
Interest/Misc. Revenues	45,084			9,973	20,000	20,000	20,000
TOTAL REVENUE:	\$ 356,450	\$ 84,259	\$ 68,528	\$ 81,826	\$ 20,000	\$ 20,000	\$ 20,000
Expenditures							
Operations							
Personnel	\$ 8,221	\$ 7,600	\$ 5,609	\$ 3,588			
Non-Personnel	59,009	148,878	200,338	200,338	5,000	5,000	5,000
Professional Services	171,366	125,537	51,809	51,809	20,000	20,000	20,000
Library Materials	85,527	572,670	538,182	538,182			
Computer Hardware/Software	11,690						
CIP	25,370	64,369	64,369	64,369			
Subtotal:	\$ 361,183	\$ 919,055	\$ 860,307	\$ 858,286	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL EXPENDITURES:	\$ 361,183	\$ 919,055	\$ 860,307	\$ 858,286	\$ 25,000	\$ 25,000	\$ 25,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (4,733)	\$ (834,796)	\$ (791,779)	\$ (776,460)	\$ (5,000)	\$ (5,000)	\$ (5,000)
Other (Balancing to Yr-end)							
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 972,506	\$ 137,710	\$ 180,727	\$ 196,046	\$ 175,727	\$ 170,727	\$ 165,727

Notes:

Fund\$ data as of 14OCT08.

printed:

6-Nov-08

C:\Documents and Settings\ggonzalez\Desktop\BOLT_101408\11_12_08\BOLT_FY09 Gift Fund 306 revsd 30OCT.xls\306

BERKELEY PUBLIC LIBRARY
EXPENDITURES by CATEGORY - FYTD-09 1Q
BOLT Attch_12NOV08 Rvsd 30OCT.xls]Sheet1

Library Fund (301)

Library Fund (301)	FY-09 Budget		FIRST QUARTER 2009 (JUL-SEP)			Unspent fav / (unfav)	% Adjstd Bdgt Expended
	Adopted	Adjusted	Actuals	Encumbrances	Total		
Salaried Employees	\$6,827,446	\$6,827,446	\$1,480,309		\$1,480,309	\$5,347,137	22%
Hourly Employees	146,736	146,736	38,688		38,688	108,048	26%
Monthly Rated - Partially Benefitted	401,705	401,705	92,566		92,566	309,139	23%
Misc. Wage Payments			79		79	(79)	
Overtime	10,500	10,500	471		471	10,029	4%
Benefits	3,778,313	3,778,313	764,124		764,124	3,014,189	20%
Salary Savings		(350,590)				(350,590)	
Salary, Wages & Emp Related	\$11,164,700	\$10,814,110	\$2,376,237		\$2,376,237	\$8,437,873	22%
Professional and Tech Services	\$617,120	\$682,267	\$185,959	\$217,648	\$403,607	\$278,660	59%
Grants and Government Payments	5,000	5,000	2,751		2,751	2,249	55%
Other Purchased Services	512,535	557,485	144,202	302,061	446,263	111,222	80%
Rentals and Leases	25,500	21,331	5,809	11,228	17,037	4,294	80%
Mail and Delivery Services	33,500	33,500	11,585	1,015	12,600	20,900	38%
Supplies	266,740	267,078	31,435	91,565	123,000	144,078	46%
Library Materials	941,121	891,121	136,313	16,293	152,606	738,515	17%
Purchased Property Services	170,000	216,700	24,807	21,893	46,700	170,000	22%
Infrastructure	25,000	25,000				25,000	
Property	83,450	89,344		5,732	5,732	83,612	6%
Property Under Cap Limit	71,500	66,343	3,940	3,784	7,724	58,619	12%
Internal Services	10,517	10,517	694		694	9,823	7%
Debt Service	114,316	117,619	27,848	83,544	111,392	6,227	95%
Balance Sheet Accounts		371,464				371,464	
Non-Labor Expenses	\$2,876,299	\$3,354,769	\$575,343	\$754,763	\$1,330,106	\$2,024,663	40%
Total - BPL	\$14,040,999	\$14,168,879	\$2,951,580	\$754,763	\$3,706,343	\$10,462,536	26%

Data from FUNDS\$ at 14OCT08.

BERKELEY PUBLIC LIBRARY
 RECEIVED GIFT AND DONATIONS IN FY09 (306)

7-Nov-08

Beginning Fund Balance

Type	Date	Begin	Foundation	Friends	Individuals	Corporation	FY09	Notes
Check 2158	30-Jun-08		\$3,000.00				\$3,000.00	North: Collections fr Hackett (Fndtn pass-thru)
Check 5070	10-Jul-08				25.00		25.00	R. Frye for BKY Reads
Check 1445478	23-Jun-08					50.00	50.00	Alameda County-Poll Owner
Check 672	1-Jul-08				36.48		36.48	N. Putnam-Claremont Donation
Check 236	6-Feb-08				250.00		250.00	G. Brosius-Claremont Collections
Check 5075	18-Aug-08				25.00		25.00	R. Frye for BKY Reads
Total			\$3,000.00		\$336.48	\$50.00	\$3,386.48	FY09 - 1st QTR
Cash	28-Oct-08				15.00		15.00	J. Torykian
Check 3445	29-Oct-08					300.00	300.00	Emaginate, Inc.
Total					\$15.00	\$300.00	\$315.00	FY09 - 2nd QTR
Total			\$3,000.00		\$351.48	\$350.00	\$3,701.48	FY09 - YTD



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

November 12, 2008

To: Board of Library Trustees

From: Donna Corbeil, Director of Library services

Subject: INFORMATIONAL REPORT ON RESULTS OF NOVEMBER 4, 2008 ELECTION
MEASURE HH, GANN LIMIT OVERRIDE RENEWAL

INTRODUCTION

The Library receives approximately 95% of their funding through a citywide special tax (referred to as the Library Relief Act of 1980), which authorizes a set rate charge on the square foot on all improvements to residential, industrial, commercial, and institutional real property in the City of Berkeley. The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of Library services.

