



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
APRIL 14, 2009

AGENDA
7:00 P.M.

CENTRAL LIBRARY
2090 KITTREDGE STREET

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

I. PRELIMINARY MATTERS

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



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

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



BERKELEY PUBLIC LIBRARY

DISCUSSION CALENDAR

April 14, 2009

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



ATTACHMENT A

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

Date	Agenda	Action/Topic
November 12, 2008	Action agenda	Approved FT 2010 /2011 calendar for biennial budget development
December 17, 2008 (December 10 regular meeting canceled)	Action Agenda	BOLT budget priority development – discussion, no action taken
January 14, 2009	Action Agenda	BOLT budget priorities for FY 2010 and 2011 approved
February 11	Information Report	Budget Update: FY 2009 mid-Year Update; information related to development of biennial budget; FY 2010 & 2011 projects
February 25 Special meeting – Work Session	BOLT Budget Workshop	Presentation: priorities; baseline expenditures; assumptions / uncertainties; library tax projects; projected revenues; personnel cost; recommendations; next steps
<i>April 14</i> (April 8 meeting canceled)	Information Calendar	Budget development updates; overview of initial budget balancing plan; itemized proposed reductions
<i>May 5</i>	<i>City Council Special Workshop</i>	<i>Presentation on FY 2010 and 2011 Proposed Biennial Budget for City</i>
May 13	Budget Presentation	FY 2010 & FY 2011 Proposed Library Biennial Budget; Recommend library tax rate for FY 2010
June 10	Action Calendar	BOLT Adopt FY 2010 & FY 2011 Biennial Library Budget
<i>June 23</i>	<i>City Council Action Calendar</i>	<i>Adopt FY 2010 & FY 2011 Biennial Budget & Tax Rates for City</i>

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

Presented at Budget Workshop - 25FEB09

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 Mod BASE	FY 2011 Mod BASE	FY 2012 PROJECTED	FY 2013 PROJECTED
Beginning Fund Balance	\$ 1,261,323	\$807,072	\$807,072	\$807,072	\$943,590	\$324,026		
Revenues	\$13,313,481	\$13,842,415	\$13,772,415	\$13,772,415	\$14,178,027	\$14,595,808	\$15,026,122	\$15,469,346
Library Tax	13,050,019	13,520,415	13,520,415	13,520,415	13,926,027	14,343,808	14,774,122	15,217,346
Other	263,462	322,000	252,000	252,000	252,000	252,000	252,000	252,000
Expenses	\$13,767,773	\$14,119,005	\$14,290,159	\$13,635,897	\$14,797,591	\$15,183,295	\$15,821,073	\$16,208,406
Personnel	10,899,624	11,160,065	11,335,757	10,681,495	12,014,857	12,395,561	12,882,982	13,269,471
Non-Personnel	2,856,395	2,938,377	2,927,308	2,927,308	2,755,466	2,760,466	2,910,000	2,910,000
City of Berkeley	11,754	20,563	27,094	27,094	27,268	27,268	28,091	28,934
Surplus/(Shortfall)	(\$454,292)	(\$276,590)	(\$517,744)	\$136,518	(\$619,564)	(\$587,487)	(\$794,951)	(\$739,060)
Ending Balance	\$807,031	\$530,482	\$289,328	\$943,590	\$324,026	(\$263,461)	(\$794,951)	(\$739,060)

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

with Adjustments as of 2APR09

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 Mod BASE	FY 2011 Mod BASE	FY 2012 PROJECTED	FY 2013 PROJECTED
Beginning Fund Balance	\$ 1,261,323	\$807,072	\$807,072	\$807,072	\$943,590	\$935,452	\$976,271	\$797,851
Revenues	\$13,313,481	\$13,842,415	\$13,772,415	\$13,772,415	\$14,188,527	\$14,606,308	\$15,036,622	\$15,479,846
Library Tax	13,050,019	13,520,415	13,520,415	13,520,415	13,926,027	14,343,808	14,774,122	15,217,346
Other	263,462	322,000	252,000	252,000	262,500	262,500	262,500	262,500
Expenses	\$13,767,773	\$14,119,005	\$14,290,159	\$13,635,897	\$14,196,665	\$14,565,488	\$15,215,042	\$15,584,194
Personnel	10,899,624	11,160,065	11,335,757	10,681,495	11,440,084	11,803,276	12,276,307	12,644,596
Non-Personnel	2,856,395	2,938,377	2,927,308	2,927,308	2,729,313	2,734,319	2,910,000	2,910,000
City of Berkeley	11,754	20,563	27,094	27,094	27,268	27,893	28,735	29,597
Surplus/(Shortfall)	(\$454,292)	(\$276,590)	(\$517,744)	\$136,518	(\$8,138)	\$40,820	(\$178,420)	(\$104,348)
Ending Balance	\$807,031	\$530,482	\$289,328	\$943,590	\$935,452	\$976,271	\$797,851	\$693,503

BERKELEY PUBLIC LIBRARY
STAFF POSITION COUNT

9-Apr-09

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Change	FTE		Position		Headcount		
	Curr	Prop	No.	Name	Curr	Prop	Change
	1.000	1.000	1115	Director of Library Services	1	1	
	1.000	1.000	1211	Deputy Director of Lib Svcs	1	1	
	1.000	1.000	1464	Lib Info Sys Administrator	1	1	
	1.000	1.000	1466	Library Admin Manager	1	1	
	3.000	3.000	1468	Library Services Manager	3	3	
	1.000	1.000	1469	Circulation Svcs Manager	1	1	
	7.000	7.000	2603	Supervising Librarian	7	7	
(2.000)	17.100	15.100	2604	Librarian II	21	19	(2)
	3.300	3.300	2605	Librarian I	4	4	
	3.000	3.000	2606	Senior Librarian	3	3	
	1.000	1.000	2610	Library Special Services Coord	1	1	
	1.000	1.000	2615	Lib Literacy Program Coord	1	1	
	1.000	1.000	2703	Assoc Human Res Analyst	1	1	
	3.000	3.000	2830	Info Systems Specialist	3	3	
(2.500)	18.100	15.600	4213	Library Assistant	32	28	(4)
	1.000	1.000	4240	Accntng Office Specialist III	1	1	
	1.000	1.000	4243	Accntng Office Specialist Supe	1	1	
	19.300	19.300	4245	Library Aide	46	46	
	4.300	4.300	4250	Library Specialist I	5	5	
	1.750	1.750	4401	Central Services Aide	2	2	
	1.000	1.000	4613	Administrative Secretary	1	1	
(1.000)	2.000	1.000	4703	Office Specialist II	2	1	(1)
(1.000)	2.000	1.000	5106	Bldng Maint Mechanic	2	1	(1)
	1.000	1.000	5117	Bldng Maint Supervisor	1	1	
	2.125	2.125	6301	Tool Lending Specialist	4	4	
			6718	Youth Enrollee Intern			
	10.000	10.000	9609	Supervising Library Assistant	10	10	
	12.750	12.750	9610	Library Specialist II	19	19	
(6.500)	120.725	114.225	Subtotal: Reductions		175	167	(8)
0.500		0.500	2605	Librarian I		1	1
(6.000)	120.725	114.725	Total: Berkeley Public Library		175	168	(7)

Excludes Youth Enrollee Intern from tally counts.

