

**Notice of Regular Meeting of the
Board of Library Trustees
of the City of Berkeley**

Notice is hereby given that a regular meeting of the Board of Library Trustees of the City of Berkeley is hereby called to be held on **Wednesday, January 17, 2007**, commencing at **7:00 p.m.** at the **South Branch Library, 1901 Russell Street, Berkeley, California.**

Date Issued: January 12, 2007



Director of Library Services

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, 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.

Please refrain from wearing scented products at public meetings.

For further information, call 510-981-6195.



Berkeley Public Library
Board of Library Trustees

Regular Meeting
January 17, 2007

Agenda
7:00 p.m.

South Branch Library
1901 Russell Street

Please refrain from wearing scented products at public meetings.

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

I. CALL TO ORDER

II. PUBLIC COMMENTS (7:00 - 7:30 p.m.)

(proposed 30-minute limit, with speakers speaking for 3 minutes each)

III. APPROVAL OF AGENDA

IV. CONSENT CALENDAR

1. Approve minutes of special meeting – December 6, 2006
2. Approve arrangements for Authors Dinner event on February 10, 2007
3. Accept grant award of \$5,000 from California State Library for “Early learning with Families Targeted Program”
4. Approve contract with AT&T for the period July 1, 2007, through June 30, 2012, in an amount not to exceed \$483,622 to upgrade Library network connections contingent on E-Rate Funding
5. Approve resolution in appreciation of Roger Pearson, Interim Director of Berkeley Public Library from July 1, 2006 through January 5, 2007.

V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

1. Delegate operating authority to Director of Library Services
2. Adopt City of Berkeley Administrative Regulations covering personnel, financial and purchasing as Berkeley Public Library Administrative Regulations (2nd reading)

VI. REPORTS FOR INFORMATION

1. 2nd quarter budget update for FY07
2. Report from Discussion Group on activities and community process for South Branch library needs
3. Grant awarded in the amount of \$50,000 to the City of Berkeley to be used to provide planning documents for a new South Branch Library
4. Report on Library Technology Plan and E-Rate Funding Application
5. Report on Bookmobile possibilities
6. Final Report on “Great Stories Club” program
7. Monthly report, December 2006, from Interim Library Director Roger Pearson
 - *Library Development:* Powell Re-appointed, Library Director Appointed, Ethics Training for BOLT

- *Programs, Services, Collections:* Expanded hours at Central, Burning Man at Central, Literacy Recognition Event
 - *Human Resources:* HR Analyst, Supervisory Gaps Filled, Oil on the Waters
8. Library events: Fliers and press releases for various library programs
 9. Report from Library employees and unions, discussion of staff issues **(15 minutes)**

VII. AGENDA BUILDING

Next regular meeting: 7:00 p.m., Wednesday, February 21, 2007, South Branch Library, 1901 Russell Street, Berkeley

1. Tracking Chart
2. Framework for Budget Workshop

VIII. ADJOURN

Berkeley Public Library
Board of Library Trustees

Special Meeting
December 6, 2006

Minutes
7:01 p.m.

North Berkeley Senior Center
1901 Hearst Avenue

I. CALL TO ORDER

The special meeting of December 6, 2006, was called to order at 7:01 p.m.

Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Darryl Moore, Terry Powell

Absent: None

Also present: Interim Director Roger Pearson, Acting Deputy Director Linda Perkins, Library Financial Manager Beverli Marshall, Administrative Secretary Yvette Gan

II. PUBLIC COMMENTS

There were nine speakers on the following topics: selection of a new Director, public comment procedures, and backlog on cataloging new DVDs and videos.

III. APPROVAL OF AGENDA

R06-101 Moved by Trustee Moore, seconded by Trustee Powell, to amend the agenda so that Item VIII (Personnel Matters) could be addressed next on the agenda. Motion carried unanimously.

R06-102 Moved by Trustee Moore, seconded by Trustee Anderson, to move into Closed Session. Motion carried unanimously.

IV. PERSONNEL MATTERS

1. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT – PURSUANT TO GOVERNMENT CODE
SECTION 54957

Title: Director of Library Services

CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE
SECTION 54957.6

Library Negotiator: Susan Kupfer, Chair, Board of Library Trustees

Unrepresented position: Director of Library Services

The Board recessed into closed session at 7:25 p.m. to consider the appointment of a Director of Library Services.

2. OPEN SESSION

Possible action on appointment of Director of Library Services

The Board returned to open session at 8:40 p.m. Trustee Kupfer announced that the Board of Library Trustees had unanimously agreed to select Donna Corbeil to be the new Director of Library Services effective January 8, 2007. The salary range for the position is \$127,000 to \$167,000 annually. The Trustees will offer Ms. Corbeil a salary of \$143,000.

R06-103 Moved by Trustee Moore, seconded by Trustee Anderson, to offer Donna Corbeil the position of Director of Library Services with an annual salary of \$143,000. Motion carried unanimously.

R06-104 Moved by Trustee Powell, seconded by Trustee Lee, to amend the agenda so that the Board could address Item VI.5 (Oral report on selection of Library Director) next. Motion carried unanimously.

V. REPORTS FOR INFORMATION

1. Oral Report from Chair of the Board and discussion regarding selection of Library Director

Trustee Kupfer spoke for several minutes and provided details of the selection process for the new Director of Library Services. Trustee Powell noted that the Trustees, and not the executive search firm of Dubberly and Garcia, had written the job description that was in the brochure. The comment forms provided to staff and the public were designed by Dubberly and Garcia. Trustee Lee asked that everyone allow the new Director to do her best, and asked for support and cooperation. Trustee Kupfer also addressed the rumor regarding outsourcing. Among the clients of Dubberly and Garcia is an organization named LSSI, which provides library services through outsourcing for those communities that cannot afford to have a library. There is no plan to outsource library service at the Berkeley Public Library.

VI. CONSENT CALENDAR

R06-105 Moved by Trustee Moore, seconded by Trustee Powell, to approve the Consent Calendar as presented. Motion carried unanimously.

R06-106 Approved minutes of special meeting – October 18, 2006

R06-107 Approved minutes of regular meeting – October 18, 2006

R06-108 Approved minutes of special meeting – November 18, 2006

R06-109 Approved minutes of special meeting – November 29, 2006

R06-110 Approved Berkeley Public Library 2007 Holidays and Closures

R06-111 Approved 2007 Meeting Schedule for Board of Library Trustees

R06-112 Approved request for Leave of Absence Without Pay for Librarian II from January 1, 2007 through April 15, 2007

R06-113 Approved request from Trustee Moore that the Berkeley Public Library formally join the Urban Libraries Council with an annual membership fee of \$7,500

VII. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

1. Adopt City of Berkeley Administrative Regulations covering personnel, payroll, financial and purchasing as Berkeley Public Library Administrative Regulations

Trustee Kupfer noted a correction to the agenda: this is the second reading of the Administrative Regulations, and not the first reading. Trustee Powell asked that this item

be moved to the January 2007 meeting as she had questions for the Library Financial Manager.

R06-114 Moved by Trustee Powell, seconded by Trustee Lee to move the Administrative Regulations as listed in Exhibit A to the January 17, 2007, agenda. Motion carried unanimously.

2. Adopt policy for Unattended Children in the Library

Trustee Powell enquired about signage at the library regarding unattended children. Acting Deputy Director Perkins noted that there are already existing signs but these will have to be revised so that the age level for unattended children is changed from six (6) years to eight (8) years.

R06-115 Moved by Trustee Moore, seconded by Trustee Lee to approve the Policy on Unattended Children In the Library. Motion carried unanimously.

3. Budget Status Report

Beverli Marshall, Library Financial Manager, noted she was available for questions regarding the 5-month budget status report that was included in the agenda packet. Trustee Moore asked to wait till six months of the current fiscal year (FY) had passed. Ms. Marshall anticipated that there would be little change between the fifth- and sixth-month reports.

Trustee Powell asked that the Board be provided with quarterly reports regarding extra intermittent hours.

4. Appoint two Library Trustees to serve on an ad hoc committee with two members of City Council to work on a more public process for selecting Library Trustees

R06-116 Moved by Trustee Moore, seconded by Trustee Anderson to appoint Trustees Kupfer and Lee to serve on an ad hoc committee with two members of City Council to work on a more public process for selecting Library Trustees. Motion carried unanimously.

V. REPORTS FOR INFORMATION (continued)

2. Report on expansion of hours of service at Central Library (2 additional hours per week on Tuesdays from 10 a.m. to 12 p.m.)

Interim Director Pearson reported that all divisions have been asked to prepare staffing schedules to reflect the addition of two (2) hours at Central Library on Tuesday mornings, from 10 a.m. to 12 p.m. All details will be finalized in the next two weeks.

3. Report from Library employees and unions, discussion of staff issues

SEIU Local 535 representative Anes Lewis Partridge noted that the union is in the process of reviewing information on the two-hour expansion at the Central and will be meeting soon with Interim Director Pearson. She also felt that the process for selecting the new Director was disrespectful to Local 535 as the union's recommendations had not been followed.

4. Response to request for further information on weeding

The trustees thanked Collection Development Manager Francisca Goldsmith for her comprehensive report on weeding.

5. Monthly report, November 2006, from Interim Library Director Roger Pearson

Trustee Kupfer noted that Interim Director Pearson's last day of work would be Friday, January 5, 2007. The trustees expressed their appreciation for his work in having taken on the leadership of the Library for the past six months.

Items addressed in the November 2006 monthly report:

- *Library Development:* State Literacy Funding, Prop. 81 follow-up
- *Library Programs and Services:* Berkeley History On-Line, Promoting Your Music on the Internet, Teen Fine Reading Program, Chinese Contemporary Literature, North Branch Quilt Show
- *Human Resources:* Director Recruitment, Combined Charities Campaign, HR Analyst, Pat Mullan Retires, Mark Morrow Moves On
- *Internal Operations:* III Millennium Upgrade, Library Gardens Open

6. Library events: Fliers and press releases for various library programs

There was no discussion.

VIII. AGENDA BUILDING

Next regular meeting: 7:00 p.m., Wednesday, January 17, 2007

Trustees Kupfer and Moore asked that the 2007 meetings be held at the South Branch Library, 1901 Russell Street, Berkeley.

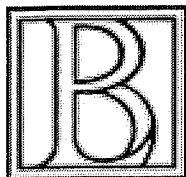
Agenda items:

- Budget workshop
- Activities and community process for South Branch library needs
- Bookmobile report
- 2nd reading of Administrative Regulations

Trustee Lee asked that a discussion of a community forum on the purpose of public libraries be held. Trustee Kupfer agreed but felt it should be on the February agenda as there were already many items on the January 17, 2007, agenda.

IX. ADJOURN

R06-117 Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting at 10:12 p.m. Motion carried unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

January 17, 2007

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Re: **Authors Dinner Event**

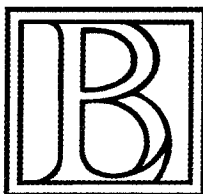
The Berkeley Public Library Foundation will be holding its fifth annual Authors Dinner in the Central Library on February 10, 2007. Many of you have attended in the past, and you know that it's an event that generates much excitement in the community as well as an important fund-raiser for the Library. This year, there will be the usual reception at 6 pm, followed by the dinner at 7 pm and culminating in a Silent Auction. The Foundation expects about 300 guests, including nearly 30 authors, to attend.

The Authors Dinner committee asked if the following arrangements for the Central Library could be made again this year for the Authors Dinner:

1. Close the library at 5 p.m. on Saturday, February 10, and to have staff help with library cleanup from 5 – 6 p.m.
 2. Close the Reading Room all day on Saturday, February 10.
 3. Close the Reference Room from 1 p.m. on Saturday, February 10.
 4. Have an additional security guard at the back door from noon on February 10 (to let caterers in and out, etc.) and have a security guard here until midnight.
-
5. Have Maintenance staff available to deal with resetting the lights, etc.

Thank you for considering this.

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BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

January 17, 2007

To: Board of Library Trustees

From: Elizabeth Overmyer, Acting Manager, Children's Services

Subject: LSTA FL-5, FY 2006/07, WPO5, Grant Award #40-6740
Title: Early Learning with Families Targeted Grant Program

RECOMMENDATION

Accept the \$5000 awarded to the Children's Department on December 6, 2006, by the California State Library for the implementation of the Early Learning with Families (ELF) grant at the West Branch Library.

FISCAL IMPACTS OF RECOMMENDATION

The grant proposal (attached) commits \$10,200 of in-kind contributions to the grant. This covers anticipated staff time contributions from the Maintenance staff (painting, installing shelves), the Children's Librarian at West Branch (ordering and selecting materials; publicizing the program), the Community Relations Librarian (publicity) and Children's Services Manager (consultation).

BACKGROUND

In November 2006, staff members Nora Hale (West Branch), Linda Perkins (Acting Deputy Director), Linda Sakamoto-Jahnke (Berkeley Reads) and Alan Bern (Community Relations Librarian) attended a two-day training session in Sacramento offered by the California State Library to libraries approved for the Early Learning with Families funds. At the end of the training sessions, libraries were invited to apply for up to \$5000 worth of funds to implement the ELF program. Nora Hale of West Branch prepared a proposal to make the Children's area at the West Branch Library more "family friendly" so that more families would use the library for the many early learning resources it provides. The funds are to be used to:

- Replace and/or reconfigure various portions of shelving in the children's area to make it more accessible to young children and more appropriate for the types of materials they hold.
- Create a "Parent & Caregiver Resource Corner" to relocate into one central location all flyers relating to family programs at the library, local papers and magazines for

parents and childcare providers, information about WIC programs, local museum passes and coupons, and a small lending collection of books, DVDs and CDs on child development and parenting..

- Improve the visual and physical environment by covering the 35-year old carpet with a colorful bilingual carpet, and adding to the picturebook area an eye-catching, child-friendly rug. A comfortable seating and storage unit will also be added, along with a toddler-accessible floor shelf and new, brightly colored shelving for Spanish picturebooks.

CURRENT SITUATION AND ITS EFFECTS

The current children's area has 35-year-old dark carpeting held together with duct tape and furnished with dark oak furniture designed for use by adults. Metal shelving is drab and worn with dull and chipped off-white paint. Materials for parents are spread throughout the entire library, making it difficult for a parent to appreciate the richness of resources for families. Shelving does not match the materials it now holds: picturebooks are shelved in backless shelving that allows picturebooks to slip between the shelves and the wall; board books and book and cassette sets are in plastic totes and buckets often placed out of reach of children, and children's CDs are completely out of reach of children and shorter adults. The effect of the worn and drab furnishing is to discourage families from exploring the full resources of the West Branch Library.

FUTURE ACTION

The check is expected from the State Library in the middle of January and West Branch staff plan to order the grant components immediately. We look forward to hosting some kind of public celebration of the area when the work has been completed.

CONTACT PERSON

Elizabeth C. Overmyer, Acting Manager, Children's Services, (510) 981-6224

RESOLUTION NO.: R07-_____

ACCEPT A GRANT FROM THE CALIFORNIA STATE LIBRARY IN THE AMOUNT OF \$5000.00 FOR THE IMPLEMENTATION OF THE EARLY LEARNING WITH FAMILIES (ELF) GRANT AT THE WEST BRANCH LIBRARY.

WHEREAS, the Berkeley Public Library has a long-standing commitment to providing excellent resources to support early learning among children from birth through five years of age; and

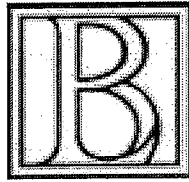
WHEREAS, the Berkeley Public Library has been selected from public libraries throughout California as one of 25 to be awarded an ELF (Early Learning with Families) grant; and

WHEREAS, Nora Hale of the West Branch Library has submitted an ELF implementation plan that will make West Branch more accessible to young children, create a "Parent & Caregiver Resource Corner" and improve the visual and physical environment for families; and

WHEREAS, the resulting reconfiguration will draw families with young children and educators working with young children to the resources of the West Branch Library; and

WHEREAS, the West Branch ELF project will provide a useful model by which we can evaluate service to early learners at all locations of the Berkeley Public Library'

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that they accept with great appreciation a grant from the California State Library in the amount of \$5,000.00 for implementing the Early Learning with Families (ELF) grant at the West Branch.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

January 17, 2007

TO: Board of Library Trustees
FROM: Alicia Abramson, Library Network Administrator
SUBJECT: Contract with AT&T to upgrade Library Telecommunications Lines

RECOMMENDATION

Adopt a resolution to authorize the Director of Library Services to enter into a contract and any amendments with AT&T for the provision of upgraded high speed Internet lines and qualified measured rate voice services to all Berkeley Public Library locations for the period of July 1, 2007 through June 30, 2012 in an amount not to exceed \$483,622 and contingent on the award of E-Rate discounts by the Universal Service Corporation.

