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

I. PRELIMINARY MATTERS

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

II. DISCUSSION CALENDAR

A. Biennial Library Budget Development
   Discussion of the 2-year Library budget; proposed changes to baseline and direction to staff
   in preparation for presentation of Proposed FY 2011 and FY 2012 Library budget.
B. Update on the Branch Bond Program
   Discussion of staff report on status of implementation of the Measure FF branch
   improvement program, to include update on Request for Proposals, schedule, and budget.

III. CONSENT CALENDAR

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

A. Approve minutes of February 11, 2009 Regular Meeting
   Recommendation: Approve the minutes of the February 11, 2009 regular meeting of the
   Board of Library Trustees.
B. Approve minutes of February 25, 2009 Special Meeting
   Recommendation: Approve the minutes of the February 25, 2009 special meeting of the
   Board of Library Trustees.
C. Approve minutes of March 11, 2009 Regular Meeting
   Recommendation: Approve the minutes of the March 11, 2009 regular meeting of the Board
   of Library Trustees.
D. Approve minutes of March 13, 2009 Special Meeting
   Recommendation: Approve the minutes of the March 13, 2009 special meeting of the Board
   of Library Trustees.
E. Approve Library Fee Schedule for 2009
   Recommendation: Adopt the resolution approving the Library Fee Schedule for 2009 and
   approve the Director of Library Services’ submission of the fee schedule to the City of
   Berkeley, Budget Office, for inclusion in the City of Berkeley’s Master Fee Schedule.
F. Acceptance of a work of art as a gift to the library
   Recommendation: Adopt the resolution approving the acceptance of a donated oil painting,
   titled Open Book with no terms or conditions from the artist Alicia DeBrincat.
G. Selection of Trustee(s) to attend the 4X2 Committee meetings
   Recommendation: Adopt the resolution selecting a Trustee to represent the Board of Library
   Trustees at the 4x2 Committee meetings beginning in FY 2010.
H. **Adopt a policy to discontinue proctoring services by staff**
   Recommendation: Adopt the resolution discontinuing the provision of exam proctoring service by staff for the public.

I. **Contract:** Kitchell CEM FOR PROJECT MANAGEMENT AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE BERKELEY PUBLIC LIBRARY BRANCH IMPROVEMENT BOND PROGRAM, MEASURE FF
   Recommendation: Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Kitchell CEM to provide project management and construction administration services for the Branch Library Improvement Program, Measure FF in an amount not to exceed $996,900 for all services and reimbursable expenses for the period May 7, 2009 through October 30, 2012.

### IV. INFORMATION REPORTS

A. **Behavior in the Library Guidelines**
   Report on Library’s Patron Behavior Guidelines and Concern’s Regarding Bicycles in the Buildings, Douglas Smith, Deputy Director of Library Services

B. **Library’s Staff Training and Development Plan**
   Report on aspect of Library’s Staff development goals and activities, Jenifer Shurson, Associate Human Resource Analyst

C. **April 2009 Monthly Report from Library Director Donna Corbeil**
   - Library Development
   - Professional Activities
   - Programs, Services and Collections
   - Personnel

D. **Transforming Life After 50 Baby Boomer Library Project**
   Update on the state library grant for the Transforming Life After 50 Baby Boomer Library Project, Suzanne Olawski, Neighborhood Services Manager

E. **Library events:** Flyers and press releases for various Library programs

### V. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, May 13, 2009 at the South Branch Library, 1901 Russell Street, Berkeley.

### VI. ADJOURNMENT

* * * * * * * * * * * * * * *

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library’s website on April 9, 2009.

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

For further information, please call (510) 981-6195.
TO: Board of Library Trustees  
FROM: Donna Corbeil, Director of Library Services  
SUBJECT: FY 2010 & FY 2011 Budget Development: Recommendations & Strategies

INTRODUCTION
The purpose of this report is to provide a summary overview of the initial budget-balancing plan for the Library as preparation for the presentation of a proposed FY 2010 & FY 2011 biennial Library budget on May 13, 2009.

FISCAL IMPACT
There is no direct fiscal impact from this report. Direction provided by the Board during this meeting will be integrated into the development of the proposed biennial budget.

BACKGROUND
In February, staff presented information regarding baseline expenditures; library tax projections for FY 2008 - FY 2013; other projected revenues; personnel costs; non-personnel costs; personnel and all non-labor cost trends; assumptions and uncertainties related to revenues and expenditures; Board budget priorities and next steps.

Revenue and Expenditure Projections

Major Assumptions:
- Library tax rate projected increase revised downward from 4% to 3% for FY10 through FY13, this 1% rate reduction lowers receipts by $135,204 in FY10 with compounding effects in the following years;
- Vacancy savings rate of 3% annually built into the budget;
- Personnel costs updated in baseline to align with the FY08 contract settlement and known benefit rate increases – including an expected $117K increase to CalPERS in FY12 due to a projected 6% rate increase;
- Library Foundation gifting funds solely directed to the purchase of furnishings associated with the branch renovation program upon completion of Measure FF capital improvements;
- Friends of the Library considering a grant of approximately $90,000 for FY10, to be devoted to programming and direct public service one-time expenses; and
- California state revenue allocations held to current levels pending release of state budget May revise which may include reductions to library programs.
The Library Tax 5-Year projection presented in February (Attachment B) forecasted annual deficits through FY13. Consequently, absent additional cost cutting measures to those currently implemented in FY09 the Library's structural deficit will remain as revenues continue to lag expenses. Staff will continue to monitor revenues and expenses in preparation for the May 2009 proposed budget for FY10 and FY11.

Balancing the Budget

At the February meeting, staff included temporary deficit reduction measures that could be enacted in the current fiscal year to contribute to future increased savings. Among the proposed measures were a selective hiring freeze, reductions to the travel budget, and controls on the use of overtime. Introduced for consideration in the 2-year budget under discussion were targeted non-labor line items. In an effort to keep this baseline flat, staff recommendations included reducing the computer replacement budget, reducing the capital improvement budget and reducing the funds available for consulting services. While these measures may contribute to an increase in the year-end fund balance and a reduced FY10 baseline they alone cannot eliminate the anticipated structural deficit.

The Board prudently adopted two priorities directly related to sustaining the long-term fiscal health of the Library in this economically unstable period and have given clear direction to staff in development of the Library's budget.

- Confirm the stability of the operating budget and plan for what is on the horizon operationally, within the establishment and maintenance of a balanced budget.
- Adopt a policy to establish a reserve fund.

CURRENT SITUATION AND ITS EFFECTS

Preliminary Balancing Plan

The preliminary budget plan presented for the Board’s consideration seeks to balance the budget over the two–year budget cycle and into the future through the implementation of recurring expenditure reductions in relation to expected revenues (Attachments B and C).

SUMMARY

Personnel

Benefit calculations are included in the baseline, including COLA and CalPERS projections. The proposed changes detailed in the Staff Position Count (Attachment D) and Position Proposals (Attachment E) represent an overall reduction of 6.0 FTE, or 7 positions, with the addition of one position – a .50 children’s Librarian I. All positions proposed for reduction are currently vacant – fulfilling a staff goal to recommend personnel reductions that would not result in layoffs.

Non-Personnel

The Non-Personnel Adjustments to Base Budget chart (Attachment F) lists all of the reductions from the February 25th BOLT work session and all subsequent newer reductions.
Revenue Enhancements

Identified revenue enhancements – generated by increased fines and fees – amount to only $10,000 - $12,000. Accordingly, the proposed Library budget balancing measures rely in large part on reductions to the operating budget and anticipated increases to the Library’s tax rate.

Service and Operational Impacts

As part of budget planning, staff recommends operational and policy changes that will have an impact on services to the public and contribute to addressing workload increases resulting from a reduced staff headcount. While it is difficult at this time to fully capture the impact of all the possible budgetary implications to specific programs, the following illustrates the efforts we have undertaken to manage this challenge.

Administration & Operations

Library Administration staff performs much of the back of house duties, such as finance, facility management and personnel that allow the Library to function seamlessly from day-to-day. For much of the past two years this division has not been fully staffed due to resignations and retirements. Staff has responded by cross-training and introducing efficiencies into operations in order to reduce the negative impact. The proposed reductions may result in delays and/or elongated timelines in completing work. The extent of the impact of the implementation of the branch renovation program on both administrative functions and the ongoing facility maintenance unit is unknown.

Eliminate the Interlibrary Loan program

The popularity of the Link+ borrowing and lending consortium has grown yearly since its implementation in 2006. In 2007, the first full year of service, Berkeley Public Library patrons borrowed 8,638 items. In 2008, items borrowed increased to 16,219, an 88% jump over the prior year. Borrowings for the first two months of 2009 indicate that Link+ continues to grow in popularity and that the year’s final numbers will likely again eclipse those of the previous year. In contrast, traditional OCLC-based Interlibrary Lending has seen a sharp drop in usage by Berkeley Public Library patrons. In 2006, 763 items were borrowed, declining to 451 items in 2007, and only 196 items in 2008.

Currently two fulltime Library Specialists process the combined lending and borrowing of Link+ and ILL. By discontinuing ILL service, both Specialists will be able to focus on the increasingly popular Link+ program. Furthermore, any time released by the discontinuation of ILL will be redirected to Circulation as a whole, allowing freed hours for service desks staffing, etc.

Studies – General Services workload and Central public areas

Two studies will have an impact on service management at the Central Library. The first has been completed and the General Services staff has begun to implement the recommended sorting room changes. Before the end of April 2009 the shelves formerly used to sort books – effectively an extra step in the check-in process – will be removed. Materials will then be sorted directly onto carts. The follow-up phase will involve redesign of the check-in workstations and continued scrutinizing of circulation procedures to create further efficiencies.
Central Library space planning is in process and focused on the first three floors of the public areas. Changes implemented at the suggestion of this committee will potentially free up needed staff time in the Circulation unit. For example, the 3rd floor service desk, currently staffed exclusively by the Circulation Department, will likely see some changes. Some or all of the hours dedicated to that desk may be reabsorbed back into the department, allowing those hours to be shifted to other priorities. Additionally, such a change may allow the space to be reconfigured enhancing patron use and navigability. A more detailed report on staff recommendations will be brought before the Board this summer.

**Reorganization of BIN and Outreach Services**
While the vacant half-time Library Assistant position supporting the Berkeley Information Network (BIN) database of community organizations is proposed to be cut, the responsibilities associated with the streamlining and updating of this homegrown resource will be divided among a number of existing staff. The Library's Outreach Services program will be restructured for efficient continuation of the Library's in-person home-delivery service, while permitting the assignment of some duties relating to the BIN community resources database.

**Technical Services & Collection Development / Materials Budget**
The loss of a full-time cataloging position in the Technical Services Department will require us to look at all of our processes and workflows to see where efficiencies can be gained. In FY09, 1.5 FTE vacant positions were eliminated. Staff is considering various strategies for managing with a reduced headcount, including reassigning non-cataloging duties to other sections, hiring a consultant to advise on workflow, and asking our ILS vendor to assist in the implementation of software improvements.

Berkeley Public Library is not proposing to cut the materials budget over the next two-year budget cycle. The justification for keeping funding at current levels is that a 15% cut was made in FY09. While restoring this cut was a goal for FY10, this will not be possible. And, even with the materials funding remaining flat, due to the continuing increase in the cost of materials the Library effectively purchases fewer items. However, the Library will continue to seek strategic adjustments and cuts in certain areas of the materials budget to ensure that we remain able to purchase the materials that our patrons are asking for, and to continue to explore new formats.

**Youth Services**
The proposed reduction to the Central Library Children's Room staff by 1.0 FTE will result in a reduction in programming, with programs such as the Baby Bounce abbreviated from an eight-week duration program to a four-week session to begin again in July. Other changes to programming, frequency and volume will be considered as staff reviews workload.

**Possible changes to HOLD Policy**
One of the most popular services the Library provides is the ability of patrons to put material on reserve or hold. On a monthly basis, we estimate the number of items handled to fill these holds was between 13,000 and 15,000. In a survey of other libraries in the Bay Area we found the policy limit on the number of items a patron can have on hold at a single time to range from 10 to 20:

Limit of 10: San Jose, Alameda County, Palo Alto, Santa Clara City
Limit of 15: San Francisco, Oakland, Berkeley
The outliers are Daly City at 20 and City of Alameda at 52, with the latter charging a fee for this service. Staff will continue to analyze this service in order to determine the workload impact of a reduction.

Unanticipated Expenses

In the coming biennial budget cycle there may be several areas that produce unanticipated expenses without a defined funding source, these are:

- Identification of an alternative vendor for the Library’s Checkpoint Self-check System
- Measure FF continuity of service plan, Tool Library alternate site etc.
- Recommendations from public space plan study that would improve efficiencies
- Central Library capital need above $20,000 budgeted

The Board may want to consider the expenditure of other funds, such as gift funds and the Library Tax carry-over balance for one-time expenditures.

FUTURE ACTION

At the May 14, 2009 Board meeting, staff will bring a proposed FY 2010 and FY 2011 Library biennial budget for Board adoption.

Attachments:

A. FY 2010 & FY 2011 Biennial Budget Development Calendar (November 12, 2008 – Revised April 14, 2009)
B. Library Tax Projections FY08 – FY13 (February 25, 2009)
C. Library Tax Projections FY 08 – FY13 (revised to reflect proposed reductions)
D. Staff Position Count (3.30.09)
E. Position Proposals
F. Non-Personnel Adjustments to Base Budget
## Berkeley Public Library

**FY 2010 & FY 2011 Biennial Budget Development Calendar**  
**November 12, 2008 – Revised April 14, 2009**

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<td>Budget Update: FY 2009 mid-Year Update; information related to development of biennial budget; FY 2010 &amp; 2011 projects</td>
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<td>February 25</td>
<td>BOLT Budget Workshop</td>
<td>Presentation: priorities; baseline expenditures; assumptions / uncertainties; library tax projects; projected revenues; personnel cost; recommendations; next steps</td>
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<td>April 14 (April 8 meeting canceled)</td>
<td>Information Calendar</td>
<td>Budget development updates; overview of initial budget balancing plan; itemized proposed reductions</td>
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<td>May 5</td>
<td>City Council Special Workshop</td>
<td>Presentation on FY 2010 and 2011 Proposed Biennial Budget for City</td>
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<td>May 13</td>
<td>Budget Presentation</td>
<td>FY 2010 &amp; FY 2011 Proposed Library Biennial Budget; Recommend library tax rate for FY 2010</td>
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<td>June 10</td>
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<td>June 23</td>
<td>City Council Action Calendar</td>
<td>Adopt FY 2010 &amp; FY 2011 Biennial Budget &amp; Tax Rates for City</td>
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**BERKELEY PUBLIC LIBRARY**

**LIBRARY TAX FUND (301): 5-YEAR ANALYSIS**

Presented at Budget Workshop - 25FEB09

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### BERKELEY PUBLIC LIBRARY

**LIBRARY TAX FUND (301): 5-YEAR ANALYSIS**

with Adjustments as of 2APR09

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Excludes Youth Enrollee Intern from tally counts.
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Note: All notated "Reduction" positions are non-occupied vacant as of 2APR09.
## BERKELEY PUBLIC LIBRARY

### NON-PERSONNEL ADJUSTMENTS TO BASE BUDGET - FY10 + FY11

**C:\Documents and Settings\efranklin\Local Settings\Temporary Internet Files\OLKC\[Adjust to Base.xls]wksht**

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TO:       Board of Library Trustees

FROM:  Donna Corbeil, Director of Library Services

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

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

SUMMARY OF WORK

Project Management and Construction Administration Services

After vetting 22 proposals received in response to the Library’s RFP, the Project Management and Construction Administration Services committee, comprised of two board members; city personnel; community representation; and library staff, interviewed the five top ranked firms on Friday, March 20. All day interviews were followed by committee discussion and two firms were invited back for follow-up resulting in the selection of Kitchell CEM. A consent item on this contract is included in the April 14, 2009 BOLT agenda.

Consultants

After careful consideration and review of the multiple project proposals received, the Library has decided to approach the library consultant and technology consultant aspects of the project differently than suggested in the original A&E / design RFPs. The Library feels that it will gain efficiency and programmatic consistency by selecting two firms, one for each of these consultant services to do the work on all four projects. The proposal is to pull these cost allowances from the design team proposals and to fund them through the bond but with the Library as the direct client / manager of the services and contract originator.

The programming consultant will prepare a library building program which responds to the results of the Branch Libraries Facility Master Plan and the Berkeley Public Library Strategic Plan 2008-2011. The program consultant will develop methodology by which the input of Library staff and the community on the purpose, scope, and function of each library building is gathered, considered, and possibly incorporated into building programming and design. A library building program will be developed for each branch, including recommendations specific
to each individual site as defined by their specific quantitative and qualitative needs. The library technology consultant will assess existing and anticipate future building technological needs and determine their implications affecting the structure, space, and operation of each building. Costs of the library programming and information technology consulting services are expected to range from $30,000 to $40,000, not to exceed $50,000, for each contract.

