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

## WORKSHOP SESSION ON PROPOSED BUDGET

A. Call to Order  
B. Public Comments on this item only (6:00 – 6:10 PM)  
   (Proposed 10 minute time limit, with speakers allowed 2 minutes each)  
C. Presentation on Proposed FY 2010 and 2011 Biennial Library Budget  
D. Discussion  
E. Adjourn

~ 5 Minute Recess ~

### I. PRELIMINARY MATTERS

A. Call to order (regular BOLT meeting at 7:00 PM)  
B. Public Comments (7:00 – 7:30 PM)  
   (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. 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 May 20, 2009 Special Meeting  
   Recommendation: Approve the minutes of the May 20, 2009 special meeting of the Board of Library Trustees.  
B. Contract: Architectural Resources Group, Inc. for architectural services for the renovation and expansion of the North Branch Library  
   Recommendation: Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Architectural Resources Group (ARG) to provide architectural and engineering services for the North Branch Library renovation and expansion project in an amount not to exceed $682,950 for all services and reimbursable expenses for the period June 30, 2009 through December 31, 2011.  
C. Adopt a resolution of appreciation for Amy Roth, President, Friends of the Berkeley Public Library  
   Recommendation: Adopt the resolution of appreciation for Amy Roth, President, Friends of the Berkeley Public Library.  
D. Contract: Securitas Security Services USA, Inc.  
   Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the contract with Securitas for the provision of security services for the period July 1, 2009 through September 30, 2009 in a total amount not to exceed $30,000.
E. Recommendation to the City Council on the FY 2010 Library Tax Rate

**Recommendation:** Adopt the resolution recommending the Berkeley City Council set the FY2010 tax rate for the Library Services Tax at $0.1582 (15.82 cents) per square foot for dwelling units and $0.2393 (23.93 cents) per square foot for industrial, commercial, and institutional buildings.

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III. ACTION CALENDAR

A. Proposed FY 2010 and FY 2011 Berkeley Public Library Biennial Budget

**Recommendation:** Adopt a resolution approving the Proposed FY 2010 and FY 2011 Berkeley Public Library Budget as presented.

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IV. INFORMATION REPORTS

A. Parcel Based Special Taxes, Fees and Assessments Audit

Discussion of June 2, 2009 City Council Information Calendar status report.

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.

C. June 2009 Monthly Report from Library Director Donna Corbeil

- Library Development
- Professional Activities
- Programs, Services and Collections
- Personnel

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

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V. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, July 8, 2009 at the **South Branch Library, 1901 Russell Street**, Berkeley.

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VI. ADJOURNMENT

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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 June 4, 2009.

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

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

Action on Communications is limited to referral to staff or Trustee for investigation and/or recommendations.

A. James Lovekin - Children’s Programs
B. Kimberly Vergez - Children’s Programs
C. Becca Todd - Children’s Librarian
D. Strawberry Creek Lodge Legislative Committee - RFID System
I. PRELIMINARY MATTERS

A. Call to Order
The special meeting of May 20, 2009 was called to order at 7:07 p.m.
Absent: None
Also present: Donna Corbeil, Director of Library Services; Doug Smith, Deputy Director; Dennis Dang, Library Administrative Manager; Alan Bern, Special Services; Eve Franklin, Administrative Secretary

B. Public Comments
1. Gene Bernardi, SuperBOLD – requested the Board start RFP procedures for a new barcode self-checkout system to replace the current RFID system and to not do business with 3M.
2. Armin Arethna – read a letter to the Trustees regarding the Children’s Department budget and letters from patrons in support of children’s programming. [Attachment 1]
3. Pamela Shivola – requested the Board to adopt a barcode self-checkout system to replace RFID.
4. Ruth Bird – requested the Board adopt a barcode self-checkout system to replace RFID.
5. Cynthia Johnson, Social Justice Committee Berkeley Fellowship of Unitarian Universalists – provided a letter to the Trustees requesting replacement of RFID with a barcode system for self checkout and electromagnetic strips for security. [Attachment 2]
6. Comment taken at 7:25 PM prior to action calendar. Kate (no last name given) – Expressed concern regarding Library’s use of wireless technologies including RFID, expressed that it was not a green technology.

C. Report from Union and Employees – none

D. Report from Board of Library Trustees
1. Trustee Burton
   a. Reported on attendance at Library Legislation Day in Sacramento on April 15th. He had the opportunity to meet with Loni Hancock and Nancy Skinner and talked about Literacy program and stimulus money.
   b. Reported on meeting and tour with library staff; meeting with prior trustee; and meeting with members of SuperBOLD.

E. Approval of Agenda
Trustee Powell requested Informational Item, IV. A. Update on Development of FY 2010 and FY 2011 Berkeley Public Library Biennial Budget, be moved to after the Action Calendar so some issues could be addressed.
Trustee Moore requested the Consent Calendar be moved to precede the Action Calendar.

R09-38 Moved by Trustee Powell, seconded by Burton, to approve the agenda as revised. Motion passed unanimously.

II. CONSENT CALENDAR
At Approval of Agenda the Consent Calendar was moved to precede the Action Calendar.
R09-47 Moved by Trustee Henry-Golphin, seconded by Powell, to approve the consent calendar as modified. Motion passed unanimously.

A. Approve minutes of April 14, 2009 Special Meeting
Trustee Powell asked for clarification regarding April 14, minutes. Correct minutes to reflect this correction: for R09-37 change “Trustee Burton abstained from all.” to “Trustee Burton abstained from all except R09-35.”

R09-40 Moved by Trustee Henry-Golphin, seconded by Powell, to approve the minutes of the April 14, 2009 special meeting of the Board of Library Trustees with revision. Motion passed unanimously.

B. Contract: Field Paoli Architects for architectural services for the replacement or renovation and expansion of the South Branch Library

R09-41 Moved by Trustee Henry-Golphin, seconded by Powell, to adopt a resolution to recommend City Council approve execution of a contract and any amendments with Field Paoli Architects to provide architectural and engineering services for the South Branch Library renovation and expansion project in an amount not to exceed $785,000 for all services and reimbursable expenses for the period June 15, 2009 through December 31, 2011. Motion passed unanimously.

C. Select an architectural services firm for the West Branch and Claremont Branch renovation projects
Trustee Powell noted incorrect information in memo, recommending in the memo that where it names South Branch to change to West Branch. In addition, a revised resolution was handed out correcting the signature line from Douglas Smith to Donna Corbeil.

R09-42 Moved by Trustee Henry-Golphin, seconded by Powell, to adopt a resolution initiating a process to select an architectural services firm for the West Branch renovation and expansion project and an architectural services firm for the Claremont branch renovation project. Motion passed unanimously.

D. Agreement with Innovative Interfaces, Inc. for hardware and software maintenance services

R09-43 Moved by Trustee Henry-Golphin, seconded by Powell, to adopt a resolution authorizing the Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library’s circulation system for the period of July 1, 2009 through June 30, 2010 in a total amount not to exceed $100,000. Motion passed unanimously.

E. Adopt a policy decreasing the maximum number of holds allowable per patron generally and on the number of media items
Trustee Powell asked for clarification of current and proposed hold policy. Current limit is 15, within that limit there is no limit on the number that may be media format. The proposed limit is 12 and of those a maximum of 8 can be in media format.

R09-44 Moved by Trustee Henry-Golphin, seconded by Powell, to adopt a policy revising the maximum allowable holds per patron from 15 to 12 and decrease the number of holds on media items, including DVDs, VHS, and music CDs to 8 per person effective June 30, 2009. Motion passed unanimously.

F. Adopt a resolution discontinuing OCLC based Interlibrary Loan (ILL) services.
R09-45  Moved by Trustee Henry-Golphin, seconded by Powell, to adopt a resolution discontinuing the Library’s participation in the OCLC interlibrary loan program effective June 30, 2009. Motion passed unanimously.

III. ACTION CALENDAR

A. Branch Bond Program, FY 2010 and FY 2011 Measure FF Fund (308) Budget

Discussion of the Proposed FY 2010 and FY 2011 Library budget.

Handed out at the meeting to be included in the minutes: Berkeley Public Library Branch Facilities Master Plan (BLMFP) 2008, Volume I, page iii: executive summary: recommendation and cost (Attachment 3.)

Trustee Kupfer asked for clarification regarding the appropriation of all bond funds over the two year period given only $10M in bonds have been sold. Staff responded that a second bond sale for the balance is anticipated in 2010, the budget reflects actual and anticipated revenues over the two-year budget period. If the next bond sale was delayed a modified budget would be developed for Board approval.