FISCAL IMPACTS OF RECOMMENDATION

The annual cost of the contract is approximately \$96,724 without subsidies. However, with E-Rate subsidies and California Teleconnect Fund subsidies the contract cost will be reduced to \$40,058 annually or \$200,290 over the five year contract, a 58.6% savings over the non-subsidized amount. If the Universal Service Corporation does not grant subsidies for the Berkeley Public Library's application, the contract will be null and void and the library will continue to utilize its current menu of telecommunications services.

The Berkeley Public Library currently spends approximately \$53,873 annually on Internet and measured rate voice telecommunications services, the majority of which are not currently covered by E-Rate subsidies. Based on this information, if the Berkeley Public Library does not enter into this contract, it would spend \$68,940 more over the life of the proposed contract for inferior and inadequate telecommunications services.

Future fiscal impacts of this contract will be approximately \$35,000 for the purchase, installation and configuration of upgraded network equipment to handle the upgraded network connections.

CURRENT SITUATION AND ITS EFFECTS

All neighborhood branches of the Berkeley Public Library utilize 1.54 MBPS telecommunication circuits that are split between voice and data traffic. These telecommunications circuits are no longer adequate for the high bandwidth traffic that is generated by both staff and public computer users. Staff often find the response time between their workstations and the centralized circulation and file servers to be sluggish. Additionally, public Internet users do not benefit from the Central Library's 10 MBPS high-speed fiber optic connection because of data overload that occurs once the data

requested from the Internet hits the smaller branch connections. This represents an example of unequal access to an important resource between branch and Central library users, who experience much better performance when accessing high bandwidth information over the network.

To address this issue, the proposed contract includes upgrading all branch libraries from 1.5 MBPS voice/data lines to 5 MBPS fiber optic lines dedicated to data traffic. This change will result in faster response times for staff computers accessing the Library's circulation system, located at the Central Library as well as for branch patrons accessing internet resources such as the Library's online newspapers, magazine and reference databases. In addition, the proposed contract would upgrade the current network connection at the Central Library, which is the hub for all branch wide-area network and Internet access, from a 10 MBPS fiber optic line to a 20 MBPS fiber optic line. This will ensure that there will not be a bottleneck at the Central Library network core from the increase in traffic due to the increase in overall bandwidth capacity at the branches.

Finally, upgrading the Library's bandwidth will reduce the impact on the Library's network that would result from the implementation of wireless access at all locations.

BACKGROUND

The E-Rate program is:

Administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access....The Schools and Libraries Program supports connectivity - the conduit or pipeline for communications using telecommunications services and/or the Internet...Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from 20% to 90% of the costs of eligible services. (<http://www.usac.org/sl/about/overview-program.aspx>)

Based on the criteria described above, under the E-Rate program, the Berkeley Public Library is eligible for a discount of 60% on specified telecommunications services.

The proposal under consideration was submitted by AT&T to the Library in response to E-Rate form 470 filed in November by the Library Network Administrator. Form 470 serves as an RFP for the telecommunications services requested. After a 28 day period, Libraries may consider proposals from vendors in response to the RFP, and contracts must be signed and E-Rate form 471 must be filed by February 7, 2007 requesting the services in the contract. If the E-Rate application is approved by the USAC, then E-Rate subsidies will be deducted directly from the vendor's bill and the savings passed on to the library starting July 1, 2007. In addition, once E-Rate subsidies have been awarded, the Library is also eligible for a 50% discount on selected telecommunications services via the California Teleconnect Fund, administered by the California Public Utilities Commission.

FUTURE ACTION

The Technology Plan must be updated every three years with the State of California in order to continue to be eligible for E-Rate discounts on Internet related services.

RESOLUTION NO.: R07-_____

ADOPT A RESOLUTION AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO ENTER INTO A CONTRACT AND ANY AMENDMENTS WITH AT&T FOR THE PROVISION OF UPGRADED HIGH SPEED INTERNET LINES AND QUALIFIED MEASURED RATE VOICE SERVICES TO ALL BERKELEY PUBLIC LIBRARY LOCATIONS FOR THE PERIOD OF JULY 1, 2007 THROUGH JUNE 30, 2012 IN AN AMOUNT NOT TO EXCEED \$483,622 AND CONTINGENT ON THE AWARD OF E-RATE DISCOUNTS BY THE UNIVERSAL SERVICE CORPORATION.

WHEREAS, the Berkeley Public Library recognizes that Internet and network based information resources are an important component of overall library information services; and

WHEREAS, the Berkeley Public Library recognizes that these Internet based information resources continue to become more bandwidth intensive; and

WHEREAS, the Berkeley Public Library's telecommunications lines at the Branches and Central Library are inadequate to meet library users' need to access these resources; and

WHEREAS, the Berkeley Public Library is committed to providing equal access to all information resources to library users regardless of the location of the library; and

WHEREAS, the proposed contract with AT&T will result in an overall savings over the Library's current Internet telecommunications costs; and

WHEREAS, the proposed contract will be null and void if the Universal Service Corporation does not approve E-Rate subsidies for the services described therein.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to enter into a contract and any amendments with AT&T for the provision of upgraded high speed Internet lines and qualified measured rate voice services to all Berkeley Public Library locations for the period of July 1, 2007 through June 30, 2012 in an amount not to exceed \$483,622 and contingent on the award of E-Rate discounts by the Universal Service Corporation.

RESOLUTION NO.: _____

THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO ROGER PEARSON, WHO SERVED AS INTERIM DIRECTOR OF THE BERKELEY PUBLIC LIBRARY FROM JULY 1, 2006 THROUGH JANUARY 5, 2007.

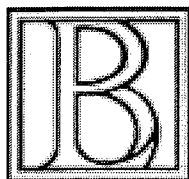
WHEREAS, Roger Pearson was asked to serve as the Interim Director of the Berkeley Public Library for a period of approximately six months effective July 1, 2006; and

WHEREAS, he brought to the office of Interim Director qualities that have helped stabilize the Library during a period of transition; and

WHEREAS, the Staff and Trustees relied on his judgment and sound counsel during the period of his tenure; and

WHEREAS, his good nature, sense of humor and his willingness to "pitch in" have been very much appreciated by the Library Staff and the Board;

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its gratitude for Roger Pearson for his role as Interim Director of the Berkeley Public Library for the period July 1, 2006 through January 5, 2007.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

January 17, 2007

To: Board of Library Trustees
From: Susan Kupfer, Chair
Subject: Delegation of Authority to Director of Library Services

RECOMMENDATION

Adopt a resolution delegating the day-to-day operation of the Library to the Director of Library Services, who may delegate specific tasks to a member of the Library staff. The Board of Library Trustees also delegates to the Director of Library Services the authority to appoint employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.

BACKGROUND

At various times throughout the years, the Board of Library Trustees has delegated various administrative duties to the Director of Library Services. At a special meeting of the Board of Library Trustees on June 7, 2006, the Trustees adopted a resolution (R06-38) to withdraw the power previously delegated to the Director of Library Services for the purpose of administering the day-to-day operations of the Berkeley Public Library and to delegate those powers to the Chair of the Board of Library Trustees until a Director of Library Services was appointed.

CURRENT SITUATION

Donna Corbeil assumed the position of Director of Library Services on January 8, 2007. The proposed resolution specifically authorizes the Director to administer the day-to-day operations, gives the Director explicit financial authority, allows the director to appoint library employees and to negotiate with the collective bargaining units (unions) on various areas of ongoing concern.

FISCAL IMPACT

There is no anticipated fiscal impact in the adoption of this resolution.

FUTURE ACTION

No future action needed at this time.

Attachments:

1. Resolution
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RESOLUTION NO.: R07-_____

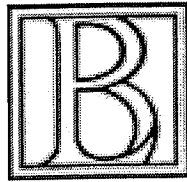
Adopt a resolution delegating the day-to-day operation of the Library to the Director of Library Services who may delegate specific tasks to a member of the Library staff. The authority includes the approval of materials purchases up to \$50,000 and contracts for services to \$25,000. The Board of Library Trustees further delegates to the Director of Library Services the authority to appoint employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.

WHEREAS, the Board of Library Trustees adopted a resolution on June 7, 2006, withdrawing the administrative authority previously delegated to the Director of Library Services and delegating it to the Chair of the Board of Library Trustees; and

WHEREAS, Donna Corbeil assumed the position of Director of Library Services on January 8, 2007; and

WHEREAS, it is in the Berkeley Public Library's best interest to have the Director of Library Services responsible for the day-to-day administration of Library operations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to delegate the day-to-day operation of the Berkeley Public Library to the Director of Library Services. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000. The Director shall report to the Board contracts above \$25,000 on a quarterly basis. The Director shall have the authority to appoint employees of the Library and to negotiate with the various collective bargaining units on ongoing workplace issues.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

January 17, 2007

To: Board of Library Trustees

From: Laura Anderson, Library Trustee
Beverli A. Marshall, Finance Manager
Alicia Abramson, Network Administrator

Subject: Berkeley Public Library Administrative Regulations (2nd Reading)

RECOMMENDATION

Adopt a resolution officially adopting the Administrative Regulations listed in Exhibit A for the Berkeley Public Library and delegate the procedures and implementation to the Director of Library Services and the Library's management staff subject to the Board of Library Trustees' periodic review.

BACKGROUND

The Berkeley Public Library adopted ten (10) administrative policies and regulations governing personnel, payroll and financial management at the October 18, 2006, Board of Library Trustees meeting. The Library is not automatically obligated to adhere to the City of Berkeley Administrative Regulations, as approved by the City Manager or City Council. Under some circumstances, the Library must adhere to the same Administrative Regulations as the rest of the City (i.e., personnel and payroll policies based on local, state or federal statutes and *the memorandum of agreement with each union*).

CURRENT SITUATION

The Library is progressing towards greater uniformity with the City, especially in the areas of personnel and fiscal oversight. It is in the Library's best interest to officially adopt the similar Administrative Regulations covering personnel, payroll, financial and purchasing as the administrative regulations for the Berkeley Public Library. The City Attorney's office has already reviewed the City's Administrative Regulations; therefore, no additional review is necessary if the Board of Library Trustees adopts the same policies.

Situations arise on a regular basis in which the Library does not have guidelines to use in making management decisions. When conflicts arise, there is the danger of making decisions that are based on the specifics of each situation, which could lead to inconsistencies and problems with past practice complaints. In order to make sure that the Library complies with regulations, statutes, union contracts and best practices, we recommend that the Board of Library Trustees adopt the attached Administrative Regulations (listed as Exhibit A).

The policy committee also recommends that the Board, which has sole responsibility for adopting policies, adopt the policy portion of the Administrative Regulations and delegate the procedures and implementation to the Director of Library Services and the Library's management staff. The City has already provided extensive procedures for the implementation of the policies and it will save significant staff time and effort to implement the same procedures.

FISCAL IMPACT

There is no anticipated fiscal impact in the adoption and implementation of these regulations.

FUTURE ACTION

The ad hoc committee will continue to review the other Administrative Regulations to determine the relevance for the Library.

Attachments:

1. Resolution
Exhibit A: List of Berkeley Public Library Administrative Regulations
2. Berkeley Public Library Administrative Regulations: 2.3, 2.9, 3.8, 3.10, 3.15, 3.20

RESOLUTION NO.: R07-_____

ADOPT A RESOLUTION OFFICIALLY ADOPTING THE ADMINISTRATIVE REGULATIONS LISTED IN EXHIBIT A FOR THE BERKELEY PUBLIC LIBRARY AND DELEGATE THE PROCEDURES AND IMPLEMENTATION TO THE DIRECTOR OF LIBRARY SERVICES AND THE LIBRARY'S MANAGEMENT STAFF SUBJECT TO THE BOARD OF LIBRARY TRUSTEES' PERIODIC REVIEW

WHEREAS, the Berkeley Public Library adopted ten (10) administrative policies and regulations at the October 18, 2006 Board of Library Trustees meeting; and

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

WHEREAS, it is in the Berkeley Public Library's best interest to have formally adopted policies and regulations governing the personnel, payroll, financial and purchasing processes of Library operations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to officially adopt the Administrative Regulations listed in Exhibit A and delegate the implementation of the policies to the Director of Library Services and the Library's management staff subject to the Board of Library Trustees' periodic review.

EXHIBIT A

BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

- 2.3 Performance Evaluation Program
 - 2.9 Outside Employment by Director of Library Services and Deputy Director of Library Services
 - 3.8 Charges for Library Records, Publications and Meeting Tapes
 - 3.10 Moving Expense Reimbursement
 - 3.15 Write-Off Policy
 - 3.20 Cash Handling Policy and Guidelines
-
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**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number: 2.3
ORIGINAL DATE: 1/17/07
BOLT Resolution #:
REVISED DATE:
PAGE: 1 of 5

SUBJECT: Performance Evaluation Program

I. PURPOSE

The purpose of this administrative regulation is to establish general guidelines on the exercise of management discretion in reviewing and evaluating career employee's job performance.

II. POLICY

Career employees' current level of performance should be evaluated to examine the progress they have made since their last review and to establish goals for the next review. Immediate supervisors should communicate the goals and objectives of the annual evaluation program to their employees. As part of this program, supervisors should establish employee-supervisor communication on a regular basis, including discussions of work assignments and objectives and reviews of accomplishments and problems. *A discussion identifying career path and career development strategies and opportunities will be included as part of each employee's performance evaluation.*

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	2.9
ORIGINAL DATE:	1/17/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

SUBJECT: Outside Employment by Director of Library Services and Deputy Director of Library Services

I. PURPOSE

This administrative regulation sets forth the Berkeley Public Library's policy regarding outside employment by the Director of Library Services and the Deputy Director of Library Services.

II. POLICY

The Director of Library Services and Deputy Director of Library Services may not carry on any private business, undertaking or outside employment concurrently with their public service to the Berkeley Public Library. The Director of Library Services and Deputy Director of Library Services also shall not be directly or indirectly interested in:

- a. any contract, work or business of the Berkeley Public Library or the City of Berkeley; and,
- b. the sale of any article, the expense, price or consideration of which is paid for from the treasury or by assessment levied by an act or ordinance; and
- c. the purchase or lease of any real estate or other property belonging to the Berkeley Public Library or the City of Berkeley or which shall be sold for taxes or assessments.

Outside employment, for the purpose of this administrative regulation, includes:

- a. self-employment, including the offering for sale of goods or services on a regular or periodic basis or by contract as an independent contractor; and
- b. employment by others is defined as the creation of an employer-employee relationship between the Director of Library Services or the Deputy Director of Library Services and an employer other than the Berkeley Public Library, including any public service corporation in the City or any person having any contract with the City. An employer-employee relationship is considered established when the employee does not have individual control over when, where or how he/she works.

Outside employment does not include:

- a. Compensation or expenses paid for periodic services outside of Library employment, such as making speeches, teaching a course or conducting a lawsuit on a municipal issue, which the Director of Library Services or Deputy Director of Library Services may be called upon to perform by outside agencies or professional groups.

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

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number: 3.8
ORIGINAL DATE: 1/17/07
BOLT Resolution #:
REVISED DATE:
PAGE: 1 of 3

SUBJECT: Charges for Library Records, Publications and Meeting Tapes

I. PURPOSE

The purpose of this administrative regulation is to establish standardized fees for copies of Library records, publications and meeting tapes.

II. POLICY

It is the Board of Library Trustees' policy to make all public documents available without charge to any person for review. When the Library must publish a document for which a fee is charged, the Library must make a copy of the publication available in the *Central Library and provide, where feasible, either an online copy or a CD-ROM* for branches of the Berkeley Public Library. This ensures that no individual is precluded from reviewing the publications.

III. FEES

When a person requests a copy of a public document, publication or video/audio tape, a set fee for such copies is to be collected by the Library. This is not meant to include those Library publications that are intended for public dissemination and for which no charge to public is intended or for which the Board of Library Trustees or Director of Library Services determines that a charge would be inappropriate.

