



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
DECEMBER 12, 2007

AGENDA
7:00 P.M.

SOUTH BRANCH LIBRARY
1901 RUSSELL STREET

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

PRELIMINARY MATTERS

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

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 November 14, 2007 regular meeting**
Recommendation: Approve the minutes of the November 14, 2007 regular meeting of the Board of Library Trustees.
- B. **Administrative Regulation to regulate the use of security cameras or video monitors**
Recommendation: Adopt the resolution adopting the administrative regulation on security cameras within and around the library buildings.
- C. **Requirement for children's library card**
Recommendation: Adopt the resolution approving the requirement for children to be at least five years old, with the signed permission of a parent or guardian, to receive a library card at the Berkeley Public Library.
- D. **2008 Annual Authors Dinner event**
Recommendation: Adopt the resolution approving the arrangements in preparation for the sixth annual Authors Dinner to be held on Saturday, February 9, 2008 at the Central Library.
- E. **Recognition of Service Employees International Union Local 1021**
Recommendation: Adopt the resolution authorizing the Director of Library Services to sign and execute a Side Letter Agreement with Service Employees International Union (SEIU) to recognize SEIU 1021 as the sole and exclusive representative for employees assigned to representation units currently represented by SEIU Local 790, Local 535, and Part-Time Recreation Leaders Association/SEIU 535.

ACTION CALENDAR

- A. **Posting and enforcing Rules of Conduct for visitors to all Library buildings**
Recommendation: Adopt the resolution adopting the *Administrative Regulation: Posting and Enforcing Rules of Conduct for Visitors to All Library Buildings* and the revised *Berkeley Public Library Rules of Conduct*.
- B. **FY08 Adopted Budget - 1st Quarter Update and Amendment to FY08 Appropriations**
Recommendation: Adopt a resolution amending the FY08 Adopted Budget based upon recommended re-appropriation of FY07 funding in the amount of \$45,000 and discussion of information regarding the status of the Library's finances.

- C. Selection of Trustee to attend the 4x2 Committee meeting on January 2, 2008**
Recommendation: Adopt the resolution selecting a Trustee to attend the next meeting of the 4x2 Committee, comprised of members of the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation, on January 2, 2008.
- D. Discussion and direction on the process for conducting the Director of Library Services' annual personnel evaluation**
Recommendation: Adopt the resolution determining a process and identifying a date for a Closed Session discussion of the evaluation.

INFORMATION REPORTS

- A. Report from library employees and unions, discussion of staff issues**
1. Comments / responses to reports and issues addressed in packet.
- B. 2008 Board of Library Trustees meeting schedule and location update**
- C. Library's response to the City of Berkeley Work Force Report regarding training, recruitment and staff development**
- D. Report from Trustee Ying Lee on the 2007 California Library Association Annual Conference in Long Beach, CA: October 26 – 29, 2007**
- E. Report on options for the Board of Library Trustee's selection process in electing a Chairperson and Vice-Chairperson**
- F. Status report from the ERC / Southwest Berkeley Library Needs Discussion Group on October - November 2007 activities**
- G. December 2007 Monthly Report from Library Director Donna Corbeil**
- H. Library events:** Flyers and press releases for various Library programs

AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, January 9, 2008 at the South Branch Library, 1901 Russell Street, Berkeley.

- A. Tracking Chart**

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 December 7, 2007.



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

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

**Berkeley Public Library
Board of Library Trustees**

**Regular Meeting
November 14, 2007**

**MINUTES
7:00 p.m.**

**South Branch Library
1901 Russell Street**

PRELIMINARY MATTERS

A. Call to Order

The regular meeting of November 14, 2007 was called to order at 7:14 p.m.

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

Absent: None

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

B. Public Comments

1. Chris Adams spoke on behalf of the Berkeley Public Library Foundation on the West Branch Library and Bayer HealthCare's generous donation.

C. Approval of Agenda

Information Item "B" was moved to the beginning of the agenda in order to accommodate the Children's Services staff who were prepared to give their presentation.

R07-108 Moved by Trustee Lee, seconded by Trustee Kupfer, to approve the amended agenda. Motion passed unanimously.

Information Item "B" moved to the beginning of the agenda

B. Oral report update on the Children's Services Division's programs and activities

Linda Perkins, Children's Services Manager, and Armin Arethna, Children's Librarian, gave the oral presentation on the Children's Services Division's programs and activities. The entire Children's Services Division worked on the presentation and contributed their ideas. The presentation was given in the form of a power point question and answer show, with the following points made:

- Children's programming begins when they are 6 months old.
- The Frances Albrier Community Center is located in Southwest Berkeley. Children's Librarians created a reading nook in the corner of the arts and crafts room at the Center. This reading nook serves mostly children ages 5 to 12 and is operated on the honor system.
- Over 1,300 children enrolled in last year's Summer Reading Program. The theme of the 2007 Summer Reading Program was "Get A Clue."
- Elementary School, Middle School and High School students with a Berkeley Public Library card can use Live Homework Help and work online with a tutor in real time.
- Early Learning with Families (ELF) initiative transforms libraries into family-friendly spaces that offer resources and services to encourage early childhood development and literacy skills. This Library Services Technology Act (LSTA) grant, which BPL receives through the State Library, focuses on the young child and brings together the parents/caregiver, the library, and other community partners. As a result of this grant, Children's Librarians are offering more outreach programs to childcare centers. This program started at West Branch and is now at South Branch and Central.
- The P&T Collection is comprised of books selected specifically for parents and teachers.
- Elisa Kleven is the artist responsible for the image captured in the new Story Room Tapestry.
- The AWE machines feature fun games and activities in English and Spanish for children ages 2-8 that build spelling, reading, math, problem solving skills, and music skills.

- A Lunchtime Surprise is the program in which middle school students listen to book talks and make crafts with a Children's Librarian at their school.
- You can find biography, social studies, English and science databases, online encyclopedias, journals and reference sources for kids on computers located in the Children's section of the Central Library and the Branches, on your computer at home using your library card, or by going to the Berkeley Public Library website and clicking on "online resources."
- The Harry Potter books, *And Tango Makes Three*, and *The Rabbit's Wedding* have all been challenged. This means that there has at least been an attempt to have them banned. During the last Banned Books Awareness Week BPL conducted a public reading of *Harry Potter and the Sorcerer's Stone*.
- The Children's Library has book groups, jugglers, puppet shows, story times, musicians, family movies, and knitting circles all for children.

CONSENT CALENDAR

There was a brief discussion on Consent Item "B" and clarification given on the estimated loss of revenue for the proposed amnesty period in February 2008.

- R07-109 Moved by Trustee Moore, seconded by Trustee Powell, to approve the Consent Calendar. Motion passed unanimously.**
- R07-110 Approved the minutes of the October 24, 2007 special meeting.**
- R07-111 Adopted the resolution designating a two-week period in February 2008 a fine amnesty period and authorizing the Director to go forward with organizing and publicizing in preparation for this amnesty.**
- R07-112 Adopted the resolution adopting Administrative Regulation 1.13: Section 504/ADA Grievances to establish Berkeley Public Library practices complying with Section 504, Title V, Subsection 84.7(b) of the Rehabilitation Act of 1973, which specifies that persons with disabilities are entitled to file complaints alleging that they have been discriminated against solely because of his/her disability.**
- R07-113 Adopted the resolution approving the 2008 calendar of holidays and closings for the Berkeley Public Library.**
- R07-114 Adopted the resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to Ross McDonald Company, a vendor specializing in library furniture and supplies for service, materials and supplies in excess of her delegated spending authority.**

ACTION CALENDAR

A. Appointment of the Chairperson and Vice-Chairperson

Trustee Kupfer nominated Trustee Powell for Chairperson because of her diplomacy, hard work and commitment to the Board over the years.

- R07-115 Moved by Trustee Kupfer, seconded by Trustee Moore, to appoint Trustee Therese Powell as Chairperson to the Board of Library Trustees from November 14, 2007 and through until the time of election in 2008. Motion passed unanimously.**

Trustee Kupfer nominated Trustee Darryl Moore for Vice-Chairperson because of his expertise and effective judgment.

- R07-116 Moved by Trustee Kupfer, seconded by Trustee Lee, to appoint Trustee Darryl Moore as Vice-Chairperson to the Board of Library Trustees from November 14, 2007 and through until the time of election in 2008. Motion passed unanimously.**

Trustee Kupfer handed over the meeting to the new Chairperson, Trustee Powell.

The Board thanked Trustee Kupfer for her commitment and dedication over the past year as Chairperson. Her leadership and legal expertise were recognized and praised as an asset to the Board.

In the past there has not been a formal process for nominating a Chairperson or Vice-Chairperson. For the future the Board asked that it be researched and reported back for consideration.

B. Berkeley Public Library Facilities Master Plan (LMFP) for the Branches

During the process for development of the LMFP it is important to ensure that there is staff participation and, more importantly, public involvement, by having a group that would meet. Workshops would also be organized during Board meetings with presentations from the architects, Noll & Tam Architects.

The Board made suggestions on additional organizations or individuals to invite to participate on the advisory group to be formed, including: the Chamber of Commerce, the City Architect, the City's ADA Coordinator, a neighborhood group representative, a school district representative, Rev. Williams from AME, and a representative from BAHIA. Trustees Kupfer and Golphin volunteered to participate in this advisory group. This process is anticipated to finish in June 2008 and the group would be asked to participate in four or five meetings.

The Strategic Plan will be handled as a separate process and will be integrated with the LMFP as they both move forward. The previous Strategic Plan had a number of objectives identified, with many of them reached and accomplished. The Strategic Plan process that is being planned for early next year will include an assessment of the previous material, identifying what has been accomplished; a staff steering committee will be organized to conduct focus groups, community meetings, and a web survey, with the goal of defining a more succinct plan.

R07-117 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt the resolution approving the process for development of a Berkeley Public Library Facilities Master Plan for the Branches that engages stakeholders and sets direction for the future, with the advisory group to include additional, external members. Motion passed unanimously.

C. 2008 Board of Library Trustees Meeting Schedule

The current schedule of regular meetings occurs on the second Wednesday of every month and is still the day of choice for 2008. It was suggested that one meeting a year be held at each of the other branches and at Central. The Director will review the schedule, choose dates to hold the meetings at alternate locations and come back with the final schedule as an information item next month.

R07-118 Moved by Trustee Lee, seconded by Trustee Moore, to adopt the resolution approving the 2008 Board of Library Trustees regular meeting schedule as amended with alternate locations to be chosen on four dates by the Director. Motion passed unanimously.

INFORMATION REPORTS

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

No report given.

B. Oral report update on the Children's Services Division's programs and activities

The oral report was moved and presented at the beginning of the meeting.

C. Priority Designation for Library Work Plan projects for FY2008

No discussion.

D. California Library Association Annual Conference in Long Beach, CA: October 26 – 29, 2007

Trustee Lee will be giving her report on the CLA Annual Conference as part of the December 12, 2007 Board agenda.

E. September 2007 Monthly Report from Library Director Donna Corbeil

- The new BPL library cards have been featured in the *Library Journal* magazine.
- A sample of the *Berkeley Public Library Annual Report 2007* was shown to the Board. When the report is printed it will be distributed and put on the website.
- The Southwest Berkeley needs assessment is progressing and should be completed by spring 2008.

F. City of Berkeley Work Force Report

The Board asked that this item be brought back at the next meeting with a report from the Director on her observations and considerations for the Library.

AGENDA BUILDING

The Board asked the Director to come back with information on the future economic outlook for Berkeley and how it may affect the Library sometime next year.

- December meeting:
 - Trustee Lee's report on the Annual CLA Conference
 - Options for process on election of Chairperson and Vice-Chairperson
 - Select Trustee to attend the next 4x2 meeting and represent the Board

ADJOURNMENT

R07-119 **Moved by Trustee Kupfer, seconded by Trustee Golphin, to adjourn the meeting at 8:48 p.m.**
Motion passed unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ADMINISTRATIVE REGULATION TO REGULATE THE USE OF SECURITY CAMERAS OR VIDEO MONITORS

RECOMMENDATION

Adopt the resolution adopting the Administrative Regulation to regulate the use of security cameras or video monitors in the Library for the purpose of observing and/or recording activities to deter crime and to aide in protecting the safety of individuals and library property.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

The use of CCTV (closed circuit television) or video monitoring has been implemented in variety of public and private institutions to address a variety of scenarios with the objectives of deterrence, detection or some combination of the two. In preparing this item policies from a number of entities were reviewed.

In 2006, during the tenure of the Interim Director and following a violent incident involving a staff member and a member of the public at the Central Library, three VHF video cameras were replaced with fifteen digital cameras and the software that manages the system with computer-based digital recording. At this time, cameras were placed at the Bancroft entry (inside and outside), the staff parking area, third floor public hallways, at the meeting room entry and at the public entrance, facing both into the building and outside. Multiple cameras at the main entry replaced one VHF camera. No video or closed circuit cameras have been placed in any of the other Library facilities.



While the use of video cameras to monitor both public and commercial places may seem ubiquitous, given the inexpensiveness of the technology and the need to safeguard property and personnel, it is not without its shortcomings. The cornerstone of the procedures that will be developed once the Library policy is approved will be on accountability. These procedures will address privacy issues and internal processes related to the placement of cameras. Included will be internal processes related to location of the equipment, specification of which personnel is authorized to operate the system, including monitoring or viewing the recordings; adequate noticing or signage; system maintenance; and funding impact.

FUTURE ACTION

There is no anticipated fiscal impact in the adoption and implementation of these regulations. Upon approval, staff will develop procedures for the use of video monitoring camera and equipment that cover the following areas:

1. Appropriate uses of the video monitoring system
2. Criteria and approval process for the placement of cameras in the Library and its grounds
3. Public notification of the presence of monitoring equipment in an area
4. Oversight responsibility for all aspects of the equipment, including maintenance
5. Guidelines for the protection of recorded information and access limits
6. Ongoing review of the general use of cameras and audit of accessibility

In addition, the procedures will stipulate a process to review complaints or hear concerns regarding camera locations.

Attachments:

1. Resolution
 - a. Administrative Regulation: Use of Video Monitoring Equipment

RESOLUTION NO.: 07-____

**ADOPTION OF THE ADMINISTRATIVE REGULATION TO REGULATE THE USE OF
SECURITY CAMERAS OR VIDEO MONITORS IN THE LIBRARY FOR THE PURPOSE OF
OBSERVING AND/OR RECORDING ACTIVITIES TO DETER CRIME AND TO AIDE IN
PROTECTING THE SAFETY OF INDIVIDUALS AND LIBRARY PROPERTY**

WHEREAS, in 2006, fifteen digital cameras, and the software that manages the system, were installed with computer based digital recording; and

WHEREAS, use of video monitoring addresses the need to safe guard property and personnel; and

WHEREAS, the Berkeley Public Library is committed to establishing and maintaining an environment that is secure and safe for both library employees and library visitors; and

WHEREAS, procedures must be in place to address privacy issues and internal processes related to the placement of cameras.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation related to the use of security cameras or video monitors in the Library for the purpose of observing and/or recording activities to deter crime and to aide in protecting the safety of individuals and Library property.

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	x.x
ORIGINAL DATE:	12/12/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 1

SUBJECT: Use of Video Monitoring Equipment

I. PURPOSE

The Berkeley Public Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. This can be accomplished by establishing rules of conduct and following best security practices. The purpose of this policy is to regulate the use of video monitors to observe and / or record activities in Library facilities to enhance security, deter crime and to aid in protecting the safety of individuals and the property of the library.

II. POLICY

Video surveillance for security purposes at the library is limited to locations and uses that do not violate the reasonable expectation of privacy. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner consistent with other existing library and city policies. No audio should be recorded.

This policy does not imply or guarantee that any or all cameras will be recording images, or monitoring in real time, 24 hours a day, seven days a week. Recordings will be retained for a period of 30 days. Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Library staff will develop procedures for the ongoing management of equipment and to ensure accountability by clearly stating the provisions under which cameras will be installed and used, thereby protecting privacy of users and employees.