A general discussion on use of bond funds occurred. The original budget for the branch improvement program (BLMFP) did not include allowable expenses such as moving and storage related to temporary closure for renovation. The board asked staff to clarify the legality of using bond funds for temporary branch programs at alternate sites during closures for renovation, such as the unique tool lending library program.

Temporary space was not budgeted in developing the bond program. Trustee Powell asked for clarification on how temporary space was paid for during the central library renovation project and expressed that she believed the topic of alternate sites for North and the Tool library were discussed prior. Trustee Golphin asked for more detail regarding peripheral expenses and continuity of services plans. The board identified issues and factors influencing expenditure decisions at this phase of planning: cost of the possible alternative sites; source of funding for alternate sites if approved; the impact on individual site renovation budgets of this expense; the affect of multiple site closures on neighborhood services; utilization of contingency budget to cover peripheral costs and possible cost overruns related to delays; the relatively small size of Berkeley; and residents willingness to use other branches and Central.

Trustee Burton asked about the process for managing costs, including contingency and escalation which is built into the budget and about board fiscal oversight. Trustee Moore suggested the board as a whole be informed about the project and receive budget updates. Staff will be providing the board with bond budget updates, which will include the baseline budget, actual expenditures and encumbrances by project and program wide. In the near future, a Program Management Plan will be brought forward for discussion. Staff will bring a continuity of services plan for discuss and board direction before the end of September.

R09-39  Moved by Trustee Kupfer, seconded by Burton, to Adopt a resolution approving the Proposed FY 2010 and FY 2011 Berkeley Public Library Capital Improvement Budget, Measure FF as presented. Motion passed unanimously.

Information Report IV. A. moved during Approval of Agenda.

Update on Development of FY 2010 and FY 2011 Berkeley Public Library Biennial Budget


Chairperson Moore provided an update on City of Berkeley budget discussion including the tax rate indicators, the Consumer Price Index for the Bay area (CPI) which is .8015 and the Per Capita Personal Income percentage change over prior year, Personal Income Growth (PIG) at .62. Staff discussed the impact of the lower than anticipated percentage rate, previously estimated at 3% then lowered to 1% for the April 2009 BOLT report. Trustee Powell initiated a discussion of the impact on the library of further reductions (State funding) on specific programs.

At Board suggestion, staff will consider allocating additional anticipated carry forward or fund balance in the FY 2010 and FY 2011 proposed budget, noting this may impact the 5-year projections. Trustee Moore asked staff to explore the Library’s possible participation in VTO (Voluntary Time Off) city
program suggesting this could be a prudent measure that while not revenue generating it is a personnel cost saving measure already underway in the city. Trustee Powell expressed concern with any option that reduced service hours. The board asked staff to explore options associated with this program, including partial participation or selecting a unique schedule for library closures tied to usage patterns. This will be included at the next budget discussion.

Trustee Moore discussed the larger economic issues, including the impact on other bay area cities and the long-range affect of these on revenues and expenditures, including CALPERS increases.

In order to allow fuller discussion by the Board of the proposed budget Trustee Powell requested a budget workshop focusing on the 2-year proposed budget and balancing measure options.

For the budget work session the board suggested the following issues / topics be explored and considered: alternatives to proposed staffing reductions; impact of bond program and anticipated closures for renovations on operational costs; policy implications of proposed budget; continuity of service plan for bond; 5-year revenue and expenditure projections; impact of reductions on direct services; and opportunities for greater efficiency. Chair Moore encouraged Trustees to submit questions and areas of concern to staff in advance of the June meeting.

IV. INFORMATION REPORTS

A. Update on Development of FY 2010 and FY 2011 Berkeley Public Library Biennial Budget – At Approval of Agenda this item was moved to directly follow Action Item A. Branch bond program budget.

B. Update on the Branch Bond Program
   Discussion regarding Branch Bond Program.

C. May 2009 Monthly Report from Library Director Donna Corbeil
   • Library Development
   • Professional Activities
   • Programs, Services and Collections
   • Personnel

D. Library events: Calendar of events and press releases for various Library programs are posted at http://www.berkeleypubliclibrary.org.

V. AGENDA BUILDING

A. The next regular meeting will be held on June 10, 2009 at the South Branch Library, 1901 Russell Street.
   1. Budget Workshop
   2. Approval of Budget
   3. Approval of FY2010 Tax Rate
   4. ARG Contract for North Branch
   5. Design team interviews in July

VI. ADJOURNMENT

R09-46 Moved by Trustee Kupfer, seconded by Trustee Powell to adjourn the special meeting of the board at 8:57 PM. Motion passed unanimously.
To,

The Members of the Board of Library Trustees,
Berkeley Public Library.

Good evening! My name is Armin Arethna and I am a children’s librarian at the Berkeley Public Library. I work at Central on the 4th floor with a group of wonderful library staff. I attended the last BOLT meeting and was heartened to see the Trustees interest and concern regarding children’s services to our community. I hope that this input from the Children’s Department will be useful to you.

I think of this period for libraries as "It was the best of times; it was the worst of times". Here at the Library and outside, we all know that this is a difficult economic time. People are hurting and many of our library departments are hurting as vacant positions have been frozen. We are struggling to give quality service to the public as increasing work is piling on to shrinking resources. But the good news is that more people are using our libraries than before - in 2008, here at the Berkeley Public Library we had between 14 and 18% more people visit all our locations, and our circulation jumped more than 8%. Our statistics show that many more children and adults are also enjoying our programs.

Since December last year, due to a combination of retirements and staff reassignments, the Children’s Department is 26% short of staff time. Unfortunately, we were told that these positions are now being cut just as we were about to interview for them. We have been told that, with the exception of a .5 FTE person (a part time person working 20 hours a week) these hours have been frozen and MAY NOT be filled due to budget difficulties. This means that we will be losing our last remaining .5FTE Library Assistant position, leaving librarians to shoulder the work that was previously done by our assistants.

We have also been told that we will be losing one full time librarian I/II position. This is a serious cut for us. Other than the Senior Librarian, it leaves us with NO full time librarian in the Central Children’s Library. This means that the Central Children’s Library will be the only department at Central with only one full time librarian, our senior librarian. Every other department has at least 2 full time librarians. It also means that when our senior librarian goes on vacation, is sick or is at a conference, there will be no full time librarian to step into her place. We have a group of dedicated part-time librarians, but we have found that a bunch of part time librarians still are unable to bring together the continuity and focus that one 40 hour librarian can, being here at the library for most of the week.
This sudden, arbitrary loss of a full time position just because it was vacant, is meant to be compensated by the addition of a .5 FTE librarian. Although we are very grateful for the extra help that we desperately need, this part time librarian is barely a patch on a large looming hole that is left in the department.

**Berkeley Public Library's Strategic Plan:** Our Strategic Plan defines specific strategic goals and initiatives to guide in the allocation of resources for the next three years to deliver priority library services. Six library service responses were identified as priorities through the Berkeley Public Library Survey, and early literacy is the second one on the list. All the activities and programming that the children's librarians do support this very important priority. All the quality children's programs at the library are FREE, open to all and easily accessible. They are widely attended and loved. The primary outcome of programs done by the Children's Department serves to instill a love of, and appreciation for, reading. Cuts in our staffing will make it difficult for us to offer our full range of services to the community, and affect the community in ways that is not always immediately apparent.

**Vision 20/20:** Vision 20/20 is a public declaration by the City of Berkeley that sets a goal for the elimination of the "achievement gap" in the youngest of our community by the year 2020. Children's programs in the library, and outreach to preschools in the community serve both of these important goals.

This shortage means that we will not be able to offer as much as we have before. Here are three of the most important cuts that our community will suffer if our reduced staffing takes hold:

1. **Programming.**

Library programming is FREE, easily accessible to all, and in the case of children's programs, has a strong emphasis on early literacy while being fun for the child and the adult at the same time! Children's librarians offer on a regular basis the ONLY Free quality program that promotes early literacy that is open to all. One of the most regretful consequences of this staff shortage in the Children's Department will be the cut in programming. When we cancelled our Baby Bounce spring schedule, our patrons let us know how much they missed their storytime by writing dozens of comment slips to us about it. When innovative scheduling by our Deputy Director Doug Smith allowed us to offer a modified version of Baby Bounce again, our patrons were delighted. (Sincere thanks to Doug from all in our department!) But this summer, we will cancel our story-craft and film programs, just because we do not have adequate staff to work through the planning, preparation and execution of these programs.
2. Summer Reading Game school visiting.
The Summer Reading Game is important for kids not only to encourage them to enjoy reading, but to help keep their educational skills up during the summer vacation. Every year in May and June, Children's librarians visit every classroom in the BUSD schools, motivating the children to sign up for the Summer Reading Game. In 2008, we visited over 200 classes, personally talking to over 4,300 children. During the summer, we had 189 programs with over 5,700 people attending them in all our 5 locations. We had almost 1,500 kids enrolled in the Summer Reading Game, and we had them reading for most of the summer and enjoying it!
This year, we are strapped to visit all the classes and will have to decide which classes to drop. This is a terrible decision to make when ALL children in Berkeley deserve the enrichment and excitement of a librarian coming to their class to tell them about the wonderful materials and programs that await them at the library during the summer. More important, it neglects the children who needs it the most, the ones who may not make it to the library all summer without that invitation. And it shows in the educational results of our city.