BERKELEY PUBLIC LIBRARY
POSITION PROPOSALS

4/9/09

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Dept #	Div #	Position Title	FTE	FY10	Salary 10	Benefits 10	FY11	Salary 11	Benefits 11	Comments
91	1	OFFICE SPECIALIST II	(1.000)	(\$79,241)	(\$50,226)	(\$29,015)	(\$81,967)	(\$51,482)	(\$30,484)	Reduction
91	3	BUILDING MAINTENANCE MECHANIC	(1.000)	(105,399)	(62,246)	(43,153)	(108,770)	(63,802)	(44,968)	Reduction
92	2	LIBRARY ASSISTANT	(0.500)	(41,445)	(25,817)	(15,628)	(42,354)	(26,463)	(15,892)	Reduction
92	4	LIBRARY ASSISTANT	(0.500)	(38,960)	(21,721)	(17,239)	(40,750)	(22,264)	(18,485)	Reduction
92	1	LIBRARY ASSISTANT	(1.000)	(80,830)	(51,634)	(29,196)	(83,574)	(52,926)	(30,648)	Reduction
92	1	LIBRARY ASSISTANT	(0.500)	(38,748)	(23,656)	(15,093)	(39,581)	(24,248)	(15,333)	Reduction
92	2	LIBRARIAN II	(1.000)	(102,911)	(68,453)	(34,458)	(106,054)	(70,165)	(35,890)	Reduction
94	1	LIBRARIAN II	(1.000)	(68,807)	(44,633)	(24,174)	(70,331)	(45,748)	(24,583)	Reduction
		Subtotal: Reduction	(6.500)	(\$556,340)	(\$348,386)	(\$207,955)	(\$573,382)	(\$357,098)	(\$216,284)	
92	2	LIBRARIAN I	0.500	49,091	30,487	18,604	50,250	31,249	19,001	New Post
		Subtotal: New + Reduction	(6.000)	(\$507,249)	(\$317,899)	(\$189,351)	(\$523,132)	(\$325,849)	(\$197,283)	
93	2	LIBRARY ASSISTANT	0.500	38,960	21,721	17,239	40,750	22,264	18,485	Fill Existing
BPL		Total	(5.500)	(\$468,289)	(\$296,177)	(\$172,112)	(\$482,382)	(\$303,584)	(\$178,798)	

Note: All notated "Reduction" positions are non-occupied vacant as of 2APR09.

BERKELEY PUBLIC LIBRARY
 NON-PERSONNEL ADJUSTMENTS TO BASE BUDGET - FY10 + FY11
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Department	Accounting	Description	FY10	FY11	Notes
Administration	301-9101-450-3038	Professional: Misc Prof Svcs	(\$25,000.00)	(\$25,000.00)	Remove for FY09 job: Page+Moris
Administration	301-9101-450-4010	Professional Dues And Fee	(9,000.00)	(9,000.00)	Cancellation membership in Urban Libraries Council
Administration	301-9101-450-4033	Communications: Cellular	(850.00)	(850.00)	Xcl Blackberry (Suzanne Olawski)
Administration	301-9101-450-4061	Travel: Commerical Travel	(5,200.00)	(4,700.00)	Requested reduction
Administration	301-9101-450-4062	Travel: Meals & Lodging	(7,000.00)	(5,000.00)	Requested reduction
Administration	301-9101-450-4063	Travel: Registration/Admin Fees	(6,500.00)	(12,000.00)	Requested reduction
Administration	301-9101-450-4064	Travel: Transportation	(5,204.25)	(2,204.25)	Requested reduction
IT	301-9102-450-7144	Mach & Equip: Computers And Printers	(10,000.00)	(10,000.00)	Requested reduction
IT	301-9102-450-8210	Principal Payment	(111,392.00)	(111,392.00)	End of RFID Loan
IT	301-9102-450-8225	Interest Payment	(2,924.00)	(2,924.00)	End of RFID Loan
Capital Prjcts	301-9150-450-6570	Building	(5,000.00)	(5,000.00)	Requested reduction
Circulation	301-9201-450-3038	Professional: Misc Prof Svcs	(10,000.00)	(10,000.00)	Requested reduction
Childrens	301-9202-450-4033	Communications: Cellular	(850.00)	(850.00)	Xcl Blackberry (Linda Perkins)
Tech Services	301-9401-450-3038	Professional: Misc Prof Svcs	(2,400.00)	(2,400.00)	Cancellation ILL program (OCLC)
	301 (Lib Tax)	Reductions	(\$201,320.25)	(\$201,320.25)	

Department	Accounting	Description	FY10	FY11	Notes
Administration	301-9101-450-3042	Maint Svcs: Office Equip Maint Svcs	\$4,000.00	\$4,000.00	Admin copier maint service
Facilities	301-9103-450-6020	Outside Janitorial Svcs	5,000.00	5,000.00	Add contract increase
Circulation	301-9201-450-3038	Professional: Misc Prof Svcs	39,000.00	39,000.00	Add estimated security contract increase
Circulation	301-9201-450-3038	Professional: Misc Prof Svcs	2,750.00	2,750.00	Add credit card fees
North	301-9302-450-3038	Professional: Misc Prof Svcs	3,750.00	3,750.00	Add partial Freitas Yard; Bse Budget understated
North	301-9302-450-3038	Professional: Misc Prof Svcs	250.00	250.00	Add credit card fees
South	301-9303-450-3038	Professional: Misc Prof Svcs	1,000.00	1,000.00	Add partial Freitas Yard; Bse Budget understated
South	301-9303-450-3038	Professional: Misc Prof Svcs	250.00	250.00	Add credit card fees
West	301-9304-450-3038	Professional: Misc Prof Svcs	1,250.00	1,250.00	Add full Freitas Yard; Bse Budget understated
West	301-9304-450-3038	Professional: Misc Prof Svcs	250.00	250.00	Add credit card fees
Claremont	301-9305-450-3038	Professional: Misc Prof Svcs	5,000.00	5,000.00	Add full Freitas Yard; Bse Budget understated
Claremont	301-9305-450-3038	Professional: Misc Prof Svcs	250.00	250.00	Add credit card fees
	301 (Lib Tax)	Subtotal	\$62,750.00	\$62,750.00	
Circulation	302-9201-450-3038	Professional: Misc Prof Svcs	20,000.00	20,000.00	Add for Innovative Interfaces to total \$25,000
Circulation	302-9201-450-5120	Messenger/Deliver	13,000.00	13,000.00	Add for Tricor to total \$18,000
	302 (DL/ILL)	Subtotal	\$33,000.00	\$33,000.00	
Circulation	305-9201-450-3044	Maint Svcs: Field Equip Maint	2,500.00	2,500.00	Ricoh maint: not captured in Bse Budget
Circulation	305-9201-450-5020	Rental Of Equip/Vehicles	36,000.00	36,000.00	Ricoh lease: not captured in Bse Budget
Circulation	305-9201-450-5520	Field Supplies	6,000.00	6,000.00	Ricoh debit cards; not captured in Bse Budget
	305 (PLF)	Subtotal	\$44,500.00	\$44,500.00	
		Increases	\$140,250.00	\$140,250.00	



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

April 14, 2009

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 from 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.