Reviewed by:	_____
	Director of Library Services Date

Approved by:	_____
	Chair, Board of Library Trustees Date



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 12, 2007

TO: Board of Library Trustees
FROM: Linda Perkins, Children's Services Manager
SUBJECT: REQUIREMENT FOR CHILDREN'S LIBRARY CARD

RECOMMENDATION

Adopt the resolution approving the requirement for children to be at least five years old, with the signed permission of a parent or guardian, to receive a library card at the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Currently, children, with the signed permission of their parent or guardian, may obtain a library card when the child is able to print his/her first name. As some children lack manual dexterity, this requirement makes it unnecessarily difficult for some children to obtain a library card.

CURRENT SITUATION AND ITS EFFECTS

Library staff recommends that children be issued library cards at age five, the age at which many children begin school. This will provide an equitable procedure for all children, regardless of their physical dexterity and/or ability.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

RESOLUTION NO.: 07-____

**APPROVAL OF THE REQUIREMENT FOR CHILDREN TO BE AT LEAST FIVE YEARS OLD,
WITH THE SIGNED PERMISSION OF A PARENT OR GUARDIAN, IN ORDER TO RECEIVE
A LIBRARY CARD AT THE BERKELEY PUBLIC LIBRARY**

WHEREAS, currently, children, with the permission of a parent or guardian, are able to receive a library card when the child is able to print their first name; and

WHEREAS, the current requirement makes it unnecessarily difficult for some children to receive a library card if they lack manual dexterity; and

WHEREAS, Library staff recommends that the requirement be changed so that a child must be at least five years old to receive a library card at the Berkeley Public Library, which will treat all children equally.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the requirement for children to be at least five years old, with the signed permission of a parent or guardian, in order to receive a library card at the Berkeley Public Library.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2008 ANNUAL AUTHORS DINNER EVENT

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the sixth annual Authors Dinner to be held on Saturday, February 9, 2008 at the Central Library.

FISCAL IMPACT

There will be no fiscal impact from this report.

BACKGROUND

For the past five years in February the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. This event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

CURRENT SITUATION AND ITS EFFECTS

The sixth annual Authors Dinner is scheduled for Saturday, February 9, 2008 with a gala reception beginning at 6:00 p.m., followed by a Silent Auction and Dinner. The Foundation is expecting approximately 300 guests and 29 noted authors are scheduled to attend. In preparation for this event, the following arrangements need to be approved by the Board:

1. Close the Central Library at 5:00 p.m. on Saturday, February 9, 2008.
2. Arrange for library staff to assist with cleanup of the Central Library between 5:00 and 6:00 p.m.
3. Close the Reading Room all day on Saturday, February 9, 2008
4. Close the Reference Room beginning at 1:00 p.m. on Saturday, February 9, 2008.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

RESOLUTION NO.: 07-____

**APPROVAL OF THE ARRANGEMENTS FOR THE 2008 SIXTH ANNUAL AUTHORS
DINNER EVENT TO BE HELD ON SATURDAY, FEBRUARY 9, 2008 AT THE CENTRAL
LIBRARY**

WHEREAS, over the past five years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the sixth annual Authors Dinner is scheduled for Saturday, February 9, 2008; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the sixth annual Authors Dinner:

1. Close the Central Library at 5:00 p.m. on Saturday, February 9, 2008.
2. Arrange for library staff to assist with cleanup of the Central Library between 5:00 and 6:00 p.m.
3. Close the Reading Room all day on Saturday, February 9, 2008
4. Close the Reference Room beginning at 1:00 p.m. on Saturday, February 9, 2008.
5. Arrange for maintenance staff to be available to for resetting lights and various other setups.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: RECOGNITION OF SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to sign and execute the Side Letter of Agreement with Service Employees International Union (SEIU) to recognize SEIU Local 1021 as the sole and exclusive representative for employees assigned to representation units currently represented by SEIU Local 790, Local 535, and the Part-time Recreation Leaders Association/SEIU 535 (collectively, "SEIU Locals").

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

This Agreement is a tentative agreement that is subject to approval by the City Council of the City of Berkeley and shall become effective upon adoption by the City Council, Rent Board, and the Board of Library Trustees

At the November 27, 2007 City Council meeting the SEIU Local 1021 Side Letter of Agreement was approved. This Agreement, when fully executed and implemented, will put into effect the side letter recognizing SEIU Local 1021 as the exclusive representative of employees formerly represented by SEIU Local 790, SEIU Local 535, and the Part-Time Recreation Leaders



Association. The terms and conditions of employment in the separate contracts still exist and the significant modification was to the recognition clause.

FUTURE ACTION

No further action is required.

Attachment:

1. Resolution
2. November 27, 2007 City Council Agenda, Consent item – Recognition of Service Employees International Union Local 1021
3. Side Letter of Agreement between the City of Berkeley and Service Employees International Union

RESOLUTION NO.: 07-____

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO SIGN AND EXECUTE THE
SIDE LETTER RECOGNIZING SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL
1021 AS THE SOLE REPRESENTATIVE OF EMPLOYEES CURRENTLY REPRESENTED
BY UNION LOCALS**

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

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

WHEREAS, the Side Letter Agreement with Service Employees International Union (SEIU) is beyond the scope of authority previously given to the Director of Library Services; and

WHEREAS, the City Council of the City of Berkeley approved the SEIU Local 1021 Side Letter of Agreement at their meeting on November 27, 2007; and

WHEREAS, this Side Letter will recognize SEIU Local 1021 as the exclusive representative of employees formerly represented by SEIU Local 790, SEIU Local 535, and the Part-Time Recreation Leaders Association.


NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to sign and execute the Side Letter of Agreement Service Employees International Union to recognize SEIU Local 1021 as the sole and exclusive representative for employees assigned to representation units currently represented by SEIU Local 790, Local 535, and the Part-Time Recreation Leaders Association/SEIU 535.



Office of the City Manager

CONSENT CALENDAR

November 27, 2007

To:  Honorable Mayor and Members of the City Council

From:  Phil Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Recognition of Service Employees International Union Local 1021

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute and implement a Side Letter of Agreement with Service Employees International Union (SEIU) to recognize SEIU Local 1021 as the sole and exclusive representative for employees assigned to Representation Units currently represented by SEIU Local 790, Local 535, and the Part-Time Recreation Leaders Association/SEIU Local 535 (collectively, "SEIU Locals").

FISCAL IMPACTS OF RECOMMENDATION

There are no fiscal impacts in adopting this recommendation.

CURRENT SITUATION AND ITS EFFECTS

SEIU currently has two local unions representing employees of the City of Berkeley. SEIU Local 790 represents career employees in manual labor occupations, office administrative support and police non-sworn employees performing paraprofessional duties in the Police Department. SEIU Local 535 represents employees in career and non-career health and welfare, social services and professional nursing occupations, career and non-career professional, paraprofessional and technical administrative occupations, and career Library occupations including Library Aides. SEIU Local 535 also represents career benefited part-time and non-benefited recreational employees through the Part-Time Recreation Leaders Association ("PTRLA"). As a result, there are three separate labor contracts between the City and SEIU and historically the City has negotiated separately with SEIU Local 790 and SEIU Local 535. The SEIU Locals represent approximately 1000 of the City's 1668 full-time equivalent budgeted career positions.

BACKGROUND

Early this year, the City was notified by SEIU that a decision was made by SEIU to reorganize its California local unions. As a result of this decision to reorganize, the SEIU Locals were consolidated into the newly formed Local 1021 with the stated intent to affect a change in representation effective March 1, 2007. The City responded to SEIU that it could not yet recognize that consolidation, based on several concerns including, but not limited to, the fact that SEIU was not planning to comply with the

exclusive representation language in the three existing labor contracts that includes a decertification provision. In objecting to the consolidation at that time, the City also relied on Public Employment Relations Board (PERB) Regulations, which provide an administrative remedy for the union to amend its certification or recognition in the event of a merger, amalgamation, affiliation or transfer of jurisdiction.

SEIU responded by describing the detailed procedures it followed to merge a number of local union affiliates into larger, geographically based local unions. One aspect of this procedure was a statewide vote of all employees represented by SEIU that included participation of City of Berkeley employees represented by SEIU. Based on this recent information, the City is prepared to recognize Local 1021 as the sole and exclusive representative of employees currently represented by SEIU Local 790, SEIU Local 535 and the PTRLA/SEIU Local 535 subject to the terms and conditions of a Side Letter of Agreement, which has been agreed to by the parties and is attached to the Resolution as Exhibit A.

RATIONALE FOR RECOMMENDATION

The reason for this action is because SEIU has consolidated its statewide Local Chapters into regional Locals to improve the administrative efficiency and improve their worksite organizational ability. SEIU Locals 790 and 535 will cease to exist as separate independent entities.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered or are appropriate for this subject matter.

CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805

Attachments:

1: Resolution

Exhibit A: Side Letter of Agreement between the City of Berkeley and Service Employees International Union

RESOLUTION NO. ##,###-N.S.

SIDE LETTER AGREEMENT RECOGNITION OF SERVICE EMPLOYEES
INTERNATIONAL UNION LOCAL 1021

WHEREAS, Service Employees International Union (SEIU) is the sole and exclusive representative of employees assigned to three separate bargaining units that are SEIU Local 790, SEIU Local 535 and the Part-Time Recreation Leaders Association/SEIU Local 535; and

WHEREAS, SEIU employees are assigned and organized in the following Representational Units: Unit D (manual occupations), Unit J (paraprofessional employees – Police Department), Unit K-1 (career, non-confidential office and clerical), Unit K-2 (supervisory clerical employees), Unit G-1 (career and non-career health, welfare, and social service occupations), Unit G-3 (career and non-career professional nursing classifications), Unit I-A (career supervisory library employees), Unit I-B (career non-supervisory library employees including all library aides), Unit L (career and non-career, miscellaneous and administrative employees), Unit R-1 (career benefited, part-time recreational), and Unit R-2 (non-benefited, part-time recreational); and

WHEREAS, on February 6, 2007, the City was notified by SEIU that a decision was made by SEIU to reorganize its California local unions and as a result of this decision to reorganize, Locals 790 and 535 were consolidated into the newly formed Local 1021 effective March 1, 2007; and

WHEREAS, on August 24, 2007, the City received correspondence from SEIU that described in detail the procedures followed by SEIU to merge a number of local union affiliates into larger, geographically-based local unions; and

WHEREAS, one aspect of this procedure was a statewide vote of all employees represented by SEIU that included participation of City of Berkeley employees represented by SEIU; and

WHEREAS, based on the information provided by SEIU the City is prepared to recognize SEIU Local 1021 as the sole and exclusive representative of employees currently represented by SEIU Local 790, SEIU Local 535 and the Part-Time Recreation Leaders Association/SEIU Local 535 subject to the terms and conditions of a Side Letter of Agreement, which has been agreed to by the parties and is attached to the Resolution as Exhibit A.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute and implement the Side Letter of Agreement with Service Employees International Union to recognize SEIU Local 1021 as the sole and exclusive representative for employees assigned to Representation Units currently

represented by SEIU Local 790, Local 535, and the Part-Time Recreation Leaders Association/SEIU Local 535 based on the terms and conditions set forth in the Side Letter that is attached to this Resolution as Exhibit A.

Exhibits

A: Side Letter of Agreement between the City of Berkeley and Service Employees International Union

**SIDE LETTER AGREEMENT
BETWEEN THE CITY OF BERKELEY AND
SERVICE EMPLOYEES INTERNATIONAL UNION**

The parties to this Agreement are the City of Berkeley ("City"), and Service Employees International Union (SEIU), Locals 535 including the Part-Time Recreation Leaders Association, 790 and 1021, ("Local 535", "Local 790" or "Local 1021"). The provisions of this Agreement apply to City of Berkeley employees assigned to the following representation units: Unit D (manual occupations), Unit J (paraprofessional employees – police department), Unit K-1 (career, non-confidential office and clerical), Unit K-2 (supervisory clerical employees), Unit G-1 (career and non-career health, welfare, and social service occupations), Unit G-3 (career and non-career professional nursing classifications), Unit I-A (career supervisory library employees), Unit I-B (career non-supervisory library employees including all library aides), Unit L (career and non-career, miscellaneous and administrative employees), Unit R-1 (career benefited, part-time recreational), and Unit R-2 (non-benefited, part-time recreational).

BACKGROUND

On February 6, 2007, the City was notified by SEIU that a decision was made by SEIU to reorganize its California local unions. As a result of this decision to reorganize, Locals 790 and 535 were consolidated into the newly formed Local 1021 and this change in representation would take place effective March 1, 2007. In response to this notification, on March 12, 2007 the City responded to SEIU with several concerns including but not limited to, the exclusive representation language in three existing labor contracts that includes a decertification provision citing Resolution No. 43,397-N.S. (Rules and Regulations for Administration of Employer Employee Relations). In this same March 12th letter, the City also cited Public Employment Relations Board (PERB) Regulations (California Administrative Code Title 8 Section 61300), which provides an administrative remedy for the union to amend its certification or recognition in the event of a merger, amalgamation, affiliation or transfer of jurisdiction.

On August 24, 2007, the City received correspondence from SEIU that described in detail the procedures followed by SEIU to merge a number of local union affiliates into larger, geographically-based local unions. One aspect of this procedure was a statewide vote of all employees represented by SEIU that included participation of City of Berkeley employees represented by SEIU. Based on this information, the City is prepared to recognize Local 1021 as the sole and exclusive representative of employees assigned to the following representation units named below, subject to the terms and conditions of this Side Letter of Agreement.

Representation Unit D (manual occupations), Unit J (paraprofessional employees – police department), Representation Unit K-1 (career, non-confidential office and clerical), Representation Unit K-2 (supervisory clerical employees), Representation Unit

G-1 (career and non-career health, welfare, and social service occupations), Representation Unit G-3 (career and non-career professional nursing classifications), Representation Unit I-A (career supervisory library employees), Representation Unit I-B (career non-supervisory library employees including all library aides), Representation Unit L (career and non-career, miscellaneous and administrative employees), and Representation Unit R-1 (career benefited, part-time recreational), and Representation Unit R-2 (non-benefited, part-time recreational).

AGREEMENT

The parties agree as follows:

1. The City recognizes that employees currently represented by Local 790 and Local 535, including employees covered by the Part-Time Recreation Leaders Association (PTRLA) Memorandum Agreement, shall be represented by Local 1021 effective upon approval by the City Council through their adoption of a resolution authorizing the City Manager to execute and implement this Side Letter of Agreement.
2. Nothing in this Agreement alters the respective rights of the City and the present bargaining units, as all such units remain separate and are in all ways bound by the terms of the current MOUs until such time, if any, that the City adopts successor agreements.
3. The Memorandum Agreement with Local 790 is modified in the third paragraph of Section 1 (Recitals) to read as follows:

SECTION 1: RECITALS

Local 1021, Service Employees International Union, is the Recognized Employee Organization for Representation Unit D (Manual Occupations), Representation Unit J (Para-professional Employees- Police Department), and Representation Unit K-1 (career non-confidential office and clerical employees), and Representation Unit K-2 (Supervisory Clerical Employees). The employee positions in such Representation Unit are set forth herein and made a part hereof, and Local 1021, Service Employees International Union, hereinafter referred to as "the Union" is recognized as the sole representative of employees assigned to such positions. This Memorandum Agreement shall be presented to the City Council, Rent Board, and Board of Library Trustees as the joint recommendation of the undersigned.

4. The Memorandum Agreement with Local 535 is modified in the third paragraph of Section 1 (Preamble) to read as follows:

SECTION 1: PREAMBLE

Local 1021, Service Employees International Union, hereinafter referred to as "the Union," is the recognized employee organization for representation Units G-1 (career and non-career health, welfare and social service occupations), G-3 (career and non-career professional nursing classifications), I-A (career supervisory library employees), I-B (career non-supervisory library employees including all Library Aides), and L (career and non-career, miscellaneous and administrative employees). The employee positions in the Representation Units referred to above are set forth in Section 6. The Union is recognized as the sole representative of employees in positions assigned to these units. This Memorandum Agreement shall be presented to the City Council, Rent Board, and Board of Library Trustees as the joint recommendation of the undersigned.