3. Outreach:
Our outreach to the 2nd grades in BUSD schools last year created a bond between the schools and the library, and all the children in 2nd grade had a very special program made just for them. This year that will be cancelled for lack of staff.

One of the most pressing needs that we will be missing with the cut of a full time librarian in our department is continuity. This continuity is of utmost importance to a floor that does an amazing amount of programming every month. As a librarian who works mostly part time, one of my regrets is that during the brief time that I am not working at the library, I find that whole events have started, and worked their course and ended, that I find out about only through their email trail. This lack of continuity is very distressing when you realize that Central Children's does the most programming in the system, and offers support to the children's librarians at the branches. Central Children's steps in to help with anything, from doing their programs in case a branch librarian is sick, to booking performers and making and photocopying flyers. This is very difficult to do without adequate people in the department.

Early literacy is important at a very crucial time in a child's life - from birth to 5 years. It is the stepping stone to what the child will achieve as she grows older. Children can't wait, they will keep growing and for that reason, and we can't wait. We need that full time librarian NOW! Let us do our best for our children of Berkeley. Please don't cut our full time children's librarian.

Respectfully,

Armin Arethna
May 20, 2009

Dear Berkeley Library Board of Trustees,

Please do not cut a Children’s Librarian position from the Berkeley Public Library. Too many vital services will be compromised or lost. Although these are tight budget times, reducing services to our young children is the opposite of where we should be looking to cut costs.

When I was a preschool teacher in Berkeley back in the 80’s, one of the highlights my crew of children and I looked forward to was our scheduled visits with the Children’s Librarian of the Berkeley Public Library just 5 blocks away. We read many books in our preschool, too, but heading out into the world to hear a librarian do so broadened our understanding of community and literacy.

As my own children were growing up in the 90’s, we participated in Berkeley Public Library’s organized programs in addition to relying on the breadth of exciting books that we could borrow. The library provided us opportunities to enjoy literature and creativity far beyond what we would have been able to afford on our own. Photos of my kids proudly holding their certificates of completion of the summer reading program are still on our walls, even though they themselves are now off at college.

For the past three years I have been working as the Coordinator of Library Services for the Berkeley Unified School District. I have relied upon the Children’s Librarians of BPL for their advice and to coordinate programs between our systems. Our library staff, teachers and students of the Berkeley Schools feel similarly. Our school libraries are open during school hours, but the importance of reading does not start at 8 a.m. on the first day of kindergarten and stop with the ringing of the school bell at 3 pm.

The importance of early literacy has been recognized far and wide, from our local commitment to the 2020 Vision of BUSD and the City of Berkeley to President Obama’s increased support of early childhood programs. Providing more library services for young children is exactly in line with best practices for our community.

Please do not reduce the number of Children’s Librarians at Berkeley Public Library and undercut the very foundation of literacy and community.

Thank you.
Sincerely,

Becca Todd
Berkeley parent, citizen, teacher, librarian

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1. Check it out -- It's National library week
By Kristin Bender
Oakland Tribune
Posted: 04/07/2009 04:38:36 PM PDT
Updated: 04/07/2009 04:38:36 PM PDT

Berkeley — This week is the 51st National Library Week.

But in these lean economic times, there doesn't need to be a Senate proclamation to get people to visit Berkeley libraries to borrow books and materials, librarians said.

The California Senate recently passed a resolution recognizing the 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 says more than 21 million people use California's public libraries each year.

During the 2007-08 fiscal year, 1.5 million visits were made to the five Berkeley public libraries, a jump of 14 percent over the previous year. At the four branches, the number of visits increased 19 percent.

In 2008, circulation of materials from the library collections jumped more than 8 percent in 2008 — twice the number from the previous year. On average, residents checked out 16 items annually from the library, more than three times the most recent statewide mean, Berkeley library statistics show.

Community Relations Librarian Alan Bern said visits and circulation numbers are up this year as well.

In Berkeley, the libraries might get even busier in the future. Last November, Berkeley voters passed a measure to make the four branch libraries seismically safe and more handicapped-accessible.
From: Ben Stiegler  
Sent: Sunday, April 19, 2009 10:23 PM  
To: 'director@berkeleypubliclibrary.org'  
Cc: Ben Stiegler  
Subject: Public comment - programs and resources - BPL

Hi!

As regular weekly users of BPL (we’re known by some as the suitcase gang for the red rolling suitcase we use to bring mats to/from the library), several librarians asked our family to comment to you about what we appreciate and use at BPL.

I have been a library nut/fan since elementary school. I used to spend my jr high and sometimes senior hi summers just cruising the shelves at the open stacks in the Northwestern University and Evanston Public libraries.

The BPL is the best library our family has ever enjoyed!

The collection is fantastic, and the staff (with only occasional exceptions) has always gone out of their way to make us feel welcome, our questions valued, and to connect around books, music, and learning.

We visit the downtown Central library every weekend, and sometimes the Claremont branch a 2nd time during the week.

We understand its time for tough decisions about how to allocate resources. We can see the library serves many constituencies – from homeless people getting news, email, and a touch of sanity + a clean bathroom, to students doing research and homework, to film and music buffs, to people who just love to read.

I don’t pretend to know how to allocate resources – but I do want to highlight what library services our family appreciates:

- the well-stocked and friendly Central Childrens’ room – always the first place we go – for books and media
- adult fiction and non fiction
- the interlibrary loan pgm (particularly for technical books)
- occasionally a DVD from the general collection
- occasionally we have attended an evening jazz concert

Our entire family’s curiosity is stimulated and satisfied by what we find on the shelves – and our world view is expanded. As the 4th estate seems to be fading to a shadow of its former self … the library becomes an even more important resource for staying in touch with what’s going on in the world, and our community.

We do notice that re-shelving has lagged (more books which the e-catalog shows as “check shelf” aren’t there for longer periods of time). Maybe 8-12% of the time we see “check shelf” – its not there, nor can we find it on a publically-accessible shelving cart. This is one area that we hope you don’t need to make further cuts in – and perhaps can find creative ways to staff with students, or interns, or ?

We have loved the Sat AM childrens’ programs (by FoBPL) in past years; our schedule now doesn’t permit us to participate.
Things we don’t use, but are glad the library offers:

- kids and teen groups (knitting, book discussion groups, etc.)
  - tool lending library
  - teen and adult film screenings

Perhaps unlike some patrons, we have no objection to the RFID system — as long as it operates accurately for check-in. This has gotten a lot better since it was launched ... but we do still experience (perhaps every 6-8 weeks) a situation where we return an item, but it doesn’t get scanned in … and thus ensues a lot of extra effort with shelf checks, etc.

We would like to suggest that a check-in situation where patrons could slide items thru a 1 way slot and SEE them scanned in — and receive a printed receipt for them — would go a long way toward making the system smoother.

One more thing. We live in North Oakland, not Berkeley — and are grateful that the library is open to all California residents. I guess that's reciprocal with all CA libraries. But if it were necessary to charge a modest annual fee for 'neighboring' city non-residents to have library privileges — I think our family would say it would be well worth it to continue accessing BPL.

Good luck in making tough decisions needed to balance budget and resource requests. While I can’t be at the library board meeting to offer live statement, I hope this is helpful, and I’m available by phone or email if for any reason you want to follow up.

Thanks for everything you do!

Ben

Ben Stiegler

SYNERTEL — Converged Communications Solutions

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v (415) 746.1811
f (415) 568-2970
Question/Suggestion

Please use separate form for each question or suggestion.

Please continue Story Time at all the branches. My child and I attend all the sessions as much as we can. It is so beneficial for us to be able to meet together with other families, and we enjoy the singing and reading very much.

Response

Response

The baby bingo sessions are an absolute treasure and a life-line to me as a new mother. As a kindergarten teacher and a mom I recognize the importance of early literacy that this session provides so skillfully. The social interaction combined with perfectly levelled books and music time are a wonderful resource used and enjoyed by the parenting community. Please keep this going for us all!