Berkeley Public Library
Board of Library Trustees

Regular Meeting
February 11, 2009

MINUTES
7:00 p.m

South Branch Library
1901-Russell-Street

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 from 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 Face book account.

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

V. AGENDA BUILDING

• **March / April 2009 Regular Meetings**

- 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.
- Trustee tours of other recently renovated or new branch libraries, send possible sites to visit to trustees
- Schedule a library budget workshop at the end of February 2009, possibly Wednesday the 25th at 6 PM
- 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.
- Information report on diversity in recruitment (Strategic Plan goal)
- Informational report on bikes in library
- Bring back continuity of service proposal related to closure for construction
- 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

MINUTES
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:

- Prices increase every year. A children's book which cost \$20.50 in 2005 costs \$21.60 in 2007. An adult book that was \$24.95 in 2005 costs \$27.47 in 2007. Magazine subscriptions the worst: \$54.50 for a general interest magazine in 2005 costs \$59.03 in 2007.
- 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.

**Berkeley Public Library
Board of Library Trustees**

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.

1. Group 4 Architecture Research & Planning, Inc.
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.

Berkeley Public Library
Board of Library Trustees

Special Meeting
March 13, 2009

MINUTES
3:00 p.m.

Central Library
2090 Kittredge Street

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.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

April 14, 2009

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

Fines

Materials	Per day	Maximum
Books (Adult)	\$0.25	\$5.00
Books (Children's)	No fines	
Magazines (Adult)	\$0.25	\$5.00
Magazines (Children's)	No fines	
Videos (VHS/DVD/VCD)	\$1.00	\$10.00
Music Cassettes/CDs (Adult)	\$0.25	\$5.00
Music Cassettes/CDs (Children's)	No fines	
Audio books (Cassettes/CDs/Adult)	\$0.25	\$5.00
Audio Books (Cassettes/CDs/Children's)	No fines	
Phonorecords	\$0.25	\$5.00
Interlibrary Loan	Dependent on Loaning Institution	Varies
Link+	\$1.00	\$15.00
Kits	\$0.25	\$5.00
Slides	\$1.00	\$10.00
Museum Card	\$2.00	\$36.00
Replacement of billed Materials	Purchase price + \$10 processing fee + \$5 billing fee	
Replacement of Link+ billed materials	Flat fee of \$115 - dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.	
Interlibrary Loan Request	\$2.00	
Lost Card	\$2.00	
Lost/damaged case (DVD/CD)	\$5.00	
Torn/Lost RFID Tag	\$5.00	
Returned check fee	\$20.00	
Recovery of delinquent accounts (collection agency)	\$20.00	
Photocopy Machine fees		Each: .25 B&W / \$1.50 color
Headset replacement	\$10 for lost equipment	

*Patrons who are seniors pay \$0.10 per day for materials which are normally \$0.25 a day.

Lending Period

Tools in **BOLD** may be borrowed for three (3) days.

All others may be borrowed for seven (7) days.

**Berkeley Public Library
Tool Lending Library**

1901 Russell Street at MLK
www.berkeleypubliclibrary.org/tool
510-981-6101

LATE FEES

Fines vary from \$1.00/day to \$15.00 day
Check your due dates carefully!

Fines Per Day

Carpentry and Woodworking

Fines Per Day

Concrete and Masonry

Fines Per Day

Floor and Wall

\$1 Awl
 \$2 Brace
 \$1 Brace Bit
 \$1 Butt Hinge Marker
 \$1 Cabinet Scraper
 \$1 Chalk Line
 Drills (see pwr tools)
 \$1 Draw Knife
 \$1 Flat Bar
 \$2 Hammers, Various
 \$1 Level, Various Sizes
 \$2 Mallet, rubber
 \$1 Miter Box
 \$1 Nail Puller
 \$2 Nail Set
 \$1 Planes, Various
 \$2 Plumb Bob
 \$1 Prybars, various
 \$1 Rasp, Wood
 \$5 **Router, (w/o bits)**
 Saws, (see pwr tools)
 \$1 Saw, Dovetail
 \$1 Saw, hand, Crosscut
 \$1 Saw, Coping
 \$1 Saw, Keyhole
 \$2 Saw Horses (set of 2)
 \$1 Scribing Tools
 \$1 Shavehook
 \$1 Speed Square
 \$1 Spokeshave
 \$1 Screwdriver, Yankee
 \$1 Squares, various
 \$2 Stud Sensor
 \$1 Surform Plane
 \$1 T-Bevel, Sliding
 \$1 Tack Claw
 \$2 Tack Hammer
 \$1 Tape Measure, Various
 \$1 Utility Knife
 \$2 Wood Chisels, Various
 \$5 Workbench, Portable

\$15 **Cement Mixer, Electric**
 \$2 Cement Mixing Box
 \$1 Chisels,(brick,cold,bull point)
 \$2 Concrete Tamping (Jitterbug)
 \$15 **Concrete Vibrator**
 \$18 **Demolition Hammer (30 lb Electric)**
 \$1 Float (Magnesium, Wood, Rubber)
 Grinder (see pwr tools)
 \$1 Grout Float, Various
 \$5 House Jacks, Various
 \$2 Mortar Hoe
 \$2 Mortar Mixing Box
 \$15 **Rebar Cutter/Bender**
 \$2 "Berkeley" Benders
 \$18 **Rotary Hammer Drills (SDS and Spline Drive)**
 \$1-2 Rotary Hammer Bits
 \$1 Star Drill

Clamps

\$2 Pipe Clamps, 2' - 8'
 \$1 Spring Clamps
 \$2 Clamp, Tool Guide
 \$1 C-Clamps, various
 \$2 Handscrews
 \$2 Bar Clamps, Various
 \$1 Vise Grip Clamps
 \$1 Corner Clamps

Electrical

\$2 Bx Cable Cutter
 \$1 Circuit Tester
 \$2 Conduit Bender, Various
 \$1 Extension Cords, <50'
 \$2 Extension Cords, >50'
 \$2 Fish Tape, Various
 \$2 Knock-Out Punch Set
 \$2 Soldering Irons
 \$1 Trouble Light
 \$1 Wire Stripper

\$1 Caulking Gun
 \$2 Carpet Cutter
 \$2 Carpet Edge Trimmer
 \$5 **Carpet Knee Kicker**
 \$18 **Carpet Power Stretcher**
 \$5 Carpet Seam Iron
 \$2 Carpet Seam Roller
 \$2 Carpet Shear
 \$2 Carpet Stair Tool
 \$1 Drywall Mudknives, Various
 \$1 Drywall Corner Knife
 \$1 Drywall Hand Sander
 \$1 Drywall Pole Sander
 \$2 Drywall Mud Pan
 \$5 **Drywall Screwgun**
 \$5 Drywall T-Square
 \$2 Floor, Roof Scraper
 \$5 **Heat Gun**
 \$5 Knee Pads
 \$1 Paint Scraper
 \$1 Plaster Darby
 \$1 Plaster Hawk
 \$2 Plasterer's Rod
 \$2 Tile Cutter, Ceramic & Vinyl
 \$2 Tile Nipper

Gardening & Digging

\$2 Bow Saw
 \$2 Digging Bar, Various
 \$2 Fence Post Driver
 \$1 Garden Trowel
 \$1 Grass Hook (sickle)
 \$2 Hedge Shear, Manual
 \$10 **Hedge Trimmer, Electric**
 \$2 Hoe, Planter's
 \$5 **Lawn Mower**
 \$2 Lopping Shear

Concrete and Masonry

\$1 Brick, Jointing Tools
 \$5 **Bull Float, Magnesium**
 \$5 **Full Float, wood**
 \$2 Bull Float Handles, 6'
 \$1 Cement Finishing Tools
 \$2 (darby, trowels, edgers, groovers)

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.