FISCAL IMPACT

The revenue generated by the Library Tax is the major funding source for the Berkeley Public Library.

BACKGROUND

Ballot measure HH read: *Shall the appropriation limit under Article XIII B of the California Constitution (or ceiling on city expenditures) be increased to allow for the expenditure of taxes previously approved by voters for parks maintenance; libraries; emergency medical services (EMS); and emergency services for severely disabled persons for fiscal year 2009 through 2012?*

The continuation of this funding permits library operations six days a week at branch libraries, seven days a week at the Central Library, and the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing and patron needs.

CURRENT SITUATION AND ITS EFFECT

The Gann Override received overwhelming support in the November 4, 2008 Berkeley election. Results from the Alameda County Registrar of Voters Office on November 5, 2008 posted the following results for Measure HH: Yes 76.93% (30,158) and No 23.07 % (9,043). The measure required a simple majority to pass.

FUTURE ACTION

No future action is needed.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

November 12, 2008

TO: Board of Library Trustees

FROM: Therese Powell and Ying Lee, Trustees,

SUBJECT: PUBLIC COMMENT AT BOARD OF LIBRARY TRUSTEE MEETINGS

The Board of Library Trustees has had discussion at several recent public meetings on the issue of possible revisions to its policy regarding the process of Public Comment. Currently, it follows the official policy of the Berkeley City Council on public comment; it has not adopted the experimental process that has been tested at recent City Council meetings. The members of the Board of Library Trustees are not in agreement about any potential changes to its current policy. After review of various options that Library Board members have raised, we would like the Board of Library Trustees to continue these discussions.

We would like the Board to specifically consider the following:

First, that we continue to allow the public to offer comments at the beginning of Board meetings, OR, FOR ANY PUBLIC MEMBER TO SELECT TO DEFER COMMENTS TO A SPECIFIC ITEM AT THE TIME THAT ITEM IS CONSIDERED. As requested by a community member, the public comment on a specific item could be given after staff reports on that item, but before Library Board discussion of the item.

Second, that we would consider avoiding a process in which public comments are given by the same speaker at both the meeting's beginning and at the time of specific-item discussions.

Third, that we would also like to encourage the public to submit comments in writing in advance of regularly scheduled Board meetings so they may be carefully considered.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

November 12, 2008

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: UPDATE ON LIBRARY WORK PLAN FOR FY 2009

INTRODUCTION

The purpose of this report is to provide a status report on the current priorities and projects included in the FY 2009 Library Work Plan.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

At the June 13, 2007 meeting, the Board approved a draft FY 2008/09 Library Work Plan and reporting format. Subsequently, in October 2007, the Board requested each project have a priority designation assigned to it, similar to the City Council process. Staff provides periodic status reports on projects as part of the budget process or as informational items.

The Library Work Plan model is similar to one undertaken by the City as part of the budget planning process. One of the underlying assumptions is that the vast majority of work in a City department or at the Library can be described as baseline service delivery. The 90%-baseline - 10%-special-projects composition used by the City accurately reflects library operations in most years. Baseline work represents what we consider as basic services, such as opening the library the prescribed hours per week, providing reference services, purchasing materials for use by the public, or children's programming.

The City's work plan focuses on high-priority, time-specific projects that accomplish specific goals through concentrated efforts. The Library will use the same definition as the City does to categorize activities as a "project": *Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end.* Throughout the year as projects arise, staff will address the need by planning and budgeting allocated funds within the current year's budget or recommend the initiative be deferred and incorporated into a future fiscal cycle, for example, capital or facility repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or, if not, additional resources may be needed to complete them.

CURRENT SITUATION AND ITS EFFECTS

Attached is an updated summary spreadsheet of all active FY 2008/09 projects. Outstanding projects, or projects not completed, have a corresponding sheet that includes a brief description, comments, deliverables or the various steps required to complete the project, detailed timeline, status, budget information and the lead person and/or team.

The Library's FY 2009 Mid-Biennial Budget was approved in May 2008. Prior to this, at the April 9, 2008 BOLT meeting a resolution (R08-36) was approved, which amended and adopted the FY 2008-2009 Library priorities. These priorities are as follows:

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

The Library work plan was last updated as an informational item at the September 10, 2008 Board meeting. The most current report (Attachment 1) includes those items added by the Board as listed above. Those FY 2008/09 projects considered completed will no longer be listed, these are:

- Online Applications for Library Cards
- Library Master Facilities Plan for the Branches
- Strategic Planning with public, staff and Trustee involvement
- Study of the Library needs of Southwest Berkeley
- Exploration of establishing South Branch at the Ed Roberts Campus
- Library Privacy Policy
- Wireless access for the public at Central and all branch libraries

Projects considered ongoing, with no anticipated completion date are no longer included on the Work Plan in keeping with the definition of projects and ongoing work. These are the Library Intranet redesign, Administrative Regulation and Policy Development, and Web Online Public access (OPAC) redesign.