Not everyone can afford baby groups and this session is used by such a rich diversity of families and caregivers. It would be a tragic loss.

Response

Attachment 1
Question/Suggestion

Please use separate form for each question or suggestion.

I really like this program. I took my son here since he was 4 months, now he is 1 year 6 months. He truly loves it.

Please continue this program. It is a wonderful program.

Thank you.

(over if necessary)

Response

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Question/Suggestion

Please use separate form for each question or suggestion.

It was the first time for my grandchild and I got a great time with him. He was really enjoying it.

Vicente is 18 months.

(over if necessary)

Response

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* Name ___________________________ Date ___________________________

Staff Name ___________________________ Date ___________________________
May 20, 2009

To: Board of Library Trustee Therese Powell

Re: Budget and the most Efficient Check Out System/ An Alternative to RFID is Necessary & Doable.

First of all we appreciate the volunteer service of each Trustee. You have serious fiscal responsibility towards the citizens of Berkeley and quite clearly RFID is a waste of our taxes.

The members of our Church are ready to volunteer to replace the RFID tags as the EM security strips that would replace RFID tags could be installed by volunteers going to the shelves and looking at the date stamp on books that were acquired in the past 4 years. (All books acquired prior to RFID already have the strips.)

We the Berkeley Fellowship of Unitarian Universalist's Social Justice Committee strongly urge you to cancel any agreement with 3M (Minnesota Mining & Manufacturing-a company that has engaged in nuclear work) or any other RFID Maintainence company.

It is less expensive to return to a bar code system for self check-out, and electromagnetic (EM) slim metal strips for security, instead of the RFID tags that malfunction for both check-out and security.

Generic EM strips are available at a tiny fraction of the cost of a 3M maintenance contract. Bar code together with generic EM strips cost a fraction of what RFID tags cost.

According to the library's own report: barcode maintenance contract would be approx $26,000 per year, versus RFID maintenance contract of $70,000 per year for 3M rfid maintenance. Over 5 years that's a savings of $250,000 just on maintenance, and supplies are much cheaper too.

A quarter million dollar maintenance savings would buy a lot of books and staff time! Perhaps a library could be open longer hours.

Per the library report, the RFID self checkout machines are about ready for replacement. They were purchased at too high a price less than five years ago! Why not replace them with barcode self checkout machines which the public prefers? Please respond.

Sincerely and in gratitude for your service to our vital and precious Berkeley Library System Cynthia Jean Johnson
Chair Berkeley Fellowship Unitarian Universalists Social Justice Committee

[Signature]
## Executive Summary: Recommendation and Cost

### North Branch
- 5,390 sf existing, 500 sf to be demolished
- Newly constructed addition of 2,400 sf<br> 1
- Proposed Library of 7,290 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA compliance for existing building and site
- Mechanical / Electrical / Telecommunication upgrade

| Renovation | 4,890 sf | $2,689,500 |
| New Construction | 2,400 sf | $1,320,000 |
| Contingency & Escalation<br> 1 | | $755,738 |
| **Subtotal** | 7,290 sf | $4,765,238 |
| Project Costs<br> 4 | 31% | $1,456,919 |
| **Total** | | $6,222,157 |

- Furniture, Fixtures and Equipment $550,423

### West Branch
- 6,230 sf existing, 4,130 sf to be demolished
- Newly constructed addition of 6,500 sf<br> 1
- Proposed Library of 8,600 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA Compliance for existing building
- Mechanical / Electrical / Telecommunication upgrade

| Renovation | 2,100 sf | $1,176,000 |
| New Construction | 6,500 sf | $3,575,000 |
| Contingency & Escalation<br> 3 | | $1,223,695 |
| **Subtotal** | 8,600 sf | $5,974,695 |
| Project Costs<br> 4 | 30% | $1,807,662 |
| **Total** | | $7,782,357 |

- Furniture, Fixtures and Equipment $625,680

### South Branch and Tool Lending Library
- 5,040 sf existing Library and Tool Lending Library
- Proposed newly constructed Library and Tool Lending Library<br> 4 of 8,200 sf
- Serious structural deficiencies make renovation difficult, unattractive, and uneconomical
- More efficient and cost effective to build new
- Demolish existing Library and Tool Library

| New Construction | 8,200 sf | $4,510,000 |
| Contingency & Escalation<br> 3 | | $891,615 |
| **Subtotal** | 8,200 sf | $5,401,615 |
| Project Costs<br> 4 | 30% | $1,641,468 |
| **Total** | | $7,043,084 |

- Furniture, Fixtures and Equipment $599,644

### Claremont Branch
- 7,300 sf existing Library to be renovated
- Newly constructed addition of 140 sf<br> 1
- Proposed Library of 7,440 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA Compliance for entire building and site
- Mechanical / Electrical / Telecommunication upgrade

| Renovation | 7,300 sf | $2,920,000 |
| New Construction | 140 sf | $105,000 |
| Contingency & Escalation<br> 3 | | $806,998 |
| **Subtotal** | | $3,831,998 |
| Project Costs<br> 4 | 30% | $1,136,280 |
| **Total** | | $4,968,278 |

- Furniture, Fixtures and Equipment $542,964

### All Branch Total
- Total Furniture, Fixtures and Equipment $2,318,711

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**Notes:**
1. New construction assumes compliance with all codes and regulations.
4. Fees include design permit, management, construction, utility, inspection, etc.
To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Contract: Architectural Resources Group, Inc. for architectural services for the renovation and expansion of the North Branch Library

RECOMMENDATION

Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Architectural Resources Group (ARG) to provide architectural and engineering services for the North Branch Library renovation and expansion project in an amount not to exceed $682,950 for all services and reimbursable expenses for the period June 30, 2009 through December 31, 2011.

FISCAL IMPACT

Voters approved the sale of $26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Architectural design services are included in the estimated soft costs. Architectural and consulting services for the North Branch Library renovation and expansion project are included in the estimated soft costs, therefore funding of the design 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.

Services provided will include a comprehensive set of architectural design services and specialty consultant services required for the completion of the North Branch project, such as: structural engineering; mechanical, electrical, plumbing, fire protection; LEED documentation; landscape architecture; signage; lighting design; and cost estimating. ARG will perform services beginning with community input into program development through conceptual design phase, schematic design phase, design development phase, construction document development, bidding, negotiation and construction observation to completion. They will work with staff to incorporate the city’s public art requirement into the project.

This contract is for a lump sum, $682,950 for all work to be completed as specified in the period specified. Payments will be made upon a schedule agreed to by both parties. Fees will be invoiced on a monthly basis based on percentage of completion.

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 design and construction related 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.

Following board approval in December 2008, staff began implementation of the branch renovation program staff. The City’s Purchasing Department released, on January 16, 2009 a Request for Proposals (RFP): Architectural Services for the Renovation and Expansion of the North Branch Library. A pre-proposal meeting occurred on January 27, 2009, solicitation for proposals closed on February 12, 2009. The responses received were numerous and therefore the process has been a highly competitive one. A vetting committee, made up of staff, the library’s consultant and representatives from the community met twice and considered fourteen proposals, staff recommended three firms be considered by the board.

At the March 11, 2009 regular meeting of the board of Library Trustees the board interviewed three firms representing the most qualified applicants. These interviews, as well as the applicants’ written proposals (RFP responses), background, professional references and responses to follow-up questions were considered in determining the ranking of firms by qualifications.

At the March 13, 2009 Special meeting of the Board of Library Trustees, by Resolution R09-23, the board rank ordered the firms interviewed and designated a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals.

CURRENT SITUATION AND ITS EFFECTS
At the March 13, 2009 special board meeting, staff was directed to negotiation a contract for board approval with Architectural Resources Group Inc. The staff has negotiated with ARG to provide the full range of architectural and engineering services for the North branch renovation and expansion project and has reached an agreement of $682,950 for services and reimbursable expenses, for a total amount not to exceed $682,950.

FUTURE ACTION
No future action is required at this time.