Fines Per Day

Gardening & Digging

\$2	Picks, Railroad
\$2	Picks, Mattock
\$2	Pick, Hand
\$2	Pitchfork
\$2	Pole Pruner
\$1	Pole Pruner Ext Handle
\$2	Pole Saw
\$5	Post Hole Digger
\$2	Pruning Saw
\$2	Pruning Shear, Hand
\$2	Rake (leaf,bow,grading)
\$10	Rototiller
\$2	Shovel, Round or Square Pt.
\$2	Soil Tamper, 8", 10"
\$2	Spade, Garden
\$2	Spading Fork
\$2	Slate Bar
\$2	Street Broom
\$6	String Hammer (WeedEater)
\$2	Swing Sickle
\$2	Telegraph Bar
\$1	Trowels, Cultivators (hand)

Ladders

\$15	Extension (16', 24', 28')
\$5	Ladder Jacks
\$5	Orchard Ladder (8')
\$5	Step (2', 4', 6', 8', 10')
\$1	Roof Jacks

Material Handling

\$5	Piano dolly
\$5	Hand Trucks (Refrig, Delivery)
\$5	Wheelbarrow, Contractor's

Mechanical Tools

\$2	Bolt Cutter, 24"
\$1	Bolt Cutter, Mini
\$1	Cable Cutters, Various
\$1	Channellocks, Various
\$1	Crimpers, Various
\$2	Cutters (side & end)
\$2	Impact Screwdriver
	Grinder (see pwr tools)
\$2	Grommet Kit
\$1	Files, Various
\$2	Hammer, Sledge (3, 4, 8, 10 lb)
\$2	Hacksaw
\$1	Hex / Torx Key Set
\$1	Nut Drivers, Various
\$1	Punches, Various
\$1	Pliers, Various
\$2	Pop Riveter
\$15	Saw, Abrasive Cut-Off
\$1	Screwdrivers, Various
\$1	Tin Snips, Various

Fines Per Day

Mechanical Tools

\$2	Staple Gun, Various
\$2	Swaging Tool
\$1	Vise Grips, Various
\$1	Wrenches, Allen
\$1	Wrench, Crescent
\$1 - 2	Wrenches, Metric & Std.

Plumbing and Drain Cleaning

\$2	Basin Wrench
\$1	Caulking Iron
\$2	Closet (toilet) Auger
\$1	Drain Flusher, Various
\$2	Drain Snakes, Hand
\$18	Drain Snake, Elect., 50' *
\$1	Faucet Handle Puller
\$1	Faucet Seat Wrench
\$1	Garbage disp. Wrench
\$1	Gas Pressure Tester
\$5	Pipe Cutter, Cast Iron *
\$2	Pipe Cutter, Various
\$5	Pipe Reamer, Various
\$5	Pipe Vise, Various
\$2	Pipe Wrenches, Various
\$2	Pipe Threader Die
\$2	Pipe Threader Handle
\$1	Tube Bender, Spring or Level
\$2	Tubing Cutter
\$5	Sewer Rods
\$2	Shower Valve Shockets
\$5	Submersible Pump
\$2	Test Plug, Various
\$2	Water Meter Key
\$1	Water Pressure Tester

Power Tools Drills and Bits

\$6	Drill Motor, VSR, 1/2", 3/8"
\$15	Drill, Right Angle, 1/2"
\$2	Drill Bit, Ship Auger
\$2	Drill Bit, Bellhanger
\$2	Drill Bit, Self-Feed
\$1	Drill Bit, Extension
\$2	Drill Bit, HSS Twist, <1/2"
\$1	Drill Bit, HSS Twist, >1/2"
\$5	Drill Press, Stationary
\$2	Push Drill
\$2	Hand Drill
\$1	Hole Saw, Various Sizes
\$1	Hole Saw Mandrel

Sanders and Grinders

\$6	Angle Grinder, 4-1/2"
\$6	Angle Grinder, 7", 9"
\$5	Belt Sander, 3x21, 4x24
\$6	Benchtop Grinder
\$6	Disc Sander, 7"
\$5	Random Orbit Sander, 5" & 6"
\$5	Vibrating, 1/4, 1/2 Sheet

Fines Per Day

Saws

\$6	Saw, Circular (Skilsaw)
\$15	Saw, Power Miter (Chop)
\$6	Saw, Reciprocating (Sawzall)
\$5	Saw, Saber (Jigsaw)
\$15	Saw, Table, 8"
\$18	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 checkout 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.

Hours of Operation

Sunday	Closed
Monday	Closed
Tuesday	10:00 - 5:30
Wednesday	12:00 - 7:30
Thursday	12:00 - 7:30
Friday	1:00 - 5:30
Saturday	10:00 - 5:30

**Clean Tools BEFORE
You Return Them.**



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

April 14, 2009

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 boards. 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**

A.R. Number:	10.11
ORIGINAL DATE:	3/12/08
BOLT Resolution #:	R08-25
REVISED DATE:	n/a
PAGE:	1 of 2

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.

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 ArtAuction07, 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, Carburari 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

From: Alicia DeBrincat [mailto:aliciadebrincat@gmail.com]
Sent: Friday, March 27, 2009 7:54 AM
To: director@berkeleypubliclibrary.org
Subject: Donating a painting to the library

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.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

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.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

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:

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number: ---
ORIGINAL DATE: 10/24/07
BOLT Resolution #: R07-102
REVISED DATE:
PAGE: 1 of 1

SUBJECT: Exam Proctoring Policy

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

April 14, 2009

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.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

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.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

April 14, 2009

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 provide quality service and to seek out promotional opportunities, increasing individual successes 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)

**Berkeley Public Library
New Employee Orientation
PART I**

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

I. 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 walk-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)

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

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.**

Berkeley Public Library
New Employee Orientation Checklist

PART II

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.