- a. Documents and Bound Publications: Copying rates for each single-sided, 8 ½ x 11 inch page produced shall be ten cents (\$.10) per page. Copying rates for each double-sided, 8 ½ x 11 inch page produced shall be twenty cents (\$.20) per page. If the cost to the Library of reproducing a bound publication exceeds the ten cents (\$.10) per page charge, and the bound publication itself is requested, then the Library's actual cost for the bound publication itself shall be charged.
- b. Audio and Video Tapes: A per tape fee equivalent to the actual cost of commercially reproducing an audio or video tape of Board of Library Trustees meetings or other proceedings shall be charged.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.10
ORIGINAL DATE:	1/17/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

SUBJECT: Moving Expense Reimbursement

I. PURPOSE

The purpose of this policy is to establish standards and procedures for the payment of moving expenses to executive level employees in certain circumstances. *Executive-level employees include the Director of Library Services and the Deputy Director of Library Services.*

II. POLICY

It is the policy of the Board of Library Trustees that, upon their approval, the following moving expense reimbursement criteria be enforced for executive level positions. Exceptions must be requesting in writing to the Board of Library Trustees and approved by the Board of Library Trustees prior to any commitment or offer being made to the party affected. The request must contain persuasive and compelling reasons why it is in the Library's best interest to provide such a reimbursement.

- a. Moving expenses must be incurred shortly prior to, or shortly following, the beginning of employment with the Berkeley Public Library.
- b. The Library will pay expenses of moving household goods and personal effects from a former residence to a residence within the City of Berkeley or in the Berkeley area.
- c. The Library will issue a purchase order to the moving company or will make reimbursement, at the option of the employee.
- d. Maximum payment by the Library of moving household goods and personal effects is \$7,500.
- e. The Library will not pay transportation expenses of family members, other than the new employee.
- f. The Library will not pay expenses of selling an old residence or buying a new residence.
- g. The Library will not pay expenses of pre-move house hunting trips or expenses of occupying temporary quarters.
- h. Reimbursement for moving expenses will be included as "additional compensation" on the employee's annual W-2 form.
- i. New employees should be advised that some expenses not paid by the Library are deductible under the Internal Revenue code.
- j. Procedures for budget and expenditure approval apply to payment of reimbursement of moving expenses.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.15
ORIGINAL DATE:	1/17/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 4

SUBJECT: Write-Off Policy

I. PURPOSE

The purpose of this administrative regulation is to establish policies and procedures regarding write-off of uncollectible receivables.

II. POLICY

This policy is intended to enable the Library to reflect the value of its receivables and ensure that resources are used efficiently and not devoted to the recovery of uncollectible receivables. The timely identification of losses is an essential element appropriately measuring the value of the Library's assets. Therefore, the write-off process is a critical component.

It is the policy of the Board of Library Trustees that the Library shall consider an asset non-recoverable and recommend write-off actions based on the following:

- a. assets that cannot be substantiated by evidence or are legally without merit;
- b. costs of further recovery actions will exceed estimated recovery amounts;
- c. inability to locate debtor;
- d. accounts under \$20.00 and delinquent for over one year;
- e. accounts over three (3) years old that have been billed regularly and subjected to a diligent collection effort;
- f. forgiveness of dept as approved by the Board;
- g. accounts returned by a collection agency as uncollectible and for which no other collection remedy is possible or prudent;
- h. debtor has declared a Chapter 7 bankruptcy;
- i. credit balances under \$50.00 and inactive for one (1) year;
- j. accounts owed by companies no longer in business and for which collection efforts have failed;
- k. court judgments;
- l. compromise of debt by proper authority;
- m. accounts of deceased persons;
- n. other reasons to be considered on a case-by-case basis based on GASB or applicable standards.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.20
ORIGINAL DATE:	1/17/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 3

SUBJECT: Cash Handling Policy and Guidelines

I. PURPOSE

The purpose of this administrative regulation is to establish rules and guidelines for Library staff who process or supervise someone who processes Library cash transactions.

II. POLICY

Since cash is the Library's most liquid and vulnerable asset and is critically important to the Library's operations, it is the policy of the Board of Library Trustees that strong internal controls be established over the cash handling process. The term "cash" is not limited to currency but includes all forms of negotiable instruments including: U.S. currency, coin, checks, traveler's checks, money orders, cashier checks and other bank-issued forms of payment as well as vouchers issued for services such as Taxi Scrip. Internal controls are a coordinated set of policies and procedures that reflect a comprehensive strategy for achieving management objectives and fulfilling management responsibilities.

The two most important objectives related to the handling of cash are:

- a. to adequately safeguard the Library's assets; and
- b. to maximize the amount of revenues received by the Library and to maximize the return on investment of those cash assets, through timely receipt, processing, deposit and recording of the transactions.

It is also the policy of the Board that the responsibility for establishment of internal controls should be fixed. Although outside auditors and the staff of the City Auditor and the Finance Department can assist the Library to improve its internal controls, it is the Library's responsibility to establish, maintain and monitor the effectiveness of internal controls.

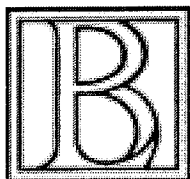
The Director of Library Services is responsible for maintaining a system of internal controls over the Library's cash receipt operations. This includes: ensuring that staff who handle cash are properly trained; that staff have written policies and procedures to provide guidance for them; and that there are mechanisms to ensure that the established policies and procedures are followed by staff who handle cash and their supervisors. Any cash shortages or losses in Library revenue due to untimely deposits of receipts will be charged to the Library's budget.

The Director of the Finance Department ^{will audit} ~~will be responsible for~~ monitoring City staff compliance with the AR by implementing a monitoring program that includes on-going internal control review, risk assessments and periodic surprise cash counts. In addition, the Director of the Finance Department ~~will be responsible for maintaining a program to provide formal cash~~

A.R. NUMBER: 3.20

handling classes and one-on-one training by Finance staff, when needed, on the processing of cash receipts.

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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

January 17, 2007

To: Board of Library Trustees
From: Beverli A. Marshall, Finance Manager
Subject: FY07 Annual Budget Update – 2nd Quarter

INTRODUCTION

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

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

The adjusted budget for FY07 for all funds is \$14,883,955 and projected revenue is \$13,446,962. The shortfall will be addressed by drawing down the existing fund balances. For FY07, FY08 and FY09, the operating budget is significantly less than the anticipated revenue. FY10, the operating budget is approximately the same as the anticipated revenue. However, these projections are based on several factors: 1) a consistent tax base increase of 4%; 2) no COLAs beginning in FY09, per directions from the City's Budget Office; and 3) no increases to the benefit rates (55.35% for FY08). Changes in these factors will affect the fund forecasts.

1. Library Tax Fund

The Library Tax Fund includes the revenue from the dedicated library tax, fines and fees charged to patrons, and miscellaneous revenue. To date, the total revenue from the dedicated Library Tax in FY07 is \$6,523,534 and \$190,608 from fines, fees and miscellaneous revenue sources. The Library receives periodic payments from the County Assessor's Office for the Library Tax, with the largest payments received in December, April and June. The revenue received from fines, fees and miscellaneous revenue sources is more consistent throughout the year.

As of December 29, 2006, personnel expenditures were at \$4,193,210 38% of the adjusted budget, and projected to be 95% by year end, based on trends and the expectation of filling several vacancies within the next few months.

Non-personnel expenditures were \$1,136,831, which is 33% of the adjusted non-personnel budget. Projections show that approximately 95% of the non-personnel budget will be expended or committed by year end.

2. Gift Fund

The beginning fund balance of \$869,725 should remain by year end. Over half of the fund continues to be committed to children's library materials through the Alice Meyer (\$365,817) and the Max Delaware Neidorf-Weidenfeld trusts (\$93,500). The additional \$100,000 from the Berkeley Public Library Foundation donated this fiscal year for the Library Materials budget will be expended by year end.

3. All Other Funds

The Library receives revenue from a variety of sources in addition to the Library Tax Fund and the Gift Fund. The California State Library pays the Berkeley Public Library an annual allocation from the Public Library Fund based on a per capita calculation. The FY07 allocation is \$60,590, which has yet to be received. This money will be used to pay for the cost of various online database services.

The Library receives an annual allocation from the State Library for Literacy programs, also based on a per capita calculation, and will be used to support ongoing Literacy services, excluding salaried Library staff. The final FY07 allocation is anticipated to be \$47,018.

On a quarterly basis, the Library receives reimbursements from the State Library for Direct Loan and Inter-Library Loan programs. To date, the revenue from these programs is \$111,530. These funds are used to pay for the delivery of library materials between branches.

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

FUTURE ACTION

The Library Tax Fund has a projected operating deficit of \$490,000 for FY07, \$982,000 in FY08 and \$550,000 in FY09, based on the baseline budgets, as provided by the City's Budget Office. With 79% of the budget committed to personnel costs, a 4.8%

COLA for FY08, unknown commitments for upcoming union contracts and rising health insurance rates, the Library will need to resolve its dependency on the fund balance to cover the operating deficit in future fiscal years. The projected increase in revenue is not sufficient to address the shortfall.

Attachments:

1. Y-T-D Expenditure Details: FY07 as of 12/29/06
2. Library Tax Fund: 5-Year Fund Analysis
3. Gift Fund: 5-Year Fund Analysis
4. All Other Funds: 5-Year Fund Analysis

BERKELEY PUBLIC LIBRARY
Y-T-D Expenditure Details: FY07
as of 12/29/06

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Balance	% Expended	Target
Salaried Employees	6,849,347	6,849,347	2,509,081	4,340,266	36.6%	
Hourly Employees	544,886	544,886	314,675	230,211	57.8%	
OT and Additional Hours	4,366	4,366	55,657	(51,291)	1274.8%	
Misc. Wage Payments	-	-	10,201	(10,201)		
Benefits	3,920,481	3,891,623	1,385,452	2,506,171	35.6%	
Target Salary Savings	(195,542)	(195,542)	-	(195,542)		
	11,123,538	11,094,680	4,275,066	6,819,614	38.5%	46.4%
Prof./Tech. Services	624,095	780,989	229,024	551,965	29.3%	
Grants/Gov. Payments	-	-	2,751	(2,751)		
Other Purchased Services	522,053	554,042	216,035	338,007	39.0%	
Rentals/Leases	20,290	23,983	7,321	16,662	30.5%	
Mail/Delivery Services	8,175	13,675	2,645	11,030	19.3%	
Supplies	397,613	411,275	113,938	297,337	27.7%	
Library Materials	1,318,121	1,239,223	425,825	813,398	34.4%	
Purchased Property Services	130,000	142,525	63,696	78,829	44.7%	
Infrastructure	140,000	140,000	-	140,000	0.0%	
Property	115,021	254,132	119,683	134,449	47.1%	
Non-Capitalized Property	5,000	47,317	8,841	38,476	18.7%	
Internal Services	4,012	4,012	3,456	556	86.1%	
Interfund Transfers	50,822	50,822	21,180	29,642	41.7%	
Debt Service	119,337	127,280	55,696	71,584	43.8%	
	3,454,539	3,789,275	1,270,091	2,519,184	33.5%	50.0%
Total Expenditures	14,578,077	14,883,955	5,545,157	9,338,798	37.3%	

Note: Year-to-Date does not include encumbrances.

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

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 ACTUALS	FY 2007 PROJECTED	FY 2008 PROPOSED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	1,747,407	1,510,195	1,510,195	1,510,195	1,510,195	1,021,764	39,925	-517,145	-390,518
Revenues									
Library Tax	12,169,357	12,650,325	12,650,325	6,523,534	12,650,325	13,156,338	13,682,592	14,229,895	14,799,091
Grants	-1,400	0	73,500	74,000	74,000	0	0	0	0
Fines/Fees	272,069	260,000	260,000	112,229	269,350	260,000	260,000	260,000	260,000
Donations/Private	10,927	0	0	0	0	0	0	0	0
Miscellaneous Revenues	683	2,000	2,000	4,379	8,758	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$12,451,636	\$12,912,325	\$12,985,825	\$6,714,142	\$13,002,433	\$13,418,338	\$13,944,592	\$14,491,895	\$15,061,091
Expenditures									
Operations									
Personnel	9,786,811	10,971,098	10,971,098	4,186,401	10,312,832	11,434,395	11,535,455	11,535,455	11,535,455
Non-Personnel	1,527,336	1,606,904	1,843,831	570,444	1,775,079	1,606,904	1,606,904	1,606,904	1,606,904
Library Materials	1,057,158	977,121	977,121	378,832	977,121	977,121	977,121	977,121	977,121
RFID Loan Repayment	111,392	111,392	111,392	55,696	111,392	111,392	111,392	111,392	111,392
Computer Replacement	141,427	100,000	173,500	110,679	150,000	100,000	100,000	75,000	75,000
CIP	0	100,000	100,000	0	100,000	100,000	100,000	100,000	850,000
Subtotal:	12,624,124	13,866,515	14,176,942	5,302,052	13,426,424	14,329,812	14,430,872	14,294,480	15,044,480
Charges From Other Depts									
Subtotal:	64,724	68,740	68,740	27,989	64,440	70,365	70,789	70,789	70,789
TOTAL EXPENDITURES:	\$12,688,848	\$13,935,255	\$14,245,682	\$5,330,041	\$13,490,864	\$14,400,177	\$14,501,661	\$14,365,269	\$15,115,269
Projected Surplus/(Shortfall)	\$ (237,212)	\$(1,022,930)	\$(1,259,857)	\$ 1,384,101	\$(488,431)	\$(981,839)	\$(557,069)	\$ 126,626	\$(54,178)
GROSS FUND BALANCE									
{Bal - Rev - Exp}	\$ 1,510,195	\$ 487,265	\$ 250,338	\$ 2,894,296	\$ 1,021,764	\$ 39,925	\$ (517,145)	\$ (390,518)	\$ (444,696)
Budget Recommendations									
3% Personnel COLA						\$(135,000)	\$(733,500)	\$(636,955)	\$(220,364)
Revised Gross Fund Balance									
{Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,510,195	\$ 487,265	\$ 250,338	\$ 2,894,296	\$ 1,021,764	\$ 174,925	\$ 7,737	\$ 424,656	\$ 244,179

Assumptions:
 Tax Rate Increase: 4% FY08 forward
 COLA: 4.8% FY08; 0% FY09 forward (pending contract negotiations)

**BERKELEY PUBLIC LIBRARY
GIFT FUND: 5-YEAR FUND ANALYSIS**

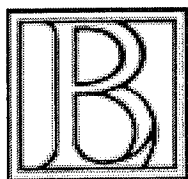
	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 ACTUALS	FY 2007 PROJECTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	847,522	869,725	869,725	869,725	869,725	523,221	360,112	192,110	19,068
Revenues									
Friends of Library Grant	76,405	75,000	88,050	44,460	75,000	75,000	75,000	75,000	75,000
B P L Foundation	137,538		100,000		100,000				
Donations/Private									
Miscellaneous Revenues	11,391								
Interest	32,235	26,092	26,092	13,619	32,686	15,697	10,803	5,763	572
TOTAL REVENUE:	\$257,569	\$101,092	\$214,142	\$58,079	\$207,686	\$90,697	\$85,803	\$80,763	\$75,572
Expenditures									
Operations									
Personnel	28,785	0	0	1,513	3,631	3,805	3,805	3,805	3,805
Non-Personnel	93,161	72,300	193,871	75,787	193,871	50,000	50,000	50,000	25,000
Library Materials	113,420	300,000	316,687	11,528	316,687	200,000	200,000	200,000	0
CIP		40,000	40,000	0	40,000				
Subtotal:	235,366	412,300	550,558	88,828	554,189	253,805	253,805	253,805	28,805
TOTAL EXPENDITURES:	\$235,366	\$412,300	\$550,558	\$88,828	\$554,189	\$253,805	\$253,805	\$253,805	\$28,805
Projected Surplus/Shortfall (Rev - Exp)	22,203	(311,208)	(336,416)	(30,749)	(346,504)	(163,109)	(168,002)	(173,042)	46,767
GROSS FUND BALANCE (Bal + Rev - Exp)	869,725	558,516	533,308	898,976	523,221	360,112	192,110	19,068	65,834

Assumptions:

Friends of the Berkeley Public Library grant estimated at \$75,000 each year.