ATTACHMENTS:
1. Resolution
RESOLUTION NO. R09-51

CONTRACT: ARCHITECTURAL DESIGN GROUP FOR ARCHITECTURAL SERVICE FOR THE RENOVATION AND EXPANSION OF THE NORTH BRANCH LIBRARY

WHEREAS, the Branch Library renovation program is funded by Measure FF bond funds approved by the voters to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries; and

WHEREAS, architectural design services are included in the estimated project costs for the North Branch project; and

WHEREAS, the City of Berkeley Purchasing Department opened the Requests for Proposals process for Architectural Services for the Renovation and Expansion of the North Branch Library, on January 16, 2009 and closed said solicitation on February 12, 2009; and

WHEREAS, the Board interviewed the three most qualified firms at the March 11, 2009 regular meeting of the Board of Library Trustees and at the March 13, 2009 special meeting of the Board, by Resolution R09-23 designated a preference for the firm of Architectural Resources Group (ARG) as best meeting the criteria for the North Branch project; and

WHEREAS, Pursuant to Berkeley code section 3.04.090(E) the Library shall recommend to the City Council the execution of contracts relating to the improvements at the four branch libraries, including but not limited to contracts for design, engineering, construction management and construction;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend City Council approve execution of a contract and any amendments with Architectural Design Group to provide the full range of architectural and engineering services for the North Branch Library project in an amount not to exceed $682,950 for all services and reimbursable expenses for the period June 30, 2009 through December 31, 2011.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on June 10, 2009 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTENTIONS: 

______________________________
Darryl Moore, Chairperson

______________________________
Donna Corbeil, Library Director
Serving as Secretary to the Board of Library Trustees
RESOLUTION 09-52

RESOLUTION RECOGNIZING MS. AMY ROTH FOR HER SIX YEARS OF SERVICE AS PRESIDENT OF THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY.

WHEREAS, the Friends of the Berkeley Public Library is a non-profit organization established in 1954 whose purpose is to support the Berkeley Public Library in a wide variety of ways, in particular the expansion of its educational and cultural programs; and

WHEREAS, the Friends of the Berkeley Public Library work every day with Library staff to build collections and stimulate community interest in the Public Library; and

WHEREAS, Ms. Amy Roth is a devoted Library supporter whose bedside table is never without a Library book and who has not owned a television in over twenty years; and

WHEREAS, for over 14 years Amy has volunteered countless hours of her time to the Friends of the Berkeley Public Library; and

WHEREAS, during those 14 years she has served as a member-at-large, membership chair, Vice President and, for the past 6 years, President; and

WHEREAS, during Amy’s tenure as President the Friends have surpassed the milestone of $1,000,000 of donations in ten years to the Library; and

WHEREAS, while Amy has been President the annual Friends of the Berkeley Public Library luncheon has become a community calendar highlight, as it is again this year on June 17; and

WHEREAS, Amy has taken pride in building a dynamic and talented board of directors for the Friends; and

WHEREAS, on January 21, 2009, Amy and the Friends organization as a whole celebrated the 10th anniversary of their Channing Way bookstore and the grand opening of its newly remodeled and expanded retail space in the Sather Gate Mall; and

WHEREAS, in 2008 Amy served as co-chair of the “Yes on Measure FF” campaign, helping to lead that effort to success and secure bond funds to renovate Berkeley’s beloved neighborhood libraries; and

WHEREAS, as a longtime resident of the City of Berkeley with two sons in local schools and active in school affairs, Amy has demonstrated her thoroughgoing and consistent commitment to the betterment of the community; and

WHEREAS, Amy’s steadfast optimism and hope for the future has been demonstrated in her regular columns in the Friends’ newsletter as well as her annual confidence that each new baseball season will see another pennant victory by her beloved Oakland Athletics; and

WHEREAS, Amy’s leadership of the Friends of the Berkeley Public Library has helped this important philanthropic organization thrive and grow.
NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to honor Ms. Amy Roth for her six years of service as President of the Friends of the Berkeley Public Library

ADOPTED by the Board of Library Trustees of the City of Berkeley during its regular meeting held on June 10, 2009 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

Darryl Moore, Chairperson

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

From: Donna Corbeil, Director of Library Services

Subject: Contract: Securitas Security Services USA, Inc

RECOMMENDATION
Adopt a resolution authorizing the Director of Library Services to amend the contract with Securitas for the provision of security services for the period July 1, 2009 through September 30, 2009 in a total amount not to exceed $30,000.

BACKGROUND
The Berkeley Public Library currently contracts with an outside vendor to provide security services at the Central Branch during regular hours of operation and at all branch sites for special events.

Contractual history with Securitas:

Securitas selected as library security personnel vendor following RFP process, terms effective September 30, 2005, for $300,000.

R08-70 BOLT authorized extension to September 20, 2008 (previously July 10, 2008) and total amount of $360,000.

R08-71 BOLT authorized increased expenditures by $120,000 and contract extension to June 30, 2009.

CURRENT SITUATION
The current contract with Securitas is set to expire on June 30, 2009. The Library will participate in a Request for Proposal process undertaken by the City of Berkeley for like services. This process will commence in early June with release of an RFP (Request for Proposals). Library staff will participate in the proposal process and selection. Board authorization for the Library’s portion of the agreement, terms and fiscal commitment, will be brought forward for Board approval. Completion of the selection process and contract negotiations are expected to be completed no later than early Fall 2009.
FISCAL IMPACT

The current agreement includes cost of living increases calculated annually based on the anticipated Bay Area Consumer Price Index. The anticipated cost for the extended four month contract is estimated to not exceed $30,000, this is reflective of the approximately $10,000 per month cost of services.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS:

1. Resolution
RESOLUTION NO.: R09-53

AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE CONTRACT AMENDMENT AND APPROVE PAYMENTS WITH SECURITAS SECURITY SERVICES USA, INC. FOR THE PROVISION OF SECURITY SERVICES JULY 1, 2009 THROUGH SEPTEMBER 30, 2009 IN A TOTAL AMOUNT NOT TO EXCEED $30,000

WHEREAS, the Berkeley Public Library currently contracts with a vendor to provide security services for the Central Library during public operating hours and at all branch locations for special events; and

WHEREAS, the current contract with Securitas Security Services USA, Inc. expires on June 30, 2009; and

WHEREAS, a Request for Proposal process is currently underway by the City of Berkeley for like services, in which the Library is participating; and

WHEREAS, security personnel is critical to the ongoing daily operation of the Central Library.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a contract amendment and approve payments with Securitas Security Services USA, Inc. for the provision of security services July 1, 2009 through September 30, 2009 in a total amount not to exceed $30,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 10, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

______________________________
Darryl Moore, Chairperson

______________________________
Donna Corbeil, Director of Library Services
Serving as Secretary of the Board of Library Trustees
To:        Board of Library Trustees
From:     Donna Corbeil, Director of Library Services
Subject:  RECOMMENDATION TO CITY COUNCIL ON FY 2010 LIBRARY TAX RATE

RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2010 tax rate for the Library Services Tax at $0.1582 (15.82 cents) per square foot for dwelling units and $0.2393 (23.93 cents) per square foot for industrial, commercial, and institutional buildings, based on the San Francisco Bay Area Consumer Price Index increase of 0.8015% for April 2009.

FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Tax in FY10 is expected to be approximately $13,469,717 (net of Alameda County billing and collection fees). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2010:

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<tr>
<th>Square Feet</th>
<th>FY10</th>
<th>FY09</th>
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<tbody>
<tr>
<td>1,200</td>
<td>$189.84</td>
<td>$188.22</td>
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<tr>
<td>1,500</td>
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<tr>
<td>10,000</td>
<td>$1,582.00</td>
<td>$1,568.52</td>
</tr>
</tbody>
</table>

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to $359.00 in FY10 from $356.05 in FY09.

BACKGROUND

The Central library and neighborhood branch libraries will have received almost 96% of their 2009 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of $0.1569 per square foot on all improvements to residential real property in the City of Berkeley, and $0.2374 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of Library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which
permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing and patron needs.

CURRENT SITUATION
Currently, the Berkeley’s Library Tax raises approximately $13.4 million per year and is indexed to the greater of either the consumer price index in the immediate San Francisco Bay Area or per capita personal income growth in California. The Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by the 0.8015% increase in the April 2009 San Francisco Bay Area Consumer Price Index, which is greater than the 0.62% increase in the per capita Personal Income Growth in California. This results in a rate increase from $0.1569 in FY09 to $0.1582 in FY10 on residential property and from $0.2374 in FY09 to $0.2393 in FY10 on industrial, commercial, and institutional property.

ALTERNATIVE ACTIONS
The alternative of adopting a rate increase for FY10 based on the Consumer Price Index would not be fiscally sound, as indicated above, due to increased cost factors for wages and materials in the FY 2010 Library budget. The proposed increase to the Library Tax would result in an increase of approximately $39,953 over FY09 projected receipts.

FUTURE ACTION
The Board’s recommendation will be forwarded to the City’s Director of Finance so that it can be included in the submittal to the City Council for action.