FUTURE ACTION

The Biennial FY 2009 – FY 2011 Budget process will begin shortly, and a proposed schedule is included on this November 2008 Board of Library Trustees agenda for review and approval. A review of priorities and an opportunity to revise these will be included in the budget development process to ensure that proposed budget changes and Board priorities are coordinated. The budget development process is an opportunity to:

- Discuss the status of current priorities;
- Discuss any new or revised priorities; and
- Clarify the status and scope of both new priority projects and existing projects as we begin a new 2-year budget cycle.

Once the two-year budget cycle directions are set, staff will update the Library Work Plan and reflect any resulting fiscal implications in the proposed budget.

Attachments:

1. Updated Library Projects FY 2008/09 (11/08)

LIBRARY PROJECTS FY 2008/09 (REV 11/08)

	Project Title	Priority	Lead	Budget	Timeline
1	Implement Library Strategic Plan (2009-2012) (Includes Collection development plan)	CI	Doug Smith	TBD	
2	Research ways to maximize the effectiveness of providing public hours at all the Branches and the Tool Library	CI	S. Olawski	TBD	
3	Continue to identify and explore the needs of underserved communities and pursue opportunities for extending library services beyond the Library's physical facilities.	CI	D. Smith & D. Corbeil		
4	Address the needs of the Branches for repairs and capital improvements, pursuing creative alternatives for financing.	CI	D. Dang, D. Corbeil & S. Olawski		
5	Central Library Layout & Service Improvement Project (Previously identified as Signage project)	DP	Doug Smith &	\$42,400	Phase I - June '09
6	High speed internet @ Branches	DP	A. Abramson	\$10K-\$20K each location	Dec 08
7	Annual Report, Graphics and Marketing Design	SP	D. Corbeil & A. Bern	\$5,000	June 09
8	Children's Webpage Design	DP	L. Perkins	\$15,000	Dec '08
9	Wireless Inventory Wands / PDA	DP	J. Dickinson	Minimal	June 09
10	Staff Development / Training Plan	DP	J. Shurson, A. Abramson, & S. Olawski	TBD	Feb 09
11	Teen Webpage	DP	K. Finney and L. Perkins	< \$500	On Hold

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

1 Implement Library Strategic Plan

Lead Doug Smith

Description Implement Library Strategic Plan_(2009-2012) (Includes Collection development plan)

Comments Complete two studies for services and facilities, including community engagement, and integrate into an action plan.

Budget TBD

Deliverables

Step	Detail	Status
Library Strategic Plan (3-years)	Final Plan bound and posted on website	BOLT approved September 10, 2008

5 Central Library Space Planning

Lead Doug Smith

Description Form staff committee to work with a library space planning consultant: evaluate existing floor plans for 1st, 2nd, & 3rd floors of the Kittredge bldg. for furniture layout and type, public computer placement, shelving, traffic flow, signage

Comments Will include previous signage project

Budget \$42,400

Deliverables

Step	Detail	Status
Step	Detail	Status
RFP		Deadline for proposals 8/29/08
Consultant interviews		10/9,16/08
Staff committee formed		10/08
BOLT approval of funding		11/08
Consultant under contract		11/08

2

Maximize effectiveness of public hours at Branches and Tool Library

Lead

Suzanne Olawski

Description

Research ways to maximize the effectiveness of providing public hours at all the Branches and the Tool Library

Comments

Budget

Unknown

Deliverables

Step

Detail

Status

6**High Speed Internet at Branches****Lead**

Alicia Abramson

Description

This project will increase the Internet connection speeds for each branch library to 5 Megabit per second (Mbps) and the Central Internet connection to 20 Mbps. This project is contingent on receiving E-Rate funding from the Universal Service Corporation, but will also require a capital outlay to purchase equipment needed for the higher speed access.

Comments

Currently branches are on outdated fractional T1 lines and do not benefit from the Central Library's 10 Mbps Internet connection. Upgrading the branches to 5 Mbps connections and Central to 20 Mbps, will result in more positive library patron computer experiences and higher staff productivity.

Budget

\$35,000 for equipment in FY/08
 \$15,000 for branch facility upgrades to accommodate high speed network equipment in FY/08

Deliverables

Step	Detail	Status
Secure E-Rate funding	This project is dependent on receiving E-Rate Subsidies.	E-Rate funds awarded August 2007.
Solicit bids for branch network equipment & installation services	The current equipment at the branches is not capable of carrying traffic above 1.54 MBPs	In progress
Work with maintenance and identified contractors to address any deficiencies in branch sites	This includes installation of plywood backing for fiber termination, power receptacles, equipment racks, conduit and trenching where required by AT&T.	West Branch 11/07 North Branch 12/07 South Branch 12/07 Claremont Branch 01/08
Install and configure network equipment.	Coordinate equipment installation with AT&T fiber optic cable installation	West, North & South Branch completed Claremont Branch 2009

4**Address Capital Improvement Needs****Lead**

Donna Corbeil and Dennis Dang

Description

Address the needs of the Branches for repairs and capital improvements, pursuing creative alternatives for financing.

Comments

BOLT requested staff develop a blueprint for identifying, prioritizing and funding critical capital projects and improvements (Central & Branches).