The Library was pleased to have the services of Rene Cardinaux, as we completed the design team selection and the project / construction management (PCM) selection process. His technical assistance and knowledge of the field and the City of Berkeley has been invaluable. We have also included John Rosenbrock, a city employee in the selection process. John is the City of Berkeley representative on the Oxford Plaza / Brower Center project, assisted in the construction and renovation of the Central Library as well as many other city projects, and brings his expertise in construction related matters and project management to our process.

**Continuity of Services**
Continuity of services options may have costs associated with them that are not covered by the Library bond; therefore, the Library will have to incur all costs for any implemented service options form our general operating budget. **See Schedule Status discussion below.**

**WORK ANTICIPATED**

**Short-term**
In the next 60 days: complete contract negotiations with two design firms and PCM firm, and review and revise bond program budget and schedule; BOLT approval; City Council approval; then issue notice to proceed.

**KEY PROJECT ISSUES**

**Schedule Status**
During the many presentations from Architects and Construction Management firms, we repeatedly heard that savings could be made by accelerating the Library Master Plan and overlapping of long duration approval processes with simpler construction projects. As an example, the West Library rebuilding would likely trigger more citizen participation and planning issues than the more straightforward Claremont retrofit.

It is our recommendation that some initial review of our total scheduling strategy be revisited with our new consultants to either consider some modifications or confirm that current strategy is well reasoned. In any case, any changes to the Branch Library Master Plan schedule (attachment 1: BLMFP, volume 1, page 49-50) will be brought back to BOLT for review and approval.

The proposed phasing plan makes several assumptions, first, that there will be minimal overlap of branch closures for construction at any given time throughout the overall project. The current schedule relies on the re-opening of the previously closed facility before the next is closed. Allowing greater overlap in closure of two facilities, relative to the geographic location and neighborhoods served, i.e. simultaneous closure of South and North; West and Claremont; or Claremont and North would allow greater flexibility in developing a revised schedule.

The second assumption is that a temporary facility will be provided for the Tool Library during the closure for construction of the South Branch site, given this is a unique service that cannot be easily incorporated into the service plan at another branch or accommodated at the Central Library. In exploring potential locations for a temporary Tool Lending Library, it may be possible
to augment the usefulness of the new site by leasing slightly more space. This storage space will be used to hold books removed from the affected Branches and to store furniture being refinished or held for future use by buying early to both save inflationary growth and to insure their delivery before branches are reopened. The cost of the additional space will have to be justified and mitigated by savings from early procurement.

Related to continuity of service for general branch services, we recommend a plan that focus on providing after-school weekday alternative services for students, assuming most adults are mobile and can travel to alternative branches. To this end, staff will pursue partnerships with neighborhood non-profits, schools and others already serving this population as well as consider other creative approaches. There are possibilities to provide afternoon teen programs at or near the affected branches while the Branch is closed.

Summary:
- Tool Lending Library be relocated to an alternate site during the branch renovations;
- Service hours at open facilities not be extended to mitigate the closure of branches during FY 2010/2011 budget cycle, with the caveat that this be reconsidered if funding becomes available;
- Staff undertake a review of our total construction scheduling strategy with our new consultants;
- To ensure adequate neighborhood library services during the bond project, the Library recommends no more than two branches be closed at one time; and
- Staff will bring recommendations to the board to serve the school-age population during a neighborhood branch closure.
- Staff will prepare four agenda items related to the bond for the May BOLT agenda and June City Council agenda: Field Paoli Architects – South Branch; Architectural Resources Group – North Branch, Kitchell CEM – Project / Construction Management; and Bond Program Budget / Schedule.

BUDGET REPORT

Bond Sales
On March 24, 2009 Berkeley City Council adopted a Resolution authorizing the issuance of $10,000,000 aggregate principal amount of general obligation bonds, series 2009 (Measure FF – Branch Library Improvement Project).

Authorization of the resolution will provide the City with approximately $10,000,000 in proceeds for the library branch improvements. Debt service on the general obligation bonds will be paid from ad valorem taxes collected on all taxable assessed value located in the City. It is anticipated that the first tax will be implemented in the 2009-10 tax roll year with the first bill received by property owners in October or November of 2009. Library staff expects to spend approximately $25,000.00 by June 30, 2009, so there will be no debt service payments until that time.

ATTACHMENTS
Attachment 1: BLMFP, Volume 1, page 49-50
Phasing
Construction and renovation at the branch libraries must be coordinated in order to meet the stated Continuity of Service goals and reduce construction costs. It should be noted that the construction costs provided in this report have been escalated to reflect future construction dates as indicated in the Project Schedule. There must also be consideration given to the complexity and scope of work for each branch. For example, it is anticipated that demolishing South Branch and engaging in a community design process for a newly constructed branch library on the same site could potentially take significantly longer than a renovating the Claremont Branch interior.

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

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

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

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

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

A. Call to Order

The regular meeting of February 11, 2009 was called to order at 7:00 p.m.

Present: Trustees Carolyn Henry-Golphin, Susan Kupfer, Ying Lee, Darryl Moore, and Therese Powell
Absent: None
Also present: Donna Corbeil, Director of Library Services; Doug Smith, Deputy Director

B. Public Comments  
Al Kitt, spoke regarding Deputy Director Smith’s allowance of a collapsible bike in the Central Library. He strongly objected to this decision, feeling it was in violation of the Library’s rules of conduct and had expressed his objection to Mr. Smith at the end of last year. He asked the board to look into this matter.

C. Report from Union and Employees

None.

D. Report from Board of Library Trustees

Trustee Powell reported on the waiver request for 3M brought to City Council, they approved a two-year waiver and she believes some follow up is needed by the board.

R09-10 Moved by Trustee Powell seconded by Trustee Lee, to approve the agenda. Motion passed unanimously.

II. INTERVIEWS

A. Trustees interviewed five candidates for the upcoming Board of Library Trustee vacancy beginning March 23, 2009. Four candidates were interviewed at the January 14, 2009 board meeting, for a total of nine interviews. Trustees asked a series of questions in round-robin manner of each candidate.

B. Following the interviews, the board discussed the applicants. The Chair reviewed process, acknowledging recruitment closed with eleven candidates to be considered, with two applicants withdrawing prior to being interviewed.

Trustee Powell suggested the board consider candidates in light of adopted criteria for trustees, with consideration of the following general areas: experience/knowledge (community, library, role of board, personal); communication and analytic ability; diversity in community; and tone (openness, respectfulness, listening). Trustee Kupfer expressed that many excellent applicants and wealth of talent, will be difficult to select just one. She suggested that all of the candidates be informed about the options of how they might be involved in the library and encourage them to contact staff and trustees and to become engaged. Trustee Moore asked that the letter to the candidates include contact information for the Library Foundation and Library Friends groups. Trustee Kupfer suggested the board consider what each candidate would bring to the group and the process of the board.

The board agreed that all of the individuals that interviewed should be encouraged to be involved in the library. Trustee Lee suggested a reception be held for the new trustee following the council’s decision. This event will also be an opportunity to acknowledge the work of Trustee Lee during her term. A date will be negotiated and the public invited. Trustee Moore thanked staff for their efforts in making the process flow smoothly.
R09-11 Moved by Trustee Lee, seconded by Trustee Henry-Golphin, to adopt a resolution recommending to the City Council Winston Burton as the preferred candidate to fill the upcoming vacancy on March 23, 2009 on the Board of Library Trustees. Motion passed unanimously

III. CONSENT CALENDAR

R09-12 Moved by Trustee Powell, seconded by Trustee Kupfer to approve the Consent Calendar as presented. Trustee Kupfer asked that the salary increase resolution be amended to replace “satisfactory” with ‘exceptional”. Motion passed unanimously

R09-13 Approved the minutes of the December 17, 2008 special meeting.

R09-17 Approved the minutes of the January 14, 2009 regular meeting.

R09-14 Adopt a resolution approving the budget for the 26 million dollar library bond program and the project schedule.

R09-15 Adopt a resolution adopting a policy to define Berkeley Public Library card patron types, their circulation limits and exemptions, and patron eligibility for the various patron types.

R09-16 Adopt a resolution approving a 4% salary increase for the director of library services based on the personnel evaluation conducted on January 14, 2009.

ACTION CALENDAR

Trustee Moore asked that the informational report item, Update on the branch bond program, be moved to action calendar for discussion and possible action.

Director Corbeil introduced Rene Cardinaux, the consultant the Library has engaged for the branch bond program. Mr. Cardinaux, is an architect and the past Director of the City of Berkeley Public Works Department and was Capital Projects Manager for the Civic Center bond projects. The library has held pre-proposal meetings for the three open requests for proposals (RFPs) which close on February 12, 2009 at 2 PM.

The process for the design team selection was discussed. On March 11th the board will spend the day interviewing. While normally the selection process would be done privately, this will be a public process, at the board’s request. A selection committee has been formed to review proposals, rate, rank and recommend a short-listed number of firms (3-4) to be brought to the board to interview. The Library is expecting a good response to our call for design firms. These are prestigious projects and in this economic climate, there may be more interest than we might have seen otherwise. There are many well-qualified firms in the Bay Area.

Traditionally, professional services are selected on the basis of qualifications not price. While price is an issue, we have limited funds, getting quotes after the interviews from the short-listed firms only will ensure qualifications are considered first. The board will rank by consensus their preferences form those firms interviewed. Mr. Cardinaux will assist staff in reading and analyzing the price proposals of the short listed firms, these are not bids but opening offers by firms, which include the services they consider as meeting project needs. The Library can negotiate services from this opening proposal. Trustee Kupfer asked if firms would submit pricing proposals based on a set percentage of the construction or overall project budget. Mr. Cardinaux clarified that the price proposal considers the amount of time involved in the project, schedule, interaction with public and scope of services offered.

Trustee Moore asked if there was a set process for questioning. Staff will prepare a set of questions in advance and the board can ask follow-up questions to solicit complete responses and clarifications from the presentations. Each firm will have an opportunity to give a presentation in advance of the question and answer period. The board will have an opportunity at the end of the meeting to give follow-up questions to staff to research prior to Friday.
Trustee Moore suggested two public comment periods be scheduled on the March 11, 2009 agenda, one before each set of interviews, one for the South Branch and one period for comment on the North Branch. On Friday, there will be a public comment at the beginning of the meeting as normal. A selection committee process will be used for project management selection. Staff will bring to the board a recommendation for contract following interviews, reference checks and contract negotiations. Members of the City and Library staff will participate in the process; several members of the community familiar with project management issues, as well as two trustees are included on this panel. Mr. Cardinaux spoke of keeping the scope of work somewhat flexible to respond to changing needs and staff availability. Trustee Powell, expressed a concern that continuity and communication for the life of the program not be lost.

Trustee Kupfer asked that a list of branch libraries recently built or renovated in the Bay Area be sent to the trustees, board members may want to visit at their convenience. Staff will pursue setting up a more formal tour in the future.

R09-18  Motion proposed by Trustee Moore to adopt a resolution appointing Trustee Moore and Kupfer to represent the board in the Project Management selection process. Moved by Trustee Lee, seconded by Trustee Henry-Golphin. Motion passed. Trustees Moore, Lee, Henry-Golphin and Kupfer voted in favor and Trustee Powell abstained.

IV. INFORMATION REPORTS

A. Library Budget Update
   The board agreed to reschedule the budget workshop originally scheduled for the February 11 meeting to a date at the end of February. By that time, 5-year projections will be available and the staff will report on these and adopted budget priorities. Two factors still not firm: tax rate increase (PIG or CIP) and CalPERS projected increases impact on personnel budget.

B. February 2009 Monthly Report from Library Director - Donna Corbeil
   Highlighted quilt show and new BPL Facebook account.

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

V. AGENDA BUILDING

• March / April 2009 Regular Meetings
  o Move the date of the regular meeting of the board on April 8, 2009 so as not to coincide with the first night of Seder.
  o Trustee tours of other recently renovated or new branch libraries, send possible sites to visit to trustees
  o Schedule a library budget workshop at the end of February 2009, possibly Wednesday the 25th at 6 PM
  o March 11, 2009 regular meeting will be devoted to the design team interviews; schedule a special meeting of the board for March 13, 2009 to continue discussion of proposals.
  o Information report on diversity in recruitment (Strategic Plan goal)
  o Informational report on bikes in library
  o Bring back continuity of service proposal related to closure for construction
  o Information from staff on what security for the collection means and if the board has ever set a policy related to this, monitoring mechanisms

VI. ADJOURNMENT

R09-19  Moved by Trustee Lee, seconded by Trustee Powell, to adjourn the regular meeting at 9:45 p.m. Motion passed unanimously.
Berkeley Public Library  
Board of Library Trustees  

Special Meeting  
February 25, 2009  
6:00 p.m.  
Central Library  
2090-Kittredge-Street  

I. PRELIMINARY MATTERS  

A. Call to Order  
The special meeting of February 25, 2009 was called to order at 6:07 p.m.  

Present: Trustees Carolyn Henry-Golphin, Ying Lee, Darryl Moore, and Therese Powell  
Absent: Susan Kupfer  
Also present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Administrative Manager, Linda Perkins, Children’s & Teen Services Manager; Megan McArdle, Technical Services and Collection Development Manager  

B. Public Comment  
None.  

C. Report from Union and Employees  
None.  

D. Report from Board of Library Trustees  
None.  

II. WORK SESSION – Library Budget Development  

Staff gave a power point presentation. Highlights included a review of baseline expenditure increases and revenue projections that impact the development of the library’s two-year budget.  

General board discussion of factors affecting the budget, including: projected CalPERS, COLAs and benefit related increases, lack of stability in state library funding, unknown effect of the economic downturn on the PIG and CIP for California and increases in the cost of doing business.  

Portion of presentation that focused on the collection made the following points:  
- In comparing circulating and non-circulating materials, while it may seem surprising how much we spend on non-circulating materials, it would be unthinkable to have a library without newspapers, encyclopedias and databases. For the various material types, you also need to take into account differing costs of materials and different loan periods. Still, it gives us an idea of where we should be spending our funds.  
- Future expenditures - New formats might include Blu-Ray DVDs or mp3 audiobooks. New ways to access information is certainly electronic, which is why we need to try new downloadable media. People don’t use the library the way they used to. They want access to our materials when THEY want them, even if that is in the middle of the night. They don’t use us to settle bar bets or answer simple reference questions anymore. We need to think about how our materials and services can still be a part of their lives, even if the focus shifts to include more entertainment, with their information.  

Board asked about downloadable audio and that the library explore being able to have patrons download from library computers to personal equipment.  

Continued discussion of budget development  
Baseline other category includes office supplies, field supplies, small equipment, furniture, computers & printers, etc. Our contractual obligations include: Janitorial @ $165K, Security @ $136K, OCLC (cataloging) @ $35K; Unique Management (collections) @$28K, Innovative Interfaces (library automation system) @ $25K, general facilities use @ $29K, General I.T. use @
$21K, Landscaping services @ $17K. New are credit cards use fees passed by City to Library for approximately $3,750.
Projected revenues: Library Tax receipts are 96.7% of revenue. State funds are subject to upcoming May revisions. To date libraries have not been impacted by state budget situation. Vacancy Savings at 3% are captured in Personnel Expense line.

Cost projections include: possible CalPERS impact on Library at 6% = $117K over FY10 projected rates. Labor cost continue the trend upward. 4-Year Contract: 7SEP08 through FY12. COLA: SEP FY09 = 5%, FY10 = 2%, FY11 = 2.5%, FY12 = 2% at JUL and DEC. All non-labor remains flat through FY11 and beyond to FY13.
Budget recommendations: hiring freeze in order to increase accrual of salary savings, any balance will be used to offset future years’ deficit. Additionally, positions are being held pending discussion of position reductions. Recommended target reductions: travel down $11K, computers/printers down $10K, capital improvement costs down $5K, general services consulting down $10K. However, non-personnel targeted reductions are offset by contract increases such as Securitas, new expenses as Credit Card fees, and items previously under budgeted including as public copiers service.

Positive news is the library will be able to address capital needs with the implementation of the branch bond program and possibly see increase in energy efficient usage and other costs association with maintenance and operations. Board discussed impact of branch closures for renovations and cost of alternative services. There may be expenses related to the renovations not coverable by bond funds.

The board discussed other revenue opportunities, including possible funding for renovations to supplement bond funds. Staff will continue to explore and bring revenue opportunities forward. During this economic time Trustee Lee asked the staff to work with other agencies and groups in the city on programs and displays to stimulate downtown environment, creatively explore opportunities and to work collaboratively. Discussion of developing reserve of 1% in future is still a goal to allow for some fund availability in case of an emergency.

Trustee Moore suggested the library ask employees to contribute cost-saving ideas and offer incentives, similar to what the city is doing.

Staff will prepare a detailed breakdown of possible reductions and baseline increases. The timeline for budget development will bring additional information to the April 14th meeting and a proposed budget to the May board meeting.

III. ADJOURNMENT

R09-20 Moved by Trustee Golphin, seconded by Trustee Powell, to adjourn the special meeting at 7:10 p.m. Motion passed unanimously.


Regular Meeting
March 11, 2009

MINUTES
9:30 a.m.

Central Library
2090 Kittredge Street

I. PRELIMINARY MATTERS

A. Call to Order

The regular meeting of March 11, 2009 was called to order at 9:40 a.m.