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

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 ACTUALS	FY 2007 PROJECTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	0	136,303	136,303	136,303	136,303	139,637	136,509	133,381	130,253
Revenues									
Public Library Fund (SB 358)	41,051	41,000	60,590	0	60,590	60,590	60,590	60,590	60,590
Library Literacy Services	47,018	47,018	47,018	21,980	47,018	47,018	47,018	47,018	47,018
Direct Loan Program	119,308	113,000	113,000	111,265	113,000	113,000	113,000	113,000	113,000
Inter-Library Loan Program	2,086	2,000	2,000	265	2,000	2,000	2,000	2,000	2,000
Miscellaneous Grant Revenue	31,357	0	1,980	1,980	1,980	0	0	0	0
TOTAL REVENUE:	\$240,820	\$203,018	\$224,588	\$135,490	\$224,588	\$222,608	\$222,608	\$222,608	\$222,608
Expenditures									
Operations									
Personnel	45,331	105,664	105,664	66,418	105,664	110,736	110,736	110,736	110,736
Non-Personnel	18,686	55,000	74,590	10,750	74,590	55,000	55,000	55,000	55,000
Library Materials	40,500	41,000	41,000	35,465	41,000	60,000	60,000	60,000	60,000
Subtotal:	104,517	201,664	221,254	112,633	221,254	225,736	225,736	225,736	225,736
TOTAL EXPENDITURES:	\$104,517	\$201,664	\$221,254	\$112,633	\$221,254	\$225,736	\$225,736	\$225,736	\$225,736
Projected Surplus/Shortfall (Rev - Exp)	136,303	1,354	3,334	22,857	3,334	(3,128)	(3,128)	(3,128)	(3,128)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 136,303	\$ 137,657	\$ 139,637	\$ 159,160	\$ 139,637	\$ 136,509	\$ 133,381	\$ 130,253	\$ 127,126
Budget Recommendations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3% Personnel COLA							\$ 3,322	\$ 3,422	\$ 3,524
{Gross Fund Balance - Budget Recommendations and Adjustments}									
Assumptions:									
COLA: 4.8% FY08; 0% FY09 Forward (pending contract negotiations)									



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

January 17, 2007

To: Board of Library Trustees**From:** Ying Lee and Terry Powell, Trustees**Subject:** Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group Report**BACKGROUND**

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

No decision has been made regarding actions to meet the library needs of the South Berkeley Community, and we are now in the information-gathering stage.

**RE-CAP OF BERKELEY PUBLIC LIBRARY SOUTH BRANCH
& ED ROBERTS CAMPUS AND HISTORY, 2002-PRESENT**

Discussion of branch renovations began anew 3-4 years ago, after the re-opening of Central Library in April 2002. The priority originally was for West Branch renovations, using locally approved bond funds to match anticipated state bond funds. The Discussion Group recognizes that the 1990s Branch Renovation analysis and plan should be reviewed. The proposed West Branch Library renovation has now been put on hold because of the failure of the State library bond Proposition 81 in June 2006 and its cost (\$15+ million). Although no decision has been made, the South Berkeley Community's library needs might be better met by a possible move of South Branch Library to ERC, which appears to be a less expensive, and hence, a feasible project, preliminarily estimated between \$1.75 - \$2 million. Detailed costs need to be developed for a buy-in to ERC, cost of Tennant Improvements (TIs), and operating costs, including a lease if that were to be selected instead of a buy-in.

BOLT commissioned a community assessment of library needs of the South Berkeley community. This study, completed by the local firm Hatchuel Tabernik & Associates (HTA), indicates that the current facility can not meet three high-priority community library needs of **collection expansion**, an **adequate meeting room**, and **expanded computer use and internet access**, due to the existing facility's space limitations and structural constraints. Additional issues raised by the report and by Library staff are the lack of any teen area and an adequate children's area. At Trustee/Councilmember Darryl Moore's request, Trustees Powell & Lee have also identified the issues of traffic along the Adeline corridor and increased public involvement as needing more input. Specific issues include convincing flea market users that a potential library move to ERC does not threaten them or neighbors adjacent to the ERC site

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

- (1) Further investigate library needs of the South Berkeley community, with specific outreach to leaders and active members.
- (2) Continue to investigate the Ed Roberts Campus possibility for South Branch.
- (3) Develop additional information on a bookmobile, primarily for Southwest Berkeley, given the interest of the Berkeley Public Library Foundation and the possibility of a collaboration with the City of Emeryville and its School District.
- (4) Give the Berkeley Public Library Foundation a focused, near-term fund-raising project.

MEETINGS-TO-DATE OF ED ROBERTS CAMPUS DISCUSSION GROUP AND IDEAS THAT SURFACED

- Sean Scott of the Black Repertory Group
 - Theater collaborations with both the Library and ERC
 - Augmenting African American theater materials collection at a South Branch within ERC
- Mansour Id-Deen
Inter-City Services, Incorporated
3269 Adeline Street
Berkeley, CA 94703 (510) 655-3552
 - Developing job and career collections at South Branch within ERC
 - Collaborate on work resource and job programming at South Branch within ERC
- Jane Fischberg
Rubicon
Berkeley Services & EASTBAY Works One-Stop Business and Career Center
1918 Bonita Avenue
Berkeley, CA 94704
 - Job training collaboration for Welfare-to-Work population and others at Tool Lending Library (at present South Branch site); other possible partners

include: YMCA, Berkeley City College, Laney College, B-Tech of the BUSD, private builders and suppliers, such as Ashby Lumber, Truitt & White, Builder's Booksource, etc.

- Jeri Ewart and other South and Tool Lending Library staff
 - It is clear from further conversations with South Branch Library staff that there are significant space needs not directly raised by the responses to the community needs assessment. These include a designated Teen area within the library and an expanded area for children that would include space for children's programs within the South Branch.
 - In conversation with representatives from South Branch and Tool Lending Library staff, as well as ERC reps, it is also clear that locating the Tool Lending functions at ERC could be problematic – not impossible, but difficult. Discussions about relocating the Tool Lending Library were varied, including moving to West Berkeley; moving elsewhere in South Berkeley; and staying onsite at the present South Branch Library location with new partner-tenants.
- Conversations with ERC partners continue, including specific conversations with present Executive Director Dmitri Belser about the strong possibilities of collaboration between ERC and the Berkeley Public Library and the inherent joint fund-raising possibilities of their affiliated entities.
- Commuters and the use of the ERC and a library within ERC
 - Commuters may be drawn to ERC for services, for coffee, and might also be drawn to a new South Branch library within ERC.
 - The idea of a universally-designed automated Library kiosk at BART entrance/exit could allow any commuter to put library materials on hold in the morning and pick them up in the evening. These patrons would have the option of using the Branch directly, or not, an important choice in this fast-paced era.
- Consultation with Michael Caplan, Acting Manager, City of Berkeley Office of Economic Development
 - Michael Caplan assisted in conceptualizing the different financial options for funding a possible move of the South Branch Library to the ERC, including the selling the South Branch property, taking a mortgage, or renting to a partner. Caplan favors either one of the latter two options. He does not favor selling the existing South Branch Library property, which the City could not afford to buy at this time.
 - Caplan would be happy to meet with the Library's South Berkeley Community's Library Needs and ERC Discussion Group in the future and help to prepare for a meeting with the City Manager about these options.
- Meeting with Mayor Tom Bates
 - Mayor Bates supports our continuing to explore the South Berkeley Community's library needs and the possibility of moving the South Branch to

the ERC. He continues to support the ERC and thinks that the Berkeley Public Library would be a welcome addition to ERC.

- Mayor Bates sees the Berkeley Public Library as a **booster** of the Adeline area and suggests the Library, or its affiliate, the Friends of the Berkeley Public Library consider a small store, perhaps centered around Berkeley-related items and perhaps run in concert with the Convention & Visitors Bureau.

- Meeting with Councilmember Max Anderson and his aide Debi McIntyre

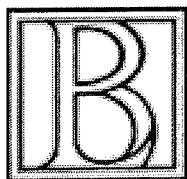
- At this time Councilmember Max Anderson is very supportive of the potential library moving its South Branch into the ERC.
- He recommends contacting Congresswoman Barbara Lee's office regarding possible federal monies; follow-up on Mayor Bates's notion of a Berkeley-related store; follow-up on possible collaboration with Emeryville, including contact with Karen Hemphill, working with the City of Emeryville, and a newly-elected School Board Director of the Berkeley Unified School District.

IDEAS ON FINANCING A POSSIBLE MOVE

- Continued exploration of concepts – mortgage, leasing – as discussed in meetings with City's Economic Development Manager Caplan.
- Explore the possibility of going back to Berkeley voters for the use of the bonds originally approved for the Library's West Branch renovations in Year 2000. According to preliminary estimates, this would cost only ~\$15 per household to allow Berkeley Public Library to move into ERC, with the Library Foundation raising funds for the Furnishings, Fixtures & Equipment (FF&E).

FUTURE STEPS

- Continue meetings with South community members; e.g., representatives from St. Paul's AME Church, Bahia, etc.
- Work with students in marketing research to further amplify information on Latino population's use (or lack) of South Branch Library and of library services in general.
- Continue discussions with staff, City Council, Friends of the Library, Foundation, and interested community members.
- Develop acquisition and operating cost estimates with the help of Caplan and the City Manager's Office.
- The South Berkeley Community's Library Needs and ERC Discussion Group recognizes the benefits of having a Staff Committee to carry forward the investigation of possibilities for fulfilling the library needs of the south and southwest Berkeley communities.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

January 17, 2007

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Re: Grant awarded in the amount of \$50,000 to the city of Berkeley to be used to provide planning documents for a new South Branch Library

INTRODUCTION

The purpose of this report is to provide information regarding the availability of grant funds.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Planning and Development Department received grant funds in Fiscal year 2005-2006 from the State of California, Department of Housing and Community Development's Workforce Housing Reward Program. The Workforce Housing Reward Program provides funds for projects that benefit the community as a whole and add to the community's quality of life. This program is not competitive; all cities meeting the eligibility requirements will be funded in this three-year program. The South Branch Library was one of six projects submitted for funding by the City of Berkeley.

South Branch Library - \$50,000

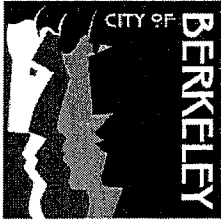
This project would provide planning documents - a Needs Assessment and Building Program - prior to beginning design-work on a new South Branch library. South Branch, 1901 Russell, is housed in an outdated, dilapidated building that cannot support modern library service nor provide adequate space for the book-lending and tool-lending libraries. The Library would like to study the possibility of moving to the new Ed Roberts Campus at the Ashby BART station and to develop a program that would be the basis for the design of the library. If any funding is left after the Needs Assessment and Building Program are complete, funding could be used toward design work needed to construct the branch according to the principles of Universal Design (accessibility).

CURRENT SITUATION AND ITS EFFECTS

Under the terms of the grant award recipients have two years to spend the funds and complete the work. All funds must be encumbered by June 30, 2007 and spent by June 30, 2009. No plans are currently in place for the expending of Library project funds.

FUTURE ACTION


As the Board continues to explore the opportunities associated with moving the South Branch to the Ed Roberts Campus these grant funds should be considered as a resource in gathering additional information related to this project.



Office of the City Manager

CONSENT CALENDAR
March 7, 2006

To: Honorable Mayor and
Members of the City Council

From:  Phil Kamlarz, City Manager

Submitted by: Dan Marks, Director, Planning and Development Department

Subject: Grant: Workforce Housing Reward Program

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to submit a grant application to the State of California, Department of Housing and Community Development for funds in the approximate amount of \$190,000 in Fiscal Year 2005–2006 for the South Branch Library, Martin Luther King Jr. Youth Services Center, City swimming pools, Live Oak Park, San Pablo Park, and Greg Brown Park; to accept the grant; and to execute the resultant revenue agreement and any amendments thereto.

FISCAL IMPACTS OF RECOMMENDATION

The City is eligible for approximately \$190,000 from the State Workforce Housing (WFH) Reward Program, to be used for the construction of capital assets that benefit the community. No matching funds are required. Grant funding will be deposited in Fund 402 - Job-Housing Balance Grant and will be appropriated on the expenditure side at the time the grant is awarded.

CURRENT SITUATION AND ITS EFFECTS

The Workforce Housing Reward Program provides grants to cities in compliance with State housing element law, based on the number of bedrooms in housing units for lower-income households, which received building permits in calendar year 2005. The Program provides funds for projects that benefit the community as a whole and add to the community's quality of life. The Program is not competitive; all cities meeting the eligibility requirements will be funded and this is the first round of a three-year program. Staff reviewed projects that meet the eligibility criteria and recommend that the projects described below be funded. The grant application is due on March 22, 2006.

BACKGROUND

The City is eligible for the State grant program, based on 119 bedrooms of very low-income and low-income units which received zoning and building permit approval during calendar year 2005 at the following addresses: 2517 Sacramento, 1535 University, and 2628 Telegraph. The Program provides \$2,000 per bedroom for units affordable to very low-income households and \$1,500 per bedroom for units affordable to low-income households. Berkeley received a Jobs

Housing Balance Grant in 2003 and, therefore, is eligible to receive an additional \$500 per very low and low-income bedroom.

Last year's WFH grant including funding for the following projects:

- James Kenney Recreation Center – Roof Replacement (\$155,000)
- South Branch Library – Planning Documents (\$50,000)
- Fire Station No. 6 – Repair & Maintenance (\$21,500)

However, due to limited funds, the amount of the grant was reduced by the State and the City only received \$163,005, which will primarily go to the James Kenney Recreation Center. If funds are left, they will be used for Fire Station No. 6. In 2003, the City received \$77,500 under a similar program for improvements to the James Kenney Recreation Center and Park.

Grant funds must be used for the construction or acquisition of capital assets that benefit the community. Eligible projects include, but are not limited to: traffic improvements, neighborhood parks, bike paths, libraries, school facilities, play areas, community centers, and police and fire stations. Projects can also include equipment with an expected useful life of two years or more and costs directly related to construction, such as planning, engineering, environmental works, etc.

Staff recommends that the following projects be funded from the Work Force Housing Reward Program 2005/2006 grant:

- South Branch Library - \$50,000
 - This project would provide planning documents — a Needs Assessment and Building Program — prior to beginning design work on a new South Branch library. South Branch, 1901 Russell, is housed in an outdated, dilapidated building that cannot support modern library service nor provide adequate space for the book-lending and tool-lending libraries. The Library would like to study the possibility of moving to the new Ed Roberts Campus at the Ashby BART station and to develop a program that would be the basis for the design of the library. If any funding is left after the Needs Assessment and Building Program are complete, funding could be used toward design work needed to construct the branch according to the principles of Universal Design (accessibility).
- Replacement of underwater lights at all three City swimming pools - \$38,000
 - This project will replace the underwater pool light fixtures at the King, Willard, and West Campus Swim Centers. The project will improve safety by ensuring the lights are all functional and up to code, and will allow lifeguards to do a better job of monitoring the pools during the early morning and evening hours. Improved lighting will also enhance the appearance of the pools and encourage increased use. There are ten light fixtures at each pool that need to be rewired and replaced.

- MLK Jr. Youth Services Center - \$50,000
 - All of the exterior doors and door hardware at this center need to be replaced and upgraded to improve security, safety and access. In addition, the doors are also hard to open, which creates an access problem for people entering the building.
- Resurface tennis courts at Live Oak Park - \$40,000
 - Resurface two existing tennis courts, and add an accessible entry landing. The tennis court surface is old and degraded, and getting worse with age. The resurfacing will improve the safety of the courts.
- Improve an accessible play structure at San Pablo Park - \$10,000
 - Install water supply piping, level concrete pad and install safety surfacing to complete a project begun by the neighborhood.
- Upgrade the play area at Greg Brown Park - \$5,000
 - Construct a tree planter and install irrigation and water spigot for sand box to complete the recently completed play area renovation project.

RATIONALE FOR RECOMMENDATION

The above list provides needed improvements at a variety of community facilities.

ALTERNATIVE ACTIONS CONSIDERED

An inter-departmental staff team reviewed a variety of projects that need funding for timely construction. If projects had other reasonable sources of money, they were not selected. The above list is prioritized in case full funding is not received.

CONTACT PERSON

Wendy Cosin, Deputy Planning Director 981-7402

Attachments:

1: Resolution

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

GRANT APPLICATION TO STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR \$190,000 IN FUNDS FOR THE SOUTH BRANCH LIBRARY, MARTIN LUTHER KING JR. YOUTH SERVICES CENTER, CITY SWIMMING POOLS, LIVE OAK PARK, SAN PABLO PARK, AND, GREG BROWN PARK

WHEREAS, the State of California, Department of Housing and Community Development, administers the Workforce Housing Reward (WFH) Program, an incentive grant program established pursuant to Chapter 482, Statutes of 2002, and funded through Proposition 46, the Housing and Emergency Shelter Trust Fund Act of 2002; and

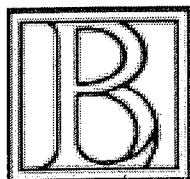
WHEREAS, the City of Berkeley meets the eligibility requirements by providing housing affordable to lower-income households and by having a state-approved Housing Element; and

WHEREAS, the WFH Program provides grant funds for capital asset projects that benefit the community and add to the community's quality of life; and

WHEREAS, the following projects have been identified for this grant funding: South Branch Library planning documents, Martin Luther King Jr. Youth Services Center door replacement, underwater light replacement at all three City swimming pools, tennis court resurfacing at Live Oak Park; accessible play structure improvements at San Pablo Park; and, Greg Brown Park play area upgrades.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to submit a grant application to the State of California, Department of Housing and Community Development for approximately \$190,000 for the Workforce Housing Reward Program to implement the following projects: South Branch Library planning documents; Martin Luther King Jr. Youth Services Center door replacement; underwater light replacement at all three City swimming pools; tennis court resurfacing at Live Oak Park, accessible play structure improvements at San Pablo Park, and, Greg Brown Park play area improvements.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to accept the grant and to execute resultant revenue agreements and any amendments and to appropriate funding for related expenditures, subject to securing the grants. A record signature copy of said agreements and any amendments to be on file in the Office of the City Clerk.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

January 17, 2007

TO: Board of Library Trustees
FROM: Alicia Abramson, Library Network Administrator
SUBJECT: Library Technology Plan and E-Rate Funding Application

INTRODUCTION

This document discusses the Library Technology Plan submitted to the California State Library as part of the requirement to receive federal E-Rate subsidies on Internet related telecommunications services. In addition, it provides a brief overview of the E-Rate program for schools and libraries.