Attachments:
1. Resolution
RESOLUTION NO.: R09-54

RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2010 TAX RATE FOR THE LIBRARY SERVICES TAX AT $0.1582 (15.82 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND $0.2393 (23.93 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE SAN FRANCISCO BAY AREA CONSUMER PRICE INDEX FACTOR OF 0.8015%

WHEREAS, each year the City Council adopts an ordinance to establish the rate for the Library Services Tax, which supports the Library’s operations; and

WHEREAS, the increase is based on the greater of either the San Francisco Bay Area Consumer Price Index or the per capita Personal Income Growth in California; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of a tax rate for Library Services, with a potential increase in the Library Services Tax rate based on the greater of either the Consumer Price Index for the San Francisco Bay Area or the per capita Personal Income Growth for the state of California; and

WHEREAS, the California Personal Income Growth has been established as 0.62% and the April 2009 San Francisco Bay Area Consumer Price Index is 0.8015%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2010 tax rate for the Library Services Tax at $0.1582 (15.82 cents) per square foot for dwelling units and $0.2393 (23.93 cents) per square foot for industrial, commercial, and institutional buildings, based on the San Francisco Bay Area Consumer Price Index factor of 0.8015%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 10, 2009 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

Darryl Moore, Chairperson

Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees
TO: Board of Library Trustees  
FROM: Dennis Dang, Administrative Services Manager  
SUBJECT: Proposed Biennial Budget FY 2010 and FY 2011 for Berkeley Public Library

RECOMMENDATION

Adopt a resolution approving the Proposed Biennial Budget for FY 2010 of $24,180,776 and for FY 2011 of $27,728,098 as presented. And to accept the FY 2010 grant award authorized by the Friends of the Berkeley Public Library in the amount of $92,122 and a gifted commitment of $50,000 from the Berkeley Public Library Foundation.

FISCAL IMPACT OF RECOMMENDATION

The total proposed expenditure budgets for all funding sources along with the recommendations contained herein present a balanced budget for this biennial budget for fiscal years 2010 and 2011. The implications of the proposed budgets on the various fund balances are as follows:

Library Tax Fund

If adopted by the City Council, the proposed 0.8015% increase to the Library Services Tax will result in FY10 tax revenue of almost $13.5m, plus approximately $262,500 primarily from fines and fees yielding total projected Library Tax Fund revenue of $13,732,217. Following City of Berkeley guidelines to project a 3.00% rate increase to the tax for the following year, FY11 Fund revenue is estimated at $14,136,308. With proposed expenditure budgets of $14,029,672 in FY10 and $14,398,487 in FY11 operating deficits are expected in both fiscal years. The Fund deficits of $297,454 in FY10 and $262,179 in FY11 will be offset by monies in the Fund balance.

Significant events that are expected during this biennial period include a negotiated one-time 3.00% longevity bonus pay increase to base salary at 25 years of service, yet-to-be determined scheduled closing of one or more branch libraries for renovation as authorized under Measure FF, and expiration in March 2011 of the City Council granted waiver of the Nuclear Free Berkeley Act in regards to the equipment servicing maintenance contract held by 3M.

Effective FY10, labor costs will increase due to a scheduled cost of living adjustment of 2.0%; in FY11 this increase will be 2.5%. Beyond this biennial period, in FY12 there will be an as yet-to-be determined increase to the CalPERS contribution rate currently fully paid by the Library. The City is projecting this rate increase between 6% and 10%.

Other Funds

With the failure of the five budget measures on the ballot during the May 19th special election the fallout impact to the California State Library, and in turn public libraries, remains uncertain. At this time, we are essentially forecasting a continuation of receipt levels from FY09 for each of these publicly supported funds for both FY10 and FY11. Public receipts for both fiscal years to
the Direct and Inter-library Loan Fund and to the California Library Literacy Services grant are projected at $80,000 each. The Public Library Fund is estimated to receive $40,000, approximately what will have been actual receipts in FY09. Together, these Funds are projected to run a surplus balance of $114,494 for FY10 and $48,494 for FY11.

Non-labor expenditures will primarily occur in the Direct Loan and Inter-library Loan Fund and consist of expenses related to public copiers and the Link+ and Millennium services provided by Innovative Interfaces. Modifications to the base budget include the removal of $31,000 for library materials in FY09 that was duplicated into FY10 and FY11, and the transfer of library security guard service expense to the Library Tax Fund. Labor expenditures will consist solely of Literacy instructors funded through the California Library Literacy Services grant. In the event of unexpected events requiring support, surplus funds may be requested for appropriation by the Board at such time.

Gift Fund
The Gift Fund remains in surplus and is budgeted to allow all unspent appropriated FY09 monies to revert to the Fund’s balance. As specific programs or projects for FY10 and FY11 are developed appropriate to the Gift Fund, the Board will be requested to authorize the necessary appropriations – budget procedures allow these situations to be addressed mid-year.

To date, the Max Delaware Trust at $30,199 and the Alice Meyer Trust at $288,201 comprise a large portion of the Gift Fund’s balance. Additionally, the Friends of the Library have notified the Library of its FY10 award of $92,122 to support a variety of Library programs.

Measure FF related Funds
Two new Funds were created to service the Measure FF authorized Neighborhood Branch Library Improvements Project. The Library Foundation – FF&E Fund is yet to be funded but has received a commitment of $50,000 from the Berkeley Public Library Foundation for FY10. This is the initial gift award related to their $3.0m fundraising campaign dedicated to the capital needs of the branch libraries not supported by Measure FF funds. This award and all future Foundation awards will be directed to the FF&E Fund.

The second created Fund, titled Measure FF Fund, will detail and track expenditures related to the general obligation bond proceeds raised for the renovation and rebuild design and construction of the branch libraries. To date, net of issuance costs, $9,964,575 has been allocated to this Fund. A second and final tranche, as presented to the Board for approval on May 20, 2009, is expected to be floated in FY10 with projected receipts of $15,943,320. All receipts in the Measure FF Fund are expected to be expended at the end of the project.

CURRENT SITUATION

Budget Priorities
On January 14, 2009, at the Board of Library Trustees meeting, the Trustees adopted five budget priorities for the FY10 and FY11 budget cycle as follows for the FY2010/11 budget cycle:

- Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget.
- Implement bond measure
- Implement strategic plan
• Research and report on evolving self-check and other technologies
• Consider establishing a reserve fund

The proposed FY10 and FY11 budget seeks to address these identified priorities within the constraints imposed by the current poor economic conditions with particular emphasis on achieving a stable operating budget, implementation of Measure FF, and maximizing service effectiveness and efficiencies to library patrons.

Expenditures
The proposed budget recommendations correct errors in the baseline position control, provides some funding for one-time planning and network upgrades, and balances ongoing operational needs with that of lowered revenue projections. The attached labor and non-labor recommendations (attachments 3 and 4) will impact current service levels; however, the Library hopes to mitigate or minimize such impacts through implementation of efficiencies recommended by staff and consultants specialized in library operations, as well as, putting in place the policy changes approved by the Board.

Revenue
The City Manager will be submitting a recommendation to the City Council at the June 23, 2009 meeting to adopt an increase in the Library Services Tax rate for FY10 of 0.8015%, based on the San Francisco Bay Area Consumer Price Index. The result will be an increase in revenue of approximately $404,091, which is included in the FY10 Proposed Budget. This, along with the recommended budget actions as contained herein allows the Library to present to the Board a balanced biennial budget for the continuation of on-going operations and service stability.

ALTERNATIVE ACTIONS
No alternative actions are proposed at this time.

FUTURE ACTION
The Library will report the adopted budget to the City Manager’s Office for inclusion in the comprehensive budget for the City.