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

Absent: none

Also present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Administrative Manager; Suzanne Olawski, Neighborhood Services Manager

II. DESIGN TEAM INTERVIEWS

Trustee Moore welcomed the members of the audience, in particular, Winston Burton who will join the board as a trustee at the April 2009 meeting.

A. Public Comments on the Renovation and Expansion of the North Branch Library

Rodney Wong spoke, he acknowledged that the branch renovations were a 20th century initiative, concerning history and representing progress. As an architect himself, and a community stakeholder he hoped that BOLT would manage the process. He suggested that the trustees dig deep during the design team presentations to ensure that everything is covered and that the best project delivery system possible is used.

Harvey Smith spoke after identifying himself as the President of the New Deal Preservation Project. He is most concerned with the North branch project. He spoke of the two schools of thought on expansions of historic buildings and expressed a concern that the addition not be totally modern design that doesn’t reflect the historic building. He gave the DeYoung as an example of a negative project.

B. Interviews for Architectural Services for the Renovation and Expansion of the North Branch Library

Director Corbeil gave a brief overview of the selection process, the firms interviewing today are the finalists from the 25 proposals received for the South branch and the 15 proposals received for the North branch. She thanked the group that spend several meetings vetting and discussing the proposals and selecting the finalist to be interviewed. Following the presentations and interviews today, the board will rank the firms for each project at a special meeting on Friday. Following this staff will negotiate the terms of a contract with the first rank firm for each project to bring to BOLT for review and approval. Following BOLT approval staff will bring the board’s recommendation to City Council for consideration and approval prior to the commencement of work.

Presentation, question and answer for each team (approximately 60 minutes each). The proposals submitted by each firm being interviewed were made available for public review during the meeting.

1. THA Architecture
2. Field Paoli
3. Architectural Resources Group, Inc

C. Public Comments on the Renovation and Expansion of the North Branch Library

Rodney Wong spoke on each firm’s capacity to meet milestones, availability and the need to celebrate the libraries in the neighborhoods.
D. Interviews for Architectural Services for the Renovation and Expansion of the North Branch Library

Presentation, question and answer for each team (approximately 60 minutes each). The proposals submitted by each firm being interviewed were made available for public review during the meeting.

2. Field Paoli
3. Leddy Maytum Stacy Architects

III. ADJOURNMENT

R09-21 Moved by Trustee Kupfer, seconded by Trustee Powell, to adjourn the regular meeting of the board at 5:30 p.m. Motion passed unanimously.
I. PRELIMINARY MATTERS

A. Call to Order

The special meeting of March 13, 2009 was called to order at 3:00 p.m.

Present: Trustees Susan Kupfer, Ying Lee, Darryl Moore, and Therese Powell
Absent: Carolyn Henry-Golphin
Also present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Administrative Manager; Suzanne Olawski, Neighborhood Services Manager

B. Public Comments

Winston Burton commented on his observance of the process and the presentations given on March 11th; he would have liked to hear the response of the firm that was considered for both projects to a question of their preference between the two.

C. Report from Union and Employees

The Berkeley Chapter of 1021 acknowledged Trustee Lee for her work during her four-year tenure on the Board of Library Trustees. Jane Scantlebury read a statement (attachment 1) and presented Trustee Lee with flowers. Eight members of the audience sang a song in honor of Trustee Lee (attachment 2).

D. Report from Board of Library Trustees

Trustee Moore acknowledged it was Trustee Lee’s last meeting and reminded the board that there would be a reception held in April to acknowledge her services and to welcome the new trustee.

Trustee Powell thanked Trustee Lee for her four years of dedicated service, connection with staff and the community and her efforts on behalf of Measure FF. Trustee Lee spoke of her support of libraries, pleasure in working with the community and that she was looking forward to her continued involvement with the library.

E. Approval of Agenda

R09-22 Moved by Trustee Lee seconded by Trustee Powell, to approve the agenda. Motion passed unanimously.

II. ACTION CALENDAR

A. Discussion and evaluation of the qualifications of the firms interviewed on March 11, 2009 and recommendation of a preferred firm to complete architectural design services for the North Branch Library.

Trustee Moore suggested a process for the board to use for both project discussions, to begin with a preliminary general discussion then preliminary ranking, consideration of follow-up questions, report on price proposals and final ranking by the board.

Criteria discussed and considered for the North Branch included:
- What other libraries have been done by the firm.
- Ability to be a creative and thoughtful designer.
- Ability to respond to issues that arise and community demands and how they would approach interface with the community and staff.
- Creativity and Flexibility.
- Organized Design.
Quantitative data – proposal, presentation, responses to questions and references.

Qualitative data – people who are going to do the work versus team experience and depth.

Overall qualifications: desire a firm that does extraordinary design and not limited in other areas.

Experience and approach to historical renovations and restoration projects – balance with functionality of branch.

Presentation- articulate and thoughtful.

Solid library and renovation experience with demonstrated ability to marry new addition to old.

Experience in working with Landmark Commission and preservation concerns.

Inclusion in presentation of community process, how they would work through issues that might arise in the neighborhood.

Consider maintenance issues in the design to control energy costs - green technology expertise.

Answers on how they deal with the construction phase; change orders and relationship with contractors.

Administrative management skills.

Trustee Moore presented Trustee Golphin’s written comments and ranking, she was unable to attend but did rank the firms based on the March 11, 2009 presentations.

R09-23 Moved by Trustee Ying Lee, seconded by Trustee Terry Powell to adopt a resolution approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.

1st Choice: Architectural Resource Group
2nd Choice: Field Paoli
3rd Choice: THA

With Architectural Resource Group as the preferred firm.

Motion passed unanimously.

B. Discuss and evaluate the qualifications of the firms interviewed on March 11, 2009 and recommend a preferred firm to complete architectural design services for the South Branch Library

Criteria discussed and used for the South Branch included:

- Approach of firm to options -new building or renovation.
- Design is critical – strong civic presence.
- Good relationship with process will be important.
- Project approach – was it detailed and well thought out.
- Design philosophy, reputation and experience, problem solving abilities.
- Supplemental answers.
- Methodology and process recommending.
- Depth of team experience, including with new library construction.
- Overall presentation – style and skill.
- Project approach - detailed and well thought out.
- Quality Control
- Conscious of budget and change orders.
- Deliverables identified.

Trustee Moore presented Trustee Golphin’s written comments and ranking, she was unable to attend but did rank the firms based on the March 12, 2009 presentations.
R09-24  Moved by Trustee Ying Lee, seconded by Trustee Terry Powell to adopt a resolution approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.

1st Choice: Field Paoli
2nd Choice: Group 4
3rd Choice: Leddy Maytum Stacy

With Field Paoli as the preferred firm.

Motion passed unanimously.

III. ADJOURNMENT

R09-25  Moved by Trustee Lee, seconded by Trustee Powell, to adjourn the special meeting of the board at 6:15 p.m. Motion passed unanimously.
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: LIBRARY FEE SCHEDULE FOR 2009

RECOMMENDATION
Adopt the resolution approving the Library Fee Schedule for 2009 and approve the Director of Library Services’ submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley’s Master Fee Schedule.

FISCAL IMPACT
Estimated increase in revenue of approximately $1000 to $2000 from the increase in the library card replacement fee, and $8000 to $10,000 annually from changes to photocopying fees.

BACKGROUND
The Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, replacement of library cards, etc. Periodically, these charges are reviewed and may be raised, reduced or discontinued; all changes are brought as agenda items to the Board of Library Trustees for consideration and approval.

CURRENT SITUATION AND ITS EFFECTS
On an annual basis, the library reviews the fines and fee schedule and makes recommendations of changes to the board. The most current recommendations in the fines and fee structure increase revenue in two specific areas. All fines and fees were considered in this process. It was established that a majority of fines and fees at Berkeley Public Library are currently in line with rates charged at peer institutions, and no changes to overdue fines are being suggested. The following changes are proposed to the Library Fee Schedule:

1. Currently the approximate annual cost of lease, service, and copy card purchases from RICOH Business Solutions, the contractor who supplies the library with the office machinery necessary to provide copying and printing services to patrons, is $37,000 to $40,000. The current revenue generated for the library from photocopying by patrons is approximately $17,000 to $18,000 annually, creating a deficit of approximately $18,000 to $20,000. To help improve cost recovery on the this contract the following adjustments are suggested:
   - Increase cost to patron of black and white copies from .15 to .25.
   - Increase cost to patron of color copies from $1.00 to $1.50.
It is estimated that these changes will produce an increase of revenue between $8000 and $10,000.

2. Raise the replacement fee for lost library cards from $1.00 to $2.00. The library supplies the first card issued to patrons for free. This change would result in an estimated $1000 to $2000 increase in annual revenue.

3. The ILL request fee will be removed from the schedule pending approval to discontinue service by the Board of Library Trustees. This will have no fiscal impact due to the elimination of mailing costs associated with this service, which offset incoming fees.

If approved, changes will take effect on May 15, 2009.

FUTURE ACTION
None

Attachments:
1. Resolution
2. BPL Fines and Fees
3. Tool Library Fines and Fees
RESOLUTION 09

APPROVAL OF THE LIBRARY FEE SCHEDULE FOR 2009 AND AUTHORIZATION FOR THE DIRECTOR OF LIBRARY SERVICES TO SUBMIT THE FEE SCHEDULE TO THE CITY OF BERKELEY, BUDGET OFFICE, FOR INCLUSION IN THE CITY OF BERKELEY’S MASTER FEE SCHEDULE

WHEREAS, the Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, and replacement of library cards; and

WHEREAS, periodically these are brought before the Board of Library Trustees for review and may be raised, reduced, or discontinued; and

WHEREAS, the City periodically gathers all proposed fee and tax increases to create a City of Berkeley Master Fee Schedule; and

WHEREAS, the staff recommends that two fees be increased at this time, the photocopy machine charge and the replacement of library card fee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Library Fee Schedule for 2009, to take effect May 15, 2009 and approve the Director of Library Services’ submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley’s Master Fee Schedule.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on April 14, 2009.
## BPL Fines and Fees – 2/2008 revised April 2009

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<th>Materials</th>
<th>Per day</th>
<th>Maximum</th>
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<tr>
<td>Books (Adult)</td>
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<td>Books (Children's)</td>
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<tr>
<td>Magazines (Adult)</td>
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<td>Magazines (Children's)</td>
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<td>Replacement of billed Materials</td>
<td>Purchase price + $10 processing fee + $5 billing fee</td>
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<tr>
<td>Replacement of Link+ billed materials</td>
<td>Flat fee of $115 - dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.</td>
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<td>Interlibrary Loan Request</td>
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<td>Lost Card</td>
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<tr>
<td>Recovery of delinquent accounts (collection agency)</td>
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<tr>
<td>Photocopy Machine fees</td>
<td>Each: .25 B&amp;W / $1.50 color</td>
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<tr>
<td>Headset replacement</td>
<td>$10 for lost equipment</td>
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*Patrons who are seniors pay $0.10 per day for materials which are normally $0.25 a day.
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<tr>
<th>Fines Per Day</th>
<th>Carpentry and Woodworking</th>
<th>Fines Per Day</th>
<th>Concrete and Masonry</th>
<th>Fines Per Day</th>
<th>Floor and Wall</th>
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<th>Gardening &amp; Digging</th>
<th>Fines Per Day</th>
<th>Electrical</th>
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<td>Extension Cord, &gt;50'</td>
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Returning Tools
Due to high volume, Tool Library staff may at times be unable to answer the phone. The South Branch Library at 510-981-6260 can provide only basic information. All tools must be returned to the Tool Library during their open hours. South Branch cannot accept tools at any time.
<table>
<thead>
<tr>
<th>Fines Per Day</th>
<th>Gardening &amp; Digging</th>
<th>Fines Per Day</th>
<th>Mechanical Tools</th>
<th>Fines Per Day</th>
<th>Saws</th>
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<tbody>
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<td>Picks, Mattock</td>
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<td>Swaging Tool</td>
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<td>Pick, Hand</td>
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<td>Vise Grips, Various</td>
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<td>Saw, Reciprocating (Sawzall)</td>
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<td>Pole Pruner</td>
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<td>Wrench, Crescent</td>
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<td>Wrenches, Metric &amp; Std.</td>
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<td>Pruning Saw</td>
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<td>Garbage disp. Wrench</td>
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<td>Caulking Iron</td>
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<td>Drill Motor, VSR, 1/2&quot;, 3/8&quot;</td>
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**Plumbing and Drain Cleaning**

- Basin Wrench
- Caulking Iron
- Closet (toilet) Auger
- Drain Plunger, Various
- Drain Snake, Hand
- Drain Snake, Elect., 50' *
- Faucet Handle Puller
- Faucet Seat Wrench
- Garbage disp. Wrench
- Gas Pressure Tester
- Pipe Cutter, Cast Iron *
- Pipe Cutter, Various
- Pipe Reamer, Various
- Pipe Wrench, Various
- Pipe Wrenches, Various
- Pipe Threader Die
- Pipe Threader Handle
- Tube Bender, Spring or Level
- Tubing Cutter
- Sewer Rods
- Shower Valve Shut-offs
- Submersible Pump
- Test Plug, Various
- Water Meter Key
- Water Pressure Tester

**Power Tools**

- Drill Motor, VSR, 1/2", 3/8"
- Drill, Right Angle, 1/2"
- Drill Bit, Ship Auger
- Drill Bit, Bellhanger
- Drill Bit, Self-Feed
- Drill Bit, Extension
- Drill Bit, HSS Twist, <1/2"
- Drill Bit, HSS Twist, >1/2"
- Drill Press, Stationary
- Grommet Kit
- Hammer, Sledge (3, 4, 8, 10 lb)
- Hacksaw
- Hex / Torx Key Set
- Nut Drivers, Various
- Punches, Various
- Piners, Various
- Pop Riveter
- Pocket Hole Sander, 3" x 21", 4x24
- Benchtop Grinder
- Disc Sander, 7"
- Random Orbit Sander, 5" & 6"
- Vibrating, 1/4, 1/2 Sheet

**Saws**

- Saw, Circular (Skill saw)
- Saw, Power Miter (Chop)
- Saw, Reciprocating (Sawzall)
- Saw, Saber (Jigsaw)
- Saw, Table, 8"
- Saw, Tile (Wet Saw)

**Tools We Do Not Have**

- Air Tools & Compressors
- Automotive Tools
- Carpet Cleaning Tools
- Chainsaws
- Floor Sanding Equipment
- Gasoline Powered Tools
- Hoists, come-alongs, etc.
- Janitorial tools
- Paint & Garden Sprayers
- Powder Actuated Tools
- Power Augers
- Power Washers
- Scaffolding

**Who Can Borrow Tools?**

The Tool Library is restricted to Berkeley Residents and to people who own property in Berkeley.

To use the Tool Library, bring with you a photo ID, your Berkeley Public Library card and a bill in your name that you have received recently. Tool Library staff confirm your Berkeley residence in this way. Once confirmed, the Tool Library staff will stamp your Library card with TLL, indicating you are cleared to borrow from the Tool Library.

You must be at least 18 years old to borrow tools.

**Borrowing Guidelines**

- You must present your library card in order to check out a tool. Additional ID may be required.
- Lending periods vary from 3-7 days. Check the due date on your receipt.
- Fines vary from $1 - $15/day
- Most tools may be renewed once. Renew tools online at www.berkeleypubliclibrary.org
- All tools must be returned to the Tool Library during their open hours.
TO:        Board of Library Trustees
FROM:     DONNA CORBEIL, Director of Library Services
SUBJECT:  ACCEPTANCE OF WORK OF ART AS GIFT TO LIBRARY

RECOMMENDATION

Adopt the resolution approving the acceptance of a donated oil painting, titled Open Book with no terms or conditions from the artist Alicia DeBrincat.

FISCAL IMPACT

This item will have no fiscal impact.

BACKGROUND

On March 12, 2008 the board adopted Resolution R08-25, approving the Library Administrative regulation of gift / donation policy. The decision whether to accept this gift is the board.
Per the approved policy, “art objects …and similar items are not generally accepted as gifts” (Attachment 1). Secondly, if the board does approve acceptance by the library of this gift, that the terms of the donation are acceptable. Any restrictions on donations proposed by the donor must be approved by the Board. In this case, no restrictions are proposed.

CURRENT SITUATION AND EFFECTS

Ms. DeBrincat contacted the Library in March, identified herself as a Berkeley resident and artist who greatly enjoys and appreciates the public library (Attachment 2 - Resume). In order to show her appreciation for Berkeley's excellent libraries she would like to donate a still life that she painted for the library system. The piece is titled, Open Book, and is an oil on canvas, 30” X 24”, in a simple gold frame (Attachment 3).

FUTURE ACTION

No future action is needed.

Attachments:
1. Gift Policy
2. Artists Resume
3. Email with picture
4. Resolution
BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS

SUBJECT: Gift / Donation Policy

I. PURPOSE

The Berkeley Public Library welcomes gifts of money to enhance library services through the provision of additional materials, equipment and services, as well as other types of gifts such as books. The Library encourages gifts of cash, not earmarked for specific items (unrestricted) in order to permit the most flexible use of the donation for the enrichment of the library program.