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

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

Berkeley Public Library
New Employee Orientation Checklist

PART III

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 Millennium, 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*

Classification-based Trainings and Costs (Example)

CLASSIFICATION	TRAINING	COST
<u>Library Assistant</u>	<ol style="list-style-type: none"> 1. Circulation (Intermediate Level) 2. Cash Handling 101 3. Managing Difficult Patrons w/ Confidence (Webjunction \$40/person) 	<ol style="list-style-type: none"> 1. N/A 2. N/A 3. \$1,500 yr
<u>Supervising Library Assistant</u>	<ol style="list-style-type: none"> 1. New Supervisor Training – COB 	<ol style="list-style-type: none"> 1. N/A
<u>Library Specialist I</u>	<ol style="list-style-type: none"> 1. Link + 	<ol style="list-style-type: none"> 1. N/A
<u>Library Specialist II</u>	<ol style="list-style-type: none"> 1. How to Conduct a Reference Interview/ Reader's Advisory 2. Successful Web Searches "Essential Tips & Tools for Successful Web Searching 2009 (InfoPeople on-line \$75/person) 3. Circulation (Intermediate Level) * 4. Cash Handling 101 * 5. Managing Difficult Patrons w/ Confidence (Webjunction \$40/person) * 	<ol style="list-style-type: none"> 1. \$250/yr 2. \$2,000/yr
<u>Librarian I/II</u>	<ol style="list-style-type: none"> 1. Collection Development 2. Library Programming 3. How to Conduct a Reference Interview/ Reader's Advisory * 4. Successful Web Searches "Essential Tips & Tools for Successful Web Searching 2009 (InfoPeople on-line \$75/person) * 5. Circulation (Intermediate Level) * 6. Cash Handling 101* 7. Managing Difficult Patrons w/ Confidence (Webjunction \$40/person) * 	<ol style="list-style-type: none"> 1. N/A 2. \$2,000/yr



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

April 14, 2008

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 and 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):

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

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

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Admin Secretary	10/20/08 CLOSED	11/17/08	12/20/08	Interviews conducted 2/11/09. Eve Franklin selected eff: 3/16/09.

***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

Year: 2007



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

Total number of deaths	0 (G)	Total number of cases with days away from work	2 (H)	Total number of cases with job transfer or restriction	6 (I)	Total number of other recordable cases	0 (J)
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Number of Days

Total number of days of job transfer or restriction	669 (K)	Total number of days away from work	71 (L)
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Injury and Illness Types

Total number of...	(M)	(4) Poisonings	0
(1) Injuries	8	(5) Hearing loss	0
(2) Skin Disorders	0	(6) All other illnesses	0

Respiratory conditions

Facility Information:
 Establishment name: City of Berkeley/Library
 Street 2050 Kittredge Street
 City Berkeley State Ca zip 94704

Industry description: Government

Standard Industrial Classification (SIC) if known _____

Employment Information (If you don't have these figures, see the Worksheet on the back of OSHA Form 300A to estimate)
 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.
[Signature] Company executive/ _____ Title City Manager
 Phone (510) 981-7000 Date 1/3/08

Respiratory conditions from February 1 to April 30 of the year following the year covered by the form.

Summary of Work-Related Injuries and Illnesses

Year: 2008



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

Total number of deaths	0	Total number of cases with job transfer or restriction	4	Total number of other recordable cases	0
(G)	(H)	(I)	(J)		

Number of Days

Total number of days of job transfer or restriction	160	Total number of days away from work	0
(K)	(L)		

Injury and Illness Types

Total number of...	(M)
(1) Injuries	4 (4) Poisonings 0
(2) Skin Disorders	0 (5) Hearing loss 0
(3) Respiratory conditions	0 (6) All other illnesses

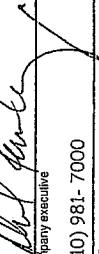
Post this Annual Summary from February 1 to April 30 of the year following the year covered by the form.

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 (if you don't have these figures, see the Worksheet on the back of OSHA Form 300A to estimate)
 Annual average number of employees 241
 Total hours worked by all employees last year 208,960.28

Sign here
 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
 Title
 (510) 981-7000 January 9, 2009
 Phone Date



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.



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



Delivering Value in Changing Times

Program Agenda

Thursday, March 26

7:30 am
Breakfast and Registration

Horizon Room, First Floor

8:30 am
Welcome/State of Innovative

Jerry Kline, Chairman and CEO, Innovative
Empire Ballroom, First Floor

9:00 am
Keynote Address

Dr. Moira Gunn, Host of *Tech Nation*
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 Wintroub, 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

2:30 pm
Directors Panel - Funding Technology in Challenging Times

Jose Aponte, Library Director
San Diego County Library System (CA)
Susan Hauer, Administrator
Lancaster County Library System (PA)
Dan Walters, Executive Director
Las Vegas-Clark County Library District (NV)
Empire Ballroom, First Floor

3:30 pm
Break

4:00 pm
Millennium Lightning Round

Sandra Westall, Senior VP, Library Service, Innovative
Betsy Graham, VP, Product Management, Innovative
Empire Ballroom, First Floor

5:00 pm
Program Adjourns

5:30 pm
Reception
Horizon Room, First Floor

Friday, March 27

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
Hilary Newman, VP, Implementation Services, 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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

April 14, 2009

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.

COMMENTARY

Opinions 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 Berkeley Act

By GENE BERNARDI

At the Jan. 27 meeting where the City Council rammed through a waiver for the Library of the Nuclear Free Berkeley Act (NFBA), the council majority's disdain for the public was palpable. Some 30 persons present to speak against waiving the NFBA were not called to speak until 11 p.m. By then the 20 remaining were forced by the mayor to confine their comments to one minute each unless someone else deferred time. This was not in the spirit of the Brown Act which requires equitable treatment of public speakers. Speakers on other agenda items had two minutes.

Most unusual was the speed with which the Peace and Justice Commission's (P&J) Jan. 5 recommendation that the City Council deny the waiver of the NFBA reached the Council agenda. A P&J recommendation generally doesn't reach the

council for a couple of months. This, undoubtedly, resulted in councilmembers not having time to read and analyze the communications and reports, many of which, unavoidably, due to time constraints arrived the day of the meeting and were issued at the meeting as a Supplemental Communication 1 to councilmembers. This supplement included a letter from the California Council of Churches representing 5,000 congregations and 1.5 million members, which asked the City Council to deny the Berkeley Public Library's request of the waiver of the NFBA.

Also, in the Supplemental Communication 1 were e-mails from the Library Users Association's executive director and from two former librarians at the Berkeley Public Library. The Library Users Association research revealed that 3M, the company the library wants to contract with to maintain its RFID self-checkout system, in 2007

had over \$34 million in federal contracts, most for the military, including "Missile Procurement," "Weapons Procurement," "Procurement of Ammunition," "Procurement of Tracked Combat Vehicles" (USA Spending.gov website). The librarians' research pointed out that there is an alternative to assuming a high cost contract for maintenance of a proprietary RFID system: They carefully spelled out why a barcode self-checkout system would be more cost effective and, being non-proprietary, open to competitive bidding.

The City Council's approval of a waiver violates 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 exists..." considering three factors: the intent and purpose of the act; the availability of alternative services; and, quan-

tifiable additional costs resulting from use of available alternatives.

Despite the fact that the library currently has a maintenance contract until June 2009 and, despite Councilmember Worthington's call for a postponement of the item in order that such a specific determination could be made, six councilmembers voted to waive the Nuclear Free Berkeley Act, in defiance of the NFBA, (a citizens' initiative, passed by more than two thirds of voters) so the Berkeley Public Library can contract with 3M, a military contractor involved in the nuclear weapons industry.

Thanks to Councilmembers Worthington, Arreguin and Anderson for wisely suggesting more study of the issue was needed before a vote. Sadly they were ignored.

Gene Bernardi is a member of Berkeleyans Organizing for Library Defense (SUPERBOLD).