5. The Memorandum Agreement with the Part-Time Recreation Leaders Association/Local 535 is modified in the third paragraph of Section 1 (Preamble) to read as follows:

SECTION 1: PREAMBLE

The Part Time Recreation Leaders Association, an affiliate of Service Employees International Union, Local 1021, hereinafter referred to as "the Union," is the recognized employee organization for representation Units R-1 (career benefited, part-time Recreational) and R-2 (non-benefited, part-time recreational). The employee positions in the Representation Units referred to above are set forth in Section 6. The Union is recognized as the sole representative of employees in positions assigned to these units.

6. The City and Local 790, Local 535 and Local 1021 agree that all of the terms and conditions of the collective bargaining agreements between the City and Local 790, Local 535 and the Part-Time Recreation Leaders/SEIU Local 535 shall be adopted by Local 1021 and the City and that where the contract refers to either Local 790, Local 535 or "the Union" all such references shall be understood by the parties to refer to Local 1021.
7. Local 1021 shall be comprised of employees formerly represented by Local 790, Local 535 and the Part-Time Recreation Leaders/SEIU Local 535.
 - a. The City and Local 1021 understand and agree that only the wages, hours and other terms and conditions of employment set forth in the collective bargaining agreement between the City and Local 790 shall apply to Local 1021 employees formerly represented by Local 790 and that none of the wages, hours and other

terms and conditions of employment set forth in the collective bargaining agreement between the City and Local 535 and/or the Part-Time Recreation Leaders/SEIU Local 535 shall apply to the employees formerly represented by Local 790.

- b. The City and Local 1021 understand and agree that only the wages, hours and other terms and conditions of employment set forth in the collective bargaining agreement between the City and Local 535 shall apply to Local 1021 employees formerly represented by Local 535 and that none of the wages, hours and other terms and conditions of employment set forth in the collective bargaining agreement between the City and Local 790 and/or the Part-Time Recreation Leaders/SEIU Local 535 shall apply to the employees formerly represented by Local 535.
 - c. The City and Local 1021 understand and agree that only the wages, hours and other terms and conditions of employment set forth in the collective bargaining agreement between the City and the Part-Time Recreation Leaders/SEIU Local 535 shall apply to Local 1021 employees formerly represented by the Part-Time Recreation Leaders/SEIU Local 535 and that none of the wages, hours and other terms and conditions of employment set forth in the collective bargaining agreement between the City and Local 790 and/or Local 535 shall apply to the employees formerly represented by the Part-Time Recreation Leaders/SEIU Local 535.
8. This Agreement is a tentative agreement that is subject to approval by the City Council of the City of Berkeley and shall become effective upon adoption by the City Council, Rent Board, and the Board of Library Trustees.
9. The parties agree that for purposes of negotiating successor agreements to the current Local 790, 535 and PTRLA Memorandum Agreements, the City will individually negotiate only with the present bargaining units that are comprised in each of those present Memorandum Agreements. In other words, nothing in this Agreement is intended to grant, nor does it grant, any rights to any present bargaining unit to be included in future negotiations with any other bargaining unit other than those they presently have immediately prior to the proposed recognition of Local 1021. Nothing in this Agreement, however, shall prohibit the parties from conducting joint or common bargaining in those successor negotiations by mutual agreement.

Nothing in this Agreement is intended to grant, nor does it grant, any additional rights to any City of Berkeley employee other than they presently have immediately prior to the proposed recognition of SEIU Local 1021. This Agreement runs parallel to and is an integral part of the following three existing collective bargaining agreements now in effect and makes no other changes in those agreements except as set forth above.

Executed this _____ day of _____, 2007 by the Employer - Employee representatives whose signatures appear below for their respective organizations.

Employee Representatives:

Employer Representatives:

**Service Employees International Union
Local 1021**

City of Berkeley

Damita Davis Howard, President, SEIU
Local 1021

Phil Kamlarz, City Manager

Sandra Lewis, Treasurer, SEIU Local 1021

David W. Hodgkins, Director of Human
Resources

James Wallace, President, SEIU Local
1021 Maintenance Chapter

Leland Johnson, President, SEIU Local
1021 Social Services Chapter

James Wells, President, SEIU Local 1021
Part-Time Recreation Leaders Association
Chapter



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

December 12, 2007

To: Board of Library Trustees

From: Douglas Smith, Deputy Director of Library Services

Subject: Posting and enforcing Rules of Conduct for Visitors to All Library Buildings

RECOMMENDATION

Adopt the resolution adopting the *Administrative Regulation: Posting and Enforcing Rules of Conduct for Visitors to All Library Buildings* and the revised *Berkeley Public Library Rules of Conduct*.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library Board of Library Trustees adopted Library Rules of Conduct in 1988, with periodic revisions adopted in subsequent years. Library staff has developed procedures for employees to follow when encountering violations of behavioral rules and regularly discusses instances of problematic visitor behavior in the context of the Library's mission to provide all Library patrons with a safe and rewarding experience. The City of Berkeley adopted its Administrative Regulation 1.15, Governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it on Sept. 6, 2005. Library staff, in striving to bring Berkeley Public Library policies into conformance with City policies where feasible, has drafted an Administrative Regulation modeled after the City A.R. 1.15 addressing the need to formalize Library policy with regard to establishing limits on unacceptable behavior in its facilities.

CURRENT SITUATION AND ITS EFFECTS

The Library Rules of Conduct has served as an effective tool for Library staff since it was initially adopted by the Board of Library Trustees and the most current version is posted in all Library facilities. In the years since 1988 as the community and the Library's services evolved and incorporated new technologies, and responded to new patron needs, the Board of Trustees has amended the Rules. In the process of reviewing the City of Berkeley policy on conduct in City buildings (A.R. 1.15), Library staff reviewed its conduct rules again, as well as the rules used by other, similar public libraries nationwide. In addition, discussions with front-line staff regarding security concerns resulted in the identification of recommendations for specific new rules that



would help staff provide library services in an environment that is safe for all users. A copy of the Rules of Library Conduct is attached to the resolution for Board approval. Staff will be developing specific procedures following Board approval.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
 - a. Administrative Regulation: Posting and Enforcing Rules of Conduct for Visitors to all Library Buildings
 - b. Berkeley Public Library Rules of Conduct - Revised

RESOLUTION NO.: R07-__

ADOPTION OF ADMINISTRATIVE REGULATION: POSTING AND ENFORCING RULES OF CONDUCT FOR VISITORS TO ALL LIBRARY BUILDINGS AND THE REVISED BERKELEY PUBLIC LIBRARY RULES OF CONDUCT

WHEREAS, the Board of Library Trustees initially adopted the Library Rules of Conduct in 1988, with subsequent revisions done throughout the year; and

WHEREAS, the City of Berkeley adopted its Administrative Regulation 1.15: Governing rules of behavior for visitors to City buildings on March 10, 2003; and

WHEREAS, the Library strives to bring Berkeley Public Library policies into conformance with City policies where feasible; and

WHEREAS, a administrative regulation has been developed, which formalizes the Library's policy on establishing limits on acceptable behavior in library facilities; and

WHEREAS, Library staff has conducted a review of the Rules of Conduct and has made revisions that will assist staff in providing library services in a safe environment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the Library's *Administrative Regulation: Posting and Enforcing Rules of Conduct for Visitors to All Library Buildings*.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the *Berkeley Public Library Rules of Conduct* policy as revised.

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:
ORIGINAL DATE:
BOLT Resolution #:
REVISED DATE:
PAGE:

**SUBJECT: POSTING AND ENFORCING RULES OF CONDUCT FOR VISITORS TO
ALL LIBRARY BUILDINGS**

I. PURPOSE

As a public entity, the Berkeley Public Library as a matter of course constantly interacts with its patrons. Dealing with disruptive and potentially dangerous persons can be a difficult and intimidating experience. Employees may feel concerned for their own safety as well as that of their co-workers and other patrons. This A.R. is designed to protect Library staff and patrons by clarifying what constitutes unacceptable behavior in Library facilities.

II. POLICY

It is the policy of the Board of Library Trustees and the Director of Library Services to protect the safety of Library staff and all persons visiting Library facilities, to facilitate the Library's ability to conduct business and provide services, and to prevent injury to personnel or damage to City facilities. The Board of Library Trustees adopts for all Library facilities the *Berkeley Public Library Rules of Conduct* for implementation by Library staff. In September 2002, the Board approved the Patron Suspension Policy, which details the specific procedures Library staff will follow when certain instances of violations, or repetitive violations, of the *Berkeley Public Library Rules of Conduct* warrant a suspension of Library privileges.

The approved *Library Rules of Conduct* will be posted in all Library facilities.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

BERKELEY PUBLIC LIBRARY RULES OF CONDUCT

Dangerous, destructive or criminal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying library property.

The following behaviors are also prohibited:

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances, ramps or exits, with animals, bicycles, strollers, etc.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's comfort, safety, or egress.
- Entering library with animals other than service animals authorized by law.
- Entering library with bicycles, or riding skates, scooters, skateboards, etc.
- Smoking, eating, or drinking.
- Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.
- Lying on the floor or sleeping.
- Unreasonable use of rest rooms, including laundering and bathing.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including using electronic equipment at a volume that disturbs others.
- Petitioning, soliciting or selling merchandise or services without written permission from the Director of Library Services.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including to reserve or use computers.
- Refusing to leave the Library and/or otherwise follow staff or law enforcement directions during emergency evacuation.
- Failing to wear shirt/top, pants/skirt, and shoes.

Adopted by the Board of Library Trustees, 4/88.

Revised 8/91, 9/95, 1/97, 9/02, 12/06. 12/07



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: FY08 ADOPTED BUDGET - 1ST QUARTER UPDATE AND AMENDMENT TO FY08 APPROPRIATIONS

RECOMMENDATION

Adopt a resolution amending the FY08 Adopted Budget based upon recommended re-appropriation of FY07 funding in the amount of \$45,000 and discussion of information regarding the status of the Library's finances.

FISCAL IMPACT

The FY08 budget appropriations will be increased by \$45,000, for a total appropriations authority of \$16,087,397.

BACKGROUND

The annual budget for FY08 was adopted by the Board of Library Trustees on June 13, 2007. Throughout the year the Board takes actions that amend the adopted budget. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to adopted expenditure authority due to emergency needs. The adopted budget may also be amended to reflect the carry forward of prior year funds allocated for contractual commitments (i.e., encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. For example, a .50 FTE Landscape Gardner was added to the budget under Personnel Budget Modifications at an estimated cost of \$47,887 annually. These budget modifications are periodically presented to the Board in the form of a resolution amending the Annual Adopted Budget.

CURRENT SITUATION AND ITS EFFECTS

Economic Outlook

Information regarding the economy at the State level is available through the California State Legislative Analyst's Office. For the City of Berkeley, the FY 2008 First Quarter Budget Update will be included as an informational item on the City Council's December 11, 2007 agenda. This will include projections as well as the current status of the budget and an analysis of economic conditions.



Appropriation from fund balance

The final approved FY08 Budget included a .50 FTE Landscape Gardner position. Subsequently, the Library learned that this position would need to be directly supervised by a Senior Landscape Gardner Supervisor. After discussions with the Recreation and Parks Department it became evident that they will not be able to take on this responsibility and the cost associated with an additional worker, such as purchasing needed tools and a vehicle. The Library is in the process of soliciting bids for landscape services at the five library locations. In the interim Freitas Landscaping is working on a month-to-month basis providing basic services. Funds in the Personnel budget cannot be moved mid-year; therefore, we recommend that \$45,000 from the fund balance be brought into the FY08 budget to cover this needed service. An adjustment to the personnel budget will be brought forward as part of the FY09 budget planning process.

Five - Month Budget Update

The adjusted budget for FY08 for all funds is \$14,753,043 and projected revenue is \$13,429,448 with a projected carry forward balance of \$1,261,323. The FY08 budget assumes \$600,910 of the projected FY07 fund balance will be expended to meet allocated expenditures, leaving a projected FY08 fund balance of \$660,413.

Library Tax Fund

The Library Tax Fund includes the revenue for the dedicated library tax, fines and fees and miscellaneous revenue. As of December 5, 2007, expenditures are at \$5,158,548, 40.6% of the adjusted total budget. The Personnel budget expenditures for the first five months of the fiscal year are \$11,290,290, 38.5% of the adjusted Personnel budget.

All Other Funds

In the November 2007 Library Director's report, it was noted that the State has reduced two reimbursements to California libraries. The State Library has informed Libraries of the preliminary allocation estimates for funds to be distributed to all public library jurisdictions for FY2007-08. It is expected that distribution of funds will occur in February 2008. Transaction Based Reimbursement (TBR) is given to support local libraries for a portion of the costs they incur when they extend lending services beyond their normal clientele. The estimated award for FY08 is \$122,390 for TBR and \$40,549 for PLF. The latter represents a return to FY06 levels; the Library received \$41,051 in FY2006 and \$60,839 in FY2007. PLF (Public Library Fund) allocations are directly tied to population of the service area.

FUTURE ACTION

The Library will report the amended budget to the City Manager's Office for inclusion in the amendment to the FY08 Annual Appropriations Ordinance.

Attachments:

1. Resolution
2. Y-T-D Expenditure Summary for All Funds: FY08
3. All Funds: 5-Year Fund Analysis
4. Library Tax Fund: 5-Year Fund Analysis
5. Library Organizational chart (revised 12.07)

RESOLUTION NO.: 07-____

AMENDING THE FY08 ADOPTED BUDGET BASED UPON RECOMMENDED RE-APPROPRIATION OF FY07 FUNDING IN THE AMOUNT OF \$45,000

WHEREAS, the annual budget for fiscal year 2008 was adopted by the Board of Library Trustees on June 13, 2007; and

WHEREAS, the Board amends the adopted budget throughout the year in order to accept new grants, revise existing grants, or to make adjustments to expenditure authority due to emergency needs; and

WHEREAS, a .50 FTE Landscape Gardner was included in the budget under Personnel Budget Modifications at an estimated cost of \$47,887; and

WHEREAS, the Recreation and Parks Department will not take on the responsibility and cost associated with this .50 FTE Landscape Gardner; and

WHEREAS, the Library is in the process of soliciting bids for landscape services at the five library locations; and

WHEREAS, funds in the Personnel Budget cannot be moved mid-year; and

WHEREAS, funds must be brought into the FY08 budget to cover this needed landscaping service.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to amend the FY08 Adopted Budget based upon recommended re-appropriation of FY07 funding in the amount of \$45,000.