FISCAL IMPACTS

This report has no fiscal impacts.

CURRENT SITUATION AND ITS EFFECTS

In order to be eligible to receive E-Rate (Universal Service) discounts for telecommunications services related to providing Internet access, all U.S. public libraries are required to have a current technology plan on file with a designated state authority. To meet this prerequisite, the Library Network Administrator developed and submitted a technology plan for the Berkeley Public Library to the California State Library in November, 2006. Attached to this memo is a copy of the plan as well as documentation of the State Library's receipt and approval of the plan.

A key element of the Technology Plan is to upgrade the Berkeley Public Library's Internet access speed at all locations. The first step in that process was to file E-Rate form 470 "Description of services requested" which was done in November, 2006. This form serves as a Request for Proposals (RFP) to telecommunication service providers for upgrades to the Library's existing connections. Once proposals are received, they will be reviewed and a recommendation will be made to the Board of Library Trustees.

BACKGROUND

E-RATE

The following, from the Universal Service Administrative Company (USAC) website, is a description of the E-Rate program:

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative

Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. It is one of four support programs funded through a Universal Service fee charged to companies that provide interstate and/or international telecommunications services.

The Schools and Libraries Program supports connectivity - the conduit or pipeline for communications using telecommunications services and/or the Internet. Funding is requested under four categories of service: telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from 20% to 90% of the costs of eligible services. Eligible schools, school districts and libraries may apply individually or as part of a consortium.

Applicants must provide additional resources including end-user equipment (e.g., computers, telephones, etc.), software, professional development, and the other elements that are necessary to utilize the connectivity funded by the Schools and Libraries Program.

Technology Plan

To qualify as an approved Technology Plan for a Universal Service discount, the plan must meet the following five criteria that are core elements of successful school and library technology initiatives:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;
3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;
4. The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and
5. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

FUTURE ACTION

The Library Technology Plan must be updated every three years with the State of California in order to continue to be eligible for E-Rate discounts.

**CERTIFICATION OF TECHNOLOGY PLAN APPROVAL
for
SCHOOLS AND LIBRARIES UNIVERSAL SERVICE PROGRAM**

California State Library is certified by the Schools and Libraries Corporation to approve technology plans for participation in the Schools and Libraries Universal Service Program.

The Berkeley Public Library has a technology plan that has met the standards and criteria outlined in the following checklist.

CHECKLIST

Successful technology plans align the overall education or library service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be strong connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements.

X The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.

X The plan has a professional development strategy to ensure that staff know how to use the new technologies to improve education or library services.

X The plan is supported by an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.

X The plan is supported by a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.

X The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

California State Library:



November 20, 2006

Rushton Brandis
Technology Consultant

Date

(916) 653-5471
Telephone

rbrandis@library.ca.gov
E-Mail

**THREE YEAR LIBRARY TECHNOLOGY PLAN
FOR THE E-RATE PROGRAM
Instructions**

Eligibility

Public, school and special libraries in California are eligible for the Federal E-Rate program if they meet the eligibility requirements for the library Services and Technology (LSTA) grant program administered in California by the State Librarian.

These are:

- A written explicit mission statement and service objectives.
- A fixed location in California.
- Established hours of service.
- An organized collection of information and materials accessible for use by its primary clientele.
- Designated, onsite, paid staff for library services. At least one staff person shall have a master's degree in library or information science or a California library media teacher credential issued by the Commission on Teacher Credentialing
- An established funding base.

Applicants for the E-Rate program must meet these requirements. Your authorized signature in the application signifies that you meet all the above criteria. Please contact Rushton Brandis (916) 653-5471, or rbrandis@library.ca.gov for any questions about eligibility.

Application Form

Complete all information for all sections. Space may be added as needed. Submit two copies, one with original signature, by mail or delivery service only (no fax)

Return to: Rushton Brandis/Library Technology Plans
 Library Development Services
 California State Library
 P.O. Box 942837
 Sacramento, CA 94237-0001

Forms sent via express delivery should come to: 900 N Street, Room 500, Sacramento, CA 95814

USAC Schools and Libraries Division Policies and Procedures for Technology Plans

(see: <http://www.sl.universalservice.org/apply/step2.asp> for complete text and additional information)

The Federal Communications Commission (FCC), recognized the necessity of thoughtful preparations for the use of these new technologies when they stipulated that requests for Universal Service Program discounts must be based on an approved technology plan [Section 254(h)(1)(B), of the Telecommunications Act of 1996, and FCC Order 97-157, Paragraph 573]. To ensure that schools and libraries are prepared to use the requested services effectively, and to make certain that students and community members experience the real benefits of the Universal Service Program, applicants must certify that their requests are based on approved technology plans that include provisions for integrating telecommunication services and Internet access into their educational program or library services. Most schools and libraries have already developed such plans and may only need to modify these existing plans slightly to conform with E-rate program technology plan criteria.

To qualify as an approved Technology Plan for a Universal Service discount, the plan must meet the following five criteria that are core elements of successful school and library technology initiatives:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;
3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;
4. The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and
5. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Successful plans align these five criteria with the overall education or library service improvement objectives of states, districts, and local schools or libraries. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be strong connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements.

**THREE YEAR LIBRARY TECHNOLOGY PLAN
FOR THE E-RATE PROGRAM**

Date: November 15, 2006

Library Jurisdiction: Berkeley Public Library

Address: 2090 Kittredge St.
Berkeley, CA 94704

Authorized Signature: _____

Please Print Name: :Alicia Abramson

Title: Library Network Administrator

Telephone: 510-981-6131 FAX: 510-981-6128

E-Mail: aabramson@ci.berkeley.ca.us

1. LIBRARY MISSION STATEMENT AND GOALS

The Berkeley Public Library supports the individual's right to know by providing free access to information.

The Central Library and four neighborhood Branch Libraries are committed to developing collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community.

- To meet the needs of Berkeley's diverse multicultural community by promoting the library as a center of community information and independent learning.
- To provide a current collection of popular and resource materials of all types and formats.
- To provide a broad range of quality reference and information services to individuals of all ages.
- To provide a smooth-running, responsive organization that results in public service of high quality.

2. CURRENT TECHNOLOGY OVERVIEW

Summarize the current use of technology to accomplish the library's mission and goals.

The Berkeley Public Library's technology infrastructure is based on high speed (10/100 MB) Local Area Networks (LANs) at each of the library's five locations in Berkeley, connected over dedicated T1 WAN-links which are aggregated at the Central library in downtown Berkeley.

At the Central library, the T1 lines are terminated by individual DSU/CSUs which split the data into voice traffic and data traffic. Voice traffic is handled by a digital PBX telephone system located at the downtown Berkeley facility. Each library location also has at least two traditional analog (POTS) lines: one for FAX/emergency telephone access and one for credit card machines. At each Branch, between 5 and 7 channels (out of 24) of the T1 is used for voice traffic.

Data traffic is handled by a Cisco 3600 series router which directs the traffic to the Central LAN which serves as the Gateway to the Internet for the branches. Internet access is achieved through a 10 MBPS fiber-optic "Opt-E-Man" connection which is switched through a Cisco 2600 XM series router at the Central library.

The library also maintains a separate T1 connection with the City of Berkeley. All 24 channels of the library-City T1 circuit are used for data which is managed by a Cisco 3800 series router. The primary uses of the dedicated T1 connection are: 1. Access to the City of Berkeley's Microsoft Exchange email system, which the library migrated to in Fall of 2005 in order to reduce the expense of maintaining a dedicated e-mail system, 2. To gain access to the City of Berkeley's staff Intranet, and 3. To maintain secure access to the City of Berkeley's Accounting system (FUND\$).

The library's "mission critical" system is our Innovative Interfaces Inc. Millennium Integrated Library System. This system serves as the Web based online public access catalog (OPAC) to the library's collections and also as the system for circulation, acquisitions, cataloging and proxying web connections to subscription based databases. Many updates have been made to the Web OPAC over the past year to improve usability for library patrons. The updates include the addition of media type icons on results screens, the implementation of "featured lists" such as new materials in different subject areas, a "preferred search" notification feature which allows users to be notified of newly cataloged materials that match pre-defined search queries, and the addition of e-mail courtesy notices to help patrons remember what materials will be due over the next few days.

In 2005, the Berkeley Public Library implemented a Radio Frequency Identification (RFID) security system for all circulating library materials. All materials were "tagged" with RFID tags, and RFID equipment was installed in the circulation areas of all locations for use with the RFID system. This RFID system includes both staff and patron self-check checkout stations, security gates and an RFID server that interoperates with the Innovative Millennium system.

In addition to the Web OPAC, the library currently maintains its own website which is used as a way to provide access to the library's resources remotely. This includes information such as library hours and locations, upcoming event listings, contact phone numbers and e-mail addresses, suggestion forms, and, through our Electronic Resources page, access to 65 newspaper, magazine, encyclopedia and other specialized subscription databases. And, in August of 2006, Berkeley Public Library became a member of the

Link + consortium of libraries, which allows us to fulfill many requests for items not in our collections in a much shorter time than the traditional ILL process.

The library's Web OPAC and electronic resources are accessible in-house at all locations via 47 dedicated OPAC/subscription database computers. The Library also maintains 49 public Internet access computers which are also loaded with the Microsoft Office Productivity Suite (Word, Excel, Access), and are capable of handling audio and video disc playback as well as Web based multimedia streaming. All public Internet stations are managed through the Telus "Library Online" PC reservation and time-management system, which is used to limit patrons to one hour per day of computer time. Patrons may reserve computers either in the library or remotely from the library's Web site, and reservations may be made up to a week in advance.

Public access computers are configured with software to assist the library in maintaining the systems for the highest availability possible while minimizing threats such as viruses, malware and malicious users, to the systems. The software includes: DeepFreeze, which resets the computer to the default configuration with a simple re-boot if it is infected with malware or misconfigured by malicious hacking; the Symantec Anti-Virus client; and the LANdesk client, a remote management and patch management application.

The library maintains three "Accessible Technology" public workstations with software specifically selected for use by patrons with disabilities. The software includes screen enlargement software, screen reading software and access to the Windows "accessibility options" control panel to allow users to make adjustments to the settings. These systems may be reserved for up to two hours per day by library users with the appropriate patron card.

In the Fall of 2006 the library's 16 seat Electronic Classroom was made available once again after a two-year hiatus due to the usage of the facility for the retrospective conversion of library materials to the RFID security system. The classroom is available for both staff and public technology training. The public may reserve the room by filling out an application. Public use may only be for non-profit computer based training.

The library's LANs are managed using Windows 2003 server technology with Active Directory for user authentication and management. The library currently maintains two separate Domain Controllers, one for the Staff Domain and the other for the Public Domain. Each Domain Controller provides DNS and DHCP services to client computers.

In addition to being split into two separate Domains, the LANs are also split into logical Virtual LANs (VLANs) implemented on the library's switch fabric. The LANs are further separated into separate security zones by a Cisco PIX 515 firewall. The Cisco PIX also performs stateful inspection of incoming data packets to protect the library's internal network from security threats.

Operational systems include a dedicated Windows 2003 file-server which is backed up on a nightly basis using Symantec BackupExec software; a web based Intranet site, running

on an Open-Source Linux/Apache/MySQL/ Php (LAMP) platform; an IT Help Desk call tracking system (TrackIT!), which allows the IT Help Desk staff to manage their workflow and maintain an IT knowledgebase; a LANDesk server which allows the IT department to remotely manage and patch computers over the network; a Symantec Anti-Virus Enterprise system which includes the primary server at Central, and "child" servers at each branch; and, the Symantec Ghost Solutions Suite which is used to build and distribute OS images over the network.

Have you done a Technology Inventory / Assessment in the past year? X Yes

Budget Summary

Use the following budget summary or insert/attach your own budget summary if available. Be certain to identify those costs dependent on the E-rate program and those paid from local or other funds.

<u>TOTAL ESTIMATED COSTS</u>	
A. Estimated current annual cost	\$970,000
B. Estimated one-time cost of additions	\$100,000
C. Estimated annual cost, with additions	\$1,010,000
D. Estimated annual costs (C.) dependent on E-rate	\$25,000
E. Estimated annual costs (C.) dependent on local funds	\$985,000

3. **TECHNOLOGY PLAN**

Briefly describe your strategy for using information technologies to integrate, support or extend services and/or to assure an efficiently and effectively managed organization in the future.

The library plans to continue implementing new technologies as appropriate to meet the information needs of the community we serve and to provide the best public service possible. Initiatives we hope to complete over the next three years include:

Implement a wireless network throughout the library system. Patrons have frequently requested this service, and with the recent network hardware upgrades and improved design, we are in a better position to provide this service. Key issues in the implementation of a wireless network include planning for the increased bandwidth usage that will result from wireless Internet users; conducting site surveys for the placement of wireless access points; developing a security plan that protects the private LAN from security threats posed by malicious wireless users; exploring wireless network management tools; and developing policies and procedures for the provision and support of the wireless LAN.

Upgrade all four branches to high-speed Internet access. As stated previously, all four neighborhood branches of the Berkeley Public Library utilize T1 lines that are split between voice and data traffic. These telecommunications circuits are no longer adequate for the high-bandwidth traffic that is generated by both staff and public computer users. Staff often find the response time between their Millennium Circulation workstations and the central server to be sluggish. This is also the case with the data that passes between the remote RFID data-controllers and the central server—frequently resulting in false alarms at the branch security gates. Additionally, public Internet users do not benefit from the Central Library's OPT-E-Man connection because of the bottleneck that occurs once the data requested from the Internet hits the T1 line to the branch. This represents an example of unequal access to an important resource between branch and Central library computer users, who experience much better speed.

Develop and provide an on-going staff technology training program. As discussed in section 8 below, the library's current approach to staff technology training is on an ad-hoc basis. This is not adequate to meet the needs of staff in an ever-changing, increasingly complex technological environment. With the addition of an "IT Librarian" as discussed in section 7 below, we hope to address the need for developing an ongoing staff training program.

Complete the redesign of the Berkeley Public Library's Web site. The library Web Team has been working for the past year and a half on the redevelopment of the library's web site. The original web site grew "organically" without any real structure or usability analysis. The initial site redesign and content migration is scheduled to be complete at the end of November 2006. Final usability studies will be conducted in December 2006. One study will be done "in-house" using volunteers who match various demographics in our user community. The other will be done by the "Center for Accessible Technology", a non-profit organization with expertise in usability for the disabled. Once the usability studies are complete and the findings are analyzed, we hope to be able to launch the site in early 2007. Part of the ongoing maintenance of the site will be to include feedback from users as well as from automated tools to address any issues that may be discovered post-launch. The goal of the Web site redesign is to make the site more user friendly, intuitive and easier to use for the widest possible audience.

Improve accessibility of all public computers in the library system. While the library has several dedicated "Accessible Technology" computer workstations, the remainder of our public computers pose problems for some users who do not necessarily define themselves as "disabled". In a meeting with Jane Berliss Vincent of the Center for Accessible Technology, Ms. Vincent stated that senior citizens and learning disabled users could benefit by the addition of screen enlargement and screen reading software on the public stations that currently have no accessibility options available. Ms. Vincent suggested purchasing more truncated versions of accessible software in order to meet the needs of these patrons on the public systems. Additionally we will explore additional hardware such as computer mice and keyboards that are friendlier to users who find it difficult to use standard equipment.

Explore the possibility of providing MP3 players for public use with the library's NetLibrary eAudiobook subscription. Many library users do not have the technology to access this valuable online resource and currently, the Berkeley Public Library does not loan audioplayers to the public. However, many libraries are experimenting with loaning MP3 players to the public for this purpose and this would be an exciting way to bring this technology to members of the community who would otherwise not have access.