3M Company's Military Contracts, Non-Equal Partner Benefits

By PETER WARFIELD

A part of the military-industrial complex was invited by the Berkeley Public Library to call on the City Council last week, with favorable references provided by library head Donna Corbeil and Terry Powell of the Board of Library Trustees (BOLT)—and despite the best efforts of the Peace and Justice Commission (which voted 7-1 against granting the waiver of the Nuclear Free Berkeley Act, with two abstentions) plus some two dozen members of the public, the majority of councilmembers said: "Make yourself at home, at least for awhile."

As a result, the library may now sign a contract with 3M Company to service the library's frequency identification (RFID) checkout system that it purchased from Checkpoint Systems in 2004. Checkpoint turned over to 3M exclusive rights to service and sell its systems early last year.

The NFBA is intended to prevent city contracts being given to companies that do "work for nuclear weapons"—and 3M has refused to sign a standard city form verifying that it does not, and will not for the life of the contract, do "work for nuclear weapons."

The council's 6-2 vote Jan. 28, with one abstention, granting a two-year waiver, was a compromise.

The library did not get the unrestricted waiver it had sought, while the no-waiver advocates didn't get the unrestricted denial of the request.

In the process, many important facts came out, including information about the poor performance of the library's RFID checkout system, and the nature of the 3M Company's business, which includes weapons contracts with the Defense Department—and the fact that 3M does not provide equal partner benefits for its employees.

"No one wants to do business with this company," said Councilmember Linda Maio, referring to 3M Company. But she offered the compromise motion to approve a two-year waiver so that, she said, the Library would have time to find alternatives to doing business with 3M.

Council Members Kriss Worthington and Jesse Arreguin voted against the waiver, while Max Anderson abstained. Voting in favor were Mayor Bates, and Councilmembers Linda Maio, Darryl Moore, Laurie Capitelli, Susan Wengraf, and Gordon Wozniak.

Ying Lee, a current member of BOLT, who cast the lone BOLT vote against granting the waiver, said RFID "is a very faulty system."

Retired Librarian Andrea Segall, who

worked the last half of her 33 years as a librarian at Berkeley Public Library (BPL), said the information the library had presented in making its case was not accurate, greatly overstating the time and cost that a conversion to bar code technology would require.

Former BPL worker Roya Arasteh, who, with Segall, co-authored a letter to the city council, stated the library could easily convert to bar code technology, without closing the library, and that it would save expenses of at least \$112,000 annually.

Arasteh and Segall's joint letter said that a Library letter to the Peace and Justice Commission Dec. 5, 2008, "cites 18-24 months needed [for conversion to bar codes], plus an increased need for staff (item 3A). [However,] When the entire Central library was automated (including barcodes), it was only closed for 2 weeks!"

Their letter went on to say, "The current system is not state-of-the-art, but rather an expensive boondoggle that other libraries have rejected."

A Jan. 27 library letter to the City Council and sent over the city manager's signature, described 3M Company's many lines of business—without once mentioning its military work. The library made 3M sound like bunnies and daisies, all about handy and harmless Scotch Tape and Post-Its.

But a search of USA spending.gov, self-described as a government website that is required by the Federal Funding Accountability and Transparency Act (Transparency Act) shows that for the year cited in the library letter, 2007, 3M had more than \$34 million in government contracts, and the top five contracts, by dollar amount, were with defense-related

agencies as follows:

Defense Logistics Agency, \$8.9 million.

Defense Commissary Agency, 6.4 million.

Navy, 4.7 million.

Veterans Affairs Department, 3.3 million.

Army, 2.9 million.

3M Company's Department of Defense contracts in 2007 included the following:

"Automatic Data Processing Equipment" also "Automatic data processing equipment" for Department of Homeland Security.

"Missile Procurement, Army" ("Chemicals and chemical products"), \$80,667, \$64,800.

"Missile Procurement, Air Force" ("Guided missiles").

"Weapons Procurement, Navy" ("Chemicals and chemical products").

"Weapons Procurement, Navy" ("Fiber optics materials, components, and accessories").

"Weapons Procurement, Navy" ("Electrical and electronic equipment components").

"Weapons Procurement, Navy" ("Non-metallic fabricated materials").

"Procurement of Ammunition" for Army, Navy and Marine Corps; ("Aircraft components and accessories"; "Automatic data processing equipment"); five contracts.

"Procurement of Weapons and Tracked Combat Vehicles, Army."

"Military Construction, Air Force, Navy and Marine Corps; Army National Guard; at least six contracts.

And is this company all bunnies and daisies in other ways? No.

There is something else that ought to give the library, and the City Council

pause: 3M does not provide equal partner benefits for the partners of its employees. This is another City of Berkeley standard requirement for its contractors.

Here is what 3M Company wrote to the library in an e-mail sent Nov. 20, 2008, which we recently obtained through a public records request:

"This is the information I [the contact person at 3M] received:

"3M provides same-sex domestic partner benefits, but it does not offer exactly the same benefits to same sex domestic partners of employees that it offers to spouses of its employees.

"Examples of this is we do provide same for medical and dental and new employee retirement. However we have a defined pension plan that employees that [sic] may be on that does not offer this. Also some of our retiree health benefits and family leave.

"If you need a more defined answer I can get that for you by Monday."

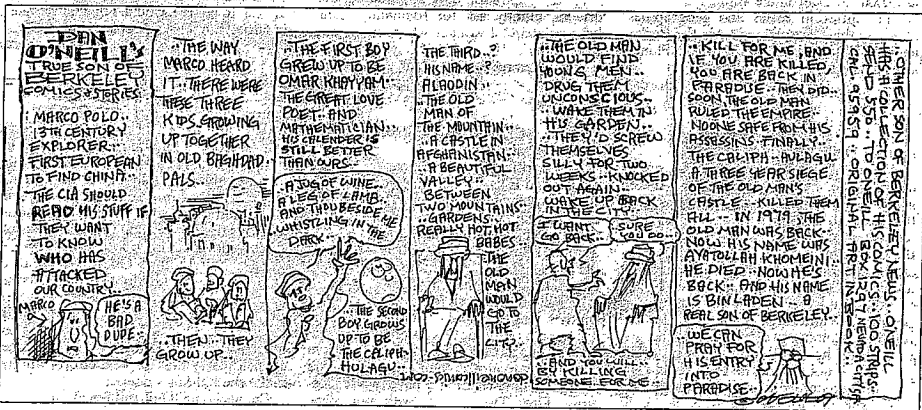
Surprisingly, the library's response to this memo, which was sent the same day, did not ask for any more details. It said:

"Thanks very much for the below. I think I don't need more detail; however, if I'm asked for more, I'll get back to you."

Berkeley has an Equal Benefits Ordinance, but it can be waived if the contractor is a sole source provider.

So, 3M Company will be coming to maintain the library's checkout system in a split decision: We can expect this issue to come back all over again some time before the maintenance contracts reach the end of their maximum two-year duration. Stay tuned.

Peter Warfield is executive director of Library Users Association.