BERKELEY PUBLIC LIBRARY FUND

Y-T-D Expenditure Details: FY08

as of 12/03/07

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Encumbrances	Balance	% Expended	Target*
Salaried Employees	6,886,835	6,886,835	2,437,155		4,449,680	35.4%	
Hourly Employees	540,103	212,300	129,401		82,899	61.0%	
Monthly Rated - Partially Benefitted		327,803	106,090		221,713	32.4%	
Misc. Wage Payments	-	-	77,150		(77,150)		
OT and Additional Hours	10,500	10,500	6,018		4,482	57.3%	
Benefits	3,852,852	3,852,852	1,300,379		2,552,473	33.8%	
	11,290,290	11,290,290	4,056,193		7,234,097	35.9%	38.5%
Prof./Tech. Services	605,450	642,205	197,653	229,768	214,784	66.6%	
Grants/Gov. Payments	5,000	5,000	2,751	-	2,249	55.0%	
Other Purchased Services	528,960	534,369	212,022	220,502	101,845	80.9%	
Rentals/Leases	30,850	20,400	5,813	7,604	6,983	65.8%	
Mail/Delivery Services	32,500	32,500	4,411	13,364	14,725	54.7%	
Supplies	313,479	320,822	85,602	78,699	156,521	51.2%	
Library Materials	1,057,121	1,057,121	419,238	-	637,883	39.7%	
Purchased Property Services	150,000	150,000	51,351	93,649	5,000	96.7%	
Infrastructure	25,000	78,729	39,070	16,289	23,370	70.3%	
Property	221,000	231,099	17,950	27,599	185,550	19.7%	
Property Under Cap Limit	54,500	68,568	9,242	4,142	55,184	19.5%	
Internal Services	8,037	8,037	1,556		6,481	19.4%	
Debt Service	111,392	119,335	55,696	55,696	7,943	93.3%	
Balance Sheet Accounts		(7,000)					
	3,143,289	3,261,185	1,102,355	747,312	1,411,518	33.8%	
Total Expenditures	14,433,579	14,551,475	5,158,548	747,312	8,645,615	40.6%	

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

	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	130,722	235,339	235,339	235,339	327,287	244,290	241,008	233,572
Revenues								
Public Library Fund (SB 358)*	60,839	60,839	41,000	40,549	40,549	40,549	40,549	40,549
Library Literacy Services*	62,141	42,141	42,141	42,141	42,141	42,141	42,141	42,141
Direct Loan Program	213,979	185,000	119,000	119,010	119,010	119,010	119,010	119,010
Inter-Library Loan Program	5,549	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Miscellaneous Grant Revenue	6,980	2,000	0	0	0	0	0	0
TOTAL REVENUE:	\$349,488	\$293,480	\$205,641	\$205,200	\$205,200	\$205,200	\$205,200	\$205,200
Expenditures								
Operations								
Personnel	154,017	130,532	130,532	125,213	134,448	138,481	142,636	146,915
Non-Personnel	55,189	40,000	40,000	40,000	70,000	70,000	70,000	70,000
Library Materials	35,665	31,000	31,036	31,036	0	0	0	0
Subtotal:	244,871	201,532	201,568	196,249	204,448	208,481	212,636	216,915
TOTAL EXPENDITURES:	\$244,871	\$201,532	\$201,568	\$196,249	\$204,448	\$208,481	\$212,636	\$216,915
Projected Surplus/Shortfall (Rev - Exp)	104,617	91,948	4,073	8,951	752	(3,281)	(7,436)	(11,715)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 235,339	\$ 327,287	\$ 239,412	\$ 244,290	\$ 328,039	\$ 241,008	\$ 233,572	\$ 221,857
Budget Recommendations	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -
{Gross Fund Balance - Budget Recommendations and Adjustments}		\$ 327,287	\$ 239,412	\$ 244,289	\$ 328,039	\$ 324,758	\$ 317,322	\$ 305,607

Assumptions:

COLA: 4.8% FY08; Assume 3% FY09 and forward

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

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

	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	1,508,800	1,261,323	1,261,323	1,261,323	660,413	-321,057	-1,100,691	-1,678,777
Revenues								
Library Tax	12,415,484	13,209,469	13,209,469	12,964,248	13,482,818	14,022,131	14,583,016	15,166,337
Grants	74,500	0	7,000	7,000	0	0	0	0
Fines/Fees	270,123	251,000	251,000	251,000	251,000	251,000	251,000	251,000
Donations/Private Contributions	8,577	0	0	0	0	0	0	0
Miscellaneous Revenues	6,108	2,000	2,000	2,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$12,774,792	\$13,462,469	\$13,469,469	\$13,224,248	\$13,735,818	\$14,275,131	\$14,836,016	\$15,419,337
Expenditures								
Operations								
Personnel	10,231,377	11,272,418	11,272,418	10,546,102	11,610,591	11,958,908	12,317,676	12,687,206
Non-Personnel	1,605,188	1,809,776	1,919,729	1,919,729	1,809,776	1,869,776	1,869,776	1,869,776
Library Materials	953,347	1,057,121	1,057,121	1,057,121	1,007,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	111,392	119,335	119,335	111,392			
Computer & Software Purchase	24,364	115,000	115,000	115,000	110,000	100,000	100,000	100,000
CIP	32,412	50,000	50,000	50,000	50,000	100,000	100,000	100,000
Subtotal:	12,958,080	14,415,707	14,533,603	13,807,287	14,698,880	15,035,805	15,394,573	15,764,103
Charges From Other Depts								
Finance - Billing	13,367	9,786	9,786	9,786	10,080	10,382	10,693	11,014
Facilities - Toxics		8,086	8,086	8,086	8,329	8,578	8,836	9,101
Interfund Transfers	50,822	0	0	0	0	0	0	0
Subtotal:	64,189	17,872	17,872	17,872	18,408	18,960	19,529	20,115
TOTAL EXPENDITURES:	\$13,022,269	\$14,433,579	\$14,551,475	\$13,825,159	\$14,717,288	\$15,054,766	\$15,414,102	\$15,784,218
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (247,477)	\$ (971,110)	\$ (1,082,006)	\$ (600,910)	\$ (981,469)	\$ (779,635)	(578,085)	(364,881)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 660,413	\$ (321,057)	\$ (1,100,691)	\$ (1,678,777)	\$ (2,043,658)
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 660,413	\$ (678,256)	\$ (1,215,862)	\$ (1,793,947)	\$ (2,158,828)
Annual Committed Reserve (1% of annual Tax Revenue)	\$ -	\$ 132,095	\$ 132,095	\$ 129,642	\$ 134,828	\$ 140,221	\$ 145,830	\$ 454,990
Uncommitted Fund Balance	\$ -	\$ 158,118	\$ 47,222	\$ 530,770	\$ (813,085)	\$ (1,356,083)	\$ (1,939,777)	\$ (2,613,818)

Assumptions:

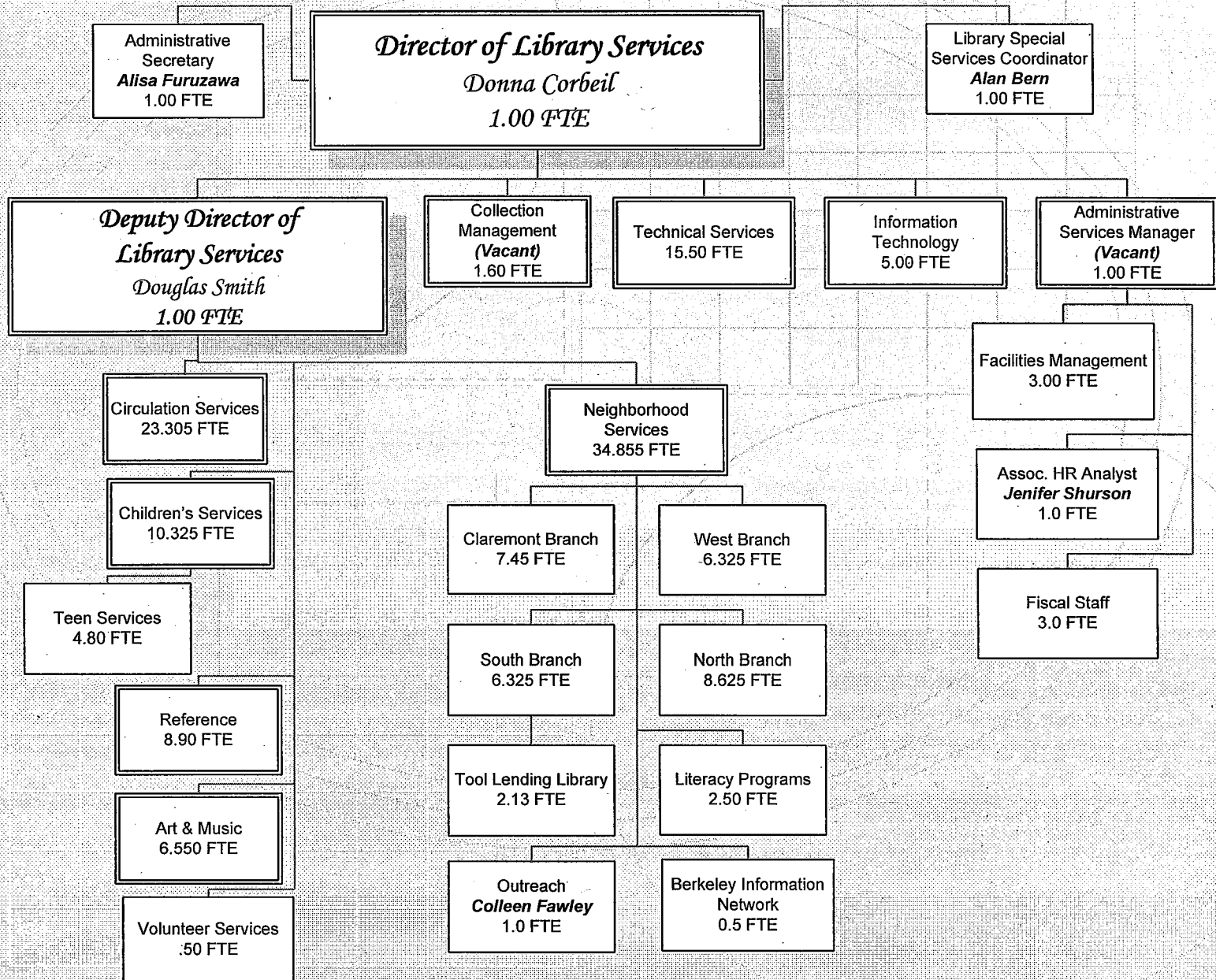
Tax Rate Increase: 4.42% for FY08 and 4.0% forward

COLA: 4.8% FY08; 3% FY09 forward (pending contract negotiations)

Berkeley Public Library

All Divisions

124.835 Total FTE





BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Selection of Trustee to attend the 4x2 Committee meeting on January 2, 2008

RECOMMENDATION

Adopt the resolution selecting a Trustee to represent the Board of Library Trustees at the 4x2 Committee meetings on January 2, 2008.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The 4x2 Committee is a collaborative group made up of members from the Board of Library Trustees, the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and Library staff, with two members of each body attending regular meetings. These meetings allow its members the chance to share information and discuss issues that may be relevant to the other bodies.

CURRENT SITUATION AND ITS EFFECTS

Trustee Ying Lee is a member of the 4x2 Committee, representing the Board. During the regular meeting of the Board on September 19, 2007, the Board decided to rotate the second Trustee assigned to attend the 4x2 Committee meeting. Trustee Powell attended the last meeting on October 10, 2007. The next meeting will be on Wednesday, January 2, 008 at 12:00 noon, and a Trustee must be selected to attend.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution

RESOLUTION NO.: R07-__

TRUSTEES TO ATTEND THE 4X2 COMMITTEE ON JANUARY 2, 2008

WHEREAS, the 4x2 Committee is a collaborative group made up of members from the Board of Library Trustees, the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and Library staff, with two members of each body participating; and

WHEREAS, Trustee Ying Lee represents the Board of Library Trustees as a standing member of the Committee; and

WHEREAS, on September 19, 2007 the Board decided to rotate the second attending member of the Committee among the remaining the Trustees; and

WHEREAS, the next meeting of the 4x2 Committee will be held on Wednesday, January 2, 2008 at 12:00 noon at the Central Library, Administration.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee ____ is assigned to attend the next meeting of the 4x2 Committee on January 2, 2008..



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Therese Powell, Board of Library Trustee

SUBJECT: Discussion and direction on the process for conducting the Director of Library Services' annual personnel evaluation

RECOMMENDATION

Adopt the resolution determining a process and identifying a date for a Closed Session discussion of the Director of Library Services' evaluation.

BACKGROUND

The Board of Library Trustees conducts an evaluation of the Director of Library Services on the anniversary of his/her hire date once a year. 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

The Director of Library Services, Donna Corbeil, took the position on January 8, 2007, which means the first anniversary of her hire date is coming up on January 8, 2008. The Board of Library Trustees should discuss how the evaluation process should be conducted and when the evaluation process will occur since proper notification must be given for a Closed Session.

PERFORMANCE EVALUATION PROCESS

For the Board's consideration, the process may include an evaluation based on the goals and objectives outlined for the Director of Library Services in January 2007, and the job responsibilities of the position. The Board of Library Trustees may also consider areas of performance such as those in the attached City of Berkeley's Performance Evaluation form for professional and administrative staff

The typical process for a City Director's evaluation begins with the Director submitting a status of their objectives and goals. Past Board of Library Trustees practices they have included the identification of a subcommittee to conduct an annual review. Components of the review have



included 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 next one-year goals and objectives.

A salary increase may also be included as part of the evaluation process. The monthly salary range for the Director of Library Services is \$4,896.92 - 6,732.00 with the current salary being \$5,764.16.

Attachments:

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

RESOLUTION NO.: R07-____

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

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

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

WHEREAS, the Director of Library Services one year anniversary of her hire date is coming up on January 8, 2008.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve a process for conducting 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 conduct a Closed Session on _____ to discuss the evaluation of the Director of Library Services.



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): <div style="display: flex; align-items: center; justify-content: space-around;"> <div> <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24 </div> <div>◀ months' probation</div> </div> <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"/>

☐ Unsatisfactory ☐ Needs Improvement ☐ Meets Requirements ☐ 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.

<i>EXCEEDS REQUIREMENTS</i> ▶	The results achieved are measurably better than would be expected of most personnel assigned similar duties and responsibilities.
<i>MEETS REQUIREMENTS</i> ▶	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.
<i>*NEEDS IMPROVEMENT</i> ▶	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."
<i>*UNSATISFACTORY</i> ▶	The employee has not demonstrated the ability or willingness to meet position requirements.
<i>NOT APPLICABLE</i> ▶	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 Board of Library Trustees

2008 Meeting Schedule

Regular Meeting Dates	Locations
January 9 th	South Branch Library (1901 Russell Street)
February 13 th *	Central Library (2090 Kittredge Street)
March 12 th *	West Branch Library (1125 University Avenue)
April 9 th	South Branch Library (1901 Russell Street)
May 14 th	South Branch Library (1901 Russell Street)
June 11 th *	Claremont Branch Library (2940 Benevenue Avenue)
July 9 th	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 10 th	South Branch Library (1901 Russell Street)
October 8 th *	North Branch Library (1170 The Alameda)
November 12 th	South Branch Library (1901 Russell Street)
December 10 th	South Branch Library (1901 Russell Street)

* Change in venue from South Branch Library



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Jenifer Shurson, Associate HR Analyst

SUBJECT: Library's Response to the City of Berkeley's Work Force Report Regarding Training, Recruitment and Staff Development

BACKGROUND

At the November 14, 2007 BOLT meeting, the City of Berkeley Work Force Report (11/6/07) was distributed. The Board requested a response from the Library regarding the results of the "Workforce Report" compiled by the City's Equal Opportunity and Diversity Officer as it pertains to the Library's staff.

RESULTS

The results for the Library work force by race and gender were divided by division and occupational category. The report reflected four (4) Library division; Administration, Child/Adult/Reference, Library Branches, and Technical Services. The occupational categories were formulated by the EEOC as a method of distinguishing skill levels within the work force. The distinctive characteristics of each job category and the various job classifications which make up the various categories for the Library are; Officials and Managers, Professionals which include Supervising Librarians and Librarians I/II, Clerical Support which includes Library Assistants and Aides, Paraprofessionals which include Library Specialists I/II and Supervising Library Assistants and Service Maintenance which includes the Building Maintenance Supervisor and Mechanics and the Tool Lending Specialists.

According to the results of the City workforce by Department, the Library was found to employ 58 individuals classified as minority for 43% of the Library's total work force compared to the 56.8% City wide. However, when compared to Alameda County's Standard Metropolitan Statistical Area (SMSA) figures for Libraries, Berkeley Public Library's 43% representation is far above the average minority representation for local libraries at 15.5%. BPL's minority representation continues to exceed Alameda County's SMSA figures across the four Library divisions and all occupational categories with only a few exceptions. The results reflect below average representation at the professional level in the Technical Services division and at the manager and services maintenance levels across all applicable divisions. The low minority representation at the manager level is a concern which should be addressed.



RECOMMENDATIONS

It is a troubling reality that the current ranks of many libraries do not represent the communities they serve. If libraries are to be their best, their services and staff must reflect both the community they serve and the larger global community. The results of the work force report for BPL reflect an above average diversity rate at the entry and mid-level classifications but little to no diversity at the upper level classifications.

Clearly, diversity or the lack of, in the work force can be related in part to recruitment efforts. In order to generate diverse applicant pools, the library in conjunction with the City's Human Resources Department recruits from several professional minority organizations affiliated with the American Library and California Library Associations. In addition to the standard mailings and printed flyers, the library utilizes a wide range of web-based recruitment techniques including campus and other on-line postings and various list serves. BPL will continue to seek out new means of tapping into a broader pool of candidates reflective of the community.

In addition to the recruitment efforts the Library must find a way to retain and develop its existing staff. As the workforce report indicates the BPL has above average minority representation at the entry to mid-level classifications when compared to other library systems within Alameda County. BPL must explore ways to increase diversity at these upper-level classifications. The Staff Training and Development Committee has been given the charge of developing a career pathing program for Library staff who are interested in career advancement. The Library will also continue to seek out opportunities for staff to better prepare themselves for promotion through continued education including scholarship programs, internal and external workshops and seminars, mentoring etc.