Budget

TBD

Deliverables**Step****Detail****Status**Branch Libraries Facility
Master Plan Completed

BOLT Adopted June 2008

Reports prepared for
delivery to City Council for
Infrastructure needs and
possible bond initiatives
work sessionInformation for public on
branch needs prepared,
handout on project
developed and display of
options discussion at each
branch, including Central

Fall 2008

City Council places Library
Bond Measure on
November 2008 ballot

July 8, 2008

Election November 4, 2008

Develop method of tracking
& prioritizing capital
improvement projects (CIP)
for library

April 9, 2008 BOLT meeting

7**Graphics and Marketing Design****Lead**

Donna Corbeil & Alan Bern

Description

Work with graphic artist to formalize “look” for BPL materials, including service brochures and other information.

Comments**Budget**

\$5,000

Deliverables**Step****Detail****Status**

Correct current publications offered

Flyers, service brochures, etc. from all areas of the Library

Collected by Alan Bern beginning in June.

Collect publicity from other, similar public libraries.

Emulation is not only flattering but efficient.

Always underway by library-visiting staff

Marketing Plan development

Included in adopted Library Strategic Plan

Form staff committee to work on “The Look” of all graphic material.

In progress

8 Children's Webpage Design

Lead Linda Perkins

Description New design for Children's Services website

Comments Task Force: Ann Hotta, Sugene Yang-Kelly, and Emma Coleman

Budget \$7,600

Deliverables

Step	Detail	Status
RFP Developed	Interview consultants	Selected Fusionbox
Contract negotiations		Completed
Desk work kickoff		April '08
Design options and wireframes		
Fully executable design for home page and templates		Fall 08

9

Wireless Inventory / PDA

Lead

Jay Dickinson

Description

Explore possibilities of, and implement use of, wireless PDAs for inventory, pull lists, etc.

Comments

Training for use of PDAs is set for first week of November.

Budget

Minimal. One PDA is being upgraded to wireless, but cost is said to be nominal by checkpoint.

Deliverables

Step

Detail

Status

Set training dates

Working with Craig Gorbet to set dates. Current intention is to train on Nov. 6, 7, or 8.

Awaiting confirmation from Checkpoint on training dates.

10**Staff Development / Training Plan****Lead**

Jenifer Shurson, Alicia Abramson, Suzanne Olawski

Description

Two fold plan: provides necessary fundamental knowledge essential to the tasks associated with each classification while providing a path for those members of staff interested in advancement and career growth.

Comments**Budget**

\$TBD

Deliverables**Step****Detail****Status**

Identify/define basic, class, and specific competencies.

Gathering existing data from competency studies conducted by other library systems.

March 2008

Determine appropriateness of implementation of training at various stages of development.

Must first determine basic, class and core competencies and then incorporate into orientation, probationary, and transition periods of employment.

April 2008

The majority of the training will be administered by staff with special subjects to be administered by outside consultants, outside workshops/seminars and COB workshops as needed.

TBD. Will request staff volunteers once required training areas have been determined. Staff trainers will than be assessed by T & D Committee.

June 2008

Tracking System

Partial Database completed but needs to be expanded.

June 2008

Incentive Program

Development in progress, to be implemented July 2008

Performance vs. Promotional	Discuss options for training opportunities for those interested in career advancement.	April 2008
Plan Evaluation	Pending	August 2008
Develop staff satisfaction surveys and issue for feedback at end of 1 st calendar year		
Subcommittees developed by areas New employee orientation, competencies, And promotional opportunities Explore technical training and competencies		October 2008

11

Teen Webpage

Lead

Kay Finney and Linda Perkins

Description

Working with Teen services staff, establish criteria for revamped Teen Web Page. Explore collaboration for the updating and design work with Flora Russ, Community Partnerships Academy, BHS.

Comments

Teen services had the original BPL Web presence and continues to have its own page. With the new library-wide BPL page, and the Children's page also being professionally refreshed, the Teen page needs to "fit" the new look. The senior students at BHS's small school, CPA, do internships with local agencies. Working with Teen Services staff to retool the Teen page is a project Ms. Russ has pursued with us.

Budget

< \$500

Deliverables

Step	Detail	Status
Formulate criteria	a checklist of necessary topics and access points	Teen Services staff is currently formulating, while working with the Teen page as a blog (April-August, 2007)
Meet with Ms. Russ before start of new school year		K. Finney and F. Goldsmith in contact with her
Meet with interns	Tentatively scheduled October	
Formulate criteria	a checklist of necessary topics and access points	Teen Services staff is currently formulating, while working with the Teen page as a blog (April-August, 2007)

On hold pending hiring of Senior Librarian for Teen Services



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

November 12, 2008

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: NOVEMBER 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 (Attachment 1).

LIBRARY DEVELOPMENT

Jenifer Shurson attended Berkeley City College's first Employment Education and Intern Fair. The event held on Friday, October 24, 2008 from 9 a.m. to 3 p.m. in the college's Atrium and Auditorium at 2050 Center Street, was an opportunity to advertise openings and career opportunities with the City and local businesses.

At the October 22, 2008 regular meeting of the Berkeley Unified School District, the Board of Education approved on consent a resolution R09-19 (Attachment 3) supporting the Library Bond Measure FF.

PROGRAMS, SERVICES AND COLLECTIONS

The annual Library Staff Art Show took place in October. Once again, the many talents of staff were exhibited in the cases and on the display system on the Central Library's first floor.