LETTERS TO THE E

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 baskets that quickly become overloaded. Either can cause strain or

Editors, Daily Planet:

So, where is the information on the police log about what happened 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 delivered 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 librarian, 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 information already—the city had mailed copies to many organizations. Sure, they mailed free copies to UCB and developer organizations, but skipped community organizations like Berkeleyans for a Livable University Environment (BLUE) which is on their list, and neighborhood organizations like Council of Neighborhood Organizations (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 community comments on this draft EIR for the Downtown Area Plan.

Merrilie Mitchell

and use regulatory discretion and compromised its independent environmental review. The university expansion allowed by ERDP would impose a significant and inadequately mitigated environmental burden on both the City of Berkeley and Berkeley taxpayers.

Carl Friberg

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 service or spiffier parks, people feel strongly about the importance of programs. In times of budget cuts, resident enthusiasts for each specific 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 resident step up at a council meeting 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 header." The Berkeley Public Library presented a noon concert by the Berkeley Opera Company, performing arias from Jacques Offenbach's "Tales of Hoffman." What better way to spend one's lunch hour? That evening, the University Press Book Store on Bancroft Way, sponsored a discussion by Blair Kirkpatrick on her new book, "Accordian Dreams: A Journey into Cajun and Creole Music." An added attraction was live music by the Sauce Piquante Duo (the author, on accordian, and her violinist spouse.) As you can imagine, the book store really rocked that evening!
On Friday afternoon, the UC Department of Music offered a Chamber Music

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 "during 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 tarnished our credibility in the progressive world.

It is extremely important to honor the Nuclear Free Berkeley Act and the Oppressive States' Resolution, and consequently 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 Checkpoint 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 supporting it. It is an intelligence front.

Michael Jordan

OBAMA ADMINISTRATION

Editors, Daily Planet:

Afghanistan to deal with the insurgency. 2) 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. 3) The White House announced that it will promote \$350 billion in tax cuts, mostly 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 Palestinian 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 economic consulting council to meet and discuss the depression gripping the country. It is composed of 14 heads of

rocket launchers immediately after firing 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-geted people.

Irving Berger

ISRAEL

Editors, Daily Planet:

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, grabbing 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 Ferek 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 memory 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 catastrophe," in Arabic.) pretext of "the nascent 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?

A House of Books in the Elmwood

By PHILA-ROGERS
Special to the Planet

Immediately off busy Ashby Avenue on Benvenue Avenue in the Elmwood district you enter an leafy enclave of Arts and Crafts houses. The Claremont Branch Library, built in 1924 and designed in the same scale and character as the surrounding homes, fits right in. The Claremont 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 very much a family library. We often see mothers, 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, 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 short block away from an excellent coffee house and a variety of restaurants.)

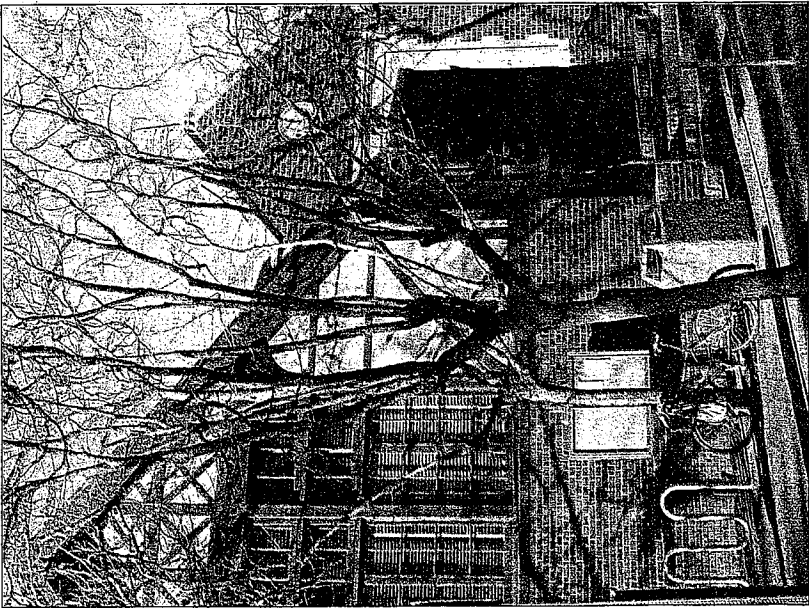
Patrons and staff have a special affection for the branch. No wonder. The charming building, with its half-timbered and brick exterior, is sheltered by London plane trees in front and tall redwoods behind. Inside, the library features two alcoves with fireplaces that offer a homey, cozy ambience, high ceilings throughout, window seats and more alcoves in the children's area, and lots of fine woodwork.

"What makes our collection stand apart is the large audio book section which includes a significant number of academic "great courses," a large DVD section which focuses on "foreign films," and an extensive travel section," says Karen.

The branch also sponsors a non-fiction reading group with a different title 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 because it offered them a better life—access to good schools and housing, parks, libraries, and they didn't have to sit in the back of the bus to get to any of these places! Though she had only eight years of schooling, my grandmother 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. Though it may sound like a cliché, books opened my eyes to new worlds I could never have



The Claremont Branch is the largest of the Berkeley Public Library branches.
Phila Rogers

imagined growing up in east Oakland," she says. Pursuing her interest in other cultures, Karen did her undergraduate work at Pomona College in anthropology, then graduated from USC library school in 1978. After working at several local libraries she found her home at the Berkeley Public Library in 1991 and has been the Claremont branch manager since 1995.

Every branch seems to have its "old-timer." At Claremont Branch it's Karin Soe-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 Swanson, the children's librarian, holds sway over the spacious children's room, which was part of the

Fitting Right In

The Claremont branch, like the other three branches in the Berkeley Public Library system, occupied several locations before finding a permanent home. Claremont branch first opened its doors in 1909 in the old Emerson School (Piedmont and Garber) and later occupied two rented stores in the neighborhood before moving into its home at 2940 Benvenue on the corner of Ashby Avenue in 1924.

The 1920s were a heyday for library construction thanks to Carnegie grants, which built 142 libraries in California. The commission for designing the Central Library and the Claremont, South, and North branches all went to James W. Plachek. Each library was designed in a distinctive style.

The Claremont branch, designed in the so-called English Gothic domestic style, looks at home in its neighborhood. The exterior has a base of bricks laid in diamond bond pattern. The half timber wood is held together with wood pegs in the old style. The roof is a copy of an old English slate roof. Carrying out the English theme, the hand-carved letters above one of the fireplaces quotes Shakespeare: "My Books shall be My Company."

The 3,710-square-foot building, cost \$24,000 and originally housed 6,000 books. Libraries were very different places in those days: Books, all recorded on index cards, made up the library's circulation.

By the 1970s, the small building could no longer accommodate the increasing number of patrons and the growing book collection. Expansion to the south seemed like the only feasible solution, but that required the removal of a one-story bungalow. Because of the recently-passed Neighborhood Preservation Ordinance, a house in sound condition could not be demolished. The only solution was to move.

The ad in the SF Chronicle tells the story: "City of Berkeley authorizes the sale of a one-story three-bedroom, one-bath, brown-shingled residence, excellent condition for \$1. House must be moved by Feb. 15, 1973. City will help pay cost." For months there were no takers until Dr. Betram Lublin, and his wife Barbara, who lived near by made an offer that was accepted.