Explore options for network performance monitoring, enhancement and security for the library's Local Area and Wide Area Networks. While the Central library recently upgraded our Internet access to a 10 MBPS connection, there are already times of the day where the network is congested. Like a freeway where new lanes are added, newly added network bandwidth very quickly becomes overrun with traffic. There are a number of new network management and acceleration technologies and techniques that may be useful in helping us to extract better performance from our network. We hope to evaluate the available options and implement a solution that allows us to maximize the end-user benefits of our faster and more expensive network Infrastructure.

Work towards making as many of the library's services and resources as possible available 24/7 via remote access. The library continues to add new features to both our Web site and Web OPAC which improve the availability of library services and resources for remote users. In the next several months, we will implement the e-commerce/online fine payment module of the Innovative Interfaces system, making it easier for patrons to pay their fines and clear their records from home. With the release of our redesigned Web site in 2007 the library's Reference department will begin providing e-mail reference to remote users. Currently, access to reference service is available only to walk-in or phone-in patrons. For those patrons who prefer or are otherwise more likely to use an asynchronous form of communication, e-mail reference will be of great benefit. Additional technologies that we hope to explore include live reference via Instant Messaging (IM); podcasting; and video-casting of selected library events.

4. TELECOMMUNICATIONS SERVICES

Describe the telephone and data services you have and that you will need over the next 3-5 years.

The library leases eight T1 lines for branch office to Central office voice/data traffic from AT&T. Two lines are dedicated voice and data lines to the City of Berkeley, and four of lines are dedicated voice/data connections between the Central library and each branch.

The library receives digital PBX service via a contract managed by the City of Berkeley. There are currently 122 handsets connected to the PBX network, and we expect to add between 20-30 sets over the next 3 years.

The library also maintains approximately 25 land-lines (POTS) throughout the system, and provides cellular service to managers, facilities staff and other key employees for use when off-site or for communication during emergencies.

As we explore moving the branch libraries to fiber based high-speed Internet access, it will be necessary to explore alternatives to the voice/data T1 lines currently serving each location for handling voice traffic.

5. **HARDWARE AND SOFTWARE PRODUCTS**

Describe the telecommunications hardware and software you have and that you will need over the next 3-5 years.

The Berkeley Public Library has approximately 350 computers and 40 networked printers spanning 5 locations serving 150 staff and thousands of public users. The LAN/WAN runs on Ethernet Category 5e cabling and consists of 6 routers, 20 switches, a firewall, 6 CSU/DSUs, 18 servers and a backup system.

The primary technology initiatives planned for the next 3-5 years include:

A system-wide wireless network for public users.

As part of the proposed wireless project, the library will need to purchase wireless access equipment for each location and well as contract for additional Ethernet wiring for all locations to connect wireless equipment; installing separate switches for the wireless devices; wireless access points; and, security and management software for monitoring and configuring wireless access.

A project to improve the security and performance of the LAN/WAN.

The goals of this project are to: 1. Maximize the speed of the LAN/WAN, 2. Reduce network downtime through the implementation of a software/hardware network management solution, and 3. Implementing the "best-practices" of network security to protect the data and network of the Berkeley Public Library. The solution may require the purchase of additional servers, network management software and professional services/training.

A project to increase the accessibility of all public computers for all users of different abilities.

This project will involve identifying and purchasing cost-effective software and PC peripherals that can be installed on all publicly available computers. The goal is to make computers accessible for those users who may need features such as screen magnification or automated screen reading but who do not self-identify as disabled, as well as to provide disabled users with the option of using any computer in the library system.

A project to replace the current public printing system.

The library's current public printing system for use by the public has limited capabilities and is outdated. In the coming year we will be putting out a Request for Proposals (RFP) to replace this system with one that provides: the ability to offer patrons a certain number of

“free” pages each year; the ability to allow wireless users to send print jobs; the ability to allow users to pre-pay with cash or credit instead of using a vend-card, or alternatively which allows money to be associated with users’ library cards; a system that allows double-sided printing to reduce paper waste as well as to provide cost-savings to end users; and, a system that proactively alerts staff when paper trays are empty or toner must be replaced.

6. NETWORK CONNECTIONS AND INTERNET SERVICES

Describe the status of network connectivity (LAN/WAN) that you have and that you will need over the next 3-5 years. Describe your current level of Internet service and what you will need over the next 3-5 years.

In July of 2006 the Central library upgraded our Internet connection from a 1.54 MBPS T1 line to a 10 MBPS fiber optic “Opt-E-Man” line. However, the four branch libraries still access the Internet at the T1 speed, since each branch T1 directly connects to a CSU/DSU at central and from there is routed to the Internet. In order to provide a comparable level of service to our branch Internet users, we wish to upgrade each of the four branch libraries to high-speed fiber-optic lines that go directly to the Internet from the branch location. This will require the purchase of additional routers for each location, as well as the contractual costs of the service from the provider.

7. STAFF DEVELOPMENT

Describe the level of staff development you have and that you will need over the next 3-5 years.

In the 21st Century, Libraries are highly dependent on technology to deliver services to library users. Computers are pervasive in libraries as tools for research, information seeking, communication and learning activities. Almost all library staff must have minimum levels of proficiency at using computers in order to effectively perform their jobs.

The Berkeley Public Library does not currently have a formal staff training program in place. A number of staff periodically attends classes offered either through the City of Berkeley or InfoPeople that are focused on technology. However, as noted below, in 2007, the library’s Information Technology department will be hiring a “Technology Librarian”. One of this staff member’s primary responsibilities will be to develop a basic staff technology training program which would include identifying staff training needs; developing and offering selected training classes in-house; identifying outside training opportunities for staff that would bolster their technology skills; and developing a staff technology training strategy that is aligned with the mission of the library. The 3-5 year timeframe of this technology plan will allow us to initiate, execute and evaluate this necessary endeavor.

In order for Library IT staff to carry out their responsibilities in an ever-increasingly complex technological environment, the Manager of Information Technology is working with staff to identify training opportunities that will enhance their knowledge, skills and abilities in their primary areas of responsibility. Training opportunities identified for the coming year include:

- Microsoft Windows Server administration and security training
- Symantec Ghost software deployment training
- LANDesk system management training

This year, the IT Manager attended two valuable training programs:

“Network + Certification”, a CompTIA Certification training program through LearnIT in San Francisco (<http://www.learnit.com>). The CompTIA Network + training is a comprehensive networking curriculum for career network professionals. The knowledge, skills and abilities taught are essential for anyone administering a network. For libraries today, the network is considered a mission critical component of the overall technology infrastructure, and access to a significant amount of the information resources available from libraries depends on the network.

The “Information Technology Leadership Program”, at Santa Clara University, a three day seminar that “focuses on executive-level topics that complement the technical talents of the participants. Included are topics such as executive thinking, leadership, strategic thinking, interpersonal communication, effective consulting skills, leading technological change and the ability to effectively influence people inside and outside the IT function” (source: <http://llsb.scu.edu/edc/programs/itl.htm>).

Finally, the library’s Information Systems Specialist with responsibilities in the area of Web site maintenance and development took a three-day course on using Macromedia DreamWeaver 8.0 through LearnIT.

The Berkeley Public Library is committed to ongoing training of Information Technology staff in order to maintain and enhance the quality of services that the department provides.

8. SUPPORT

Describe the level of staff and/or vendor support for technology you have and that you will need over the next 3-5 years.

The library’s IT department currently consists of:

- The department Manager who oversees the day to day management of the technology infrastructure, initiates and carries out technology planning and major project implementation and serves on the Director’s management team.
- Three Information Systems Specialists who provide Help Desk support to all five library locations and who are assigned individual areas of responsibility including: public PC management; Web site development and maintenance; and server administration.

In 2007 the department will fill a new “Technology Librarian” position. This position will be responsible for developing and providing a staff technology training program;

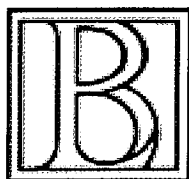
maintaining the Innovative Interfaces Millennium system; and maintaining the Web OPAC design and development. We believe that the library will benefit from having a staff member who has the responsibility for providing technology training, as it has been done on a largely ad-hoc basis and is clearly needed to help staff use technology effectively.

In addition to in-house support, the library is in the process of contracting for additional professional network services from AMS.NET, a network engineering, design and integration company based in Livermore, California. Over the past two years the library has upgraded and redesigned almost the entire network infrastructure of the library. Professional network consulting services will help us maximize the performance of the new network design, equipment and system capabilities.

9. PLAN REVIEW AND UPDATING

Describe the process for reviewing and updating your technology plan on a periodic basis.

The Information Technology Committee reviews the Technology Plan annually and updates as needed.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

January 17, 2007

To: Board of Library Trustees

From: Alan Bern, Community Relations Librarian

Subject: Bookmobile Report

BACKGROUND

In the exploration of library needs for the South Berkeley Community, it became even clearer that the southwest part of Berkeley is underserved by our Branch libraries. This has been formally recognized since at least the 1950s. In response to this known need and in concert with exploring the possibility of the South Branch moving to the Ed Roberts Campus, the Board of Library Trustees requested that Community Relations Librarian Alan Bern look into how bookmobiles are used in some neighboring communities and to give some basic information about the ranges of bookmobile choices available on the market. Besides the information outlined below, which compares and contrasts bookmobiles at Oakland Public Library and Mountain View Public Library, I also spoke on the phone with bookmobile staff at both Alameda County Library and San Francisco Public Library. Both of these systems use bookmobiles in different ways, Alameda County engaging in 'rural'/suburban visits and San Francisco with three bookmobiles targeting different communities (children, seniors, and those neighborhoods affected by their Branch Improvement Projects).

RESEARCH

- **Range of costs:** \$140,000 for a basic OBS Explorer III (18-22+ feet) model with no extras (<http://obsinc.net/bookmobiles.php>) to around \$192,000 for Mountain View Public Library's OBS Explorer III model (18-22+ feet and no requirement for a Class B license to drive) to ~\$230,000 (several years ago) for Oakland Public Library's custom-made Matthews model (32 feet, requires Class B license and training in order to drive it, <http://www.msvehicles.com/Products/tabid/53/Cat/1/Default.aspx>). Each library paid for a graphics wrap and incidentals that total around \$8,000-\$10,000. Leasing is difficult, but possible, probably only Capital Lease, which means that the vehicle cannot actually be returned. No one so far has recommended buying a used bookmobile though they are sometimes on the market – bookmobiles are never gently used.

- **Collection:** Oakland Public has ~30,000 in their collection which is housed at West Oakland Branch, and they can hold ~3,000 books/media on board. Mountain View Public has a much smaller collection, all on board, but they also borrow items often from the library collection, and they can hold ~2,000-2,500 books/media.
- **Staffing:** Oakland has a fulltime library assistant and a library aide on each outing, and they go out about ~4 times a week for full days. Mountain View has two Library Assistant IIIs, and they go out ~3 times a week for partial days. Substitute drivers are difficult at Oakland because of the Class B license requirement, easier at Mountain View – they also have a Senior Page retrieving materials to take out. Depending on populations visited, it may make sense to have a Children’s Librarian in the mix to present storytimes at preschools and daycares.
- **Accessibility:** Oakland’s bookmobile is wheelchair accessible by automatic lift, and they have **never** used the lift or been asked to use it; Mountain View’s is not wheelchair accessible – it is not required by law to make a bookmobile accessible if the parent library building is wheelchair accessible. Making the vehicle wheelchair accessible takes away at least some space for materials, especially if it is done at the rear of the vehicle. Once inside any vehicle, it would appear to be difficult to navigate around in any case – perhaps there are other technologies such as paper lists or cameras that could allow browsing from the street. Oakland’s bookmobile, and apparently **all** Matthews vehicles, have steep stairs, which is another vitally important access problem, especially for seniors and small children, who are probably two of the primary populations to be served.
- **Upkeep and maintenance:** Mountain View vehicle gets 8 MPG and Oakland’s vehicle 4-5 MPG. Both vehicles are served by City Staff, and Oakland’s gas and service are done for free by the City. Both run on diesel and can be converted to bio-diesel if desired.

VISITS SNAPSHOTS

- a. The delight of children and seniors who normally cannot visit library facilities.
- b. The ability to use technology to get materials to people efficiently and seamlessly: if not wireless, then satellite. Also, Mountain View’s use of III Self-Check (also our vendor) on the vehicle. I assume this could be done with Offline Circulation as well as live.
- c. The enthusiastic support of corporate employees who do not normally visit library facilities and the financial support of corporate employers in Mountain View.

IDEAS EMERGING

- a. Reaching the underserved children in preschools and daycares and others in Southwest Berkeley – Seniors and other adults who cannot come to a Berkeley Public Library location are served by our Outreach program that delivers and picks up materials, especially to individual residences and to nursing homes.
- b. Reaching Corporate employees in Berkeley and, perhaps, Emeryville. It was a real eye-opener to see the enthusiastic usage by Google employees in Mountain View – when the Mountain View services were threatened with closing, Google arranged a \$200,000 donation to be sure that the services continued. Other

partners joined the funding. Corporate employees are patrons who might not normally use the public library through traditional physical locations.

POSSIBLE NEXT STEPS

- Meet with Fran Gallati, President and CEO of the Berkeley-Albany YMCA, and Shirley Brower, Executive Director, South Berkeley YMCA, to explore library needs of kids and their families served by South Berkeley YMCA.
- Meet with Emeryville city staff re: possible collaboration and sharing of Bookmobile services – their city staff in charge in this area is currently in transition, but should be more settled by March 2007.
- Arrange a visit, along with City of Berkeley Disability Services Specialist, Paul Church, to the San Francisco bookmobile for seniors, their Library on Wheels, <http://sfpl.org/librarylocations/accessservices/low.htm>, which is specifically set up to be wheel-chair accessible.
- Preliminary investigatory outreach to preschools in the southwest Berkeley area.
- If a Staff Committee is formed to continue to carry forward the investigation of possibilities for fulfilling the library needs of the south and southwest Berkeley communities, per the ERC Discussion Group report recommendation, the discussion of Bookmobile possibilities could be included in its mission.

Not Your Grandmother's Bookmobile



City of Mountain View Public Library Mobile Library Services

Old Service Discontinued

- Fewer People Home
- Aging Vehicle
- Inadequate Funding
- Have Special Outreach Program

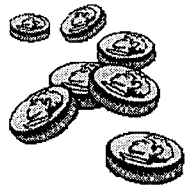


City of Mountain View Public Library Mobile Library Services

Funding for New Service

Initial Funding

- \$200,000 Donation from Google
- Library Budget



Ongoing Operations

- Library's Outreach Budget
- Friends of the Library
- Library Foundation

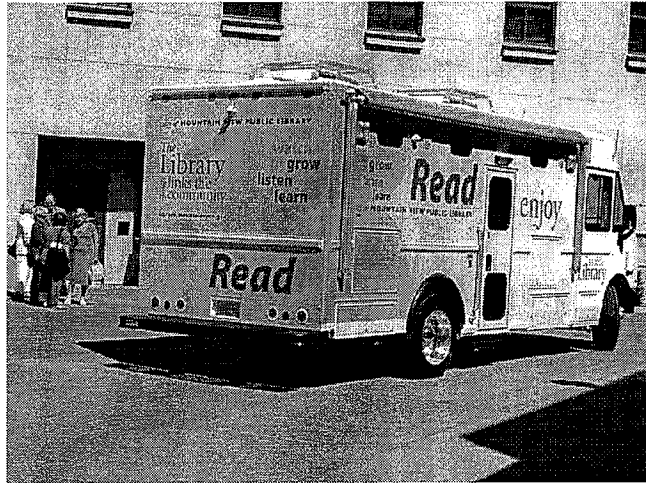
City of Mountain View Public Library Mobile Library Services

Arrival



City of Mountain View Public Library Mobile Library Services

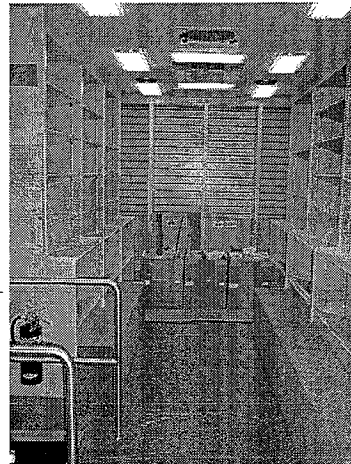
Promoting the Library



City of Mountain View Public Library Mobile Library Services

Preparations

- Additional Shelving
- Laptop Configurations
- Wireless Connection
- Training Staff