II. POLICY

It is the policy of the Board of Library Trustees to approve substantial gifts, donations, awards, grants, etc., based on the recommendation of the Director of Library Services. The Board of Library Trustees will be responsible for approving the policy parameters of criteria for acceptance or refusal of donations, as developed by the Library Director. It is also the policy of the Board of Library Trustees to encourage ongoing support from both the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. Acceptance of substantial donations is to be done at Board meetings immediately following receipt of the donation, or as part of the budget process.

The Director of Library Services has management responsibility for receipt of gifts. The Director, in coordination with appropriate members of Library staff, also has responsibility for development of criteria for gift acceptance and their final disposition, and for recommendations to the Board regarding acceptance or refusal of substantial donations.

Donations may be given in the form of cash (monetary) gifts, or as a bequest, trust, real property or donation of an asset. We recognize that the gift may be a remembrance, a way to honor an individual or group, a memorial or a tribute. The Library will establish the methods by which gifts are publicly acknowledged.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc. of the gift for the donor’s records. All gifts of money will be acknowledged. Gifts are the management responsibility of the Director of Library Services. The Director, in coordination with Library staff members has responsibility for decisions regarding criteria for gift acceptance and final disposition. The Board of Library Trustees will receive quarterly reports regarding all donations.
Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with Board approval when such a gift meets the mission and needs of the library, these types of gifts will be accepted. Any restrictions on gifts, whether donations of monies, books, periodicals, media or art work must be submitted in writing and approved by the Board. Monetary gifts offered with special restrictions or conditions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted.

Library staff will develop procedures regarding the disposition of books and other materials to include guidelines in considering material for inclusion in the Library’s collection and disposition of material not included in the collection. The Library will develop a gift record form that includes options available to givers, including branch, collection or program designation. A record of all monetary donations above $100 will be retained for seven years.

Donor Recognition

The purpose of recognition is to commemorate the gifts of all donors. A gift to the Berkeley Public Library may be commemorated with a book plate, signage, plaque or by other means. In the case of a tribute donation, the Library will send the honoree(s) a formal announcement of the donation.

It is not the policy of the Library to provide separate shelf space for books or other materials donated to it.

The Berkeley Public Library Foundation and the Friends of the Berkeley Public Library are not part of the Berkeley Public Library and as such have their own set of policies and practices. Under certain circumstances and with Board approval the Library may collaborate with one or the other of these organizations to initiate a “Library Campaign” to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board.

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<td>Chair, Board of Library Trustees</td>
<td>Date</td>
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Alicia DeBrincat  
Francisco St., Berkeley, CA 94703

Grants, Awards, and Honors

2007

George Sugarman Foundation Grant  
City of Berkeley Arts Commission Honorarium, Berkeley, California

2006

Distinguished Artist Award, Convocatoria Internacional de Arte 2006, Traveling Exhibition, Argentina  
First Place: Painting, Annual Open Juried Show, Art Museum of Los Gatos, Los Gatos, California  
Honorable Mention: Painting, Annual Open Juried Show, Art Museum of Los Gatos, Los Gatos, California

Selected Group Exhibitions

Upcoming for 2009

Hello Bunny, Sub-Mission Artspace, San Francisco, California  
Group Show, Swell Gallery, San Francisco Art Institute, San Francisco, California  
Project Inferno, Space Gallery, San Francisco, California  
Group Show, Diego Rivera Gallery, San Francisco, California  
All Gurlz Again, Eclectix Gallery, El Cerrito, California

2008

Strange Brew, Eclectix Gallery, El Cerrito, California  
Visual Aid: Big Deal 10, SomArts Gallery, San Francisco, California  
The Culture Corset, Still Lights Gallery, San Francisco Art Institute, San Francisco, California  
Reality, Louie-Meager Art Gallery, Ohlone College, Fremont, California  
Civic Center Art Exhibition 2007 | 2008, Civic Center Building, Berkeley, California  
New Wave Feminism, Femina Potens Gallery, San Francisco, California  
Everything But the Kitschen Sync, La Luz de Jesus Gallery, Los Angeles, California  
Women’s Herstory Month (Solo Show), June Steingart Gallery, Laney College, Oakland, California  
Heart Attack, Eclectix Gallery, El Cerrito, California
2007

**Art from the Naughty List**, Bluespace Gallery, San Francisco, California  
**Embodied**, Los Medanos College Gallery, Pittsburg, California  
**Dirty Little Secrets**, Altered Esthetics Gallery, Minneapolis, Minnesota  
**Coalition on Homelessness Art Auction 2007**, SomArts Gallery, San Francisco, California  
**Beyond Fiction**, ArtworkSF, San Francisco, California  
**Love and Hate**, Art SF Gallery, San Francisco, California  
**Everything But the Kitschen Sync**, La Luz de Jesús Gallery, Los Angeles, California  
**Reality & Other Figments of the Imagination**, Elliott Fouts Gallery, Sacramento, California  

2006

**International Painting Salon, Carbunari 2006**, Florean Museum, Baia Mare, Romania  
**Convocatoria Internacional de Arte 2006** (Traveling Exhibition), Venado Tuerto, Argentina; Provincial Museum of Fine Arts, Santa Fe, Argentina; Municipal Museum of Fine Arts, Rosario, Argentina  
**30th Annual Art Show**, MonDak Heritage Center, Sidney, Montana  
**New Work**, Mast Cove Gallery, Kennebunkport, Maine  
**Los Gatos Art Association Annual Open Juried Show**, Art Museum of Los Gatos, Los Gatos, California  
**New Work**, Esteban Sabar Gallery, Oakland, California  

2005

**Art of the Everyday**, Subterranean Gallery, Healdsburg, California  
**War and Peace**, Frank Bette Center for the Arts, Alameda, California  
**Heart of Chaos**, Brooks College, Sunnyvale, California  
**Maitri Art Show**, San Francisco, California  
**A Love Supreme**, Budget Gallery, San Francisco, California  

**Education**

**Class of 2001**: B.A. English and Spanish, *cum laude*, University of Oregon, Eugene, Oregon
Dear Ms. Corbeil,

I am a Berkeley resident and an artist who has greatly enjoyed and appreciated the Berkeley public library system. I moved to Berkeley five years ago and have been consistently impressed with the Berkeley public library's huge catalogue and friendly and helpful staff members. I am contacting you because I would like to show my appreciation for Berkeley's excellent libraries by donating a still life that I have painted for the library system. I have included a jpg of it below. Please let me know if this would be acceptable.

Thank you,
Alicia DeBrincat
(510) 316-3482

"Open Book," oil on canvas, 30" x 24" (framed in a simple gold frame)
RESOLUTION NO.: R09

ACCEPTANCE OF A DONATED OIL PAINTING, TITLED “OPEN BOOK” WITH NO TERMS OR CONDITIONS FROM THE ARTIST ALICIA DEBRINCAT

WHEREAS, on March 27, 2009, Berkeley resident and artist Alicia DeBrincat offered to donate an oil painting titled “Open Book” to the Berkeley Public Library; and

WHEREAS, the Board of Library Trustees adopted Administrative Regulation 10.11 - Gift / Donation Policy on March 12, 2008; and

WHEREAS, the policy states that the board will make decisions regarding the acceptance of gifts; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it hereby approves the acceptance of a donated original oil painting, titled Open Book by the artist Alicia DeBrincat.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on April 14, 2009.
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Selection of Trustee(s) to attend the 4x2 Committee meeting

RECOMMENDATION

Adopt the resolution selecting a Trustee to represent the Board of Library Trustees at the 4x2 Committee meetings beginning in FY 2010.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

Trustee Lee and Trustee Powell have regularly attended the 4x2 Committee meetings most recently, representing the Board. During the regular meeting of the Board on September 19, 2007, the Board decided to assign one Trustee to attend and to rotate the second Trustee assigned to attend the 4x2 Committee meeting. The meetings occur on a quarterly basis, take place in the director's office and begin at 12:00 noon lastly approximately one-hour. Trustee Moore attended the most recent meeting, held on April 1, 2009.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution
RESOLUTION NO.: R09

TRUSTEES TO ATTEND THE 4X2 COMMITTEE DURING FY 2010

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

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

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

WHEREAS, the next meeting of the 4x2 Committee will be held on Wednesday, July 1, 2009 at 12:00 noon at the Central Library, Administration.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee ________ is assigned to attend as the standing Trustee representative for the meeting held in the next fiscal year and the second rotating member for each meeting will be as follows: __________________________.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on April 14, 2009.
TO: Board of Library Trustees

FROM:

SUBJECT: DISCONTINUE EXAM PROCTORING SERVICES

RECOMMENDATION

Adopt a resolution adopting a policy to discontinue the provision of exam proctoring service by staff for the public.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library supports the goal of lifelong learning. To that end, the library established a written policy and procedures for proctoring exams on October 24, 2007, Administrative Regulation 10.15 (Attachment 1.a). Overtime, there has been an increase in the numbers of requests of Library staff to proctor exams reaching an average of 12-15 per month. The provision of this service has created a demand on reference staff’s time that has begun to impede upon their ability to provide other services. In addition, this service is charged for in the private sector, the library is therefore providing a free service in competition with these small businesses.

CURRENT SITUATION AND ITS EFFECTS

The increased numbers of requests for Library staff to proctor exams has become difficult to handle staffing requirements. At the request of staff we now recommend that this policy be reversed and that library staff no longer provide this service effective June 1, 2009.

FUTURE ACTION

No further action is required.

Attachments:
1. Resolution
   a. Exam Proctoring Policy
RESOLUTION NO.: 09-___

APPROVAL TO DISCONTINUE THE PROVISION OF EXAM PROCTORING SERVICES BY STAFF AT THE BERKELEY PUBLIC LIBRARY

WHEREAS, it has been the practice of the Berkeley Public Library’s to offer the service of proctoring exams for individuals, subject to the availability of authorized staff and resources; and

WHEREAS, the number of requests for the service of proctoring exams has grown to the point at which it has become very difficult to meet the demand and provide other services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to discontinue the services provided in administrative regulation 10.15, the policy to provide staff monitoring for exam proctoring services.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a meeting held on April 14, 2009 by the following vote:
I. PURPOSE

The purpose of this administrative regulation is to set forth a policy governing the proctoring of exams at Berkeley Public Libraries by Library staff.

II. POLICY

As part of its mission to meet the educational needs of its users, the Berkeley Public Library provides exam proctoring services upon request to patrons who are distance learning students. Distance learning and correspondence courses are increasingly popular methods of obtaining advanced education, and are often the only way citizens can complete specialized programs of study locally and in a cost-effective manner. The Berkeley Public Library agrees to cooperate with institutions of higher learning in providing exam proctoring services as a courtesy to area residents to support their lifelong learning goals. This service is subject to the availability of authorized staff.

III. PROCEDURES

Students must make arrangements for exam proctoring at least 48 hours in advance. When making appointments, students must supply a name, address, telephone number, name of testing institution, and the date and time of the exam. The Library does not guarantee that the student will be under observation during the test. The employee who monitors the examination will be the librarian on duty at the Reference Desk, or their designee, at the time the student takes the examination. The monitor will verify the identity of the student by requiring presentation of a picture ID before administering the examination. Completed examinations will be returned to the testing institution only via the envelopes or packaging provided by the student or institution. Copies of completed exams are not retained. Examinations not completed by the student within 30 days of receipt by the Library will not be retained. Testing accommodations may vary. It is the student’s responsibility to ensure that the physical facility is adequate for their test taking requirements. A quiet study area may not always be available.

Reviewed by:  
Director of Library Services Date

Approved by:  
Chair, Board of Library Trustees Date
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: CONTRACT: KITCHELL CEM for Project Management and Construction Administration Services for the Berkeley Public Library branch improvement bond program, Measure FF

RECOMMENDATION

Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Kitchell CEM (Capital Expenditure Managers) to provide project management and construction administration services for the Branch Library Improvement Program, Measure FF in an amount not to exceed $996,900 for all services and reimbursable expenses for the period May 7, 2009 through October 30, 2012.

FISCAL IMPACT

In November 2008, voters approved the sale of $26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Project management services are included in the estimated soft costs, therefore funding of the project management firm will be solely through use of Library bond funds. On March 24, 2009 Berkeley City Council adopted a Resolution authorizing the issuance of $10,000,000 aggregate principal amount of general obligation bonds, series 2009 (Measure FF – Branch Library Improvement Project). These funds are expected to be available May 1, 2009.

Project management services provided in the scope include a comprehensive set of oversight services for development and execution of the branch bond program, beginning with schedule and budget verification, through the preconstruction phase, pre-bid phase, bidding phase, construction phase and final completion. Preliminary tasks will include a program kick-off meeting to validate program objectives, review and validate schedules and budgets, establish protocols and assist with consultant contracts where needed. Regular updates on the progress of the projects, in monthly reports and verbally to the board and council as scheduled, are included in the scope of work.

This contract is for a lump sum, $996,900 for all work to be completed as specified in the period specified. Payments will be made upon a schedule agreed to by both parties, developed to coincide with the completion of activities related to the phasing of the four projects.
Approval of this contract will have no adverse fiscal impact on other library projects or programs.

BACKGROUND

The Branch Library Facility Master Plan, completed in early 2008, documented the serious physical defects of the branches, recommended improvements and established baseline costs and project estimates for construction costs. On November 4, 2008, Berkeley voters approved Measure FF, a Library bond measure not to exceed twenty-six million dollars to renovate, expand, and make seismic and access improvements at the four branch libraries. At the February 11, 2009 board meeting, the trustees discussed the process for selecting a firm to serve as the owner’s representative in the administrative and construction management of the bond program projects through all phases of design and construction. By Resolution, (R09-17) two trustees were selected to represent the board in the Project Management selection process.

In January and February 2009, the city solicited written proposals for qualified firms to provide Project Management and Construction Administration Services; at closing twenty-two proposals were received. A committee comprised of library trustees, city staff, community representation, and the library’s consultant for the project, vetted and selected the five top ranked firms. Following the interview process and preliminary contract discussions, staff recommends the selection of Kitchell. Following board approval, the selected firm will be recommended to City Council for approval.

CURRENT SITUATION AND ITS EFFECTS

At the March 13, 2009 special board meeting, the trustees ranked architectural firms for the North Branch, by Resolution R09-23, Architectural Services Group, Inc. in association with Tom Elliot Fisch was ranked first, and by Resolution R09-24, Field Paoli was ranked first for the South Branch. At that time, staff was directed to negotiation a contract for board approval. The board’s recommendation will be brought to City Council for consideration and action prior to notice to proceed. It is advantageous for the implementation of the program in an efficient and effective manner to select the project management firm in advance of finalizing these negotiations to ensure the scope of services for each is appropriately coordinated.

The staff has negotiated with Kitchell to provide the full range of project management and construction administration services for the branch library improvement project and has reached an agreement for services and reimbursable expenses, for a total amount not to exceed $996,900.

FUTURE ACTION

No future action is required at this time.

Attachments:
1. Resolution
RESOLUTION NO.: R09

CONTRACT: KITCHELL CEM FOR PROJECT MANAGEMENT AND ADMINISTRATIVE SERVICES FOR THE BRANCH LIBRARY IMPROVEMENT PROGRAM, MEASURE FF

WHEREAS, in 2008 a Branch Library Facility Master Plan was completed and a report produced, documenting the serious physical defects of the branches and recommending improvements; and

WHEREAS, the voters approved Measure FF, a library bond measure not to exceed twenty-six million dollars to address these problems, by renovating, expanding, and making seismic and access improvements at the four branches; and

WHEREAS, at a Special meeting of the board on March 13, 2009 the trustees selected the architectural design firm for the North Branch and the firm for the South Branch; and

WHEREAS, the City Council has authorized the issuance of $10,000,000 in general obligation bonds (Measure FF – Branch Library Improvement Project), to fund the improvement program; and

WHEREAS, project management and construction oversight services are included in the estimated soft costs for the bond funded project and a critical component of comprehensive oversight; and

WHEREAS, staff has initiated and completed a request for proposal process for qualified firms to provide project management and construction administration services and found that KITCHELL was the most qualified firm to complete the required services; and

WHEREAS, it is advantageous to the success of the branch improvement project to engage professional project management services, which will contribute to the efficient and effective implementation of this multi-year project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend to City Council execution of a contract and any amendments with Kitchell to provide project management and construction administration services for the branch library bond program, in an amount not to exceed $996,900 for all services and reimbursable expenses for the period of May 7, 2009 through October 30, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 14, 2009.
TO: Board of Library Trustees
FROM: Douglas Smith, Director of Library Services
SUBJECT: BERKELEY PUBLIC LIBRARY RULES OF CONDUCT: REPORT ON CONCERNS REGARDING BICYCLES IN LIBRARY FACILITIES.

FISCAL IMPACT
There is no fiscal impact from this report.