With emphasis on generating diverse applicant pools and staff development as essential tools towards addressing the Library's underutilizations, it is the Library's objective to foster and retain diversity in its work force well into the future.

Attachments:

1. City of Berkeley Work Force Report: Library-related excerpts

CITY OF BERKELEY WORK FORCE BY DEPARTMENTS

	TOTALS	MALES	FEMALES	As of SEPTEMBER 2007											MINORITIES
				WHITES		BLACKS		HISPANICS		ASIANS		NATIVE AMERICANS			
				M	F	M	F	M	F	M	F	M	F		
CITY WF TOTAL REPRESENTATION ALAMEDA COUNTY SMSA	1461	840 57.5% 55%	621 42.5% 45%	386 26.4% 28.2%	245 16.8% 22%	232 15.9% 5%	208 14.2% 6.1%	109 7.5% 9.8%	73 5% 6.5%	109 7.5% 9.5%	95 6.5% 8.4%	4 0.3% 0.2%	0 0.0% 0.2%	830 56.8% 45.7%	
CITY MANAGER REPRESENTATION	29	11 37.9%	18 62.1%	4 13.8%	10 34.5%	6 20.7%	6 20.7%	0 0.0%	1 3.4%	1 3.4%	1 3.4%	0 0.0%	0 0.0%	15 51.7%	
CITY AUDITOR REPRESENTATION	12	5 41.7%	7 58.3%	3 25%	2 16.7%	0 0%	2 16.7%	0 0.0%	1 8.3%	2 16.7%	2 16.7%	0 0.0%	0 0.0%	7 58.3%	
CITY ATTORNEY REPRESENTATION	12	4 33.3%	8 66.7%	3 25%	3 25%	0 0.0%	2 16.7%	0 0.0%	1 8.3%	1 8.3%	2 16.7%	0 0.0%	0 0.0%	6 50%	
CITY CLERK REPRESENTATION	11	2 18.2%	9 81.8%	1 9.1%	5 45.5%	0 0.0%	3 27.3%	0 0.0%	0 0.0%	1 9.1%	1 9%	0 0.0%	0 0.0%	5 45.5%	
ECONOMIC DEVELOPMENT REPRESENTATION	9	3 33%	6 67%	2 22.2%	1 11.1%	1 11.1%	4 44.4%	0 0.0%	1 11.1%	0 0.0%	0 0%	0 0.0%	0 0.0%	6 66.7%	
FINANCE REPRESENTATION	63	17 27%	46 73%	4 6.3%	12 19%	5 7.9%	19 30.2%	3 4.8%	4 6.3%	5 7.9%	11 17.5%	0 0.0%	0 0.0%	47 74.6%	
FIRE REPRESENTATION	136	112 82%	24 18%	74 54.4%	12 8.8%	11 8.1%	2 1.5%	14 10.3%	4 2.9%	11 8.1%	6 4%	2 1.5%	0 0.0%	50 36.8%	
HUMAN RESOURCES REPRESENTATION	23	10 43.5%	13 56.5%	4 17.4%	6 26.1%	3 13%	3 13%	1 4.3%	3 13%	2 8.7%	1 4.3%	0 0.0%	0 0.0%	13 56.5%	
HHS REPRESENTATION	201	57 28.4%	144 71.6%	18 9.0%	57 28.4%	14 7.0%	53 26.4%	16 8%	20 10%	8 4%	14 7%	1 0.5%	0 0.0%	126 62.7%	
HOUSING REPRESENTATION	35	16 45.7%	19 54.3%	8 22.9%	8 22.9%	3 9%	4 11%	2 5.7%	3 9%	3 8.6%	4 11.4%	0 0.0%	0 0.0%	19 54.3%	
INFORMATION SYSTEMS REPRESENTATION	21	15 71%	6 29%	9 42.9%	4 19.0%	1 4.8%	1 4.8%	0 0.0%	0 0.0%	5 23.8%	1 5%	0 0.0%	0 0.0%	8 38.1%	
LIBRARY REPRESENTATION	135	53 39.3%	82 60.7%	35 25.9%	42 31.1%	10 7.4%	16 11.9%	2 1.5%	8 5.9%	6 4.4%	16 11.9%	0 0.0%	0 0.0%	58 43%	
PARKS REPRESENTATION	107	70 65.4%	37 34.6%	28 26.2%	16 15%	27 25.2%	9 8.4%	12 11.2%	7 6.5%	3 2.8%	5 4.7%	0 0.0%	0 0.0%	63 58.9%	
PLANNING REPRESENTATION	58	27 46.6%	31 53.4%	24 41.4%	13 22.4%	1 1.7%	12 20.7%	2 3.4%	1 1.7%	0 0%	5 8.6%	0 0.0%	0 0.0%	21 36.2%	
POLICE REPRESENTATION	289	175 60.6%	114 39.4%	97 33.6%	37 12.8%	34 11.8%	47 16.3%	15 5.2%	14 4.8%	28 9.7%	16 5.5%	1 0.3%	0 0.0%	155 53.6%	
POLICE REVIEW COM REPRESENTATION	3	0 0.0%	3 100%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	1 33.3%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	2 66.7%	
PUBLIC WORKS REPRESENTATION	291	254 87.3%	37 12.7%	66 22.7%	10 3.4%	114 39.2%	17 5.8%	42 14.4%	3 1%	32 11.0%	7 2.4%	0 0.0%	0 0.0%	215 73.9%	
RENT BOARD REPRESENTATION	20	7 35%	13 65%	6 30%	6 30%	1 5%	4 20%	0 0.0%	1 5%	0 0.0%	2 10%	0 0.0%	0 0.0%	8 40%	
HOUSING AUTHORITY REPRESENTATION	6	2 33%	4 67%	0 0%	0 0%	1 17%	4 67%	0 0.0%	0 0%	1 17%	0 0%	0 0.0%	0 0.0%	6 100%	
SMSA - ALAMEDA COUNTY TOTAL WORK FORCE															

SMSA - ALAMEDA COUNTY TOTAL WORK FORCE

* City Managers' Office work force includes Animal Shelter

ATTACHMENT C

**CITY-WORK FORCE BY RACE & GENDER WITHIN DEPARTMENTS
LIBRARY SERVICES**

	TOTALS	MALES	FEMALES	As of SEPTEMBER 2007										
				WHITES		BLACKS		HISPANICS		ASIANS		NATIVE AMERICANS		MINORITIES
				M	F	M	F	M	F	M	F	M	F	
LIBRARY SERVICES REPRESENTATION	135	53 39.3%	82 60.7%	35 25.9%	42 31.1%	10 7.4%	16 11.9%	2 1%	8 6%	6 4%	16 12%	0 0.0%	0 0.0%	.58 43.0%
ALAMEDA COUNTY SMSA		61.8%	38.2%	52.3%	30.7%	2.9%	3.1%	3.3%	2.2%	2.2%	1.4%	0.2%	0.2%	15.5%
ADMINISTRATION REPRESENTATION	15	8 53.3%	7 46.7%	4 26.7%	4 26.7%	2 13.3%	0 0.0%	0 0.0%	1 6.7%	2 13.3%	2 13%	0 0.0%	0 0.0%	7 46.7%
CHILD/ADULT/REFERENCE REPRESENTATION	67	26 39%	41 61%	18 26.9%	23 34.3%	5 7.5%	8 11.9%	2 3.0%	2 3.0%	1 1.5%	8 12%	0 0.0%	0 0.0%	26 38.8%
LIBRARY BRANCHES REPRESENTATION	35	15 43%	20 57%	9 26%	7 20%	3 8.6%	5 14%	0 0%	3 8.6%	3 8.6%	5 14.3%	0 0.0%	0 0.0%	19 54%
TECHNICAL SERVICES REPRESENTATION	18	4 22%	14 77.8%	4 22%	8 44%	0 0%	3 17%	0 0%	2 11%	0 0.0%	1 6%	0 0.0%	0 0.0%	6 33.3%

ATTACHMENT N

LIBRARY WORK FORCE BY DIVISIONS

	TOTALS	MALES	FEMALES	As of SEPTEMBER 2007										MINORITIES
				WHITES		BLACKS		HISPANICS		ASIANS		NATIVE AMERICANS		
				M	F	M	F	M	F	M	F	M	F	
ADMINISTRATION REPRESENTATION	15	8 53%	7 47%	4 26.7%	4 26.7%	2 13.3%	0 0.0%	0 0.0%	1 6.7%	2 13.3%	2 13%	0 0.0%	0 0.0%	7 46.7%
ALAMEDA COUNTY SMSA		61.8%	38.2%	52.3%	30.7%	2.9%	3.1%	3.3%	2.2%	2.2%	1.4%	0.2%	0.2%	15.5%
OFFICIALS/MANAGERS	3	1 33%	2 67%	1 33.3%	2 67%	0 0%	0 0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0%
ALAMEDA COUNTY SMSA		17.4%	82.6%	14.4%	71.5%	1.1%	4.9%	0.8%	2.6%	0.7%	2.4%	0.1%	0.3%	12.9%
PROFESSIONALS	5	2 40%	3 60%	0 0%	2 40%	2 40%	0 0%	0 0.0%	0 0.0%	0 0.0%	1 20%	0 0.0%	0 0.0%	3 60.0%
ALAMEDA COUNTY SMSA		17.4%	82.6%	14.4%	71.5%	1.1%	4.9%	0.8%	2.6%	0.7%	2.4%	0.1%	0.3%	12.9%
CLERIAL SUPPORT	4	2 50%	2 50%	1 25%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 25%	1 25%	1 25%	0 0.0%	0 0.0%	3 75%
ALAMEDA COUNTY SMSA		20.9%	79.1%	10.3%	39.6%	3%	13.6%	2.7%	11%	3.9%	10.8%	0.1%	0.4%	45.5%
SERVICE MAINTENANCE	3	3 100%	0 0%	2 66.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	1 33.3%
ALAMEDA COUNTY SMSA		87.2%	12.8%	26.7%	5.1%	11.1%	1.9%	37.7%	3.6%	8.1%	1.8%	0.2%	0.1%	64.5%

	TOTALS	MALES	FEMALES	WHITES		BLACKS		HISPANICS		ASIANS		NATIVE AMERICANS		MINORITIES
				M	F	M	F	M	F	M	F	M	F	
CHILD/ADULT/REFERENCE REPRESENTATION	67	26 38.8%	41 61.2%	18 26.9%	23 34.3%	5 7.5%	8 11.9%	2 3.0%	2 3.0%	1 1.5%	8 12%	0 0.0%	0 0.0%	26 38.8%
ALAMEDA COUNTY SMSA		61.8%	38.2%	52.3%	30.7%	2.9%	3.1%	3.3%	2.2%	2.2%	1.4%	0.2%	0.2%	15.5%
OFFICIALS/MANAGERS	2	1 50%	1 50%	1 50%	1 50%	0 0.0%	0 0%	0 0.0%	0 0.0%	0 0%	0 0%	0 0.0%	0 0.0%	0 0%
ALAMEDA COUNTY SMSA		17.4%	82.6%	14.4%	71.5%	1.1%	4.9%	0.8%	2.6%	0.7%	2.4%	0.1%	0.3%	13%
PROFESSIONALS	22	3 13.6%	19 86.4%	3 13.6%	11 50.0%	0 0.0%	3 13.6%	0 0.0%	0 0.0%	0 0.0%	5 22.7%	0 0.0%	0 0.0%	8 36.4%
ALAMEDA COUNTY SMSA		17.4%	82.6%	14.4%	71.5%	1.1%	4.9%	0.8%	2.6%	0.7%	2.4%	0.1%	0.3%	12.9%
CLERIAL SUPPORT	34	18 53%	16 47%	12 35.3%	7 21%	3 9%	5 14.7%	2 5.9%	2 5.9%	1 2.9%	2 6%	0 0.0%	0 0.0%	15 44.1%
ALAMEDA COUNTY SMSA		18.1%	81.9%	12.2%	63.6%	2%	7.7%	1.7%	5.1%	1.6%	3.6%	0.1%	0.4%	22.2%
PARAPROFESSIONALS	9	4 44.4%	5 55.6%	2 22.2%	4 44.4%	2 22.2%	0 0.0%	0 0.0%	0 0%	0 0%	1 11.1%	0 0.0%	0 0.0%	3 33.3%
ALAMEDA COUNTY SMSA		25.8%	74.2%	18.4%	56.9%	2.6%	6.8%	2.1%	5.1%	1.8%	3.6%	0.1%	0.4%	22.5%

	TOTALS	MALES	FEMALES	WHITES		BLACKS		HISPANICS		ASIANS		NATIVE AMERICANS		MINORITIES
				M	F	M	F	M	F	M	F	M	F	
LIBRARY BRANCHES REPRESENTATION	35	15	20	9	7	3	5	0	3	3	5	0	0	19
ALAMEDA COUNTY SMSA		43%	57%	25.7%	20.0%	8.6%	14.3%	0.0%	8.6%	8.6%	14%	0.0%	0.0%	54.3%
		61.8%	38.2%	52.3%	30.7%	2.9%	3.1%	3.3%	2.2%	2.2%	1.4%	0.2%	0.2%	15.5%
PROFESSIONALS	9	3	6	3	3	0	2	0	1	0	0	0	0	3
ALAMEDA COUNTY SMSA		33.3%	66.7%	33.3%	33.3%	0.0%	22.2%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	33.3%
		17.4%	82.6%	14.4%	71.5%	1.1%	4.9%	0.8%	2.6%	0.7%	2.4%	0.1%	0.3%	12.9%
CLERICAL SUPPORT	11	5	6	3	2	0	2	0	0	2	2	0	0	6
ALAMEDA COUNTY SMSA		45.5%	54.5%	27.3%	18.2%	0%	18.2%	0.0%	0.0%	18.2%	18.2%	0.0%	0.0%	54.5%
		18.1%	81.9%	12.2%	63.6%	2%	7.7%	1.7%	5.1%	1.6%	3.6%	0.1%	0.4%	22.2%
PARAPROFESSIONALS	11	3	8	1	2	2	1	0	2	0	3	0	0	8
ALAMEDA COUNTY SMSA		27%	72.7%	9%	18%	18%	9.1%	0.0%	18.2%	0%	27%	0.0%	0.0%	72.7%
		25.8%	74.2%	18.4%	56.9%	2.6%	6.8%	2.1%	5.1%	1.8%	3.6%	0.1%	0.4%	22.5%
SERVICE MAINTENANCE	4	4	0	2	0	1	0	0	0	1	0	0	0	2
ALAMEDA COUNTY SMSA		100%	0.0%	50%	0%	25%	0.0%	0.0%	0.0%	25%	0%	0.0%	0.0%	50%
		87.2%	12.8%	26.7%	5.1%	11.1%	1.9%	37.7%	3.6%	8.1%	1.8%	0.2%	0.1%	64.5%

	TOTALS	MALES	FEMALES	WHITES		BLACKS		HISPANICS		ASIANS		NATIVE AMERICANS		MINORITIES
				M	F	M	F	M	F	M	F	M	F	
TECHNICAL SERVICES REPRESENTATION	18	4	14	4	8	0	3	0	2	0	1	0	0	6
ALAMEDA COUNTY SMSA		22.2%	0.0%	22.2%	44.4%	0.0%	17%	0%	11%	0.0%	5.6%	0.0%	0.0%	33.3%
		61.8%	38.2%	52.3%	30.7%	2.9%	3.1%	3.3%	2.2%	2.2%	1.4%	0.2%	0.2%	15.5%
OFFICIALS/MANAGERS	2	0	2	0	2	0	0	0	0	0	0	0	0	0
ALAMEDA COUNTY SMSA		0%	100.0%	0.0%	100%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0%
		17.4%	82.6%	14.4%	71.5%	1.1%	4.9%	0.8%	2.6%	0.7%	2.4%	0.1%	0.3%	13%
PROFESSIONALS	3	1	2	1	2	0	0	0	0	0	0	0	0	0
ALAMEDA COUNTY SMSA		33.3%	67%	33.3%	66.7%	0.0%	0%	0.0%	0.0%	0.0%	0%	0.0%	0.0%	0%
		17.4%	82.6%	14.4%	71.5%	1.1%	4.9%	0.8%	2.6%	0.7%	2.4%	0.1%	0.3%	12.9%
CLERICAL SUPPORT	8	3	5	3	2	0	1	0	1	0	1	0	0	3
ALAMEDA COUNTY SMSA		38%	63%	37.5%	25%	0.0%	12.5%	0%	12.5%	0.0%	12.5%	0.0%	0.0%	37.5%
		18.1%	81.9%	12.2%	63.6%	2%	7.7%	1.7%	5.1%	1.6%	3.6%	0.1%	0.4%	22.2%
PARAPROFESSIONALS	5	0	5	0	2	0	2	0	1	0	0	0	0	3
ALAMEDA COUNTY SMSA		0%	100%	0.0%	40%	0.0%	40%	0.0%	20%	0.0%	0%	0.0%	0.0%	60%
		25.8%	74.2%	18.4%	56.9%	2.6%	6.8%	2.1%	5.1%	1.8%	3.6%	0.1%	0.4%	22.5%



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Trustee Ying Lee, Board of Library Trustees

SUBJECT: Report on the 2007 California Library Association Annual Conference in Long Beach, CA: October 26 – 29, 2007

BACKGROUND

Each year the California Library Association puts together an annual conference that attracts the most influential professionals from the California library community.