City of Mountain View Public Library Mobile Library Services

Statistics

- 27.9 Feet Long and 11 Feet High
- 26,000 Pounds
- 65 Gallon Gas Tank
- Will Carry 2,000-2,500 Library Items
- Gets 8 Miles/Gallon

City of Mountain View Public Library Mobile Library Services

Environmentally Friendly

- Diesel Engine That Can Convert to Bio-Diesel
- Internal Systems Powered by Diesel/Generator Battery Hybrid
- Windows and Vents Open to Reduce AC Use
- Energy Efficient LED Powered Lights Inside Last Longer

City of Mountain View Public Library Mobile Library Services

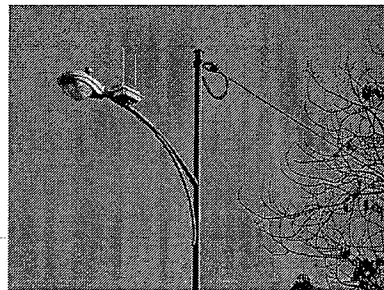
More About the Vehicle

- Exterior Cameras for Safety
- LED Sign on Front
- Colorful Automatic Side Awning
- Battery Array the Weight of a Small Car

City of Mountain View Public Library Mobile Library Services

Wireless Internet

- Radio Antenna on Roof
Connects to Google's
Free City-Wide
WiFi Network



City of Mountain View Public Library Mobile Library Services

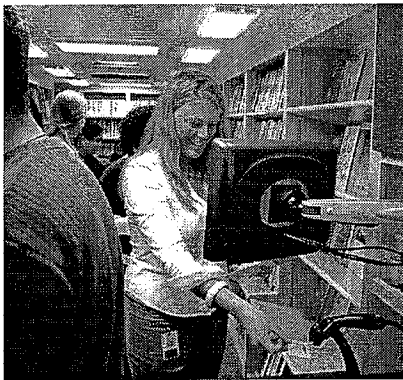
Exterior Laptops



- External Laptops on Flip-out Trays for Catalog and internet

City of Mountain View Public Library Mobile Library Services

Innovative Interfaces Products

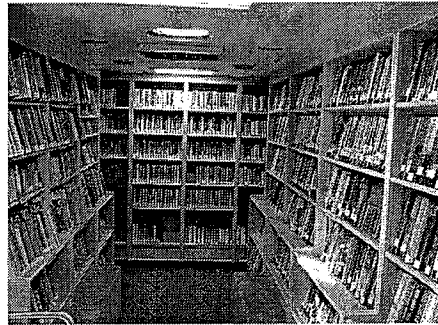


- Graphical Self Check Out with Touch Screen Monitor
- Online Patron Registration
- Backup Offline Circulation

City of Mountain View Public Library Mobile Library Services

Collection

- Adult Books
- Children's Books
- CDs
- DVDs



City of Mountain View Public Library Mobile Library Services

Staffing



- Two Regular Drivers
(Library Assistant III's)
- Two Backup Drivers
(Librarians)
- Clerical Assistant
(Senior Page)

City of Mountain View Public Library Mobile Library Services

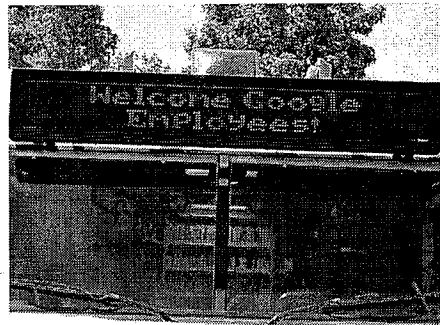
Debut



City of Mountain View Public Library Mobile Library Services

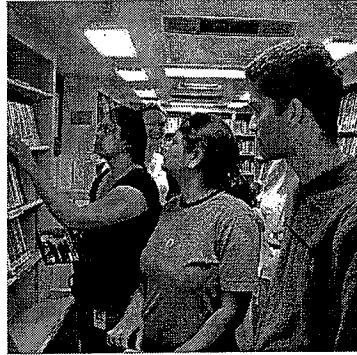
Launch

- July 12, 2006
- Welcoming Marquee
- 16 Stops



City of Mountain View Public Library Mobile Library Services

Serving



- Six Day Care Centers
- Four Senior Facilities
- Six Corporations

City of Mountain View Public Library Mobile Library Services

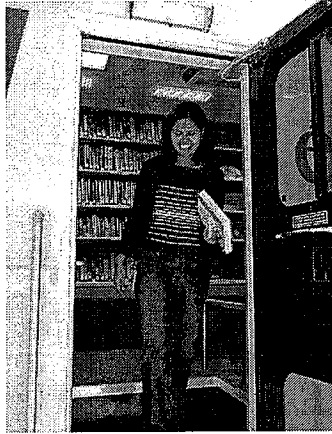
Success of Service

In the First Three Months:

- 3,215 Items Circulated
- 1,384 Customers Served
- 254 New Library Cards Issued

City of Mountain View Public Library Mobile Library Services

Satisfied Patrons



"This is now my home library"

Google Engineer

City of Mountain View Public Library Mobile Library Services

Future

- Evaluate Service
- Identify Community Support
- Expansion of Service with Additional Funding

City of Mountain View Public Library Mobile Library Services

watch

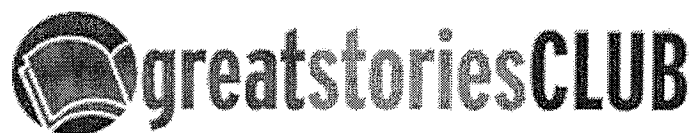
grow

listen

learn

City of Mountain View Public Library Mobile Library Services

ALA American Library Association



Final Report Form

This report must be submitted by December 31, 2006 to:

Great Stories Club
American Library Association
Public Programs Office
50 E. Huron Street
Chicago, IL 60611

Name of Library: Berkeley Public Library

Address: 2090 Kittredge St

City, State, ZIP: Berkeley, CA 94704

Phone: 510-981-6147 Email: vdyas@ci.berkeley.ca.us

Name and Title of Project Director: Viola Dyas, Teen Services Librarian

Name of Partnering Organization (if applicable): Berkeley High Vera Casey Collaborative Class

Contact Person for Partnering Organization (if applicable): Solange Gould, COB Health Dept.

Complete the following (attach up to three additional pages):

- (1) Please provide the following details about your Great Stories Club program. Space for the three required book club meetings is provided; additional space has been provided for those that host additional programs.

Book Club Meeting (Date and Time)	Location	Book Discussed	Number of Teen Attendees
Jun 29 2:00 pm	Berkeley Public Library	First Part Last	4 (3 girls, 1 boy)
Jul 6 2:00 pm	Berkeley Public Library	First Part Last	6 (5 girls, 1 boy)
Jul 13 2:00 pm	Berkeley Public Library	First Part Last	3 (girls)
Jul 20 2:00 pm	Berkeley Public Library	First Part Last	5 (girls)
Aug 3 2:00 pm	Berkeley Public Library	Born Blue	4 (girls)
Aug 10 2:00 pm	Berkeley Public Library	Born Blue	5 (girls)
Aug 16 2:00 pm	Berkeley Public Library	Born Blue	6 (5 girls, 1 boy)
Dec 13 3:30 pm	Vera Casey Collaborative	Born Blue	9 (6 girls, 2 boys)
Dec 20 3:30 pm	Vera Casey Collaborative	Born Blue	5 (girls)
Dec 21 10 am	Berkeley Public Library	Stuck in Neutral	9 (ELL students)

(2) Describe your Great Stories Club program, including program dynamics, actual versus anticipated attendance, and any changes to your original program plan.

The Berkeley Public Library partnered with the Berkeley High School Health Center which sponsors the Vera Casey Health Collaborative Class. This is a class for teen students who have self identified as either pregnant or parenting. Because they are teen parents dealing with real life issues including sick infants, morning sickness, child care, etc., attendance can sometimes be inconsistent. However, during the summer there was a core group that made all of the class meetings. The very nature of our class participants lent to discussing a wide variety of subjects that often centered around our book discussions. Conversations were often lively, energetic, funny, sad, and most importantly uplifting.

The selection *Stuck in Neutral* did not seem to be of compelling interest to this primary group. However, we identified another group from Berkeley High School, students in the advanced English Language Learning class for whom this book is relevant. Because we have an ongoing relationship between the public library and this high school department, organizing a book discussion with this group was nonproblematic and welcomed.

(3) Describe the role of your program partner (if applicable).

Berkeley High School Health Center provided our participant groups of high school students. Solange Gould, Vera Casey Collaborative program coordinator, was very supportive and excited about our giving the students free books. She encouraged their reading and often participated in the discussions. The Collaborative also helped by providing a healthy food spread at each meeting.

The ELL component worked as a natural add-on for the biweekly public library visit made by this advanced class and was readily orchestrated with the class teacher, Myron Berkman.

(4) Describe the audience targeted and served, and describe book distribution. Include a total number of teens that received copies of the Great Stories Club books, and descriptive information on the at-risk population (age, gender, reason population is considered at-risk, etc.).

Our targeted audience consisted of the participants in Berkeley High School's teen pregnant/parenting class. The majority of these are female, ages 14-19. Three fathers participated in a limited fashion. The books were book-talked and distributed to the students during class. We would read aloud and discuss a minimum of two chapters to pique their interest.

A second audience has recently been identified. *Stuck in Neutral* was distributed on December 21st to a Berkeley High School ESL class for them to read over the winter break. A book discussion is planned when they return to school the second week in January.

(5) Does your library or partnering organization have plans for future book discussion programs targeting at-risk teens?

Yes. Students participating in the parenting class now receive units for high school graduation. The coordinator and the library plan to continue the book discussions as part of their curriculum. Additional books have been selected and ordered for future discussions.

(6) Please provide copies of any recruitment or promotional materials that were used for your program, as well as copies of any publicity received.

Because these are accredited classes at Berkeley High, participants were recruited through enrollment.

**Berkeley Public Library
Interim Director's Report
December, 2006**

Library Development

Powell Re-appointed

Trustee Powell was reappointed to another term by the City Council after the appointment was removed from the Consent Calendar, and following considerable public input and discussion. The discussion focused largely on the process by which BOLT members are selected and appointed, rather than on the incumbent herself. In view of the criticism of the process, a BOLT ad-hoc Committee was formed to review the process and perhaps make recommendations to revise it.

Library Director Appointed

Following a very thorough and intense recruitment and selection process lasting nearly five months, Ms. Donna Corbeil was unanimously approved by the Board of Trustees to serve as the next Director of Library Services, beginning January 8. Ms. Corbeil has extensive public library experience in the Bay area gained while working for public libraries in Oakland, San Francisco, and Solano County.

Ethics Training for BOLT

In compliance with State Law AB1234 that became effective last January 1, all members of BOLT participated in mandatory ethics training. Completion of the course will be required every 2 years. Four Board members took a two-hour course in Oakland and one took the on-line version.

Programs, Services, Collections

Expanded Hours at Central

On Tuesday, January 2, the Central Library opened at 10 am; 2 hours earlier than in 2006, increasing public service hours from 52 to 54 weekly. The decision was made to add 2 hours of service on Tuesday mornings to improve access to visiting classes, seniors and persons with physical disabilities. Many thanks to the staff who contributed to the planning and implementation of the new schedule, and those who had to get to work 2 hours earlier the second day following New Year's Eve.

Burning Man at Central

The Library presented two programs and an exhibit on the well-known desert "Burning Man Festival." One of the programs featured a special edition of the movie "Burning Man Festival" and the other was a slideshow and discussion of the book "Desert to Dream: A Decade of Burning Man," by the author, Barbara Traub. There was also an exhibit of Burning Man artifacts and photos in the display windows on Kittredge and the

historic lobby at Central. For people who were curious about the Burning Man festival, but not sufficiently curious to travel several hundred miles to participate, these programs were quite convenient.

Literacy Recognition Event

The Berkeley Public Library Foundation and the Library's Literacy Program staff planned and carried out a very well attended and energetic program in at the Central Library's Historic Lobby to recognize participants in the Library's Literacy program. In addition to fine refreshments, the event featured public readings by some of the successful students in the literacy program.

Human Resources

Human Resources Analyst

Jenifer Shurson has been appointed as the new Human Resources Analyst, and began work on December 18. The position is now more specialized than the Management Analyst position occupied by Larry Groce for many years. In addition to her background in Human Resources, she has educational credentials in Industrial Organization Psychology. She also has experience in labor relations, particularly collective bargaining.

Supervisory Gaps filled

The new Library Director will have the opportunity to appoint several key administrative and supervisory positions due to many vacancies, some of them long term. Some pressure will be removed as a result of three temporary appointments made during December. They are as follows:

Supervisor of General Services

Trarie Kottkamp, currently the Head of Technical Services will take on the additional role of Supervisor of General Services. She has indicated that this will be feasible because of the great support of many key staff members in each of these two departments. She will hopefully serve in both capacities until the position previously held by Mark Marrow is filled.

Supervisor of Adult Reference Services

Bob Saunderson has stepped into a long standing supervisory gap in Adult Reference Services, stemming from the vacancy of the Head of Adult Services position, vacated by Tom Fortin at the end of September, 2005. Bob has been with the Library for several years, and was appointed to the head of reference position for 4 months.

Supervisor of Art and Music

Jane Scantlebury will head up the Art and Music Division for four months, after working as a Librarian in the Adult Reference Department for many years. She replaces Pat Mullan who retired from that position in November 2006. Jane has

been with the Library for several years, and has played a key role in the maintenance of BIN (Berkeley Information Network).

Linda Perkins has been serving as Acting Deputy Director for nearly six months; Elizabeth Overmyer has filled in for her as Head of Children's Services at Central; and, Erica Glenn has been filling in for Elizabeth.

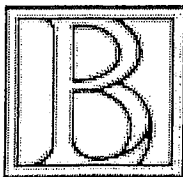
Many thanks to all of these individuals for stepping forward to help keep the Library running smoothly during this time of great transition. Several other staff members have agreed to temporarily expand their weekly hours to help out. Hopefully six months from now, all management and supervisory vacancies will be filled.

Oil On The Waters

Final plans were put into place for about 70 staff members to attend all-day sessions of a workshop entitled "Oil on the Waters: Practical Techniques for Calming Difficult Library Users." These two sessions will be presented at the Central Library on Jan. 5 and 26, 2007.

This training program is produced by InfoPeople, a non-profit California based organization that specializes in library staff development. Staff members who have attended this workshop previously found it extremely useful.

Submitted by: Roger Pearson
Interim Library Director



BERKELEY PUBLIC LIBRARY

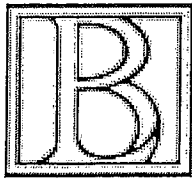
December 6, 2006
Berkeley, CA

FOR IMMEDIATE RELEASE
CONTACT: ALAN BERN, 510-981-6107

The Berkeley Board of Library Trustees (BOLT) voted tonight to name Donna Corbeil as the new Director of Library Services of the Berkeley Public Library.

Ms. Corbeil, currently the Deputy Director of the Solano County Library in Fairfield, was Chief of Branches at the San Francisco Public Library for six years prior to her position at Solano County. She previously served the Oakland Public Library for seven years in a variety of supervisory and senior librarian positions. She brings to her new position solid grounding in the operation of public libraries within the specific context of Bay Area communities.

“Donna emphasized in her presentations that she would focus on collaborative processes with the staff, the management team, the unions, the Board and the community in her work as director,” said BOLT Chair Susan Kupfer. “We were impressed with her energy and the breadth and depth of her experience. She has a wonderful manner of relating to others, which we hope will go a long way to easing tensions both within the library and the larger Berkeley community. She is aware of the major issues currently facing libraries, privacy being one such example, and is committed to developing and articulating policies through group processes.”



BERKELEY PUBLIC LIBRARY

BOLT Trustee Laura Anderson, a member of the subcommittee of the Board overseeing the process, cited Corbeil's experience as Chief of branch libraries in San Francisco as an enormous plus. "BOLT would like to focus its attention in the next years on our beloved branch libraries. Donna's extensive background with neighborhood libraries and her commitment and dedication to invigorating community libraries will serve Berkeley well."

Corbeil, an Oakland resident, told BOLT in her application that she was "honored and excited" to be able to serve the Berkeley community. "As a long time East Bay resident, I am familiar with local issues and the culture of involvement, which makes it such a dynamic and vibrant community," she wrote.

Corbeil, who will serve at the pleasure of BOLT, will begin her new position on January 8, 2007. She will earn a salary of \$143,000 annually.

DONNA CORBEIL
Oakland, CA 94602

PROFESSIONAL EXPERIENCE

Deputy Director, Solano County Library, Fairfield, CA
August 2004 to Present

Serve as administrator in charge of public services in a county library system serving a population of 350,000 with eight libraries. Responsible for oversight of all public service functions, including directing the work of: Branch Managers in three cities, the County Law Library, Web Services, centralized telephone reference services and the staff training and development program.