BACKGROUND
At its regular meeting in December 2007, the Board of Library Trustees approved the updated Library Rules of Conduct, which remain in effect at all Library facilities as a tool for maintaining an environment conducive to enjoyable use of the Library for all. Staff rely on these rules to deter disruptive and unreasonable behavior by persons in the five Library facilities. The Library Rules of Conduct were originally adopted in 1991, and contain many stipulations regarding behavior that is not allowed in the libraries, including making violent or threatening statements, damaging Library property, obstructing entrances, personally monopolizing Library space, and disturbing other users with unreasonable noise. Among the patron behaviors which have been prohibited since the original adoption of the Rules of Conduct is: “Entering the Library with bicycles, or riding skates, scooters, skateboards, etc.”

CURRENT SITUATION AND ITS EFFECTS
In the past decade, folding bicycles have come into increasingly popular use as an element of urban commutes, and as a result many transit agencies specifically permit folding bicycles to be carried onto train cars or motor coaches once they are fully folded. These are among the local transit agencies that do not restrict access to folded bikes:

- BART
- AC Transit
- Caltrain
- San Francisco MUNI
- Santa Clara County Transit
- Amtrak.

While it is not a common occurrence, Library staff report that on occasion folded bicycles are seen inside Library facilities, being carried by their owners. In August 2008 staff received a
query from a user, who also voiced this concern to the Board in February 2009, asking if allowing a folded bicycle was in violation of the Rules of Conduct. Because of the reduced size of folded bikes in a collapsed state—in most instances roughly equivalent to a small suitcase—folding bicycles do not present a potential obstacle to other users, and are impossible to ride. Once folded and handled responsibly, they are more akin to any other parcel or carried object than a fully assembled bicycle. As a result, Library staff have been instructed that folding bicycles may be carried into Libraries at any time, but only if they are in their folded state. Like all patrons, persons carrying folded bikes, skateboards, kick-scooters, and those pushing strollers may not engage in any behaviors which are disruptive to the normal operations of the Library, and any staff interventions should be based upon observed behavior.

FUTURE ACTION

No future action is necessary.
TO: Board of Library Trustees  
FROM: Jenifer Shurson, Associate Human Resources Analyst  
SUBJECT: REPORT FOR THE BOARD OF LIBRARY TRUSTEES ON THE LIBRARY’S STAFF TRAINING AND DEVELOPMENT PLAN

BACKGROUND
The BOLT has requested a report from Donna Corbeil, Director of Library Services, regarding the status and progress of the Library’s Staff Training and Development Plan.

RESULTS
A Staff Training and Development Task Force was established to review, brainstorm and provide feedback on the plan proposed by the Staff Training and Development Committee. After the initial meeting it became clear that there were three areas that needed addressing; New Hire Orientation, Competency Training and a path for Promotional opportunities.

Task Force members: Peter Bailey; Alan Bern; Deirdre Cerkanowicz; Ilan Eyman; Colleen Fawley; Patricia Hernandez; Lisa Husby; Warren Middleton; Patricia Nagamoto; Tara Rivera; Jane Scantlebury; Erin Yattaw. Task Force Facilitators: Alicia Abramson, Suzanne Olawski, Jenifer Shurson.

Berkeley Public Library’s Staff Training and Development plan is three-fold, providing a necessary base of knowledge and additional fundamental knowledge essential to the tasks associated with each classification while providing a path for those members of staff interested in advancement and career growth.

Orientation
Day one of our revised new hire orientation begins with an introductory Orientation video, official tour escorted by BPL Buddy, an Intranet exercise and division specific policies and procedures to be introduced by the division supervisor. BPL’s Orientation Checklist has been revised and divided into a more comprehensive 3-part process that should be completed over the new hire’s probationary period.

We are working with Berkeley Community Media on the production of the Orientation video that will introduce the Library’s divisions, purposes, mission statement, and history. (scheduled to begin late March/early April) The orientation committee is currently working with our Information Technology division to develop an interactive Intranet exercise that will help to familiarize new employees with various needed information sources. Staff has begun to submit applications to volunteer as BPL Buddies to be later matched with new employees. (Buddy training program to
be rolled out early to mid April) The Orientation Checklist has been revised and uploaded to the Library’s Intranet (see Orientation Checklist attached).

Competencies

The required competencies refer to the skills needed for any staff member to perform their job successfully. These required competencies are divided into 3 categories; Basic Competencies, Class Competencies and Specific Competencies.

**Basic competencies** refer to the “basic” knowledge and skills that BPL staff at any level should possess in order to work effectively. The sub committees identified 3 different areas of need; Customer Service, Circulation Policies and Procedures and the Library Computing Environment. Upon further review Library Management also recommended that Privacy Policy be included as the fourth core course. These areas will be addressed by BPL’s new Core Curriculum (see attached for course descriptions).

**Class competencies** refer to the knowledge, skills and behaviors required by a particular classification (i.e., Library Assistant, Library Specialist etc.)

Class competencies are addressed through a process which involves a combination of coursework and job shadowing. Areas of need for many of the existing classifications have already been identified by the competencies sub-committee. These trainings may be modified in accordance with the Library’s need to remain current. (See attached table for examples of courses and costs)

**Specific competencies** refer to the knowledge, skills and behaviors required in order to perform effectively in a particular library division (i.e., Technical Services, Reference etc.) Specific competencies will be addressed during the next phase of plan development as much participation will be required by experienced incumbents and supervisors.

Promotion

The courses associated with class competencies are the foundation of our promotional track or “Library Trainee Program.” The Library Trainee Program involves a combination of coursework and job shadowing with the addition of higher class opportunities.

Coursework: These courses are available in different formats at various times throughout the calendar yr. In order to participate in these courses, registration must be pre approved. Courses taken must correspond with the appropriate classification. Cost to be absorbed by the Library. (refer to the courses required by class competencies).

Job Shadowing: This portion of the training shall last for a maximum of (3) months (90 days), with a maximum of 3 hrs per wk dedicated to shadowing, with activities to be developed and overseen by the trainee’s assigned coach. Shadowing may cover such areas as Technical Services, Circulation Services and Branch Services. Management will make every effort to assign the trainee to one of his/her listed areas of interest. No differential is available for “shadowing”. * We are about to launch a recruitment for coaches, experienced staff willing and trained to mentor trainees.

Higher Class: Those who have completed the 1st two steps of the training program, and meet the MQ’s for the classification will have their names added to a list of trainees eligible to work higher class. The availability of higher class assignments is based on the Library’s staffing needs which may fluctuate. Individuals approved for higher-class assignments will be entitled to a 5% pay differential.

An announcement will be sent out semi-annually in January and June to all library staff announcing the trainee program and inviting qualified staff to respond. Staff will be required to respond via email to the HR Analyst in Administration in order for their request to be considered.
The Analyst will review respondents for minimum qualifications for program and qualified respondents will be assigned to the appropriate training program.

These opportunities for continued education should result in a skilled staff better equipped to provide quality service and to seek out promotional opportunities, increasing individual success and overall job satisfaction, ultimately leading to an improved staff retention rate.

Training will be available in a variety of formats with the majority of the training to be administered by peer trainers with special subjects to be addressed by consultants, workshops/seminars and COB workshops as needed. Peer Trainers are members of staff from various classifications who volunteer to train in an area where they possess verifiable subject expertise. In order to qualify as a peer trainer staff must first complete the “Train the Trainer” course which will provide these individuals with the tools they need to be successful at the front of the classroom. *As a result of limited funding, we hope to introduce the train the trainer program next fiscal year.

The Task force will continue to evaluate training opportunities to ensure currency and feasibility.

**RECOMMENDATIONS**

We were fortunate this year to have received an additional $4,500 in funding from the Friends of the Library to support the activities in progress. The Training and Development Committee recommends that funding be designated for staff development. This training should be independent of conference attendance which is also classified as a type of staff/professional development. The funds will support the continuation of the Library’s own Core courses and trainings tied to class competencies and career advancement. Ideally, each of the four core courses would be offered twice yearly. Classification competency-based trainings will be offered to larger groups initially but as we get existing staff strained, registration will decline and be based on staff demand/need. Registration for promotion-based trainings will also be based on demand in coordination with the semi-annual announcement of the Library Trainee Program.

The Training and Development Committee is committed to seeking out educational opportunities that are current, applicable and valued by staff. As a result, training sources may change impacting our estimated annual cost of $12,000.

**ATTACHMENTS:**

1. New Employee Orientation Part I
2. BPL Core Courses
3. Classification-based Trainings and Costs (Example)
The purpose of this checklist is to ensure that employees are provided with training during the probation period that is appropriate for successful employment in the Berkeley Public Library system.

Following is a list of on-the-job training that will be provided to new employees via computer, BPL Buddy and by the immediate supervisor.

As the training is conducted the employee will initial and date the form to indicate that each item has been completed.

This form, when completed, will be attached to the employee’s 1st Performance Appraisal.

DAY I

1. **BPL VIDEO ORIENTATION**
   - Introduction to Berkeley Public Library’s Principles & Philosophy – Our Mission Statement
   - Board of Library Trustees (BOLT)
   - Funding Sources – Friends, Foundation, Tax etc.
   - Professional and Public Service
   - Introduction to system service priorities: goals and objectives
   - History of Central Library
     - Introductions to Central Library Divisions – Overview of the service philosophies and goals of Reference, Children’s Services, Art and Music, General Services, Technical Services, Information Technology, Collection Development, Teen and Special Services.
   - Introduction to Branch Libraries – Overview of the history, service philosophies, goals, collections and services offered and communities served at Claremont, North, South and West Branch.
     - Importance of Branch/Division teamwork
   - Public Service
     - Need to offer full range of service options to all ages, cultural groups, people with disabilities (ADA compliance)
     - Being actively helpful; the best way to approach patrons
     - Accepted behavior in the library, noise level, rules for patrons
     - How to handle complaints – use of form, how patrons can make suggestions to the suggestion box on the OPAC system
     - Sharing of resources, talents, knowledge of materials and expertise
       - Feeling free to ask questions, seek help, the need for open communication
       - Being alert to work activity on the floor, willingness to pitch in
       - Staff meetings, committees, focus groups or task forces etc.

Completed by _____ on ______

Initials      Date
II. **Central TOUR**

Introduction to Central facilities/staff brought to you by your BPL Buddy ______________

Print Buddy name

THE TOUR BEGINS at the 3rd Floor Paging Desk

- **3rd Floor**
  - Paging Desk, periodicals, public computers, micro fiche, electronic classroom
  - *Take East elevator to 2nd Floor*

- **2nd Floor**
  - Ref reading room, historic lobby, Ref Desk, public computers, BIN area

  *Pass through link corridor*

  - Point out Hoard (explain contents, procedure for requesting etc.)
  - Head into Teen/Adult Reference offices to Supervising Librarian’s office.

  *Pass through back door to IT*

  - Pass through the beaded curtain to IT support staff area
  - Buddy will logon to Intranet and submit Track-It for email set up
  - Continue tour through IT, Technical Services/Collection Development

  *Pass through front door to corridor*

  - Special Services, Outreach
  - *Take staff stairwell to 1st Floor*

- **1st Floor**
  - Maintenance
  - New Hire to collect access badge/lanyard from Maintenance staff
  - Continue tour through mailroom and delivery

  *Follow corridor to Circulation offices and enter through rear door*

  - Periodicals, movable stacks, Circulation Mgr’s office, sorting room

  *Exit through link corridor out to Kittredge Building*

  - Friends store, book drop, Info desk, pay phone, security, Circulation desk
  - New Hire will complete application for Library card then issued card (help make?)
  - Continue tour through Non-Fiction, display cases, original entrance

  *Proceed up stairs back through historic lobby to East elevator*

  - *Take East elevator to 5th Floor*

- **5th Floor**
  - Point out staff offices, vinyl collection, Ref desk, magazines, CD’s
  - *Take public elevator to 4th Floor*

- **4th Floor**
  - Picture books, Children’s desk, Story room
  - *Take grand staircase down to 3rd Floor*

  - *Enter link corridor to Bancroft Building*

- **3rd Floor**
  - Community meeting room, Foundation office, quiet rooms, staff area.
(While in staff area point out bulletin boards, kitchen etiquette, cleaning schedule and restrooms.)
Administration, Xerox room, phone (internal calls vs. dialing out)

**END TOUR**

Completed by _____ on ______

Initials      Date

**BREAK (15 min) --- BREAK (15 min) --- BREAK (15 min) --- BREAK (15 min) --- BREAK (15 min)**

*Optional*: Buddy checks in and collect 5 Buddy Bucks and then heads out with new hire for 15 min coffee/tea/soda/juice break.

**III. EMPLOYEE ESSENTIALS**

_Brought to you by your HR Analyst with help from a BPL Intranet tutorial_

| Administrative Regulations (A.R.’s), On The Job (OTJ), MOU | Staff grievances and complaints – proper channels and why they are important |
| Job descriptions (ICOBWeb), standards and specific job assignments, tasks |
| Organizational Structure (Org Charts) |
| Personnel forms, where kept and when to use |
| Performance Appraisal process – purpose and frequency (view on Intranet) |
| Staff grievances and complaints – proper channels and why important |
| Union shop steward for the area |
| Workplace Safety |

*New Employee Information packet Issued. Packet includes;*

| Mission Statement | Staff & Supervisor Work Guidelines |
| Payday/Holiday Schedule | Working with the Public |
| Public Desk & Telephone Etiquette | IIPP (Illness & Injury Prevention Program) |
| Library System Map | Current staff phone list |
| Blank Time Card | Benefits Handbook |

*Intranet exercise (tests navigational skills learned in employee essentials session)*

**LUNCH --- LUNCH --- LUNCH --- LUNCH --- LUNCH --- LUNCH --- LUNCH --- LUNCH**

**IV. INTRO TO ASSIGNED WORK/SERVICE AREA**

[Re connects with Central Buddy or makes 1st connection with Branch Buddy]

_Brought to you in part by your BPL Buddy ____________________________._

Print Buddy Name
Workroom:
- Personal work schedule, time sheet
- Schedules – where posted, weekly, desk schedules, staff meetings.
- Locker/personal area

Public Desks
- Restrooms, staff and public

Computer operation (Outlook/Intranet access)
- Telephone operation, public phones
- Staff Room and housekeeping duties
- Important posting areas
- Local eating establishments
- Mail/delivery
- Copy machine policy, cost, staff use, personal copies
- Staff parking protocol and procedures

Completed by _____ on ______
Initials      Date

DAY 1-2

V. **On-The-Job ORIENTATION/TRAINING**
   *Brought to you in part by your BPL Supervisor*

**Introduction to the Berkeley Public Library**
- Introduction to the Division Manager or Section Head.
- Introduction to the staff, including volunteers.
- Responsibilities and lines of authority
- **On the Job**, procedures manual (Where it is…What it is…)
- **Illness and Injury Prevention Program** (IIPP) (Where it is…What it is…)
- **Emergency Handbook** (Where it is…What it is…)
  - Emergency Procedures (must complete emerg wakl-through prior to 2 mos)
  - Open/Closing procedures
  - Incident form
  - Suggestion/Complaint form
- Computer usage
- Intro to Outlook
- How/Where to print documents
- Phone/Internet usage policy (OTJ)
**Supervisor OJT continued**

**Personnel Related Items**

---

_____ Work Hours – Rest/Meal Periods – when, how long, promptness

_____ Payroll Related Items
  Timesheets (refer to payroll handbook) Personal appointments, comp time, vacation, floating holidays, sick leave – who to call, when
  Paychecks – when and who distributes (refer to payroll handbook)

_____ Personnel forms, where kept and when to use

_____ Professional organizations, professional literature, workshops, conferences

_____ Performance Appraisal process – purpose and frequency; collect pre-dated forms

_____ Staff grievances and complaints – proper channels and why they are important
  Union shop steward for the area/Memorandum of Understanding

_____ Staff library cards, reserves

Completed by _____ on ______

Initials Date

**Day 2 orientation should include a review of Supervisor OJT and mark the beginning of the classification specific training.**
The purpose of this checklist is to ensure that employees are provided with training during the probation period that is appropriate for successful employment in the Berkeley Public Library system.

Following is a list of required orientation and core training activities that will be provided to new employees by the Berkeley Public Library and the City of Berkeley.

As the training is conducted the employee will initial and date the form to indicate that each item has been completed.

This form, when completed, will be attached to the employee's 2nd Performance Appraisal.

I. Schedule of Employee Tours, Division visits

The new employee and supervisor will be responsible for determining which (2) divisions will be visited and scheduling arrangements with the supervisor in charge of the Division to be visited. Visits should last no more than (2) hrs each.