Attachments:
1. Resolution
2. Baseline Expense Budget by Fund
3. Personnel Budget Modifications
4. Non-Personnel Budget Modifications
5. Library Tax Fund 5-Year Forecast
6. Gift Fund 5-Year Forecast
7. All Other Funds 5-Year Forecast
8. Berkeley Public Library Organization Chart
9. FY10 Position Summary by Division
10. FY08 Position Summary by Classification
11. Friends of the Berkeley Public Library FY10 Grant Award
13. Measure FF 5-Year Analysis
14. Received Gifts and Donations in FY09
RESOLUTION NO.: R09-55


WHEREAS, on January 14, 2009, the Board of Library Trustees adopted budget priorities for FY 2010 and FY 2011; and

WHEREAS, the Director of Library Services worked with all divisions and branches of the Berkeley Public Library to identify needs for the FY 2010 and FY 2011 budget periods; and

WHEREAS, at the February 25, 2009, special meeting of the Board of Library Trustees, the Library held a public hearing to present and discuss the budget; and

WHEREAS, the Board of Library Trustees must adopt a budget no later than June 30, 2009; and

WHEREAS, the Director of Library Services and the Finance Manager have submitted balanced budgets for FY 2010 and FY 2011 to the Board of Library Trustees for their approval; and

WHEREAS the Friends of the Berkeley Public Library have notified the Library that they have awarded $92,122 through the FY 2010 grant process; and

WHEREAS the Berkeley Public Library Foundation has notified the Library that they will be donating $50,000 towards the Branch Libraries FF&E Capital Campaign Fund; and

WHEREAS the proposed biennial budget for fiscal years 2010 of $24,180,776 and 2011 of $27,728,098 will create a balanced budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley approving Biennial Budget for FY 2010 of $24,180,776 and for FY 2011 of $27,728,098 as presented. And to accept the FY 2010 grant award authorized by the Friends of the Berkeley Public Library in the amount of $92,122 and a gifted commitment of $50,000 from the Berkeley Public Library Foundation.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 10, 2010 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

__________________________________  
Darryl Moore, Chairperson

__________________________________  
Donna Corbeil, Director of Library Services  
Serving as Secretary of the Board of Library Trustees
## BERKELEY PUBLIC LIBRARY: BASE BUDGET UNMODIFIED EXPENDITURES

**Expenditures by Major Grouping and Base Budget**

**Date as of:** 2-Jun-09

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</thead>
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<td>50,000</td>
<td></td>
<td></td>
<td></td>
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<td>7,931,312</td>
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<td>15,854,340</td>
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## POSITION PROPOSALS

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<th>Div #</th>
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<th>FY10</th>
<th>Salary 10</th>
<th>Benefits 10</th>
<th>FY11</th>
<th>Salary 11</th>
<th>Benefits 11</th>
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<td>$(29,015)</td>
<td>$(81,967)</td>
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<td>$(108,770)</td>
<td>$(63,802)</td>
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<td>$(42,354)</td>
<td>$(26,463)</td>
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<td>$(21,721)</td>
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<td>$(40,750)</td>
<td>$(22,264)</td>
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<tr>
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<td>$(34,458)</td>
<td>$(106,054)</td>
<td>$(70,165)</td>
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<td>Subtotal: Reduction</td>
<td>(6.50)</td>
<td>$(556,340)</td>
<td>$(348,386)</td>
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<td>Subtotal: New + Reduction</td>
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<td>$(507,249)</td>
<td>$(317,899)</td>
<td>$(189,351)</td>
<td>$(523,132)</td>
<td>$(325,849)</td>
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<td>38,960</td>
<td>21,721</td>
<td>17,239</td>
<td>40,750</td>
<td>22,264</td>
<td>18,485</td>
<td>Fill Existing</td>
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</table>

**BPL Total**: (5.50) | $(468,289) | $(296,177) | $(172,112) | $(482,382) | $(303,584) | $(178,798) | Reduction |

Note: All notated "Reduction" positions are non-occupied vacant as of 2APR09.
<table>
<thead>
<tr>
<th>Budget Modification notes</th>
<th>Division</th>
<th>FY10 Increase</th>
<th>FY10 Reduction</th>
<th>FY11 Increase</th>
<th>FY11 Reduction</th>
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<tbody>
<tr>
<td>Reduction to Consultant professional services</td>
<td>Administration</td>
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<td>($25,000)</td>
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<td>Maintenance for Copier Machine</td>
<td>Administration</td>
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<tr>
<td>Membership cancellation to Urban Libraries Council</td>
<td>Administration</td>
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<td></td>
<td>($9,000)</td>
<td>($9,000)</td>
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<tr>
<td>Reduction in Registration, Travel and Meals &amp; Lodging for staff developing training</td>
<td>Administration</td>
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<td></td>
<td>($23,904)</td>
<td>($23,904)</td>
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<td>Cellphone cancellation of 2 lines</td>
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<td>Reduction to computer replacement program</td>
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<td>($10,000)</td>
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<tr>
<td>Baseline balancing measure moved to 302</td>
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<td></td>
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<td>($92,000)</td>
<td>($92,000)</td>
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<tr>
<td>Full funding for inter/intranet+Pitney Bowes</td>
<td>IT</td>
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<td>Retirement of Checkpoint Equipment Loan</td>
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<td>Reduction to professional services</td>
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<td>New credit card fees</td>
<td>Circulation, North, South, West, Claremont</td>
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<td>Library Material reduction</td>
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</table>

**SUBTOTAL** | $110,350 | ($416,920) | $115,350 | ($416,920) |

**TOTAL** | ($306,570) | ($301,570) |
### BERKELEY PUBLIC LIBRARY NON-LABOR EXPENDITURES - BIENNIAL BUDGET

#### Direct Loan & Inter Library Loan Fund (302)

<table>
<thead>
<tr>
<th>Budget Modification notes</th>
<th>Division</th>
<th>FY10</th>
<th>FY11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Increase</td>
<td>Reduction</td>
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<tr>
<td>Cost moved to IT Department</td>
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<tr>
<td>Public Copier (Ricoh) Maintenance contract, debit cards</td>
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<tr>
<td>Tricor mail and delivery</td>
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<tr>
<td>Baseline balancing measure (IT)</td>
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<td>143,500</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
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<td><strong>$176,500</strong></td>
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#### Grant Fund (304)

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<tr>
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#### Public Library Fund (305)

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<td>($31,000)</td>
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<td><strong>TOTAL</strong></td>
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## BERKELEY PUBLIC LIBRARY NON-LABOR EXPENDITURES - BIENNIAL BUDGET

### Friends FFE Fund (307)

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<tbody>
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<td>Increase</td>
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<td>Increase</td>
<td>Reduction</td>
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<tr>
<td></td>
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<td>Increase</td>
<td>Reduction</td>
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<td>Reduction</td>
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<td>12,943,611</td>
<td>12,943,611</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
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<td>12,943,611</td>
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## BERKELEY PUBLIC LIBRARY
### LIBRARY TAX FUND (301): 5-YEAR ANALYSIS

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<td><strong>Subtotal</strong></td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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<td><strong>Projected Surplus/(Shortfall)</strong></td>
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<tr>
<td>(Rev - Exp + Vacancy)</td>
<td>($ 276,590)</td>
<td>($ 566,331)</td>
<td>($ 833)</td>
<td>($ 297,454)</td>
<td>($ 262,179)</td>
<td>($ 710,522)</td>
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<tr>
<td>Revised Gross Fund Balance</td>
<td>(Gross Fund Balance - Budget Recommendations and Adjustments)</td>
<td>$ 530,482</td>
<td>$ 240,741</td>
<td>$ 806,239</td>
<td>$ 508,784</td>
<td>$ 246,605</td>
<td>$ -</td>
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</table>

**Assumptions:**
- FY09 Adjusted Budget: Personnel Expenditures is estimated all-in of 2008 contract settlements
- Tax Rate Increase: 4.42% for FY08; 4.29% for FY09; 0.8015% for FY10; and 3.00% for FY10 through FY13
- COLA: FY08=4.8%; FY09: JUL-AUG=0%, SEP-JUN-5%; FY10=2% w/25-Yr Longevity=3%; FY11: 2.5%; FY12: 2.0%@6-Mn; FY13: 3%
- Medical Insurance (Full Year 2009 basis): 26-29 Hours=78%, 30-40 Hours=100%
- FY10: Longevity Premium one-time to base salary at 25 years
- Labor vacancy savings at 3%
## BERKELEY PUBLIC LIBRARY
### GIFT FUND (306): 5-YEAR FUND ANALYSIS

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<td>Friends of BPL</td>
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<td>$ 68,528</td>
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<td>Donations/Private</td>
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<td>$ 70,710</td>
<td>$ 112,122</td>
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<td><strong>Expenditures</strong></td>
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<tr>
<td><strong>Operations</strong></td>
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<td><strong>TOTAL EXPENDITURES:</strong></td>
<td>$ 361,183</td>
<td>$ 919,055</td>
<td>$ 992,494</td>
<td>$ 257,195</td>
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<td><strong>Projected Surplus / (Deficit) (Rev - Exp)</strong></td>
<td>$ (4,733)</td>
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<td><strong>Other (Balancing to Yr-end)</strong></td>
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<td><strong>GROSS FUND BALANCE</strong></td>
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<td>(Bal + Rev - Exp)</td>
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<td>$ 786,021</td>
<td>$ 898,143</td>
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</table>

**Notes:**
- Friends of BPL payment #1 posted in FY08; total FY09 gift is $68,528 (net of FY08 unused funds returned)
- Dedicated Gift Trust balance: Max Delaware at 2JUN09 is $30,199
- Dedicated Gift Trust balance: Alice Meyer at 2JUN09 is $288,201