The City of Berkeley has initiated a business district host - ambassador program. The Host Ambassadors is funded by the City as a program and is being supervised and managed by the Downtown Business Association. Central Library staff gave the two new hosts a tour of the

Central Library and staff attended an open house at DBA held for downtown organizations and businesses to introduce the new program.

As reported several months ago the Library is now part of the Foundation Center network of local resources. Our first official training session, **Learn About Funding for the Arts**, was held on October 23, 2008. This free program, taught by San Francisco Foundation Center staff at the Central Library focused on individuals looking for funding to complete a project, mount an exhibition, put on a performance, conduct research, or anything else arts-related, Participants left with a step-by-step plan to find funding for their needs as an individual grant-seeker.

The children's staff provided a variety of Halloween holiday themed programs, **Halloween Spooktacular!**, that featured not too scary stories and a chance to wear a costume.

ATTACHMENTS:

1. Positions
2. Staff reports on Internet Librarian conference
3. BUSD Resolution No. 09-19 in support of Measure FF

BPL's Recruitment Timeline

Revised 11/3/08

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Admin Secretary	10/20/08 OPEN	11/17/08	EXAM to be held 1 st wk of Dec.	Library conducting testing.
Library Assistant	9/22/08 CLOSED	10/14/08	EXAM to be held 11/13/08.	New Exam Library Conducting testing
Library Specialist II	7/07/08 CLOSED	8/04/08	Supp Questionnaires rated by panel.	List established.
Library Specialist I	7/07/08 CLOSED	8/04/08	Supp Questionnaires rated by panel.	List established. Interviews pending.
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 Teen Svc	6/16/08 RE-OPENED	UNTIL FILLED	Alpha List established will be merged w/ newly acquired candidates.	Marti Morec selected for Sen Coll Dev Lib. Senior Teen Lib pending.
Supervising Library Assistant	4/14/08	5/12/08 CLOSED	Supplemental Questionnaires rated by panel.	Sam Zhang selected.
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
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)

**To be posted @CLA, BAL

Staff Reports on Internet Librarian Conference

Suzanne Olawski

The unifying theme of the 12th annual Internet Librarian 2008: Beyond 2.0: User-focused Tools & Practices focused on communities and communications in a social and mobile world. Presentations attended included examples of integrated social technologies used in such realms as outreach and marketing, web design, innovation and change, learning, and planning. Emphasis was placed on how libraries should focus on creating a successful user experience and using technology merely as the tool to create that experience. Libraries should be building virtual communities of online patrons and staff by connecting them to one another through audio and video open source and/or proprietary software, providing for collaborative and interactive experiences to meet patron and staff wants and needs as well as organizational goals. Additionally, libraries should be using technology to bring people together in their communities to experience social outreach opportunities and events. By planning and mapping, libraries can create more satisfying user experiences both online and out in communities.

James Eyman's Internet Librarian 2008 Experience: Monday, October 20th – Wednesday, October 22nd.

The theme of this year's Internet Librarian Conference was "Beyond 2.0: User-Focused Tools & Practices. I attended all Keynote speakers and the best concurrent sessions were in the "Outreach & Marketing", "Web Design" and "Social Media" tracks.

The sessions on Web design yielded some important insights and were echoed throughout other sessions in other tracks. Ideas like how we are creating an experience with our web site, and how we really need to seek out and use feedback from the actual users on how our site works. We need to be aware of other sites our users visit, (like Google, Amazon. com, and others) and provide a similar experience. Namely, we can attempt to provide the "post-show" experience. For example, we might attempt to give patrons a chance to discuss a book (or movie, etc.) they just read via a virtual book club, or at least they can rate and review the materials. In another session, the challenge given to attendees was to provide a way for patrons to create an online identity through our web site.

The marketing ideas resonated with me as well; from simple tasks, such as updating the directory entries in several search engines, to creating online identities for the reference desk and/or staff in social network sites, like Facebook. More ambitious endeavors were discussed; such as creating an online or e-mailed newsletter to all library card holders, or offering it via Bluetooth to cell phone holders as they enter the building. I saw a demonstration of the use of Bookletters at the Las Vegas (Clark County) public library, as well as their use of weekly, themed blogs that have found a following and are growing community there. The speaker showed how to demonstrate impact of these initiatives with circulation statistics and before/after availability. Both marketing sessions were great, but one amazing insight was that libraries were more effective reaching users in social network sites by creating "resources" and "tools" in them, and not attempting to become "friends" with individual users.

Some practical ideas that came of this I want to use right away include micro-formatting contact information and addresses on our sites for next-generation browsers to more intelligently import our contact and location information. This will also help inform design of the BIN user interface as well. Also, we can provide an index of amazing and unique search engines that do things that Google can't.

Resolution No. 09-19 in Support of Measure FF, Branch Library Upgrades and Renovations in the City of Berkeley, November 4, 2008

Whereas, the Berkeley Public Library (BPL) provides free library services, builds community, knowledge, talent, inspiration and equality of access to the community of Berkeley at its Central Library downtown and at four neighborhood locations; and

Whereas, in fiscal year 2007-2008, over 1.7 million items were checked out by 84,500 registered borrowers, an 8.4% jump, and each resident, on average, checked out over 16 items – more than three times the most recent statewide mean; and

Whereas, the activities and services taking place at Berkeley's four neighborhood branch libraries are vital elements of the contact that the Berkeley Unified School District students have with passionate, professional librarians, helping to build learning ability and reading skills; and