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

This was my first library-related conference as a trustee and I found it informative and useful. There were, as I assumed, many choices of speakers and workshops to attend, and people to meet. The conference provided me the opportunity to be steeped in an environment of professional librarians as well as a few trustees for a few days. My focus was essentially to learn about the near future and some possible responses for public libraries. The following are some of my selected presenters:

- Chip Heath, Prof., Stanford Graduate School of Business, co-author of *Made to Stick*, talked about the success and the failure of communicating with the public. His was an intro to being heard, how to be memorable in a crowded, buzzing, space. I have a copy of this very easy to read and useful book.
- Jose Cruz, San Diego Council on Literacy, “Guerilla Marketing for Libraries and Literacy”. A workshop on unconventional marketing intended to get maximum results from minimal resources.
- Barbara L. Flynn, Orange County Public Library, “Create Great Customer Services Using the “Best Practices” Model”. Why give good “customer service”? Train, model it, be consistent, measure customer service, improve communication, humanize, provide ‘internal customer service, i.e., city officials, agencies, etc., get staff ‘buy-in”, encourage staff input.
- Jamie Lee Curtis, Actress, Author and Activist. Demonstrated successfully how useful dramatic training and art can be in being amusing for 45 minutes.



- Bob Treadway, Futurist, “Blueprint for the Future: 20/20 Foresight”. Addressed how libraries may be affected by privatized competition; how libraries best serve the next generation of patrons. I found this presentation to not be as informative as the others.
- Craig Newmark, Craigslist founder. “Insights into Connecting People and Information.” An edifying presentation on success through doing good (and not only focused on the bottom line).
- Stephen Abram, VP, Innovation, SirsiDynix. I returned to this speaker for another fix on the future.

In total, I valued the time spent there and learning more about how professional librarians, social observers are looking at the near future for public libraries and considering some possible approaches to meeting these challenges. I thank the city and the library for providing me this opportunity to learn what the California professional librarians association thinks would be useful for library service providers to know.

FUTURE ACTION

No future action is required.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 12, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Possible Options for the Election of Chairperson and Vice-Chairperson

BACKGROUND

Each year the Board of Library Trustees elects a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson for the following year. This is done per *Section 3.04.040 Organization of board* of the City of Berkeley Municipal Code, which states:

The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner.¹

The nomination and election of officers has been done in a variety of ways over the years. The current board has expressed a desire to discuss the options for holding such elections in the future.

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

At the November 2007 Board meeting the Trustees adopted a resolution electing a Trustee to sit as President and a second Trustee to sit as Vice-President from November 15, 2007 through November 15, 2008. The method used was a motion by Chairperson Kupfer followed by discussion and a vote.

According to Roberts Rules of Order, 10th Edition, section 46, Nominations and Elections, “the methods of nomination are: (a) by the chair; (b) from the floor (sometimes called “open nominations”); (c) by a committee; (d) by ballot; (e) by mail; and (f) by petition.” Furthermore, “If no method of nominating has been specified in the bylaws and if the assembly has adopted no rule on the subject, any member can make a motion prescribing the method.”

FUTURE ACTION

No future action is required, but the Board may decide to include this item as a consent item in the future and adopt a rule regarding the election method for upcoming appointments.

¹ The Municipal Code formally refers to President/Vice-President, but in practice the Board uses the terms Chairperson/ Vice-Chairperson to refer to the same positions.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 12, 2007

TO: Board of Library Trustees

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

SUBJECT: Status Report from the ERC / Southwest Berkeley Library Needs Discussion Group on October-November 2007 Activities

BACKGROUND

At their October 18, 2006, meeting the Board of Library Trustees appointed members Ying Lee and Terry Powell to continue to study the library needs of South Berkeley and the issues of the possibility of Berkeley Public Library's participation in the Ed Roberts Campus. Alan Bern, Berkeley Public Library's Community Relations Librarian, and Christopher Adams, Vice President of the Board of Directors of the Berkeley Public Library Foundation, are also in this discussion group. Director of Library Services Donna Corbeil joined the group in early 2007 and Roxanne Figueroa, Executive Director of the Berkeley Public Library Foundation, joined the group in Spring 2007.

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

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

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

Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group, meeting November 21, 2007

Attending: Chris Adams, Alan Bern, Donna Corbeil, Ying Lee, Terry Powell

1. Update on the Ed Roberts Campus: Per Terry Powell, the ERC may need \$12 million more in order to start; for sure they need at least \$9 million more in order to get a construction loan. *The Berkeley Daily Planet* has reported on the possible diversion of MTC funds plus a match of City funds by the Council to provide the \$9 million. The cost of the project (per sq.



ft. for shell space for a partner to buy in) is reported to be \$400. The Library Facilities Master Plan, now underway, will address the costs of staying at the South Branch with necessary improvements.

2. NOTE: On November 25, the Berkeley City Council approved \$9 million in funds for ERC, and they will be able to break ground in Spring 2008.
3. ERC and Southwest Berkeley study: the group had a lively discussion about various issues:
 - Possibly regarding ERC as a "satellite facility" focused on needs of the disabled and/or commuters.
 - Possibly looking to some other location in SW Berkeley, maybe as part of a corporate facility.
 - Possibly making a "simpler" facility at the ERC.
 - Possible complete replacement of existing South branch at same site.
 - Possible bookmobile--which Chris noted has been a possible interest of the Foundation.
4. Donna Corbeil believes these and other questions will come together as the facilities master plan and the needs assessment study are completed and synthesized. Alan Bern discussed the survey form being used and issues pertaining to outreach to churches, schools, and LifeLong Medical's Over Sixty Clinic, and the work of the UC Berkeley interns that he is overseeing to get the survey out to the public. Donna noted the contract for the study has been extended in time from December 2007 to June 2008, but not in fee. Terry suggested and Ying agreed to a workshop at a BOLT meeting about Southwest Berkeley with consultants present. All agreed that January 9, 2008, would be a good time. Alan will check with HTA on their availability for that date.
5. NOTE: Survey is available in paper format, by contacting Alan, and online at www.berkeleypubliclibrary.org. Alan welcomes all help with outreach for the survey part of the Community Assessment.
6. Jurisdiction issues: Brief discussion about Emeryville, which has no library but pays Oakland for services. Terry will follow up at later date with Emeryville council contact.
7. Bond issue: The Council is considering various possible bond issues for the November 2008 election. Terry and Ying agreed that this could be subject for February BOLT meeting, perhaps through a report from the Berkeley Public Library Foundation.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 12, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: December 2007 Monthly Report from Library Director

INTRODUCTION

Every month the Library Director gives the Board a report on the 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 included in this report as Attachment 1.

LIBRARY DEVELOPMENT

Library Work Plan

The Staff Development / Training Plan (Attachment 2) included in the Library Work Plan (11/14/07) has been updated by the staff assigned to this project.

California State Library

The California State Library Staff reported on the latest news regarding public library statistics. There are a number of recent news, updates and announcement items at both the national and state level.

- NCES REPORT - Public Libraries in the United States - Fiscal Year 2005

This report, released by the National Center for Education Statistics (NCES), includes national and state summary data on public libraries in the 50 states and the District of Columbia, with an introduction, selected findings, and several tables. The report, based on data from the Public Libraries Survey for fiscal year 2005, includes information on population of legal service area, service outlets, library collections and services, full-time equivalent staff, and operating revenue and expenditures. View, download, and print the full report as a PDF file:
<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008301>



This is one of the last reports to be issued on public library statistics by NCES, the Institute for Museum and Library Services has now assumed responsibility for the collection of national public library data.

- FY 2006-07 CALIFORNIA SURVEY DATA – State Library Findings

A preliminary look at FY 2006-07 California Public Library survey returns indicate that most jurisdictions had increases in local government support; the median increase was 6% from the previous report year (FY 2005-06). There was a 1.3% increase in the state population during that same time period; the California Department of Finance reports inflation during this period increased 2.6%.

The median change for circulation per capita was less than 1%; the median for circulation per capita itself was 5.06, a slight decline from FY 2005-06 (5.30). Reference per capita showed a continuing decline, a median drop of 3.75%. Further review and analysis of the submitted data continues so there may be changes to the figures above.

An Errata sheet for the California Library Statistics 2007 was included, this chart – California Public libraries: Population served per FTE Staff replaces page 12. The Statewide mean is 3,012, while Berkeley is 861, this is population divided by FTE staff. (Attachment 3)

PROFESSIONAL ACTIVITIES

BALIS

On November 30, 2007 I spent the day in Menlo Park at a BALIS Council meeting. The Deputy State Librarian, Stacey Aldrich, gave a presentation on future trends. Her handout, *Future Must Resources*, is attached. The main topic of discussion was the possible merger of BALIS (Bay Area Library System), of which we are a member, and the following other systems:

- Monterey Bay Area Cooperative Library System (MOBAC), which is a multi-type library consortium of 19 full members (public, academic and special) and several networking members that include libraries in Santa Cruz and San Benito
- Silicon Valley Library System (SVLS) which is a regional consortium of Santa Clara County public libraries
- Peninsula Library System (PLS), a consortium of 34 public and community college libraries that includes San Mateo and Daly City among others.

At the meeting were Library representatives from further south, The Metropolitan Cooperative Library System, which is an association of libraries in the greater Los Angeles area. A consultant led a discussion of the issues related to the possible merger. This would be a big step if it were to occur, resulting in an opportunity to further cooperation on larger projects and possible savings due to economies of scale; though no reduction in the membership fee structure is anticipated. The timeline is to have each system vote early in 2008 and to initiate the governance structure, including forming a 501(c) to occur by the summer.

The second topic was a presentation by BBMG on the social marketing campaign that BALIS has contracted for development. The implementation plan is under development and enlisting other Library systems in the launch would be advantageous for everyone.

CLA (California Library Association) Legislative Committee

As a new member, I attended the committee meeting held on November 16th in Sacramento. This is a wonderful opportunity for me to hear about State-wide initiatives that may affect



libraries in California. The meeting included a presentation by Godbe Associates regarding possible polling for a statewide library bond campaign and news on California's Fiscal Outlook Report of November 2007, recently released from the Legislative Analyst's Office for the period 2007-08 through 2012-13. The projections are not good for the state, with estimated deficits of up to \$10 billion. This report is available online at:
http://www.lao.ca.gov/2007/fiscal_outlook/fiscal_outlook_07.aspx.

The push to spread the word to library supporters statewide regarding the cuts to PLF continues. A letter from the CLA lobbyist on the campaign to restore the cuts to PLF and TBR is included for your information. Lastly, the Dillion's gave an oral report and distributed a written report of the 2007 legislative session as it relates to issues and topics of interest to libraries statewide.

PLA Toolkit for Success

The Library has purchased one copy of Libraries Prosper with Passion, Purpose and Persuasion!: A PLA toolkit for success, published by the Public Library Association. Several staff members attended a program on the toolkit at the recent CLA conference and Trustee Powell attended a program related to the toolkit at the American Library Association conference held in June 2007. "The toolkit is designed to help library staff, Trustees, Friends and community members become better library advocates, using data that supports the vital roles of libraries in meeting community needs." Please, feel free to borrow the book by contacting the Library's Administrative staff.

PROGRAMS, SERVICES AND COLLECTIONS

The Tween (Middle School Age Patrons) Task Force will be conducting an online staff survey to find out more about how we are serving middle school-age patrons throughout the library. The results will be used by the committee to determine what type of training or staff development activity staff would find helpful and to gather perspectives on serving this important age group.

The BPL Annual Report for 2007 is completed and will be distributed to the public. It is available in electronic format on the Library's webpage.

Over 40 attended the recently held program, Come see the magic! Berkeley Public Library presents Photo-imager Don Melandry. The *SUBLIME SERIES: Playing with Adobe Photoshop using Filters* or *How I stopped worrying and learned to love Photoshop* is proving to be very popular. An accompanying exhibit is on display from Tuesday, November 27th through Monday, December 10, 2007 in the exterior Kittredge Street exhibit cases and in flat cases inside on the 2nd and 5th floors of the Central Library.

On Thursday, November 15th the Library continued its series of well-attended noontime concerts on the 5th floor of the Central Library. The Carol String Trio performed beautiful chamber music by Bach, Gliere and Dohnanyi to a lunchtime crowd of over 60 Library patrons. Featured in the CST are Brooke Aird, violin, Linda Green, viola, and Cathy Allen, cello.

The Library staff has established a new partnership with the Berkeley Rent Stabilization Board to host in the Library, free, one-on-one counseling sessions every month beginning in December. As part of this new program, Rent Board counselors will assist both tenants and landlords by answering questions or providing referrals on housing-related topics including security deposits, rent control, evictions, unpaid rent, and other important issues.



Attachments:

1. Personnel Summary
2. Staff Development /Training Plan – work plan project update
3. An Errata sheet for the California Library Statistics 2007 was included, this chart – California Public libraries: Population served per FTE Staff replaces page 12.
4. Future Must Resources
5. *Year-End Report: 2007 Legislative Session* – CLA memorandum
6. *Campaign to Restore the Cuts to PLF and TBR Begin* – CLA memorandum

BPL's Recruitment Timeline

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Administrative Secretary	Berkeley Matters 2/2/07	CLOSED	Interviews & Testing held wk of 2/5/07.	Alisa Somera selected. Hire Date : 2/27/07
*Circulation Services Manager	1/29/2007	2/26/2007 Closed	2 nd Round of Interviews held 4/12/07.	Jason Dickinson selected. Start Date: 05/21/07
*Deputy Director	2/5/2007	3/5/2007	Interviews held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Douglas Smith selected. Start Date: 05/14/07
Library Assistant	2/26/2007	04/02/2007 Closed	Exam held 4/18/2007.	New List Valid 4/24/07-4/24/08
Supervising Librarian	3/19/2007	4/16/2007 Closed	Interviews Scheduled for WK Ending 6/22 (Tentatively)	Shani Leonards selected for Ref. Jane Scantlebury selected for A & M. Both Eff : 7/30/07
Library Specialist I	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection interviews to follow.	Sam Zhang selected for GS.
Library Specialist II	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection Interviews to follow.	Pat Nagamoto selected for Vol Coord. Lisa Hesselgesser for Spec II @ West. Richard Brooks selected for Spec II @ North
Senior Librarian	6/17/07	7/16/07 CLOSED	Panel Examination Completed	Erica Glenn selected for Children's
*Library Services Manager (Neighborhood Services)	6/25/07	7/23/07 CLOSED	Interviews Completed	Suzanne Olawski selected. DOE 10/29/07.
Librarian I/II	10/29/07	11/26/07 CLOSED	Rating Panel to Review Supp Questionnaires 12/13	List should be finalized by end of Dec.
Accounting Office Specialist Sup	11/05/07	11/19/07 CLOSED	HR to administer exam date TBD.	No current list. G. Gonzalez acting AOS Sup.