<table>
<thead>
<tr>
<th>Division</th>
<th>Supervisor</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour of Branches</td>
<td>Suzanne Olawski</td>
<td>981-6106</td>
</tr>
<tr>
<td>General Services</td>
<td>Jay Dickinson</td>
<td>981-6174</td>
</tr>
<tr>
<td>Technical Services</td>
<td>Megan Mc Ardle</td>
<td>981-6124</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Alicia Abramson</td>
<td>981-6131</td>
</tr>
<tr>
<td>Children's Services</td>
<td>Linda Perkins</td>
<td>981-6231</td>
</tr>
<tr>
<td>Administration Offices</td>
<td>Douglas Smith</td>
<td>981-6109</td>
</tr>
<tr>
<td>Reference Services</td>
<td>Shani Leonards</td>
<td>981-6132</td>
</tr>
<tr>
<td>Art &amp; Music</td>
<td>Jane Scantlebury</td>
<td>981-6233</td>
</tr>
<tr>
<td>Special Services</td>
<td>Alan Bern</td>
<td>981-6107</td>
</tr>
<tr>
<td>Young Adult Services</td>
<td>Linda Perkins</td>
<td>981-6231</td>
</tr>
<tr>
<td>Branch Services</td>
<td>Suzanne Olawski</td>
<td>981-6106</td>
</tr>
<tr>
<td>Claremont</td>
<td>Karen Joseph-Smith</td>
<td>981-6285</td>
</tr>
<tr>
<td>North</td>
<td>Tara Rivera</td>
<td>981-6256</td>
</tr>
<tr>
<td>South</td>
<td>Jeri Ewart</td>
<td>981-6265</td>
</tr>
<tr>
<td>West</td>
<td>Marge Sussman</td>
<td>981-6278</td>
</tr>
</tbody>
</table>
II. Special Services

1. Non-English Language Services
   System personnel and resources
   AT&T Language Line
   Philosophy and program of service

2. Outreach Services (for Berkeley residents who are disabled only)
   Home Delivery
   Large print collection
   System personnel and resources

3. Visually Impaired
   Talking Books – refer to California State Library
   20/20 magnification system, Central and West Branch
   The Reading Edge, Central
   System personnel and resources

4. Hearing Impaired
   TDD (in Reference)
   California Relay Service
   System personnel and resources

5. Literacy Program (adults age 16 and older)
   BERKELEY READS
   System personnel and resources

6. Partnerships for Change (PFC)
   System personnel and resources

7. Tool Lending Library (for Berkeley residents and property owners only)
   System personnel and resources

8. Volunteer Program
   System personnel and resources

9. Library Tours
   Group tours
The purpose of this checklist is to ensure that employees are provided with training during the probation period that is appropriate for successful employment in the Berkeley Public Library system.

Following is a list of on-the-job training that will be provided to new employees by the immediate supervisor. This training is specific to the Division and the position to which the employee is assigned.

As the training is conducted the employee will initial and date the form to indicate that each item has been completed.

---

This form, when completed, will be attached to the employee’s FINAL Performance Appraisal.

I. New Employee Orientation Sessions
   _____ 1. City of Berkeley

II. New Employee Core Courses
   _____ 1. Berkeley Public Library
      a. Effective Communication (course designed to cover conflict resolution, dealing with tough public service situations, communication and team building) InfoPeople
      b. General Circulation Procedures (Intro to Millenium, patron registration, etc) GS
      c. Library Computing Environment (Outlook, Word, how to access various drives, accessing ICOBWeb etc.) IT
   _____ 2. City of Berkeley
      a. Effective Communication
      b. Resolving Conflict in the Workplace
      c. Customer Service
      d. Creating Effective Teams

III. Professional Development Opportunities
   _____ 1. Conference/Workshop attendance
   _____ 2. On-line Learning
   _____ 3. Service on Committees
   _____ 4. Tuition Assistance Programs
BPL Core Courses

Customer Service: Staff will have the opportunity to practice powerful techniques for improving eye contact, facial expression and body language, tone of voice, availability to customers, assessment of customer needs, and quality of information provided.

Completing this course will help you handle more interactions with customers by empowering them to do more for themselves, while increasing their knowledge of your offerings and their satisfaction with the library experience. Cost: $2,000 per contract visit (thru InfoPeople)

Library Computing: Designed by BPL’s Information Technology division, this training covers the “How to’s” of Microsoft Office environment including Word, Outlook and Internet/Intranet usage. This course does not address the policy of computer usage as this is addressed by the employee’s supervisor. Cost: N/A

Circulation: Our Circulation Policies and Procedures course is already under development and will include tutorials of Millenium, ILS, along with basic circulation policy and procedures. This training would be provided by internal staff. Cost: N/A

Privacy: Management is currently teaming with the City Attorney to form a quality, relevant Privacy Policy Training that will help staff become more familiar with the privacy laws regarding patron records, patron computer usage etc. Once developed peer trainers will be released to offer this workshop to staff. Cost: N/A

In addition to our 4 core trainings the committee has introduced a safety-centered training that will focus specifically on the body movements associated with the tasks completed by BPL employees. The training will show staff how to move safely in his/her own work environments and also introduce a number of convenient ergonomic exercises that can be completed by staff throughout the work day. This training is designed in a train the trainer format with attendance required by supervisors responsible for training staff. Cost: $1,500
<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>TRAINING</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library Assistant</strong></td>
<td>1. Circulation (Intermediate Level)</td>
<td>1. N/A</td>
</tr>
<tr>
<td></td>
<td>2. Cash Handling 101</td>
<td>2. N/A</td>
</tr>
<tr>
<td></td>
<td>3. Managing Difficult Patrons w/ Confidence (Webjunction $40/person)</td>
<td>3. $1,500 yr</td>
</tr>
<tr>
<td><strong>Supervising Library Assistant</strong></td>
<td>1. New Supervisor Training – COB</td>
<td>1. N/A</td>
</tr>
<tr>
<td><strong>Library Specialist I</strong></td>
<td>1. Link +</td>
<td>1. N/A</td>
</tr>
<tr>
<td><strong>Library Specialist II</strong></td>
<td>1. How to Conduct a Reference Interview/Reader’s Advisory</td>
<td>1. $250/yr</td>
</tr>
<tr>
<td></td>
<td>3. Circulation (Intermediate Level) *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Cash Handling 101 *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Managing Difficult Patrons w/ Confidence (Webjunction $40/person) *</td>
<td></td>
</tr>
<tr>
<td><strong>Librarian I/II</strong></td>
<td>1. Collection Development</td>
<td>1. N/A</td>
</tr>
<tr>
<td></td>
<td>2. Library Programming</td>
<td>2. $2,000/yr</td>
</tr>
<tr>
<td></td>
<td>3. How to Conduct a Reference Interview/Reader’s Advisory *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Circulation (Intermediate Level) *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Cash Handling 101*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Managing Difficult Patrons w/ Confidence (Webjunction $40/person) *</td>
<td></td>
</tr>
</tbody>
</table>
TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: APRIL 2009 MONTHLY REPORT FROM LIBRARY DIRECTOR

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

FISCAL IMPACT
This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

Library Journal
Berkeley Public Library Gets a Gold Star (4 of them, in fact). In the latest issue of Library Journal (2/15/09), public libraries around the country were indexed, and the best scoring libraries get the bragging rights of being called one of “America's Star Libraries”. Libraries were divided into categories based on their expenditures per capita and rated on the following criteria: circulation, visits, program attendance and internet terminal uses. Based on the scores received, Library Journal highlights the best, broken down into 5 star, 4 star, and 3 star categories with 10 libraries in each. Berkeley is pleased and proud to have been given 4 stars for our overall score. The full article including all the star libraries can be found at Library Journal's website: http://www.libraryjournal.com/article/CA6640029.html.

Training
Doug Smith, Deputy Director and Kristy Van Herick, attorney for the city, attended a one-day library law conference, see Attachment 2.

Innovative Interfaces
The Director attended the annual LINK+ director's meeting held in Emeryville each year of all those libraries that participate in this consortium. A copy of the fact sheet (Attachment 5) highlights the increases in usage of the service. On an annual basis, Innovative Interfaces also hosts an annual conference for all its member libraries, this is held at the Claremont Hotel over 3 days (Attachment 6). The director was able to attend one-day of this event which consists of speakers in the fields of technology and innovation, highlights products enhancements and is an opportunity for library directors to share information and ideas.
PROGRAMS, SERVICES AND COLLECTIONS

Depository Status
The Library petitioned the California State Library to terminate our contract as a selective depository library within the California depository library program. Our request was granted on March 18, 2009 and the Office of state Publishing notified. The staff may still select items published by the state on a selective basis but will no longer receive items automatically. This change came at the request of the reference staff.

Statistics
Summary of usage statistics for first two quarters of this FY (July-December 2008):

<table>
<thead>
<tr>
<th></th>
<th>Circulation</th>
<th>Patron count</th>
<th>Preschool programs/ attendance</th>
<th>School age programs / attendance</th>
<th>Adult programs / attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qtr 1:</td>
<td>474,213</td>
<td>379,242</td>
<td>114 /3,631</td>
<td>94/ 3,631</td>
<td>45 /710</td>
</tr>
<tr>
<td>Qtr 2:</td>
<td>467,306</td>
<td>352,353</td>
<td>178 /5,850</td>
<td>105/ 5,850</td>
<td>43/ 538</td>
</tr>
</tbody>
</table>

Central Library film venue

In collaboration with Gail Feldman, from the Sustainable Energy Programs, Manager Office of Energy & Sustainable Development Planning Department, the Library served as one of the venues for the short film promoting the City's "get off the gas" contest. Josh Kornbluth, local comedian, actor and Energy Commissioner, stars in a new video promoting Berkeley’s “Get Off Your Gas” Contest. Mr. Kornbluth takes on the role of Benjamin Franklin to promote a contest that educates and rewards Berkeley residents who reduce their natural gas consumption. Watch the video and enter the contest online. Applications are due April 10, 2009. View the funny 4-minute video at: http://berkeley.granicus.com/MediaPlayer.php?publish_id=556.

PERSONNEL

A summary of the positions filled and lists developed in the last month (Attachment 1).

March was an unusual month, the library had six employees celebrate 20 years of service at the City Manager’s monthly Years of Service event held on March 25th. These were: Deborah Carton, Librarian II in Art & Music Department; Arthur Serna, Accounting Office Specialist III in Library Administration; Marge Sussman, Supervising Librarian at the West Branch; Vivian Vigil, Supervising Library Assistant at the North branch; Kevin Karvonen, Library Assistant in the Technical services Section; and Sandra Schmitz, Librarian II in Cataloging unit of technical Services. We congratulate all of these employees on their many years of service and commitment to serving the community.

Why so many 20 year anniversaries in March? In the November 1988 general election, Berkeley voters approved Measure H, the extension of the Library Relief Act of 1980. This vote amended the library tax to increase revenues in anticipation of opening the Central Library seven days a week and the branches six days a week effective February 1989. As a result the library was able to hire additional staff.

The administration office welcomed Eve Franklin this month as the new administrative secretary to the Director.
The Library has received the annual summary of work-related injuries and illnesses report for 2007 (Attachment 3) and 2008 (Attachment 4), these are included for the board’s information.

ATTACHMENTS:

1. Positions
2. Lawyers in Library event
3. Summary of work-related injuries and illnesses 2007
4. Summary of work-related injuries and illnesses 2008
5. LINK+ Fact Sheet January 2009
## BPL’s Recruitment Timeline

**Revised 4/8/09**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Posting Date</th>
<th>Closing Date</th>
<th>EXAM Date Tentative</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Secretary</td>
<td>10/20/08</td>
<td>11/17/08</td>
<td>12/20/08</td>
<td>Interviews conducted 2/11/09. Eve Franklin selected eff: 3/16/09.</td>
</tr>
</tbody>
</table>

*All selections for career positions are made from valid eligible lists throughout the year.*

**Eligible lists may be extended for up to one additional year per Director’s discretion.*
On Friday Feb. 27th, Deputy City Attorney Kristy Van Herick and I attended an institute sponsored by the ALA Office for Intellectual Freedom. The Lawyers for Libraries Institute was primarily intended to equip attorneys with tools they need to effectively defend the First Amendment in libraries, and to foster good communication between library administrators and their legal representatives. We participants were instructed by practicing attorneys specializing in First Amendment law as well as by the community of about 25 participants--all Library directors or attorneys representing libraries as public agencies.

Among the topics covered during the institute:

- Privacy, law enforcement requests for records and the USA PATRIOT Act;
- Public forum analysis and libraries, including developing meeting room and other policies, and limiting library liability;
- Internet filtering and the ongoing repercussions of the Supreme Court's CIPA decision;
- How to respond to attempts to censor books and other library materials.

In addition, a panel of librarians discussed their real-world experiences with creating and enforcing library policies. This session addressed "Real Challenges and Practical Strategies," discussing experiences in drafting and implementing library use policies and how legal assistance is critical to our responsibilities. The day was uniformly interesting, and it was an outstanding opportunity to discuss the vagaries of library policy with the City's attorney whose areas of responsibility include the Library.

Douglas Smith, Deputy Director
**Summary of Work-Related Injuries and Illnesses**

All establishments covered by CCR Title 8 Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you’ve added the entries from every page of the Log. If you had no cases, write “0.” Employees, former employees, and their representatives have the right to review the Cal/OSHA Form 300 in its entirety. They also have limited access to the Cal/OSHA Form 301 or its equivalent. See CCR Title 8 Section 14300.35, in Cal/OSHA’s recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

<table>
<thead>
<tr>
<th>Total number of deaths</th>
<th>Total number of cases with days away from work</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2</td>
<td>6</td>
<td>0</td>
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</table>

### Number of Days

<table>
<thead>
<tr>
<th>Total number of days of job transfer or restriction</th>
<th>Total number of days away from work</th>
</tr>
</thead>
<tbody>
<tr>
<td>666</td>
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### Injury and Illness Types

<table>
<thead>
<tr>
<th>Total number of...</th>
<th>(M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Injuries</td>
<td>8 (4) Poisonings 0</td>
</tr>
<tr>
<td>(2) Skin Disorders</td>
<td>0 (5) Hearing loss 0</td>
</tr>
<tr>
<td>(3) Respiratory conditions</td>
<td>0 (6) All other illnesses 0</td>
</tr>
</tbody>
</table>

---

**Facility Information:**

- **Establishment name:** City of Berkeley/Library
- **Street:** 2090 Kittredge Street
- **City:** Berkeley
- **State:** CA
- **Zip:** 94704
- **Industry description:** Government
- **Standard Industrial Classification (SIC) known**
- **Employment Information:**
  - Annual average number of employees: 246
  - Total hours worked by all employees last year: 214,470.84

**Sign here**

Knowingly falsifying this document may result in a fine. I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

City Manager

(510) 981-7000

Date: 1/3/08
### Number of Cases

<table>
<thead>
<tr>
<th>Total number of deaths</th>
<th>Total number of cases with days away from work</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
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### Number of Days

<table>
<thead>
<tr>
<th>Total number of days of job transfer or restriction</th>
<th>Total number of days away from work</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
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</table>

### Injury and Illness Types

<table>
<thead>
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<th>Total number of...</th>
<th>(M)</th>
<th>(N)</th>
<th>(O)</th>
<th>(P)</th>
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</thead>
<tbody>
<tr>
<td>Injuries</td>
<td>4</td>
<td>(4)</td>
<td>Poisonings</td>
<td>0</td>
</tr>
<tr>
<td>Skin Disorders</td>
<td>0</td>
<td>(5)</td>
<td>Hearing loss</td>
<td>0</td>
</tr>
<tr>
<td>Respiratory conditions</td>
<td>0</td>
<td>(6)</td>
<td>All other illnesses</td>
<td></td>
</tr>
</tbody>
</table>

---

**Facility Information:**
- **Establishment name:** City of Berkeley Library
- **Street:** 2090 Kittredge Street
- **City:** Berkeley
- **State:** Ca
- **Zip:** 94704

**Industry description:** Government

**Standard Industrial Classification (SIC) If known:**

**Employment Information**
- **Annual average number of employees:** 241
- **Total hours worked by all employees last year:** 208,950,280

**Sign here**
Knowing falsely this document may result in a fine.
I certify that I have examined this document and that to the best of my knowledge it is correct, accurate, complete,

---

**City Manager**

(510) 981-7000

City

January 9, 2009
Fact Sheet
January 2009

Link+ Catalog
- 25.3 Million Bibliographic Records contributed
- 9.5 Million Unique Titles
- 61.59% titles held by only one library
- 32.7 Million Circulation Item Records represented
- 46 Libraries
  - 32 Academic libraries
  - 15 Public Libraries

BORROWING STATISTICS 2007-2008*:

- 391,266 items borrowed
- Academic libraries borrowed 59% of total
- Public libraries borrowed 41% of total
- Academic libraries lent 70% of total
- Public libraries lent 30% of total
- Academic libraries borrowed 232,093 items
  - 188,962 borrowed from academic libraries (81%)
  - 43,131 borrowed from public libraries (19%)
- Academic libraries lent 274,782 items
  - 188,962 lent to academic libraries (69%)
  - 85,820 lent to public libraries (31%)
- Public libraries borrowed 159,173 items
  - 85,820 borrowed from academic libraries (54%)
  - 73,353 borrowed from public libraries (46%)
- Public libraries lent 116,484 items
  - 43,131 lent to academic libraries (37%)
  - 73,353 lent to public libraries (63%)
- LINK+ libraries had 91% of their requests successfully filled.

*All borrowing statistics based on July 2007 – June 2008 time period.