Chief of Branches, San Francisco Public Library, City of San Francisco, CA
October 1998 to August 2004

As administrator for the branch division responsible for the management and operation of 26 Branch Libraries, an inter-branch delivery function, the Branch Library Improvement Program Bookmobile, the Tool Lending Center and the branch support office. Responsible for developing administrative policies; preparation and management of operating budget of the unit; coordinate facility related projects; oversight for personnel, including hiring and assignments; ensuring excellent public service is maintained; responsible for planning and directing of initiatives within the division; and direct supervision of 7 Senior Librarians.

Oakland Public Library, Oakland, CA
September 1991 to October 1998

Supervising Librarian, Branch Division
Senior Librarian, Main Library
Senior Librarian, West Oakland Branch and Bookmobile Program

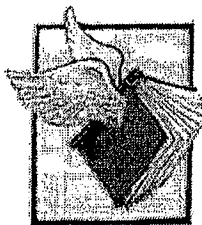
Librarian, Seminole County Public Library System, Casselberry, Florida
February 1988 to September 1991

EDUCATION

Southern Connecticut State University, New Haven, M.L.S. 1987
University of South Florida, Tampa, B.A., Sociology, 1981

PROFESSIONAL ORGANIZATIONS

American Library Association; Public Library Association (member & past chair of Branch Libraries Committee), California Library Association



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Contact: Viola Dyas (Ph: 510-981-6260)

For immediate release
December 7, 2006

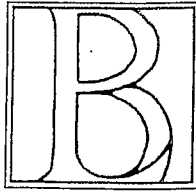
Truman Capote's "A Christmas Memory"
At the Claremont Branch Library

Actor Thomas Lynch will perform an abridged reading of Truman Capote's classic short story, "*A Christmas Memory*" at the **South Branch library, 1901 Russell (at MLK, Jr. Blvd.)** on **Wednesday, December 20, at 4:30 p.m.**

Capote described this work as his favorite story. It is set at Christmas time, but is really more about the special bond between Capote (the narrator) and his best friend, an elderly cousin. Lynch's reading runs about 40 minutes, and will be followed by seasonal refreshments and a chance to talk to the performer. This program is recommended for ages 8 and up.

For questions, call 510-981-6260. This program is sponsored by Teen Services and the Friends of the Berkeley Public Library. For accessibility information, call (510) 981-6107 TTY 548-1240, <http://berkeleypubliclibrary.org>.

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BERKELEY PUBLIC LIBRARY

Contact: Connie Reyes (Ph. 510-649-3913)

FOR IMMEDIATE RELEASE

December 13, 2007

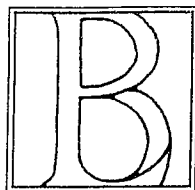
EVENTO GRATUITO: DISCUSIÓN EN ESPAÑOL DE LITERATURA LATINOAMERICANA Y ESPAÑOLA

El *Café Literario* empezará de nuevo el **8 de febrero, 2007, a las 7:00 p.m.** en la **Biblioteca Pública de Berkeley, West Branch**, 1125 University Ave. Esta serie de lectura y discusión en español sobre literatura latinoamericana y española consistirá de cinco reuniones moderadas por Álvaro Sanabria, director del Centro Internacional de la Biblioteca Pública de San Francisco. Los participantes podrán registrarse y conseguir una copia del primer libro, *La tía Julia y el escritor* de Mario Vargas Llosa, a partir del 4 de enero en la biblioteca West Branch. La biblioteca West Branch está abierta de 12 a 8 p.m. los jueves. Hay un número limitado de copias de los libros. Para más información, llame al 510-6270 o al 510-981-6140.

FREE LITERARY EVENT: DISCUSSION IN SPANISH OF LATIN AMERICAN AND SPANISH LITERATURE

Café Literario will begin again on **February 8, 2007, at 7:00 pm** at the **West Branch of the Berkeley Public Library**, 1125 University Ave. This free reading and discussion series in Spanish focuses on Latin American and Spanish literature, and consists of five meetings moderated by Alvaro Sanabria, director of the International Center of the San Francisco Public Library. Participants may register and obtain a copy of the first book, *La Tía Julia y el Escritor* by Mario Vargas Llosa, starting January 4 at the West Branch. The West Branch is open from 12-8 pm on Thursdays. There will be a limited number of books available. For more information call 510-981-6270 or 510-981-6140.

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BERKELEY PUBLIC LIBRARY

Llame a: **Connie Reyes (Ph: 510-981-6140)**
Biblioteca Pública de Berkeley

PARA PUBLICACIÓN INMEDIATA

13 de diciembre, 2006

PSAs—Anuncios para el servicio de la comunidad

:10 segundos ¿Le gustaría leer y discutir la literatura de Latinoamérica y España en español? Para más información, favor de llamar al (510)981-6270 o al (510)981-6140.

:20 segundos ¿Le gustaría leer y discutir obras de autores latinoamericanos y españoles como Mario Vargas Llosa, Isabel Allende y Carlos Ruiz Zafón? Para más información, favor de llamar al West Branch, Biblioteca Pública de Berkeley, (510)981-6270 o a Connie Reyes (510)981-6140.

El Café Literario se reúne de nuevo en la Biblioteca Pública de Berkeley, West Branch

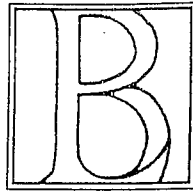
La Biblioteca Pública de Berkeley, West Branch, comenzará un nuevo **programa gratuito de lectura y discusión en español** de literatura de Latinoamérica y España el **8 de febrero, 2007**.

Álvaro Sanabria, director del Centro Internacional de la Biblioteca Pública de San Francisco, será el moderador de la serie de discusiones, que consistirá de **cinco reuniones** en la biblioteca **West Branch, 1125 University Avenue, en Berkeley, los jueves de 7:00 a 8:45 p.m.** La serie empezará el 8 de febrero y continuará hasta julio. Un número limitado de copias de los libros estará a la disposición de los participantes, gratis, y con tiempo suficiente para leerlos antes de la fecha de la discusión. Los participantes pueden registrarse y recoger una copia del primer libro, *La tía Julia y el escritor*, obra del reconocido autor peruano Mario Vargas Llosa, a partir del **jueves, 4 de enero, 2007**. La biblioteca West Branch está abierta de las 12 hasta las 8 p.m. los jueves.

En otras reuniones de esta serie se discutirán obras de destacados autores como Carlos Ruiz Zafón, Isabel Allende, Javier Sierra y Edmundo Paz Soldán.

El Café Literario es patrocinado por los Amigos de la Biblioteca Pública de Berkeley. Para más información sobre el programa, favor de llamar a la biblioteca al (510)981-6270 o a Connie Reyes (510)981-6140. Para información sobre accesibilidad llame al (510)981-6107, TDD (510)548-1240

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BERKELEY PUBLIC LIBRARY

Contact: Connie Reyes (Ph: 510-981-6140)

FOR IMMEDIATE RELEASE

December 13, 2006

CAFÉ LITERARIO TO BEGIN AGAIN AT WEST BRANCH

Café Literario, a **free book discussion group in Spanish** focusing on Latin American and Spanish novels, will begin a new series February 8, 2007.

Álvaro Sanabria, director of the International Center of the San Francisco Public Library, will facilitate the series of discussions, which will consist of **five meetings at the West Branch of the Berkeley Public Library, 1125 University Avenue, Berkeley, Thursdays from 7 – 8:45 pm.** The discussions will begin February 8 and will continue through July. A limited number of copies of the books will be available at no charge. Participants will be given appropriate time to read each book before its discussion. All discussions are in Spanish and participants must have good Spanish language skills.

Participants can register and pick up a copy of the first book, *La tía Julia y el escribidor* by Peruvian author Mario Vargas Llosa, starting Thursday, January 4, 2007 at the West Branch. West Branch is open 12-8 p.m. on Thursdays.

In other meetings works by notable authors Carlos Ruiz Zafón, Isabel Allende, Javier Sierra and Edmundo Paz Soldán will be read and discussed.

The Café Literario is sponsored by the Friends of the Berkeley Public Library. For more information about the program please call West Branch at 510-981-6270 or Connie Reyes, 510-981-6140. For information about accessibility call 510-981-6107, TDD 510-548-

1240.

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Venga a disfrutar del

CAFÉ LITERARIO

Una serie de lectura y discusión de libros en español
con Álvaro Sanabria de moderador

Los jueves de 7:00 p.m. a 8:45 p.m.
Biblioteca Pública de Berkeley, West Branch
1125 University Avenue

Este programa es gratis para el público. Los participantes podrán pasar por la biblioteca West Branch a partir del jueves, 4 de enero, 2007, para registrarse y recoger una copia del primer libro. (La biblioteca West Branch abre de 12 a 8 p.m. los jueves.) Tendremos un número limitado de copias y serán solamente en español. Proyectamos leer y discutir las siguientes obras:

8 de febrero *La tía Julia y el escribidor* de Mario Vargas Llosa

8 de marzo *La sombra del viento* de Carlos Ruiz Zafón

NO HAY REUNIÓN EN ABRIL

10 de mayo *Inés del alma mía* de Isabel Allende

14 de junio *La dama azul* de Javier Sierra

12 de julio *Desencuentros* de Edmundo Paz Soldán

Para más información, favor de llamar a la biblioteca
al 510-981-6270 o a Connie Reyes al 510-981-6140.

Patrocinado por los Amigos de la Biblioteca Pública de Berkeley

Come and join us at the

CAFÉ LITERARIO

A Free Reading and Discussion Series in Spanish
with Álvaro Sanabria as facilitator

Thursdays 7 - 8:45 p.m.
Berkeley Public Library West Branch
1125 University Avenue

Programs are free and open to the public. Discussions will be in Spanish. Participants may register and pick up a copy of the first book beginning Thursday, January 4, 2007. (West Branch is open from 12 - 8 p.m. on Thursdays.) A limited number of copies of the book, in Spanish only, will be available. We plan to read and discuss the following works:

February 8 *La tía Julia y el escribidor* by Mario Vargas Llosa

March 8 *La sombra del viento* by Carlos Ruiz Zafón

NO MEETING IN APRIL

May 10 *Inés del alma mía* by Isabel Allende

June 14 *La dama azul* by Javier Sierra

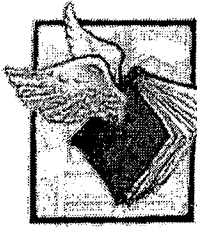
July 12 *Desencuentros* by Edmundo Paz Soldán

For more information please call West Branch at 510-981-6270

or Connie Reyes at 510-981-6140

Sponsored by Friends of the Berkeley Public Library

Wheelchair accessible. To request a sign language interpreter or other accommodations call 510-981-6107 or 510-548-1240(TDD) at least a week before the event.
Please refrain from wearing scented products to public meetings.



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News Release
December 27, 2006
Berkeley, California

Contact: Alan Bern
Community Relations Librarian
510-981-6107

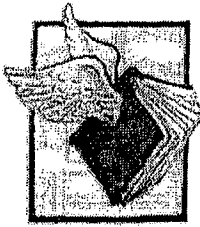
Berkeley Public Central Library Open More Hours

Beginning Tuesday, January 2, 2007, the Central Library of the Berkeley Public Library will be open two more hours in the morning. Tuesday hours will now be 10 am to 8 pm. The Board of Library Trustees of the Berkeley Public Library announced its decision to offer these additional hours at their December 6, 2006, Board meeting. "This was one of our primary Board goals for the library this year, and we are pleased to be able to offer the extra hours to users of the Berkeley Public Library," said Board President Susan Kupfer.

According to Interim Director Roger Pearson, "Berkeley Public Library staff was able to determine that adding two extra hours Tuesday mornings would increase access to the library for class visits of children and teens, as well as offering more open hours to Seniors and others who tend to use the library more during the daytime."

~~For more information please call 510-981-6100 or go to <http://berkeleypubliclibrary.org>~~

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BERKELEY PUBLIC LIBRARY
2090 KITTREDGE ST
BERKELEY, CA 94704
510-981-6100

News Release
December 27, 2006
Berkeley, California

Contact: Alan Bern
Community Relations Librarian
510-981-6107

Children's Program Series in January 2007

The Central Children's Library looks forward to a month of celebration in honor of artist Elisa Kleven and the tapestry she has created with the support of the Max Delaware Neidorf-Weidenfeld gift fund. The tapestry, which will be hung in the Story Room on the 4th floor in early January, will be officially "unveiled" on Sunday, January 28. It is based on artwork by local author and illustrator Kleven and features the Berkeley community and Library. In a piece bursting with movement, features of the Berkeley community, including the Marina, East Bay hills, BART trains, the San Francisco Bay, and the familiar green Central Library are surrounded with a bustling community of skateboarders, bike riders, and walkers of all ages, many of them pausing to savor a favorite book. Above them, the sky is filled with colorful kites whose design is based on familiar children's book illustrations, including *Where the Wild Things Are* by Maurice Sendak and *Charlotte's Web* as illustrated by Garth Williams. Many of the book kites have particular Bay Area connections, including *Art Dog* by Berkeley illustrator Thatcher Hurd, *Journey to Topaz* by the late Yoshiko Uchida, and *Oranges on Gold Mountain*, by Elizabeth Partridge. Visitors to the tapestry will find many other familiar items and local landmarks.

The original art was done in collage, watercolor and acrylic, and will be framed and displayed in the Central Children's Library. The tapestry was replicated from the art through a process of digitalization pioneered by Don Farnsworth of Magnolia Editions Studio in Oakland. The digital file was then woven in Belgium. The project was funded in its entirety by the Max Delaware Neidorf-Weidenfeld trust fund, donated to the Berkeley Public Library in memory of Georgia Neidorf's son Max. Many details of the tapestry also reflect the Max's favorite books and interests. His enthusiasm for salamanders and other small creatures has also been reflected in the book plates that identify the many children's library books that have also been purchased from this Trust Fund.

The Library will be celebrating the generosity of the Trust Fund and the excitement of this new art work in a number of ways. On Saturday, January 13, at 2:00 in the Story Room, the Berkeley Repertory Theater's StoryBuilders will be hosting a workshop through which children (ages 7-10) may act out the story of *Abuela* by Arthur Dorros, which is illustrated by Elisa Kleven. On Saturday, January 20th, also at 2:00 in the Story Room, children may meet Ms. Kleven and listen to her account of her work on the Berkeley Public Library art; she will also demonstrate her drawing techniques. On Sunday, January 28th, the Library will formally unveil the tapestry. Musician Juan Sanchez will present two family concerts, one at 2:15 and one at 3:15 on the 4th floor, and at 3:00, a brief ceremony will honor Ms. Kleven and others involved in this production. Bay area children's authors whose work is referred to in the tapestry will be invited, and Giorgia Neidorf, whose generosity has brought so many children's books as well as the tapestry to the community, will be thanked.

For more information, please call 510-981-6224 or go to <http://www.berkeleypubliclibrary.org>

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Board of Library Trustees Tracking Chart

<i>ID</i>	<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
1	11/9/2005	Trustees	Library Director	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
7	11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
9	11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
14	12/21/2005	Trustee Powell	Library Director	1/18/2006	In process - sent to City Attorney	City Attorney's analysis of ALA resolution on workplace speech
42	4/19/2006	Trustee Lee	Library Director	5/17/2006	In process	Would like to see profile of benefits offered by other cities
43	4/19/2006	Trustee Powell	Alicia Abramson			Wishlist for staffing and equipment
45	5/10/2006	Trustee Moore	Management			Would like to hear regular reports from each library department at BOLT meetings.
49	5/17/2006	Trustee Moore	Beverli Marshall	7/19/2006		Form committee to look at the impacts of the FY07 budget adoptions.
52	6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
62	7/19/2006	Trustee Moore	Trustees and Roger Pearson	10/18/2006		Role of the Board
68	9/26/2006	Board of Trustees	Director/Beverli Marshall			Hold a budget workshop when new permanent Director is hired.

<i>ID</i>	<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
70	9/26/2006	Trustee Powell	Roger Pearson			List of deferred maintenance items.
72	10/18/2006	Trustee Powell	Trustees Powell and Lee			Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
73	10/18/2006	Trustees Powell and Lee	Roger Pearson/Alan Bern	12/6/2006		Report on possible interest in bookmobile by City of Emeryville, and estimated costs of bookmobile.
75	10/18/2006	Trustee Kupfer	Roger Pearson/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
76	12/6/2006	Trustee Powell	Beverli Marshall			Quarterly reports on extra intermittent hours