Central Services Aide	11/05/07	11/19/07 <i>CLOSED</i>	No Exam Required.	List should be established by 12/14 w/ interviews to follow.
Library Administrative Manager	11/13/07	12/10/07	QAB tent scheduled for end of Dec or early Jan.	(May extend recruitment pending DOLS approval)
Library Info Systems Administrator	12/26/07	01/07/07	Pending approval of brochure competitive recruitment to open 12/26.	New Classification. Alicia Abramson Current incumbent.
Library Aide	12/26/2007	1/14/2007	1/24/2007	Current List Valid 2/6/07-2/6/08

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

17	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	\$50,000

Deliverables		
Step	Detail	Status
Identify/define basic, class, and specific competencies.	<p><u>Basic</u> competencies refer to the “basic” knowledge and skills that BPL staff at any level should possess in order to work effectively.</p> <p><u>Class</u> competencies refer to the knowledge, skills and behaviors required by a particular classification (i.e., Library Assistant, Specialist II etc.)</p> <p><u>Specific</u> competencies refer to the knowledge, skills and behaviors required in order to perform effectively in a particular library division (i.e., Technical Services, Reference etc.)</p>	<p>Gathering existing data from competency studies conducted by other library systems.</p> <p>Will work with existing managers/supervisors to tie necessary competencies to corresponding job spec.</p>
Determine appropriateness of implementation of training at various stages of development.	<p>Basic competencies to be addressed by revised “new employee orientation”.</p> <p>Class competencies to be addressed during probationary period.</p>	Must first determine basic, class and core competencies and then incorporate into orientation, probationary, and transition periods of employment.

Competencies broken up into 3 stages which will correspond with each of the 3 evaluations administered during the probationary period.

Specific competencies should be addressed during the probationary period and in the case of an employee moving to a new division.

Trainers

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.

Staff Trainers will have attended a "Train the Trainer" course and have been determined competent in the subject matter by the Training & Development Committee

*Trainer & committee members to determine what materials are required. Variety of formats i.e., handouts, lecture, hands-on etc. Use survey to assess most effective teaching styles.

Tracking System

Develop a tracking system to monitor attendance both required and "elective" trainings.

Partial Database completed but needs to be expanded.

Database will include

areas reflecting
completion of orientation,
3-phase probationary
period, "specific" training,
outside
workshops/seminars,
internal trainings, COB
trainings, continuing
education credits etc.

Incentive Program

Acknowledge the
efforts/accomplishments
of staff.
Public Acknowledgement
– announcements via BPL
newsletter at All Staff
Meeting, certificates etc.

Performance vs. Promotional

performance oriented –
specific job skills needed
to improve in or better
understand in order to do
one's job successfully.
promotion oriented –
where are you now and
where do you want to go?
What can BPL do to help
you get there?

Discuss options for training
opportunities for those
interested in career
advancement. Assign possible
mentors. This should be tied to
the employee's career
development plan (included in
regular performance evaluations)
and discussed btwn employee
and his/her supervisor.

Plan Evaluation

Develop staff satisfaction
surveys and issue for
feedback at end of 1st
calendar year. Committee
to analyze results and
make adjustments to plan
as needed.

Pending

CALIFORNIA PUBLIC LIBRARIES: Population Served Per FTE Staff

Library Population/FTE Staff		Statewide Mean: 3,012			
Palo Verde Valley Dist	13,839	Nevada Co	3,439	Pleasanton	1,942
Shasta Public Libraries	11,746	Woodland	3,411	Arcadia	1,919
Murrieta	10,326	Monterey Co	3,388	Palm Springs	1,919
Tulare Co	9,727	San Luis Obispo City-Co	3,371	Torrance	1,904
Merced Co	9,418	Beaumont Dist	3,269	Glendale	1,890
San Benito Co	9,317	Fullerton	3,268	Lassen Dist	1,881
Kings Co	9,245	Signal Hill	3,214	Los Gatos	1,801
Moreno Valley	8,952	Long Beach	3,212	Oakland	1,760
Salinas	7,849	Oceanside	3,200	Inyo Co	1,727
Tehama Co	7,692	Willows	3,192	San Juan Bautista	1,726
El Centro	7,000	Colusa Co	3,173	Glendora	1,726
Butte Co	6,788	Monterey Park	3,166	Santa Cruz City-Co	1,712
Lincoln	6,718	Covina	3,157	Santa Clara Co	1,665
Mendocino Co	6,650	Santa Maria	3,146	Mountain View	1,627
Sutter Co	6,532	Buena Park Dist	3,129	Burlingame	1,612
Yuba Co	6,348	Coalinga Dist	3,121	Pacific Grove	1,603
Madera Co	6,278	Huntington Beach	3,104	Burbank	1,600
Santa Ana	6,218	San Diego	3,093	Menlo Park	1,597
Kern Co	6,175	Orange	3,072	Santa Clara	1,549
Riverside Co	5,942	Lodi	2,977	Marin Co	1,545
San Bernardino Co	5,848	Upland	2,955	Mono Co	1,511
Stockton-San Joaquin Co	5,822	Santa Barbara	2,945	Modoc Co	1,466
El Dorado Co	5,389	Riverside	2,885	Redwood City	1,459
Contra Costa Co	5,338	Azusa	2,884	South San Francisco	1,440
Trinity Co	5,292	Solano Co	2,867	Thousand Oaks	1,380
Lake Co	5,285	San Bruno	2,863	Newport Beach	1,313
Colton	5,178	San Jose	2,831	Palos Verdes Dist	1,284
Del Norte Co Dist	5,122	Santa Paula Dist	2,809	San Francisco	1,258
Ventura Co	5,082	Banning Dist	2,787	South Pasadena	1,257
Sacramento	5,048	Los Angeles Co	2,755	Livermore	1,229
Oxnard	4,935	Alhambra	2,715	Pasadena	1,220
San Bernardino	4,888	Mission Viejo	2,715	Monterey	1,171
Tulare	4,789	Chula Vista	2,691	National City	1,170
Porterville	4,760	Brawley	2,683	Palo Alto	1,165
Rancho Cucamonga	4,736	Altadena Dist	2,671	Coronado	1,141
Folsom	4,645	Redlands	2,633	Benicia	1,102
Lompoc	4,630	Dixon Dist	2,630	Sausalito	1,083
Humboldt Co	4,619	Fresno Co	2,616	Santa Fe Springs	1,002
Calaveras Co	4,603	Inglewood	2,609	Sierra Madre	957
Mariposa Co	4,554	Alameda Co	2,590	Rancho Mirage	889
Imperial Co	4,540	Plumas Co	2,545	Berkeley	861
Palmdale	4,286	Alameda	2,541	Santa Monica	861
Stanislaus Co	4,242	San Anselmo	2,534	Carlsbad	856
Hemet	4,225	Paso Robles	2,487	Belvedere-Tiburon	849
Pomona	4,171	Napa Co	2,466	Cerritos	800
Yolo Co	4,122	San Mateo Co	2,447	El Segundo	789
Anaheim	4,091	Larkspur	2,408	San Marino	760
Imperial	4,056	Whittier	2,366	Mill Valley	701
Orange Co	4,030	Sunnyvale	2,302	St Helena	543
Placer Co	3,807	Yorba Linda	2,295	Beverly Hills	465
Downey	3,719	Placentia Dist	2,252	Irwindale	448
Tuolumne Co	3,716	Escondido	2,241	Commerce	413
Sonoma Co	3,681	Roseville	2,165	Carmel	360
Orland	3,606	Corona	2,154	Alpine Co	355
San Rafael	3,547	Redondo Beach	2,139		
San Diego Co	3,545	Amador Co	2,119		
Daly City	3,541	Monrovia	2,096		
Hayward	3,532	Watsonville	2,043		
Calexico	3,499	Calabasas	2,034		
Richmond	3,472	San Mateo	1,976		
Ontario	3,457	San Leandro	1,954		
Los Angeles	3,453	Siskiyou Co	1,950		

FUTURE MUST RESOURCES

MUST READ BOOKS

- *The Long Tail* - Chris Anderson
- *Change the way you see everything: Through Asset-Based Thinking* - Kathryn Cramer, Hank Wasiak
- *As the Future Catches You: How Genomics & Other Forces are Changing Your Life, Work, Health & Wealth* - Juan Enriquez
- *The Art of Innovation* - Tom Kelley
- *The Ten Faces of Innovation* - Tom Kelley
- *The Age of the Spiritual Machine* - Ray Kurzweil
- *The Singularity is Near* - Ray Kurzweil
- *Strategic Foresight: the Power of Standing in the Future* - Nick Marsh, et al...
- *Microtrends: The Small Forces Behind Tomorrow's Big Changes* - Mark Penn, E. Kinney Zalesne
- *A Whole New Mind* - Daniel Pink
- *The Singing and Dancing Daughters of God* - Timothy Schaffert
- *The Paradox of Choice: Why More is Less* - Barry Schwartz
- *The Art of the Longview* - Peter Schwartz

MUST READ MAGS

- BUSINESS 2.0
- ESPN
- FAST COMPANY
- FUTURIST
- LUCKY
- MAKE
- MENTAL FLOSS
- POPULAR SCIENCE
- PSYCHOLOGY TODAY
- TECHNOLOGY REVIEW
- WIRED



MUST VISIT WEBSITES

- | | |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------|
| • Amazing Johnathan | http://www.amazingj.com |
| • Association of Professional Futurists | http://www.profuturists.org |
| • BeatBots | http://beatbots.org |
| • Blinkx | http://www.blinkx.com |
| • Chris Jordan | http://www.chrisjordan.com |
| • Chris Nold | http://www.softhook.com |
| • Cozi | http://www.cozi.com |
| • Creative Commons | http://creativecommons.org/learnmore |
| • Dig | http://www.dig.com |
| • Engadget | http://www.engadget.com |
| • EPIC 2014 | http://epic.makingithappen.co.uk |
| • FrindgeHog | http://www.frindgehog.com |
| • Gizoogole | http://www.gizoogole.com |
| • Gizmodo | http://www.gizmodo.com |
| • Hanson Robotics | http://www.hansonrobotics.com/project_pkd.php |
| • Kurzweil AI | http://www.kurzweilai.net |
| • Nabaztag | http://www.nabaztag.com |
| • NFL | http://www.nfl.com |
| • Numenta | http://www.numenta.com |
| • Ondisruption.com | http://ondisruption.com |
| • Shift video | http://www.glumbert.com/media/shift |
| • Socialight | http://www.socialight.com |
| • Twitter | http://www.twitter.com |
| • Visual Literacy | http://www.visual-literacy.org |
| • We Feel Fine | http://www.wefeelfine.org |
| • World Future Society | http://www.wfs.org |
| • Wired Next Fest | http://www.wirednextfest.com |
| • Wired Science | http://www.pbs.org/kcet/wiredscience |

MUST CONFERENCES

- Annual Consumer Electronics Showcase
- iMeme
- NEXTFEST
- Learning 2007
- O'Reilly Emerging Technology Conference
- POPTECH!
- PUSH

Augmented Library
Transformation Lab on YouTube

Stacey Aldrich
stacey.Aldrich@gmail.com
Fall 2007

FUTURE THINKING KEY CONCEPTS

TOOLS	THE BASICS
<p>ASSUMPTIONS</p> <p>Assumptions->Decisions->Actions</p> <ul style="list-style-type: none"> • Important to make explicit • Help to clarify our mental models about the future 	<p>BASIC IDEAS FOR SCOUTING THE FUTURE</p> <ul style="list-style-type: none"> • Keep Asking why? • Reach, touch, and try everything • Environmental Scanning - Read/Watch/Listen/Try - Track trends and interesting technologies and patterns • Create scenarios of possibilities
<p>STEEP</p> <p>Society Technology Economy Ecology Politics</p> <ul style="list-style-type: none"> • Reminder that the future does not happen in a vacuum • Use to ponder possible implications and possibilities 	<p>SEEK INFORMATION RELATE TO:</p> <ul style="list-style-type: none"> • Social Patterns • Info use patterns • New technologies • New business and organizational models • Changing political landscapes • Changing economies • Local demographics
<p>THE THREE QUESTIONS</p> <p><i>Every time you see or hear something interesting... Ask yourself these 3 questions:</i></p> <ol style="list-style-type: none"> 1. What is it? 2. What does it mean? 3. How can libraries adapt, innovate, or create services around the concept? 	<p>INTERESTING TRENDS TO FOLLOW</p> <ul style="list-style-type: none"> • Age of Integration • Text literacy to Visual literacy • Evolution of Digital Interaction • Development & Integration of Robotics

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September 18, 2007

TO: Melinda Cervantes, CLA Legislative Chair
CLA LEGISLATIVE COMMITTEE

CC: CLA EXECUTIVE COMMITTEE

FROM: Mike Dillon, CLA Lobbyist
Christina Dillon, CLA Lobbyist

RE: **YEAR-END REPORT: 2007 LEGISLATIVE SESSION**

2007 LEGISLATIVE SESSION DRAWS TO A CLOSE EARLY WITH USUAL LATE-NIGHT ANTICS

Close to 4 a.m. on September 12, the legislature adjourned the first half of the 2007-08 session for the year. Technically, the Senate and Assembly were supposed to be in session until September 14th, but this year's schedule conflicted with the Jewish holidays and necessitated an early departure. Due to the 52-day Budget stand-off, antagonism was at a high level between the Senate and Assembly. Around 5 p.m. the Senate leadership was "holding hostage" approximately 80 pieces of Assembly legislation, while the Assembly attempted to sit on an approximate like amount of Senate bills. As is tradition on the final night of session, the houses were expert at using stall tactics, in order to garner some last minute horse trading. Ultimately the "held" measures were released hours later, and business resumed.

The powerful California Correctional Peace Officers Association attempted to rush through a so-called "gut and amend" measure that would have provided a significant pay raise (including retro-active pay), to prison guards, totaling more than \$1 billion. The Governor declared CCPOA's late bill, an "end run around negotiations and mediation" that his office had been engaged in. The Governor added, "I did not veto \$700 million from the budget to give it all to CCPOA in a backroom deal." Nonetheless, the Senate attempted to hold a hearing on the pay raise measure at 2:30 a.m., despite the fact that members of the Senate Appropriations Committee had not seen the amendments, nor the bill analysis. When confusion regarding the amendments could not be rectified, CCPOA and a room filled with lobbyists, gave up the last -minute effort close to 3:30 a.m. The Senate and Assembly gaveled their houses down around 4 a.m. and are in recess, until they convene to address the Governor's Special Session (see article following).

During the final week of business, the Senate processed more than 600 Assembly bills that were before them on the Floor, most of which had to be ultimately returned to the Assembly for concurrence with any changes made in the Senate. The Assembly went through a similar process with more than 400 Senate bills on its calendar. A large portion of bills failed to be acted on by either house at the end of session deadline, and were either moved to the so-called "Inactive File" or will be carried over to January as "two year bills." The Governor now has until October 14th to sign or veto legislation that was sent down to him in the final days of session.

II. GOVERNOR CALLS TWO "SPECIAL SESSIONS" TO ADDRESS HEALTHCARE AND WATER

By law, the Governor has the ability to compel the legislature to return to work in their respective houses, once he issues an Executive Order stating the reason for calling a so-called "special session." You may recall that since the beginning of the year, Governor Schwarzenegger had declared he would be using this session to address a complete overhaul of the existing healthcare system. While the Governor's Administration has been meeting actively through August and September to craft a proposal, the Governor has met some resistance from Democrat leaders, Senate President pro Tem Perata and Assembly Speaker Nunez, who favor a different approach. Further, Republicans in the Assembly and Senate are cautious about overhauling the existing health care system, out of fear that small businesses will bear the brunt of the mandated new costs.

On September 11, Governor Schwarzenegger issued a proclamation calling for a special session on healthcare, "at a time to be determined, for the following purpose and to legislate upon the following subjects: 1) to consider and act upon legislation to comprehensively reform California's health care system that relies on shared financing and contributions from individuals, employers, health providers, federal, state and local government, and others...." Speaker Nunez has appointed the following Democrat Assembly members to the Special Session on Healthcare Task Force: Karen Bass, Hector De La Torre, Mervyn Dymally, Patty Berg, Mark DeSaulnier, Dr. Ed Hernandez, and Mary Hayashi. Assembly Republican Leader Mike Villines has appointed the following Republican Assembly members: Greg Aghazarian, John Benoit, Sam Blakeslee, Dr. Bill Emmerson, Ted Gaines, Martin Garrick, Bob Huff, Dr. Alan Nakanishi, Roger Niello, Audra Strickland, and Cameron Smyth.