Whereas, the Berkeley Public Library held over 1,500 programs, of which 685 public events for children took place during the fiscal year 2007-2008, attended by 17,443 children, encouraging excellent reading habits and promoting lifelong library use among younger community members; and

Whereas, BPL librarians spoke to over 7,200 schoolchildren and more than 100 classes and 2,000 more students came to the library – the equivalent of more than 125 full school buses of new readers and avid learners having direct contact with a library and encouragement for lifelong love of learning, in total, over 29,500 children attended library programs; and

Whereas, with the cooperation of the Berkeley Unified School District's Middle Schools, BPL librarians embarked on a series of "Lunchtime Surprises," visiting Middle School libraries each week; and

Whereas, targeting the "tween" patrons, the Library continued its Middle School Book Group for the Fiscal year 2007-2008. Culminating in an author visit by Gene Luen Yang, author of the ALA Printz award-winning graphic novel *American Born Chinese*; and

Whereas, 1,335 school-aged children participated in the Summer Reading Program, with its theme of "Catch the Reading Bug"; and

Whereas, the Young Adult Library Services Association (YALSA) awarded a grant to the BPL teen librarians, in partnership with the Berkeley High School Vera Casey Parenting Program, to assist with book discussions and scrapbook programs for young parents; and

Whereas, in collaboration with Berkeley High School, the BPL Teen Services staff sponsored inspiring three-dimensional murals as part of the National Endowment for the Arts “Big Read” program during Fall 2007, now installed at the West Branch Library’s Teen Room;

Whereas, in fiscal year 2007-2008, over 1.5 million visits were made to the Central Library, and just under 900,000 visits were made to the North Branch, the Claremont Branch, the South Branch and the West Branch - an increase of 19% at the four neighborhood library branches; and

Whereas, the City of Berkeley has placed a bond measure on the ballot for the November 2008 General Election to fund \$26 million in seismic, life safety, Americans with Disabilities Act (ADA) compliance and space improvements to Berkeley’s four neighborhood branches;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Berkeley Unified School District endorses Measure FF, the \$26 million bond measure to provide safe and secure neighborhood branch library facilities in the city of Berkeley.

ADOPTED by the Berkeley Unified School District Board of Education on October 22, 2008.

John T. Selawsky, President

William Huyett, Secretary



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

November 12, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DISCUSSION AND POSSIBLE ACTION RELATED TO NOVEMBER 4, 2008 ELECTION RESULTS FOR LIBRARY BOND MEASURE FF

RECOMMENDATION

Adopt a resolution initiating a process to address critical branch library needs identified in the Branch Library Facility Master Plan, including adoption of a project schedule and a process to select an architectural services firm for the South Branch and North Branch.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. The approval of the first phase of the project will begin the Berkeley Public Library neighborhood library improvement program. Sale of the bonds will be managed by the City in coordination with the Library's needs.

CURRENT SITUATION AND ITS EFFECTS

The Board approved the development of a 20-year feasibility study in October 2007 and adopted a resolution to hire the local firm of Noll & Tam Architectural Services to produce a Branch Library Facility Master Plan. On July 9, 2008, the Board adopted a resolution approving the final BLFMP report developed by the consultant Noll & Tam Architects in collaboration with Library staff. Based on progress reports from the architectural firm, community input and multiple Board discussions the Board of Library Trustees voted to recommend the Berkeley City Council place a Library Bond on the November 2008 ballot (R08-62). Subsequently, the Berkeley City Council voted unanimously on July 22, 2008 to place a Library Bond Measure on the ballot (Attachment 2).

The Library Bond, Measure FF required a 2/3rd vote in order to pass. As of November 12, 2008, the votes in favor are 67.99% and against 32.01%, with the final certification of the vote by the Alameda County Registrar of Voters expected on December 2, 2008.

The Board of Library Trustees is responsible for managing the Library building program funded by voter approved bond proceeds.



Within the final 2-volume Facility Plan (July 2008) are documents specific to next steps:

- Volume I, page 49-50 Project Implementation - phasing, continuity of service and project schedule (Attachment 3);
- Volume I, page iii – Executive Summary – Recommendation and Cost (Attachment 4); and
- Volume II – cost estimates and details on the need for each of the four branches.

To facilitate the implementation of the proposed project schedule, staff will work with City staff to initiate a Request for Proposals (RFP) for the North Branch Library and a separate Request for Proposals (RFP) for the South Branch Library. The scope of work in the RFPs will reflect the needs of the branch as detailed in the Facility Plan and reflect the recommendations made in the report and presented to the public in summary table format (Attachment 4). According to the project schedule the architectural services selection process is estimated to take twelve (12) weeks. The award of contracts and approved payment schedule will be coordinated with the availability of bond funds.

FUTURE ACTION

At subsequent Board meetings, staff will prepare information for review, discussion and approval on the following topics:

- Architectural design services, including timeline and details on process related to selection of firms, design development and approval process;
- Fiscal oversight (BOLT & City), bond sales and phasing;
- Communication plan that details ongoing mechanisms for sharing information on the branch library projects with the public, community outreach to ensure participation in planning and required reporting to City Council;
- Service during construction, including options for continuity of service to neighborhoods during branch closure; and
- Construction bid process, project management, moving out and returning following construction.

Regular updates on the progress of the neighborhood library bond program will be a standing item on all regular monthly BOLT meetings.