The new addition designed by Ratcliff Architects, doubled the original space, allowing for a new Children's Room, a multipurpose area, and increased circulation and work areas. Move recently, in 2000, the branch was closed for three months to allow for a renovation that provide improved access for the disabled.

Phila Rogers

Dining Out

Paul Café and Restaurant

Berkeley's most unique breakfast & lunch library

Voted

THE BERKELEY DAILY PLANET

THE EAST BAY'S INDEPENDENT NEWSPAPER

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Editorial

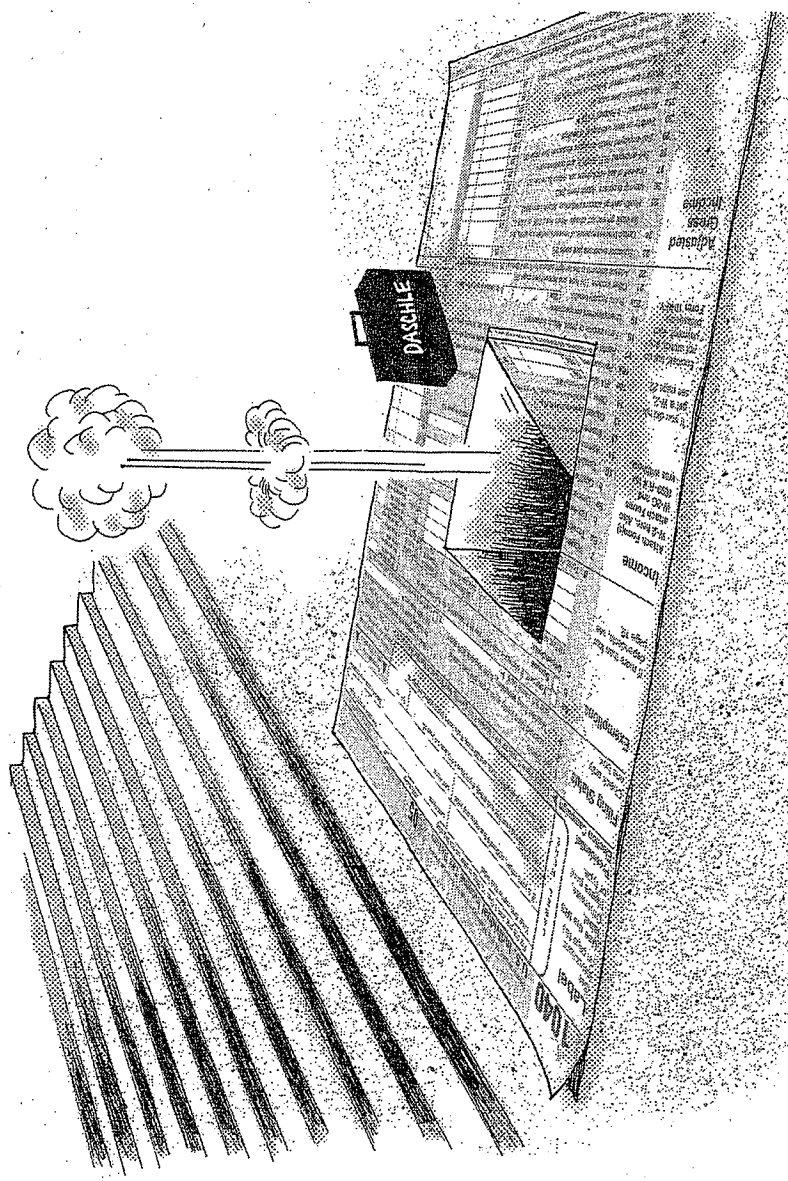
More Bad News for the News

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 to



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LETTERS TO THE EDITOR

BRAINS WIN!

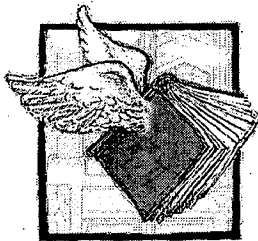
Editors, Daily Planet:

Despite the misinformation and conspiracy theories of the loonies in the room last Tuesday, the Berkeley City Council overrode the Peace and Justice Commission's recommendation by granting a two-year waiver to 3M to provide the maintenance contract to the Berkeley Public Libraries RFID inventory and security system. In doing so, the council avoided trashing its million dollar investment made by taxpayers three years ago and the necessity of investing at least another \$500,000 in a replacement.

The loonies contended that allowing 3M the measly \$70,000 annual contract would lead to nuclear ruin.

In other news, North Korea, Pakistan and Iran could give a damn what Berkeley morons think and they will continue with their nuclear weapons programs.

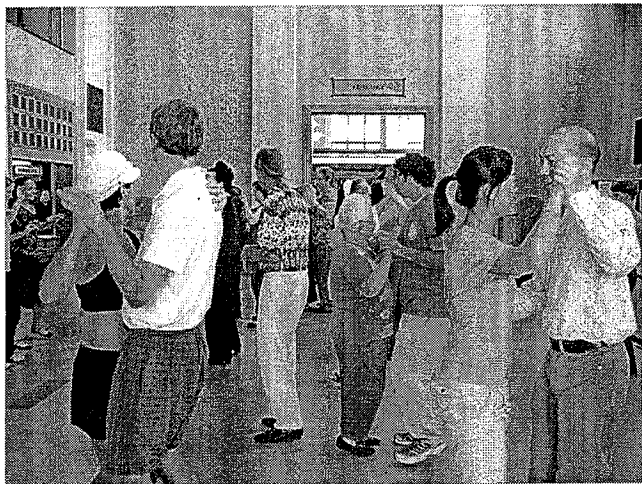
Jonathan Wornick
Peace and Justice Commissioner



BERKELEY PUBLIC LIBRARY
510-981-6100
www.berkeleypubliclibrary.org

April 2009

what's happening here
Newsletter of the Berkeley Public Library



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.
For accessibility info, call 510-981-6107, TTY 510-528-1240, www.berkeleypubliclibrary.org.

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 bppteens@ci.berkeley.ca.us. Sponsored by the Friends of the Berkeley Public Library.

Programs listed in the newsletter are supported by the **Friends of the Berkeley Public Library**.

To join the **Friends** and/or to volunteer, go to http://berkeleypubliclibrary.org/about_the_library/support_the_library.php.

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.

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.**

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.

Honoring César's Legacy

*Through Service to the Community
 Celebrate the 2009 Chávez Commemorative Period
 Berkeley Celebrates "Sí, 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 ecologycenter.org/chavez/.

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

NOTE Teen comic drawing club, for more information call 510-981-6270

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

A graphic novel discussion group for teens. All teens are welcome, and snacks will be provided.

Contact Jack Baur to get your books:
jbaur@ci.berkeley.ca.us -- or call 510-981-6287.

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

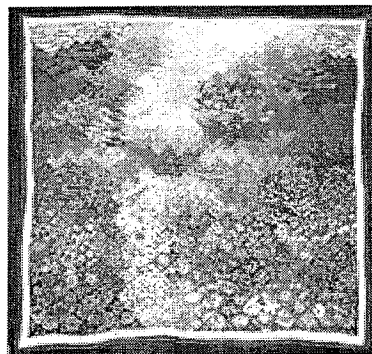
When: Thursday, April 30, 2009, 6 - 7:30pm

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.

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.

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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