Similarly, the Governor has called a second special session, to address groundwater and water storage issues. Among other things, the proclamation states that the legislature will convene to "consider and act upon legislation to appropriate funds, including appropriations for general obligation and lease revenue bonds, to improve water resource management, build additional water storage facilities, develop groundwater aquifers, improve groundwater quality and flood protection, and restore the Sacramento-San Joaquin Delta and other important ecosystem restoration projects." Speaker Nunez has appointed the following Assembly Democrats to the Water Task Force: John Laird, Lois Wolk, Juan Arambula, Mary Salas, Jared Huffman, Paul Krekorian, Mike Feuer, and Mike

Eng. Assembly Republican Leader Villines has appointed: Greg Aghazarian, Joel Anderson, Tom Berryhill, Jean Fuller, Ted Gaines, Guy Houston, Bob Huff, Kevin Jeffries, Rick Keene, Doug La Malfa, Bill Maze, Roger Niello, Jim Silva, and Todd Spitzer.

The Sacramento Bee is reporting that Senator Perata and Speaker Nunez said "they intend to reach agreement by September 27 to approve a new multibillion-dollar bond to pay for water storage and a solution to environmental problems in the Delta...." Senator Perata, who is the author of a possible special session vehicle, SB 1052, said, agreement "must be done by September 27th if we want to make the February ballot. Failure is not an alternative." However, Senator Perata and Senate Republican Leader Dick Ackerman have not appointed representatives to their respective healthcare and water working groups.

Originally, there had been an assumption that the Governor would also call a "special session" to deal with legislative redistricting, as he would like to see the changing of legislative boundaries addressed along side the term limits initiative. (The Governor believes strongly that the term limits initiative should not stand alone.) However, when asked by the media why he was not calling a third session to cover redistricting, the Governor responded, "I don't think Senator Perata has much interest in that." At issue is whether or not congressional districts should be included in the plan to redraw state Senate and Assembly Districts, and who should be charged with the responsibility of drawing the districts.

III. PUBLIC LIBRARY FOUNDATION AND TRANSACTION BASED REIMBURSEMENT SLASHED IN BUDGET – LEGISLATIVE STAFF CALLS CUTS "DEPLORABLE"

You will recall that last year, thanks to our extensive lobbying efforts, Governor Schwarzenegger included a \$7 million increase in the Public Library Foundation (PLF) and a \$7 million increase in the Transaction Based Reimbursement (TBR) program, as part of his 2006-07 May Revision of the Budget. Through CLA's work in the Budget subcommittee process, these dollar amounts were later ratified by the legislature and sent down to the Governor for his approval and signature.

In January of this year, the Governor presented his 2007-08 Budget, and suggested a \$52,000 cut to the PLF, in order to fund the State Library's Integrated Library System Replacement Project (a program which would have additional phase-in costs extending beyond \$52,000 in coming years). CLA launched an aggressive lobbying effort during March and April, arguing that the Governor's proposal established a dangerous precedent, as the PLF could then be seen as a "funding source" for state projects. We recommended that a separate line item be created to fund the ILS for 2007-08 and in future years, and we further asked the Budget subcommittees to reject the \$52,000 cut to the PLF. While we prevailed with this request, it was a much more difficult task to secure a sizeable augmentation to the PLF, given the very tight condition of the State Budget. We were pleased that members of the Senate Budget Subcommittee on Education Finance and their staff recommended a small \$2 million augmentation to the PLF during May

deliberations. While the dollar amount was not substantial, the subcommittee felt the \$2 million augmentation was a "symbolic gesture" in support of a program that has endured significant cuts. The Assembly Budget Subcommittee did not propose any increase to the PLF, and the issue was sent into the Budget Conference Committee negotiations to be resolved. As you will recall from our memos, Budget Chairs Senator Denise Ducheny and Assemblyman John Laird attempted to save the \$2 million funding, but were later forced to reduce the augmentation to \$1 million.

When the Assembly adopted a Budget during the early morning hours of July 20th, they quickly left town for a month-long summer vacation. The Senate, which was left with a Budget they did not approve of, and corresponding "trailer bills" which did not reflect their priorities, was clearly frustrated. Senate Republicans argued for the need for additional cuts, to reduce the so-called "structural deficit" in the Budget, while Senate Democrats sought to protect health and welfare programs, and objected to a "trailer bill" containing tax breaks for Hollywood productions and diesel fuel. For one month, while the Assembly was gone, the Senate's stalemate continued. The Governor and his Administration were not a factor in helping to bring about consensus between the Senate leaders, as the Governor has not been in good favor with the conservatives in the Senate for quite some time. Ultimately, Governor Schwarzenegger promised to cut an additional \$700 million from the Budget to appease the Senate Republicans. With these Budget solutions in place, the Senate passed the Budget bill 52 days late, on August 21. SB 77 was signed by the Governor three days later in a ceremony in the Capitol Rotunda.

When the disappointing \$15 million combined cuts to the PLF and TBR surfaced within minutes of the signing, we were shocked at the inconsistent message the cuts raised, as the Governor had basically eliminated the same amount he augmented to both programs last year. The veto cuts also set off a wave of calls from key legislative staff to our office, who referred to the reductions as "deplorable." As you can imagine, information has been closely guarded regarding the cut. However, we have spoken with a finance representative for the Senate Republicans who had seen the list of proposed Republican cuts. She confirms that their list only recommended that the \$1 million augmentation for the PLF be rejected. We have recently had conversations with key personnel in the Governor's Office, who informed us that there was tremendous pressure by the Health and Human Services Department folks to not go deeper than the \$527 million "hit" (a 75% cut) to their program, which made the libraries and other programs more vulnerable.

The day the Governor signed the Budget and issued his veto reductions, we paid a visit to numerous members of the Capitol press corps to see if they would make the library cuts part of their write-up on the Budget. We distributed a packet of information to each reporter and spent time explaining the programs and the local impact. We were pleased to see the amount of coverage CLA received in the papers the next day as a result of our effort. (Please see attached articles).

With the State Budget expected to be more than \$5 billion out of balance already for 2008-09, we can anticipate another very difficult year for state and local government services.

IV. STATUS OF SB 156-SIMITIAN: THE LIBRARY BOND BILL

Earlier in the year, and much to the surprise of the bill's author Senator Joe Simitian, SB 156, the \$4 billion library construction and renovation bond bill, was held by the Senate Appropriations Committee. The Appropriations Committee Chair and Vice Chair had received word from Senate leadership that it was "not the right time" to move bonds forward, "with no prejudice to the library construction bond." Senate Republican Leader Dick Ackerman told us, in a meeting before the Senate Appropriations hearing, "The climate is not right. We just had a big package of bonds on the last ballot." Further, Senate President pro Tem Perata had been actively negotiating terms for a water storage and conveyance bond measure that he was personally authoring (which may now be a vehicle for the "special session" on water).

Recently, Senator Simitian spoke with us and noted that he and Senator Perata had a discussion near the close of session regarding the potential of moving the library construction bond forward next year. Senator Perata said that all competing bonds will have to be considered together, rather than individually, and the two pledged to continue talking during the Fall Interim. Senator Simitian's office was also discussing their options regarding introducing a brand new bill in January, or moving the existing SB 156 quickly from committee in January.

V. AB 1030-CABALLERO: AT-RISK YOUTH LITERACY

*Aug. 19th
Dem's
weekly
address*

Freshman legislator, Assemblywoman Anna Caballero is the Chair of the Assembly Local Government Committee, as well as the Select Committee on Youth Violence Prevention. As part of her so-called "Gang Prevention Tool Kit," Assemblywoman Caballero introduced AB 1030, which would expand the California Library Literacy and English Acquisition Services Program to services targeted to young adults, 16 years of age and over, who are not enrolled in school. The Literacy Program would allow these youths to receive adult basic literacy tutoring and related services.

The measure, which is supported by CLA, has progressed through the legislative process relatively easily – mostly due to the fact that the bill does not contain any funding for the at-risk youth expansion. In fact, services can already be provided to this segment of the population, causing the Senate Education Committee consultant to ask in her bill analysis: "Is the bill necessary? Current law authorizes this program to serve adults and youth who are not enrolled in school. Arguably, local libraries already have the ability to initiate the services authorized by the bill and this legislation is not necessary." However, the State Library was able to demonstrate that despite the ability to provide services to at-risk youth under current law, that population of teens 16-19 years of age, is not being served. In 2005-06, according to the State Library, only 618 youths (16-19) were aided by this program. There was also an issue raised regarding the author's decision to remove prior year maintenance of effort requirements from the bill. This change was necessary as the author did not feel that a library jurisdiction should be penalized if they were given a grant or large donation one year, and unable to maintain that same level of donation the following year. The elimination of the maintenance of effort language caused confusion for

some Republican members who interpreted the bill to now require local government officials to make less of a commitment to their local libraries than in prior years.

While there is existing money in the State Budget for the Literacy Program (\$5 million), the author had originally intended to seek additional funds (\$2 million) in order to implement the at-risk youth portion of the bill. Acknowledging that state revenues were tight this year, Assemblywoman Caballero's office has told CLA they will seek funding for the program in coming years.

The bill is currently on the Governor's desk, as of this writing. A special "thank you" to Carey Gross (Butte County Library Literacy Services and CLA Legislative Committee member) and her network of literacy specialists, for remaining active and involved with their support of this measure.

VI. BILL SUMMARY

Attached is a list of the bills that the CLA Legislative Committee considered this year, as well as their current disposition.

October 17, 2007

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, CLA Lobbyist
Christina Dillon, CLA Lobbyist

RE: News From The Capitol

CAMPAIGN TO RESTORE THE CUTS TO PLF AND TBR BEGIN

In light of Governor Schwarzenegger's recent action in the 2007-08 Budget, to slash funding for the Public Library Foundation (PLF) and Transaction Based Reimbursement (TBR) programs, the California Library Association will be launching a campaign to protest the \$14 million in combined cuts. CLA will be requesting that the funding be restored in the Governor's January Budget.

For the last few weeks, we have been working with Assemblyman Mike Eng's office to coordinate a response to the Governor's library cuts. Assemblyman Eng is a former library trustee, a co-author of Senator Simitian's library bond measure, and a library supporter. In conjunction with Mr. Eng's staff, we have prepared a letter that Assemblyman Eng will be circulating among his colleagues, in the hopes of adding their signatures to the letter. This letter will then be delivered to the Governor, and among other things states:

"As Governor, you have been a strong leader in efforts to promote quality after-school programs that assist our K-12 student population. As such, we know that you would also recognize the role that public libraries play as a committed partner and extension of the K-12 learning environment."

"On behalf of my legislative colleagues who have a strong appreciation for the critical importance of public libraries, I would respectfully request that you consider the restoration of the \$14 million to the Public Library Foundation and the Transaction Based Reimbursement program when you craft your January 2008 Budget."

Since Assemblyman Eng's office will now be sending the letter around to a vast array of legislative offices in the Capitol, please take a moment today to either:

- 1) Write the Governor directly, and express your disappointment/concern/frustration, etc. with the dramatic cuts to the PLF and TBR programs. Please explain, in your letter, how your library will be specifically impacted by the cuts. It is critical that you identify certain programs or services that will suffer or be eliminated entirely, as a result of the two reductions. (e.g. you will not be able to purchase books and magazines for a year, the after-school "Homework Help Program" will cease

functioning, literacy programs will be cut back, etc.). After you send your letter to the Governor, send a copy of that letter to your legislator, and ask him or her to sign on to the Assemblyman Eng letter.

- 2) If you are unable to do a letter to the Governor, merely call your legislator and ask him or her to sign on to the Assemblyman Eng letter.

GOVERNOR VETOES AB 1030-CABALLERO: LITERACY PROGRAMS FOR AT-RISK YOUTH

Late last week, the Governor vetoed AB 1030 by Assemblywoman Anna Caballero, which would have expanded the California Library Literacy and English Acquisition Services Program to services targeted to young adults, 16 years of age and over, who are not enrolled in school. The program would allow these youths to receive adult basic literacy tutoring and related services. Recent research by the State Library indicates that only 618 youths, ages 16-19 were served by this program in 2005-06. The author intended for the measure to heighten awareness regarding the need to serve this critically underserved population.

The Governor, in his veto message states:

"I am returning Assembly Bill 1030 without my signature.

While I support the California Library Literacy and English Acquisition Services Program, the changes proposed in this bill are unnecessary. Current law already authorizes the provision of English literacy service to adults and youth who are not enrolled in school. This bill would simply authorize the provision of such services to a specific subgroup of the same youth population.

In addition, I do not support repealing the requirement that, as a condition of funding, a local jurisdiction maintain the prior year's level of private support. Eliminating the requirement for this private support will result in either a decrease in services and/or create cost pressure on the General fund to backfill any loss of such funds.

For these reasons, I am unable to sign this bill."

You may recall from our July report on this measure, that the Senate Education Committee consultant had recommended that the private local support "maintenance of effort" language be stricken from the bill, arguing, "Regardless of the effort exerted, a local jurisdiction may not be in a position to compel private donations, contributions, or grants. Is it reasonable to hold a local jurisdiction responsible for maintaining the provision of private funds over which it has no control?" The Senate Education Committee members, as well as the author and CLA, agreed with the consultant's recommendation. Unfortunately, the Governor had a difference of opinion regarding this language.

Board of Library Trustees Tracking Chart

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
12/21/2005	Trustee Powell	Donna Corbeil	1/18/2006	In process - sent to City Attorney	City Attorney's analysis of ALA resolution on workplace speech
3/15/2006	Trustee Lee	Donna Corbeil	7/21/2006	In process	Status of Quilt Show
4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
5/10/2006	Tursteer Moore	Management		Completed schedule	Would like to hear regular reports from each library department at BOLT meetings.
5/17/2006	Trustee Moore	Beverli Marshall	7/19/2006		Form committee to look at the impacts of the FY07 budget adoptions.
6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board
9/26/2006	Trustee Powell	Donna Corbeil		BFMP neg. approved 9/07	List of deferred maintenance items.

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
10/18/2006	Trustee Powell	Trustees Powell and Lee		Ongoing	Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
10/18/2006	Trustees Powell and Lee	Donna Corbeil/Alan Bern	12/6/2006		Report on possible interest in bookmobile by City of Emeryville, and esimated costs of bookmobile.
10/18/2006	Trustee Kupfer	Donna Corbeil/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
1/17/2007	Trustee Powell	Trustees, Donna Corbeil		Ongoing	Identify opportunities for Trustees to participate in professional organizations, e.g. ALTA.
4/18/2007	Board of Trustees	Donna Corbeil			Post to website the terms of each Trustee showing when they were appointed, if they are eligible for reappointment, and when it ends.
4/18/2007	Board of Trustees	Donna Corbeil		Ongoing	Self-Check/Checkpoint RFID Task Force report of findings
4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
5/9/2007	Board of Trustees	Donna Corbeil		Included in Work Plan '08	Report on the possibility of expanding hours.
6/13/2007	Trustee Powell	Donna Corbeil			Privacy policy report
8/1/2007	Board of Trustees	Donna Corbeil			Update report on library staff diversity
9/19/2007	Board of Trustees	Board of Trustees	11/14/2007		Bond Measure
10/24/2007	Board of Trustees	Donna Corbeil	4/1/2008		National Library Week Proclamation for City Council adoption

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
10/24/2007	Board of Trustees	Donna Corbeil	12/12/2007		Donor gift policy
10/24/2007	Board of Trustees	Donna Corbeil	12/12/2007		Diversity report
11/14/2007	Board of Trustees	Donna Corbeil	12/12/2007		Discussion of process for nominating future Chairperson/Vice-Chairperson
11/14/2007	Board of Trustees	Trustee Ying Lee	12/12/2007		Report on 2007 CLA annual conference attendance
11/14/2007	Donna Corbeil	Board of Trustees	12/12/2007		Choose Trustee to attend the 1/2/08 4x2 Committee meeting