Attachments:

1. Resolution
2. City of Berkeley Library Bond Measure on the Ballot
3. BLMFP, Volume I, page 49-50 Project Implementation - phasing, continuity of service and project schedule
4. BLMFP, Volume I, page iii – Executive Summary – Recommendation and Cost

**Board of Library Trustees
Resolution No.: 08-__**

**ADOPT A RESOLUTION INITIATING A PROCESS TO ADDRESS CRITICAL
BRANCH LIBRARY NEEDS IDENTIFIED IN THE BRANCH LIBRARY FACILITY
MASTER PLAN, INCLUDING ADOPTION OF A PROJECT SCHEDULE AND A
PROCESS TO SELECT AN ARCHITECTURAL SERVICES FIRM FOR THE SOUTH
BRANCH AND NORTH BRANCH.**

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

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

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

WHEREAS, the City Council after deliberation and consideration of the City's many needs adopted a resolution placing a Library bond measure in the amount of \$26M to enhance and preserve Berkeley's branch libraries so they can offer safe, accessible, free and available materials and services to residents in the neighborhoods now and for future generations; and

WHEREAS, the voters of Berkeley with thoughtful consideration approved by a greater than 2/3rd majority passage of Measure FF, a Library Neighborhood Bond measure; and

WHEREAS, the Board of Library Trustees is responsible for managing the Library building program funded by voters and is responsible for making annual reports on the fiscal status of the projects to the Council; and

WHEREAS, the Facility Plan includes recommendations for specific next steps, a Project Schedule, cost estimates and information relevant to the scope of each project; and

WHEREAS, the North Branch and South Branch are in the first phase of the schedule due to South Branch's seismic and structural deficiencies and the operational needs of the North Branch due to overcrowded conditions and inadequate infrastructure.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve a Project Schedule for the neighborhood library building program and the initiation of a process to select architectural services firms for the North Branch and for the South Branch.

Ballot Language

Shall the City of Berkeley issue general obligation bonds not exceeding \$26,000,000 to renovate, expand, and make seismic and access improvements at four neighborhood branch libraries, but not the Central Library, with annual reporting by the Library Board to the City Council?

CITY ATTORNEY'S IMPARTIAL ANALYSIS OF MEASURE FF

A MEASURE TO ISSUE GENERAL OBLIGATION BONDS NOT EXCEEDING \$26,000,000 TO RENOVATE, EXPAND AND MAKE SEISMIC AND ACCESS IMPROVEMENTS AT FOUR NEIGHBORHOOD BRANCH LIBRARIES, BUT NOT THE CENTRAL LIBRARY, WITH ANNUAL REPORTING BY THE LIBRARY BOARD TO THE CITY COUNCIL

This bond measure would authorize the issuance of \$26 million of general obligation bonds. The bond measure specifies that bond proceeds would be limited to renovation, construction, seismic, and disabled access improvements, and expansion of program areas at the City's four neighborhood branch libraries, but not the Central Library downtown. Current plans for renovation include restoration and refurbishment of historic features at the branch libraries as part of any renovation.

Although the bonds must be issued by the City Council, under the Berkeley City Charter, the Board of Library Trustees is responsible for managing the Library. Thus the bond proceeds, which are allocated for improvements to neighborhood branch libraries, will be administered by the Board of Library Trustees. The measure would also require the Board of Library Trustees to report annually to the City Council on the use of the bond proceeds.

Financial Implications

The year after the first bonds are issued, the tax rate required to meet the estimated debt service would be 0.01822¢ per \$100 of assessed valuation. This rate is expected to peak at 0.01822¢ per \$100 of assessed valuation and average 0.00836¢ per \$100 of assessed valuation during the 30-year issue. The estimated annual tax for a home with an assessed valuation of \$330,500 would be \$59 the first year after bonds are issued, peak at \$59 and average \$27 over the 30-year life of the bonds.

TAX RATE STATEMENT FOR MEASURE FF

An election will be held in the City of Berkeley on November 4, 2008, for the purpose of submitting to the electors of the City, the question of incurring a bonded indebtedness of the City in a principal amount not to exceed \$26,000,000. It is expected that bonds would be issued in a single series. The following estimated projections are made assuming said bonds are sold in a single series with an average annual interest rate of 4.95% and using 2008-2009 assessed valuation of the City of Berkeley, County of Alameda, California as the base year. If such bonds are authorized and sold, the principal thereof and interest thereon will be payable from the proceeds of tax levies made upon the taxable property of the City. The following information regarding tax rates is given to comply with Sections 5301 and 5304 of the California Elections Code. Such information is based upon the best estimates and projections presently available from official sources, upon experience within the City, and other demonstrable factors. Based upon the foregoing and projections of the City's assessed valuation, and assuming the entire debt service will be amortized through property taxation:

1. The best estimate of the tax which would be required to be levied to fund the bond issue during the first fiscal year after the sale of the first series of bonds, based on estimated assessed valuations available at the time of filing of this statement is 1.822 cents per 100

dollars of assessed valuation (or stated another way, \$18.22 per \$100,000 of assessed valuation).

2. The best estimate of the tax rate which would be required to be levied to fund the bond issue during the first fiscal year after the sale of the last series of bonds and an estimate of the year in which that rate will apply, based on estimated assessed valuation available at the time of filing this statement, is 1.822 cents per 100 dollars of assessed valuation for the year 2009/2010.(or stated another way, \$18.22 per \$100,000 of assessed valuation).