© Innovative Interfaces, Inc.
March 2009

INNOVATIVE
INTERFACES
5850 Shellmound Way
Emeryville, CA 94608
Participating Libraries

Academic Libraries
- Alliant International University
- Azusa Pacific University
- Biola University
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- Claremont Colleges
- CSU Dominguez Hills
- CSU Fresno
- CSU East Bay
- CSU Long Beach
- CSU Stanislaus
- La Sierra University
- Loma Linda University
- Loyola Marymount University
- Mount St. Mary's College
- Occidental College
- Pacific Union College
- Point Loma Nazarene University
- St. Mary's College of California
- San Diego State University
- San Francisco State University
- San José State University
- Santa Clara University
- Sonoma State University
- University of California, Riverside
- University of California, Santa Cruz
- University of La Verne
- University of Nevada, Las Vegas
- University of Nevada, Reno
- University of San Francisco
- West Valley & Mission Colleges
- Whittier College

Public Libraries
- Alameda County Library
- Berkeley Public Library
- Contra Costa County Library
- Hayward Public Library
- Livermore Public Library
- Mountain View Public Library
- Palo Alto City Library
- Pleasanton Public Library
- Richmond Public Library
- Riverside Public Library
- Sacramento Public Library
- San Francisco Public Library
- San José Public Library
- Santa Clara City Library
- Sunnyvale Public Library

Upcoming
- Oakland Public Library
### Thursday, March 26

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>Breakfast and Registration</td>
<td>Horizon Room, First Floor</td>
</tr>
<tr>
<td>8:30 am</td>
<td>Welcome/State of Innovative</td>
<td>Empire Ballroom, First Floor</td>
</tr>
<tr>
<td>9:00 am</td>
<td>Keynote Address</td>
<td>Empire Ballroom, First Floor</td>
</tr>
<tr>
<td></td>
<td>Dr. Moira Gunn, Host of <em>Tab Nubbs</em></td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>10:30 am</td>
<td>Beyond Text – Extending the Library’s Reach</td>
<td>Empire Ballroom, First Floor</td>
</tr>
<tr>
<td></td>
<td>Neil Block, VP, Worldwide Sales, Innovative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aaron Blazer, VP, Innovative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rice Majors, Product Manager, Innovative</td>
<td></td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Lunch</td>
<td>Horizon Room, First Floor</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Guest Speakers - Marketing the Library’s Value</td>
<td>Empire Ballroom, First Floor</td>
</tr>
<tr>
<td></td>
<td>Anne Wintrobe, Director of Communications and Advocacy, Friends of The San Francisco Public Library</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marcia Schneider, Chief of Communications and Adult Services, San Francisco Public Library</td>
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</table>

### Friday, March 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>Breakfast</td>
<td>Horizon Room, First Floor</td>
</tr>
<tr>
<td>8:30 am</td>
<td>General Speaker</td>
<td>Empire Ballroom, First Floor</td>
</tr>
<tr>
<td></td>
<td>Paul Duguid, Co-author, <em>The Social Life of Information</em></td>
<td></td>
</tr>
<tr>
<td>9:30 am</td>
<td>Directors Panel - Managing Staff Transitions</td>
<td>Empire Ballroom, First Floor</td>
</tr>
<tr>
<td></td>
<td>Carolyn Anthony, Director, Skokie Public Library (IL)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ken Haycock, Dean, San Jose State University, School of Library and Information Science (CA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marcellus Turner, Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jefferson County Public Library (CO)</td>
<td></td>
</tr>
<tr>
<td>10:15 am</td>
<td>Break</td>
<td></td>
</tr>
</tbody>
</table>

### Program Agenda

- **7:30 am**
  - Breakfast and Registration
  - Horizon Room, First Floor

- **8:30 am**
  - Welcome/State of Innovative
  - Empire Ballroom, First Floor

- **9:00 am**
  - Keynote Address
  - Dr. Moira Gunn, Host of *Tab Nubbs*
  - Empire Ballroom, First Floor

- **10:00 am**
  - Break

- **10:30 am**
  - Beyond Text – Extending the Library’s Reach
  - Neil Block, VP, Worldwide Sales, Innovative
  - Aaron Blazer, VP, Innovative
  - Rice Majors, Product Manager, Innovative
  - Empire Ballroom, First Floor

- **12:00 pm**
  - Lunch
  - Horizon Room, First Floor

- **1:30 pm**
  - Guest Speakers - Marketing the Library’s Value
  - Anne Wintrobe, Director of Communications and Advocacy, Friends of The San Francisco Public Library
  - Marcia Schneider, Chief of Communications and Adult Services, San Francisco Public Library
  - Empire Ballroom, First Floor

- **7:30 am**
  - Breakfast
  - Horizon Room, First Floor

- **8:30 am**
  - General Speaker
  - Paul Duguid, Co-author, *The Social Life of Information*
  - Empire Ballroom, First Floor

- **9:30 am**
  - Directors Panel - Managing Staff Transitions
  - Carolyn Anthony, Director, Skokie Public Library (IL)
  - Ken Haycock, Dean, San Jose State University, School of Library and Information Science (CA)
  - Marcellus Turner, Director
  - Jefferson County Public Library (CO)
  - Empire Ballroom, First Floor

- **10:15 am**
  - Break

- **10:45 am**
  - Finding Value in Your Millennium System
  - Sandra Westall, Senior VP, Library Service, Innovative
  - Empire Ballroom, First Floor

- **11:15 am**
  - Product Highlight - Electronic Resource Management and Program Registration
  - Betsy Graham, VP, Product Management, Innovative
  - Sarah Hickman Auger, Product Manager, Innovative
  - Empire Ballroom, First Floor

- **11:45 am**
  - Guest Speaker
  - Will Manley, Author and Columnist, *American Libraries*
  - Empire Ballroom, First Floor

- **12:30 pm**
  - Program Adjourns / Attendee Closing Lunch
  - Horizon Room, First Floor
TO: Board of Library Trustees

FROM: Suzanne Olawski, Neighborhood Services Manager

SUBJECT: STATE LIBRARY GRANT FOR THE TRANSFORMING LIFE AFTER 50 BABY BOOMER LIBRARY PROJECT UPDATE

FISCAL IMPACT
No grant expenditures have been made to date.

BACKGROUND
On September 2, 2008 the CA State Library notified the Director of Library Services that it had approved the Berkeley Public Library’s grant application for the Coming of Age in the Civil Rights Era: Experiencing Berkeley School Desegregation 1964-1968 for a total of $18,754 in federal Library Services and Technology Act (LSTA) funds. The State Library-administered grant program is a targeted initiative designed to assist public libraries in creating and delivering new and innovative services and volunteer opportunities to active older adults—the “baby boomer” generation.

On October 14, 2008, the board adopted the resolution accepting the grant of $18,754 from the CA State Library and approved depositing these funds into the Berkeley Public Library, Grant Fund, for allocation and expenditure in the future.

CURRENT SITUATION AND ITS EFFECTS

Project Goal
The goal of the Library’s project is to provide a creative and engaging opportunity for the baby boomer community to come together to capture and share a vital part of Berkeley’s past with the present for the benefit of the future by producing a rich source of material that community boomers collaborated on and from which others will draw upon to learn.

This project will address Berkeley’s boomer community support for free, enriching intellectual and cultural learning experiences, programs on “life issues,” “human potential” (personal growth), and/or cultural history programs. This project effectively conforms with major initiatives in the Library’s new strategic plan involving expanding innovative adult programming and marketing the library’s services to targeted audiences; moreover, it will transform life after 50 for Berkeley boomers by providing the opportunity for self-fulfillment, self-respect, and a sense of accomplishment

Update
Jef Findley, reference specialist, has taken over as project lead and has been working with the project advisory committee, comprised of library staff; community members; and project partners, to refine the project’s process to capture, in digital formats, oral histories from culturally
diverse perspectives recounting the historic civic event of the Berkeley public schools’ voluntary integration. The advisory committee has been instrumental in providing project direction and will continue to be active in targeted outreach to potential project participants, volunteer recruits, and project promotion.

As next steps, the committee will focus recruiting storytelling participants and securing volunteers. A key initiative of the project is the capture of diverse first-person, real-life narratives from those who were parents, teachers, and other adults involved in this historic transformation of Berkeley’s schools. It is envisioned that working with project partners, most especially the BUSD, and through local networking efforts, the committee will attain their goal of diverse perspectives. Several individuals have volunteered to serve as assistants on the project and Jef is securing their commitments based on the project’s schedule. The volunteers will go through the project process with the storytellers and will be trained throughout the process by the Center for Digital Storytelling (CDS) facilitators. The volunteers will be most involved with editing and technical assistance to the storytellers.

The project process will consist of information sessions facilitated by the CDS to describe the project’s purpose, process, and time commitment. Up to eight participants will continue through the process by attending CDS facilitated story circle sessions, during which participants will begin to craft their narratives both orally and in writing. Storytellers will commit to a two-day workshop on site at Berkeley Public Library where they will write individual 200-300 word narratives, record, edit, and add images to their pieces. Two library staff members who will be participating throughout the process will produce two historical narratives which will serve as the project’s framework. Final editing will be completed by the CDS and the final product will be a compilation of up to eight first-person, real-life three-minute narratives including the two historical pieces created by library staff. Each participant will receive a compact disc copy and one copy will be placed in the Library’s history room and the other will be donated to the Berkeley Historical Society.

The majority of the project will be completed during the last quarter of the grant cycle.

**FUTURE ACTION**
No further action is required.
COMMENTS
Options expressed in Daily Planet commentary and letters to the editor are those of the authors and do not necessarily reflect the views of the Daily Planet or its staff.

COUNCIL VIOLATES BERKELEY’S NUCLEAR FREE ACT
BY GENE BERNARDI

At the Jan. 27 meeting where the City Council approved a resolution for a Nuclear Free Berkeley Act (NFBA), the council majority’s words for the public were palpable. Some 50 people present to speak against the NFBA were not allowed to speak until 11:30 p.m. The remaining were forced by the mayor to continue their comments to vote against each unless someone else deferred their time. This was not the spirit of the Open Act, which requires equitable treatment of public speakers. Speakers’ other agenda items had two minutes; 3M had two minutes; the idea of 3M. Most unusual was the speed with which the Peace and Justice Commission’s (P&J) Jan. 5 recommendation that the City Council delay the waiver of the NFBA reached the Council’s attention. A P&J recommendation generally does not reach the council for a couple of months. This unprecedented rush resulted in considerable not having time to read and analyze the communications and reports, many of which, I believe, would have helped. One of the largest was the stragglers arrived the day of the meeting and were not even at the meeting as a Declarative Communication to councilmembers. This supplement included a letter from the California Council of Churches representing 3,500 congregations and 12,000 members, which asked the City Council to deny the Berkeley Public Library’s request to waive the NFBA. The City Council’s approval of a waiver violated the NFBA. The Act states “The City of Berkeley shall grant no contract to any person or business which knowingly engages in work, for nuclear weapons, unless the City Council makes a specific determination that no reasonable alternative exist, considering three factors: the national purpose of the Act, the availability of alternative services, and government lifetable additional costs resulting from use of available alternatives. Despite the findings that the library currently has a maintenance contract until June 2009, the Council continued to call the waiver for the library’s call for a postponement of the item in order that such a specific determination could be made. The items is not waived for the Nuclear Free Berkeley Act, in defiance of the NFBA (a different initiative, passed by more than three-quarters of the voters) so the Berkeley Public Library can contract with the military contractor involved in the nuclear weapons industry. Thanks to Commissioner Washington, Argentine and Anderson for wisely suggesting more study of the issue was needed before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waived before the issue was not waive...
THE BERKELEY BRAWL
Editors, Daily Planet:

The rudeness of Berkeley Bowl "aisle hogs," mentioned by Saul
Crypps in his letter, is caused in
part by the overly wide carts. The
options for Bowl shoppers are
either these dangerously huge
Hummers or wee hand-held bask-
ets that quickly become over-
loaded. Either can cause strain or
falling, serious damage.

So, where is the information on
the police log about what hap-
pended on Santa Barbara on Feb 24,
why is it that it is only appearing in
the Planet? What good is a police
log if they hide the truth? How are
we to know what goes on?

Karen Bianchini

DOWNTOWN PLAN
Editors, Daily Planet:

The draft environmental
impact report for our Downtown
Area Plan had comments due
March 13! But the community
copy of this plan has not been
available in the Public Library
where it is supposed to be, since
the Planning Commission deliv-
ered it weeks ago! "Someone
must have taken it," I was told.

These documents are supposed
to be kept at the Main Library
reserve desk. To see them you
need to give your ID to the libra-
rian, and read the draft in the library.

The weekend before comments
were due, the library still had no
copy available for the public. So I
called the city to insist one be
placed in the Main Library
reserve, and that the comment
deadline be extended.

I was told they would not likely
extend the deadline because many
people had received the informa-
tion already—the city had mailed
copies to many organizations.
Sure, they mailed free copies to
UCB and developer organiza-
tions, but skipped community
organizations like Berkeleyans for
a Livable University Environment
(BLUE) which is on their list, and
neighborhood organizations like
Council of Neighborhood Organi-
zations (CNA).

I understand that a copy is now
available at the Main Library for
the citizens of Berkeley, but you
would have had only a day to read
and comment on the two-inch
thick document because the
deadline was March 13.

So Planning Commission needs
to extend the deadline for com-
unity comments on this draft EIR
for the Downtown Area Plan.

Merrilie Mitchell

OTHER PEOPLE'S MONEY
Editors, Daily Planet:

One thing that's clear about the
economic meltdown is that people
were taking unacceptable
risks with their own money and
with other people's money. People
and companies took gambles
based on "irrational exuberance"
because the rewards—a bigger
house or a whopping profit to be
made— Influenced them so much
that they forgot to look at the risk.

When your local city government
puts together the annual
budget, the council chambers
are filled with people advocating
for the rewards of funding services.
Whether it's smoother streets or
more police, faster counter ser-
vice or spiffier parks, people feel
strongly about the importance of
programs. In times of budget cuts,
resident enthusiasts for each spe-
cific program plead with the city
council "don't cut my service—
cut something else." Council and
management respond by trying to
"share the pain" with across the
board cuts, or early retirements
and employee furloughs.

So far, I've never seen a local
residents step up at a council meet-
ing and ask "please, please don't
cut the support departments;
don't cut the oversight." All too
often, oversight functions such as
quality assurance, inspections,
performance evaluation, and
training are seen as "fat" rather
LETTERS TO THE EDITOR

Continued from Page Fourteen

with Dan Hoyle. This was followed by
the usual audience discussion.

On Tuesday afternoon, at the North
Berkeley Senior Center, James Keller,
an authority on movies and drama,
showed a poignant film, “Casa Di
Riposo,” filmed in Milan. Funded by
composer Verdi in 1902, the “Casa” was
established as a residence for elderly
opera singers, musicians and composers.
One especially moving scene is that of a
90-year-old opera singer wistfully
listening to her recording of an aria from
“Tosca” on a scratchy record.

Wednesday was a “double header”
day. The Berkeley Public Library
offered its “Play Reading for Adults”
from noon to 1 p.m. Seated at a round
table, participants were given Xerox
copies of “Antigone,” with everyone
reading one of the roles. But you were
faced with a dilemma today. If you
attended the play reading, you’d miss
a splendid noon concert at Hertz Hall—a
program of piano and flute.

Ah, decisions, decisions!

Thursday was another “double head-
er.” The Berkeley Public Library
presented a noon concert by the Berkeley
Opera Company, performing arias from
Jacques Offenbach’s “Tales of Hoff-
man.” What better way to spend one’s
lunch hour? That evening, the Univer-
sity Press Book Store on Bancroft Way,
-sponsored a discussion by Blair Kirk-
patrick on her new book, “Accordion
Dreams: A Journey into Cajun and Cre-
ole Music.” An added attraction was
live music by the Sauce Piquante Duo
(the author, on accordion, and her viol-
inist spouse.) As you can imagine, the
book store really rocked that evening.

On Friday afternoon, the UC De-
partment of Music offered a Chamber Music
rocket launchers immediately after fir-
ing into Israel.
This is yet another example of Hamas
deliberately placing its launchers in the
midst of a civilian population, inviting
tragic and regrettable results to untar-
targeted people.

IRAQ

Eric Dynamic

Israel

I have recently read two articles of two
different world events. The first one was
about Hamas, the militant Islamic
organization avowed to the destruction
of Jewish Israel—the organization, that
has, yet again, revealed its true nature
by unlawfully and yes, undemocratically,
grafting international food and other
aid for the needy, thereby holding
their own population hostage. And the
other event: Egypt’s role in protecting
the most wanted Nazi criminal, Aribert
Ferdinand Heim (“Islamified” to be
known as Tareq Hussein Tarik) and
having provided him with asylum for
some 47 years (instead of extraditing
him to Israel, as it supposedly signed a
so-called “peace accord” in 1979 with Israel).
This inevitably brings to memo-
ry an inexplicable, deeply rooted hate
for the Jews and a commitment to
Israel’s destruction, through the well-
documented and photographed Nov. 21,
1941 joint Hitler-Hajj. Muhammad
Amin El Husseini (Jerusalem’s “Grand
Mufti” meeting—this one and others, to
devise ways to destroy the Jews, way
before the “Nakbah” (or “the catastro-
phy,” in Arabic) pretext of “the
nascence of the state of Israel.” If the
excuse today is Israel—then, what was it
then? The writing’s on the wall. Can you
see it, or do you still need to learn how
to read?