3. The best estimate of the highest tax rate which would be required to be levied to fund the bond issue and an estimate of the year in which that rate will apply, based on estimated assessed valuation available at the time of filing this statement is 1.822 cents per 100 dollars of assessed valuation for the year 2009/2010 (or stated another way, \$18.22 per \$100,000 of assessed valuation).

4. The best estimate of the average tax rate which would be required to be levied to fund the bond issue over 30 years is .836 cents per \$100 of assessed valuation (or stated another way, \$8.36 per \$100,000 of assessed valuation).

Attention of all voters is directed to the fact that the foregoing information is based upon projections and estimates only, which are not binding upon the City. The actual times of sales of said bonds and the amount sold at any given time will be governed by the needs of the City and other factors. The actual interest rates at which the bonds will be sold, which in any event will not exceed 12%, will depend upon the bond market at the time of each bond sale. Actual assessed valuation in future years will depend upon the value of property within the City as determined in the assessment and the equalization process. Hence, the actual tax rates and the years in which such rates are applicable may vary from those presently estimated stated above.

s/PHIL KAMLARZ
City Manager, City of Berkeley

Phasing

Construction and renovation at the branch libraries must be coordinated in order to meet the stated Continuity of Service goals and reduce construction costs. It should be noted that the construction costs provided in this report have been escalated to reflect future construction dates as indicated in the Project Schedule. There must also be consideration given to the complexity and scope of work for each branch. For example, it is anticipated that demolishing South Branch and engaging in a community design process for a newly constructed branch library on the same site could potentially take significantly longer than a renovating the Claremont Branch interior.

The Project Schedule is based on the following elements:

- Start North Branch and South Branch as soon as possible.
- North Branch arguably has the greatest need for patron services and staff workspace. If designed appropriately and with community participation, North's schedule should be predictable. Construction on North will start first.
- South, given the project scope and previous community reactions, will take longer in design, permitting, and entitlements. Construction on South would not start until North's construction is complete.
- West Branch then starts design when South starts construction.
- Claremont starts design when West starts construction. Claremont is last due to the current "good" condition of the branch in comparison to other branches. Claremont starts construction after all other branches are reopened.

The Project Schedule depicts project timeline as well as graphic representation of the phasing. Summary duration for each branch is shown as a solid black line.

Continuity of Service

With the successful completion of the BPL Central Library, the resources now are needed to complete a comprehensive branch renovation and replacement project. Given Central's capacity, location, and functionality, coupled with a directive to maximize facility resources and cost efficiencies, several service goals are proposed:

- There will be minimal overlap of branch closures for construction at any given time throughout overall project
- Given the unique and extensive use of the Tool Lending Library, a temporary facility will be provided for this function, location to be determined.

Some patron services, for example, book reserves, Literacy programs, or children's programs, may be relocated from a branch library under construction to the Central Library. The Library also may consider a schedule of extended public service hours at the remaining branches.

North Branch

- 5,390 sf existing, 500 sf to be demolished
- Newly constructed addition of 2,400 sf¹
- Proposed Library of 7,290 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA compliance for existing building and site
- Mechanical / Electrical / Telecommunication upgrade

Renovation	4,890 sf	\$2,689,500
New Construction	2,400 sf	\$1,320,000
Contingency & Escalation ²		\$755,738
Subtotal	7,290 sf	\$4,765,238
Project Costs ⁴	31%	\$1,456,919
Total		\$6,222,157
Furniture, Fixtures and Equipment		\$550,423

West Branch

- 6,230 sf existing, 4,130 sf to be demolished
- Newly constructed addition of 6,500 sf¹
- Proposed Library of 8,600 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA Compliance for existing building
- Mechanical / Electrical / Telecommunication upgrade

Renovation	2,100 sf	\$1,176,000
New Construction	6,500 sf	\$3,575,000
Contingency & Escalation ³		\$1,223,695
Subtotal	8,600 sf	\$5,974,695
Project Costs ⁴	30%	\$1,807,662
Total		\$7,782,357
Furniture, Fixtures and Equipment		\$625,680

South Branch and Tool Lending Library

- 5,040 sf existing Library and Tool Lending Library
- Proposed newly constructed Library and Tool Lending Library¹ of 8,200 sf
- Serious structural deficiencies make renovation difficult, unattractive, and uneconomical
- More efficient and cost effective to build new
- Demolish existing Library and Tool Library

New Construction	8,200 sf	\$4,510,000
Contingency & Escalation ²		\$891,615
Subtotal	8,200 sf	\$5,401,615
Project Costs ⁴	30%	\$1,641,468
Total		\$7,043,084
Furniture, Fixtures and Equipment		\$599,644

Claremont Branch

- 7,300 sf existing Library to be renovated
- Newly constructed addition of 140 sf¹
- Proposed Library of 7,440 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA Compliance for entire building and site
- Mechanical / Electrical / Telecommunication upgrade

Renovation	7,300 sf	\$2,920,000
New Construction	140 sf	\$105,000
Contingency & Escalation ³		\$806,998
Subtotal		\$3,831,998
Project Costs ⁴	30%	\$1,136,280
Total		\$4,968,278
Furniture, Fixtures and Equipment		\$542,964

All Branch Total

\$26,015,875

Total Furniture, Fixtures and Equipment \$2,318,711

Notes:

1. New construction assumes compliance with all codes and regulations.
2. Assumes 12/1/2009 for start of construction.
3. Assumes 1/25/2011 for start of construction.
4. Fees include design permit, management, construction, utility, inspection, etc.

**project
schedule**