AFGHANISTAN

under the same moment-to-moment
threat crisis that is written for the
authoritarian fantasy TV series “24.” In
fact, there is no such pressure, and “dur-
ing time of war” is just an authoritarian
excuse.

Eric Dynamic

RADIO FREQUENCY
IDENTIFICATION

Editors, Daily Planet:

The political skulduggery surrounding
the radio frequency identification fiasco
dumped upon the taxpayers by former
Library Director Jackie Griffin working
at the behest of the Bush Department
of Homeland Security has greatly tarn-
nished our credibility in the progressive
world.

It is extremely important to honor the
Nuclear Free Berkeley Act and the
Oppressive States Resolution, and con-
sequently oppose the Berkeley Public
Library’s waiver of the act. Other
requests will follow and soon the entire
conceptual framework of the act will be
gutted. I wouldn’t want it on my record
and neither should you. Stand up for
Berkeley.

The library has other options than to
contract with 3M, including replacement
of its aging system with a new one that
does not require obtaining maintenance
from 3M.

Unemployment in California is now at
10 percent and climbing and the Check-
point storefront operation down on the
peninsula and in Atlanta, Ga., seems to be-
fooling no one except previous city
Councils here and in Eugene, Ore. The
entire Checkpoint system for the library
is nothing but espionage. Stop support-
ning it. It is an intelligence front.

Michael Jordan

OBAMA ADMINISTRATION

Editors, Daily Planet:

Afghanistan to deal with the insurgency.

1) The new president announced that
he will not be bound by the 16-month
promise to bring the boys home from
Iraq but it may take two or three years
longer. 2) The White House announced
that it will promote $350 billion in tax
cuts heavily for rich to stimulate the
economy.

Then came the second week and
there were a lot of surprises: 1) The
Defense Department asked permission
from the president to bomb a village in
Pakistan and Obama agreed. The result
was 20 people killed mostly women and
children. 2) The White House
announced three Republicans would be
named to the new cabinet, including
Secretary of Defense Robert Gates, an
architect of the Iraq war. They said this
is the largest number of Republicans
(corporate CEOs) ever named by a
Democratic president in the history of
the country. 3) The president told
minority senators of the Republican
Party that he was willing to add another
70 billion to the stimulus package for
tax breaks for the rich.

Then came the third week and some
of the true believers said they had
enough and were ready to jump ship for
the new group in the White House: 1)
Since Jan. 20 the number of prisoners at
Guantanamo who are on hunger strike
has nearly doubled. And the guards
have been beating up and brutalizing
these hunger strikers since Jan. 20. 2)
President Obama sent Sen. George
Mitchell to Israel to deal with the Pales-
tinian Israeli conflict. He refuses to
meet with Hamas in the negotiations.
He refuses to stop aid to Israel including
the most sophisticated DIME bombs
that sever people’s legs and arms when
dropped on civilian areas in cities. 3)
The White House appointed an eco-
nomic consulting council to meet and
discuss the depression gripping the
country. It is composed of 14 heads of
A House of Books in the Elmwood

By PHILA ROGERS
Special to the Planet

Immediately off busy Ashby Avenue on Renaissance Avenue in the Elmwood district you enter an unexpected enclave of Arts and Crafts homes. The Clarendon Branch Library, built in 1924 and designed in the same style as the surrounding homes, fits right in.

The Clarendon Branch is the second busiest branch in Berkeley with the largest branch collection and biggest building.

Karen Joseph-Smith, the branch manager, says, "This is a very much a family library. We often see parents, fathers, and grandparents visiting the library as part of a family outing," she says. "Claremont Branch is a vital part of the Elmwood community. It's a place to read a newspaper or magazine, access the Internet, check out a stack of DVDs for a week's worth of entertainment or pick up an audio book to play on a long trip, to listen to a story, or even watch a puppet show."

"It's also a social hub away from an excellent coffee house and a variety of restaurants. Patrons and staff have a special affection for the branch. No wonder," says Karen.

"The branch also sponsors a non-fiction reading group with different titles read and discussed each month. (The books are available at the circulation desk.)"

Karen Joseph-Smith, like most librarians, traces her love of books and libraries back to her childhood and her family of library users. "My grandparents came to California from Louisiana in the 1920s and it offered them a better life, access to good schools and housing, parks, libraries, and they didn't have to sit in the back. My grandmother would read voraciously and was a regular user of the old Green Library in Oakland," she recalls.

"Growing up in Oakland, my mother took me each week to the library where she picked out her books while I went to the children's room where I checked out my own stack of books. That is how I was introduced to the world of books and I've never looked back."

"The Clarendon Branch is the largest of the Berkeley Public Library branches," she says. "I must admit I never imagined growing up in east Oakland," she says. "I pursued her interest in other cultures. Karen did her undergraduate work at Pomona College in anthropology, then graduated from USC library school in 1976. After working at several local libraries she found her home at the Berkeley Public Library in 1991 and has been the Clarendon branch manager since 1995."

Every branch seems to have its "old-timer. At Clarendon Branch is Karin Sae-Lai, the supervising library assistant who's in charge of circulation. She started with the library as a teenager more than 30 years ago."

"Dawn Swann, the children's librarian, holds sway over the spacious Children's Room, which was part of the branch's major expansion in 1976. On a recent rainy Saturday morning the room was jumping with young children accompanied by many adults.

One young boy told Dawn that "I want a book on bombs." Being unflappable is one of the requirements for being a children's librarian. Dawn determined that he was also interested in submarines and the young patron left pleased with several illustrated books on the subject.

"We have a variety of programs for children up to through elementary school," says Dawn. Classes with their teachers visit and we have a number of home-schooling families. The Friends of the Berkeley Public Library sponsor special events like our puppet shows which attract a big crowd," she adds.

Fitting Right In

The Clarendon branch, like the other three branches in the Berkeley Public Library system, occupies several locations finding a permanent home. Clarendon branch first opened its doors in 1900 in the old Ermonton (now Garber) and later occupied two rooms in the back of a neighborhood before moving into its home at 2940 Renaissance on the corner of Ashby Avenue, a block south of College Avenue in 1976."

"The 1970s were a heyday for library construction thanks to Carnegies, grants which built libraries in California. The prominent for designing the Central Library and the Clarendon, South, and North branches all went to James W. Plachek. Each library was designed in a distinctive style."

"The Clarendon branch, designed in the so-called English Gothic domestic style, looks at home in its neighborhood. The exterior features a band of bricks laid in diamond brick pattern. The half timber wood is held together with wood pegs in the old style. The roof is a copy of an old 18th-century home."

"Carrying out the English style, the hand-hewn beams are exposed to the ceiling. "My Books shall be My Company," the inscription on the front says."

"The 3,700-square-foot branch at a cost of $24,000 and originally housed 6,000 books. Libraries were very different places in those days. Books, all repro¬
ed on index cards, made up the library collection."

"By the 1970s, the small building could no longer accommodate the increasing number of patrons and the growing book collection. Expansion to the site seemed the only reasonable solution, but that required the removal of a one-story basement. Because of the recently passed Neighborhood Preservation Ordinance, the basement could not be demolished."

"The only addition was an office for the Librarian."

"The site is the site of the old Ashby School which was built in 1883 and the site of the old Ashby School which was built in 1883 and the school site has remained as a school site since then, except for a time during World War II when it was used as a military hospital."

"In 2000, the branch was closed for several months to allow for an upgrade and the addition of a new children's room. The library has since been expanded and renovated and is now a vital part of the community."

"The Clarendon branch is a testament to the importance of libraries in our community and the continuing need for them in the 21st century."

"The Clarendon branch is a testament to the importance of libraries in our community and the continuing need for them in the 21st century."
More Bad News for the News

The economic news continues to be bad and worse. Today, we are sorry to say goodbye to our old friends at Elephant, founded by Stuart Skorman as Elephant Pharmacy, made over by investors after he moved on with the trendier-sounding name of Elephant Pharm. In the brave new world of the Awful Oughties, neither a good business plan nor honest business practices nor clever marketing turned out to be enough to save Elephant. Like an increasing number of retailers, from large (Circuit City) to small (the deli on your corner, perhaps), it's not possible to survive without credit, and credit's broken.

Many customers don't realize that it's been the common, and sound, practice for retailers to purchase inventory with borrowed money and repay with interest after sales. Without product on the

There have been a couple of high-minded essays recently suggesting that the only thing that will save newspapers is big endowments. One fellow who works in the fundraising department (it has a fancier name) at Yale suggested that an endowment of about $5 billion would bail out the New York Times, now suffering the penalties for a series of bad investments. Many others have echoed his sentiments.

When I have time (not any time soon, alas) I hope to compose an essay for some national publication pointing out how much we've been able to do around here with a whole lot less money. It is possible to do excellent journalism on the cheap, if you don't mind low-rent offices in unstylish neighborhoods with chairs that should be taken immediately to the dump and no expense accounts. Our digs might be seen as seedy by some, but we've had toma-
Join us for a Reception!

Tuesday, April 14, 2009, 5 - 6pm
3rd floor Community Meeting Room
Berkeley Public Central Library
2090 Kittredge Street (at Shattuck Avenue)
Berkeley Public Library and the Berkeley Public Library Board of Library Trustees welcomes
Winston Burton as the newest member of the Board of Library Trustees and wishes Trustee Ying Lee a fond farewell after four years of devoted service on the Board of Library Trustees. For more information, call 510-981-6195.


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Teen Book Club will take place at Central Library on the 3rd Thursday of the month.
First meeting: April 16th at 3:30 - 4:30pm in the 4th floor Story Room.
Discuss recent favorite books and enjoy light snacks. For more information, call Joy at 981-6147 or e-mail bplteens@ci.berkeley.ca.us. Sponsored by the Friends of the Berkeley Public Library.

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Salsa Dance Lesson in
Central Library 2nd floor Historic Lobby
Sunday, April 26, 2009, 3:30 - 5pm
Celebrate Bay Area National Dance week with a Salsa lesson in the Library, taught by professional Danceasy instructor Gale Robinson. Join us in the Historic Lobby on the 2nd floor and we'll salsa in the stacks.
2nd floor Historic Lobby, Central Library
2090 Kittredge Street, Berkeley, CA 94704
For questions regarding this program, call 510-981-6241. This program is sponsored by Friends of the Berkeley Public Library.

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Free Vision Screenings
In the Library Plaza @ Central Library

Saturday, April 11, 1 - 4pm
Come to Library Plaza in front of Berkeley Public Central Library, 2090 Kittredge Street (at Shattuck Avenue in downtown Berkeley) for a free vision screening from Unite For Sight. Unite for Sight is a global nonprofit empowering communities to improve eye health and eliminate preventable blindness. Their members are trained to provide community-based free vision screenings which help detect early signs of blindness, & connect community members with resources so that they can receive a free and complete eye exam through professional organizations such as American Academy of Ophthalmology (EyeCare America) and American Optometric Association (VisionUSA). Come out for a free preliminary eye chart exam, learn more about your eyes, and find out about free health care programs available for you. For more information, call 714-933-8279.

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Wild Animals @ Central Library
Friday, April 10, 2009, 11 – 11:45am
Ages: 5 and up
Meet the intriguing animals that live in California, one of the most environmentally diverse areas in the nation. Learn about the secret lives of the ecologically important animals that live around us. Presented by Wildlife Associates of Half Moon Bay.
Jazz-Poetry Program at Berkeley Public Library

Berkeley Public Library presents "Piano, Poetry, Jazz and Lyrics", featuring poet Raymond Nat Turner and pianist Tammy Lynne Hall. This program celebrates April, which is both National Poetry Month and Jazz Appreciation Month. The jazz poetry event takes place at the Central Library, 2090 Kittredge (at Shattuck) on Saturday April 25, at 3:00pm in the 3rd floor Community Meeting Room.

Tammy Lynne Hall is a versatile pianist equally at home with jazz, funk, gospel, Brazilian and classical music. Raymond Nat Turner is the founder and co-leader of the groundbreaking jazz-poetry ensemble UpSurge! Together they blend jazz and blues with performance poetry to create a sound all their own. The East Bay Express praises UpSurge! for their "...electrifying, cutting-edge jazz-poetry." This free program is sponsored by the Friends of the Berkeley Public Library. For further information, call 510-981-6241. For accessibility information, call (510) 981-6107, TTY (510) 548-1240, berkeleypubliclibrary.org.

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Honoring César’s Legacy

Through Service to the Community

Celebrate the 2009 Chávez Commemorative Period

Berkeley Celebrates "Si, se puede"

Poster, Book, and Photo Exhibit
March 31 - April 13, 2009

- One Flat Display Case -- Berkeley Public Central Library – 2nd floor Historic Lobby
- Exhibit Cases Facing on Kittredge Street 2090 Kittredge Street (at Shattuck) – Downtown Berkeley

For more info on the 2009 Chávez Commemorative Period go to ecologyscenter.org/chavez/

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Teen Comic Drawing Club @ West Branch

When: Thursdays, April 2, 9, 16, 23 & 30, 2009, 4 - 5:30pm.
Where: 1125 University Ave., Berkeley, CA 94702

A graphic novel discussion group for teens

When: Thursday, April 2, 16, and 30 2009, 4 - 5pm
Where: South Branch Library
1901 Russell Street, Berkeley, CA 94703

Celebrate El día de los niños/El día de los libros (Children’s Day/Book Day) at West Branch with PeeWee Mariachi

When: Thursday, April 30, 2009, 6 – 7:30pm
Where: West Branch Library
1125 University Ave., Berkeley, CA 94702

Join PeeWee Mariachi for a fun evening of festivities to celebrate El día de los niños/El día de los libros (Children’s Day/Book Day).

For more information, call: 510-981-6270.

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28th Annual Quilt Show

Berkeley Public Library proudly presents our 28th Annual Quilt Show. New this year are the show’s location and our theme. Quilts will be displayed at the Central Library, and all are miniature. Within this theme, there will be much variation: antique, contemporary, landscape, portrait, patchwork and more. The show runs from April 28 through May 11. To submit a quilt for the Quilt Show, please call 981-6241 (Art & Music) to sign up. We still have spots open for postcard quilts (4” x 6” or 3” x 5”). We will accept quilts at the Art and Music desk on the 5th floor of the Central Library, 2090 Kittredge (at Shattuck), downtown Berkeley.

Dates and times for collection of quilts:
Wednesday, April 15, 11 a.m. – 5 p.m.
Thursday, April 16, 11 a.m. - 5 p.m.
Saturday, April 18, 11 a.m. - 1 p.m. and 3 - 5 p.m.
Tuesday, April 21, 11 a.m. to 7:30 p.m.
Wednesday, April 22, 2 to 5 p.m.
Thursday, April 23, 11 a.m. to 5 p.m.

Questions?

Please call 981-6241, the Art & Music department.

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To request a sign language interpreter, real-time materials in large print or Braille, or other accommodations for any Berkeley Public Library public program, call 510-981-6107 or 510-548-1240 (TTY) 5 days before the program. Please refrain from wearing scented products to public meetings.
National Library Week 2009, April 12-18, 2009
News Release

For release National Library Week: This is the 51st Anniversary of National Library Week!
Contact: Alan Bern, Community Relations Librarian, 510-981-6107, alb2@ci.berkeley.ca.us

On March 18, 2009, the California State Senate passed Senate Concurrent Resolution No. 27 -- Relative to National Library Week, introduced by Senator Wolk (Principal coauthors: Senators Corbett and Simitian and Principal coauthor: Assembly Member Torlakson). The resolution recognizes the tremendous value of public libraries that serve as centers for education, information, knowledge, and entertainment by helping the general public, students, faculty, and researchers obtain the best, most accurate, and complete information.

The resolution also recognizes public libraries as changing and dynamic places that offer not only books and other materials to check out, but also computers, Internet access, e-mail reference, and other innovative services to connect their users with ideas and information. More than 21 million people use California’s public libraries each year, and California’s public libraries provide technology training for library users of all ages and help to bridge the “digital divide” for those who do not have access to technology at home or at school.

California’s public libraries change lives by serving users of all ages especially in these difficult economic times, and Berkeley Public Library is no exception:

- Almost 1.8 million items were borrowed from the Berkeley Public Library by just under 85,000 borrowers last year, an 8.4% jump and double the rate of increase over the previous year.
- The Library saw almost 1 million visits to its “electronic branch,” BerkeleyPublicLibrary.org, with library card holders using full-text journals, online tutoring, and homework help, and more, all free.
- The Library held over 1,500 programs for people of all ages, with total attendance of 35,298. 1,137 of these events were for preschool or schoolage audiences.

And, finally, the state resolution recognizes that California’s public libraries provide equal and economical services to library users, and in many cases, serve as a community’s only point of access to resources for learning. California’s public libraries preserve our cultural heritage, inform our present, and inspire our future. Berkeley’s voters have recognized the importance of their libraries by passing Measure FF in November 2008 to make the four Branch Libraries seismically safe and ADA-accessible, and the Berkeley Public Library thanks them for this support.

Please visit your Berkeley Public Library today! We are there for you through tough times!

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