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## BERKELEY PUBLIC LIBRARY

### ALL OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

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<td><strong>Beginning Fund Balance</strong></td>
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<td>$236,189</td>
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<td>Public Library Fund (305)</td>
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<td>$160,994</td>
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<td>Revised Gross Fund Balance</td>
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<tr>
<td>(Gross Fund Balance - Budget Recommendations and Adjustments)</td>
<td>$262,513</td>
<td>$147,052</td>
<td>$343,552</td>
<td>$160,994</td>
<td>$114,494</td>
<td>$48,494</td>
<td>$128,484</td>
</tr>
</tbody>
</table>

**Notes:**
- California Library Services per capita funds are dependent on Annual State Budget projections.
- Funds: 302=Direct Loan/Inter-Library Loan; 304=Grants; 305=Public Library Fund.
- Attachment 7
Berkeley Public Library
All Divisions
114.350 Total FTE

Director of Library Services
1.00 FTE

Deputy Director of Library Services
1.00 FTE

Art & Music
6.55 FTE

Reference
8.40 FTE

Neighborhood Services
36.55 FTE

Circulation Services
21.80 FTE

Volunteer Services
0.50 FTE

Children’s / Teen’s Services
10.325 FTE

Associate Human Resources Analyst
1.00 FTE

Library Special Services Coordinator
1.00 FTE

Tech Services Collection Mgmt.
14.225 FTE

Administrative Services
4.00 FTE

Administrative Secretary
1.00 FTE

Administrative Services
4.00 FTE

Information Technology
5.00 FTE

Facilities Management
2.00 FTE

FY10 Proposed
5/28/09
Attachment 8
Berkeley Public Library
Children’s & Teen Services Division

10.325 Total FTE

Library Services Manager
1.00 FTE

Senior Librarian
Children’s Services
1.00 FTE

Librarian I
.50 FTE

Librarian II
.50 FTE

Librarian II
.80 FTE

Librarian II
.60 FTE

Librarian II
1.00 FTE
To Be Cut

Library Specialist II
.80 FTE

Library Aide
.50 FTE

Library Aide
.50 FTE
New Position

Library Assistant
.50 FTE
To Be Cut

Library Aide
.50 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Senior Librarian
Teen Services
1.00 FTE

Youth Enrollee

Youth Enrollee

Librarian II
.50 FTE

Librarian II
.50 FTE

Librarian II
.375 FTE

Library Aide
.375 FTE

Youth Enrollee

Librarian I
.50 FTE

Youth Enrollee

Senior Librarian
Teen Services
1.00 FTE

Youth Enrollee

Youth Enrollee

Librarian II
.50 FTE

New Position

FY10 Proposed
Berkeley Public Library
Central Library
Reference
8.40 Total FTE

Supervising Librarian
1.00 FTE

Library Specialist II
.50 FTE

Librarian II
.80 FTE

Librarian II
.70 FTE

Library Specialist II
.50 FTE

Librarian II
1.00 FTE

Librarian II
.50 FTE

Librarian II
1.00 FTE

Librarian II
.50 FTE

Librarian II
.50 FTE

Librarian II
.90 FTE

Librarian I/II Teen Svc
1.00 FTE
Berkeley Public Library
Central Library
Art & Music
6.55 Total FTE

- Supervising Librarian 1.00 FTE
- Librarian II .50 FTE
- Librarian I 1.00 FTE
- Library Specialist II .50 FTE
- Library Aide .50 FTE
- Library Aide .375 FTE
- Librarian II .50 FTE
- Librarian II .50 FTE
- Librarian II .50 FTE
- Library Specialist II .80 FTE
- Library Aide .50 FTE
- Library Aide .375 FTE

FY10 Proposed
Berkeley Public Library
Technical Services & Collection Development Division
Total FTE 14.225

Library Services Manager
1.00 FTE

- Processing & Mending
  - 3.625 FTE
    - Supervising Library Assistant
      - 1.00 FTE
        - Library Assistant
          - .50 FTE
          - Library Aide
            - .375 FTE
            - Library Aide
              - .375 FTE
              - Youth Enrollee
    - Library Assistant
      - .50 FTE
      - Library Aide
        - .50 FTE
  - Library Assistant
    - .50 FTE
    - Library Aide
      - .50 FTE

- Cataloguing
  - 3.50 FTE
    - Supervising Librarian
      - 1.00 FTE
      - Librarian II
        - 1.00 FTE
        - To Be Cut
    - Librarian II
      - 1.00 FTE
      - To Be Cut
    - Librarian II
      - 1.00 FTE
      - To Be Cut
    - Library Assistant
      - .50 FTE
      - Library Aide
        - .50 FTE

- Order Unit
  - 4.50 FTE
    - Library Specialist II
      - 1.00 FTE
    - Sup. Library Asst.
      - 1.00 FTE
    - Library Specialist II
      - 1.00 FTE

Senior Librarian Collection Dev.
1.00 FTE
New Position

Library Assistant Collection Dev.
.60 FTE
Berkeley Public Library
South Branch / Tool Lending
8.25 Total FTE

Supervising Librarian
1.00 FTE

Supervising Library Assistant
1.00 FTE

Librarian II
1.00 FTE

Library Specialist II
.50 FTE

Library Specialist II
.50 FTE

Tool Lending Program
2.125 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Youth Enrollee

Tool Lending Specialist
.625 FTE

Tool Lending Specialist
.50 FTE

Tool Lending Specialist
.50 FTE

Tool Lending Specialist
.50 FTE

FY10 Proposed
5/28/09
Attachment 8
Berkeley Public Library
Claremont Branch
8.25 Total FTE

Supervising Librarian
1.00 FTE

Librarian II
1.00 FTE

Library Specialist II
.75 FTE

Library Specialist II
.50 FTE

Library Specialist II
.50 FTE

Librarian I/II
Teen Svc
1.00 FTE

Youth Enrollee
Library Aide
.375 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Assistant
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Library Assistant
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Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE
Berkeley Public Library

Berkeley Reads

2.50 Total FTE

Library Literacy
Program Coordinator
1.00 FTE

Library Specialist I
1.00 FTE

Library Assistant
.50 FTE
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## FY10 - STAFF POSITION COUNT - 26May09

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Rev. 04/06/09 dc
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<td>Implement Library Strategic Plan (2009-2012)</td>
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<td>Doug Smith</td>
<td>TBD</td>
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<td>Implement branch library improvement program</td>
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<td>D. Corbeil, S. Olawski, D. Dang</td>
<td>$26M</td>
<td>Updates given monthly in board packets</td>
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<td>Research and report on evolving self-check and other technologies</td>
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<td>A. Abramson &amp; J. Dickinson</td>
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<td>Consider establishing a library reserve fund</td>
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<td>Consider in FY 2011</td>
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<td>Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget</td>
<td>CI</td>
<td>D. Dang &amp; D. Corbeil</td>
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<td>Submit proposed FY 2010 7 2011 balanced budget on 6/10/09</td>
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<td>Central Library Layout &amp; Service Improvement Project</td>
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<td>J. Shurson, A. Abramson, &amp; S. Olawski</td>
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<td>A. Abramson</td>
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CI = Critical Initiative  
SP = Special (Board initiated) Project  
DP = Department (Staff initiated) Project
Library Strategic Plan

Lead

Douglas Smith (Deputy Director)

Description

Complete the Library’s 3-year Strategic Plan, following the PLA Planning for Results model, and using PLA’s Public Library Service Responses, through a multi-level staff effort and community input process. Seek BOLT approval and direction on strategic goals. Assign staff/manager lead for each staff activity and establish communication plan among staff. Regular updates to BOLT.

Comments

Budget: (varies for each of the 15 Strategic Plan initiatives).

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<th>FY 2010-2011 Budget impacts</th>
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<td>2a: Streamline sorting, shelving, delivery</td>
<td>~$15K for remainder of project</td>
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<tr>
<td>4a: Branch Facilities Master Plan implementation</td>
<td>&gt;$26M of Measure FF bond funds</td>
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<td>4b: Central Library Space Planning</td>
<td>Cost estimates due by July 2009</td>
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<td>4c: Maintain staff diversity via recruitment, etc</td>
<td>~$3000 for recruitments @ professional conferences</td>
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Deliverables

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<td>Community &amp; staff input, plan drafting &amp; review</td>
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<td>2/08 – 7/08</td>
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<td>Final Plan to BOLT, BOLT approval</td>
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<td>Implementation/phasing of individual initiatives</td>
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<td>Beginning 10/08</td>
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<tr>
<td>Updates to BOLT</td>
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<td>Twice-yearly, as needed</td>
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### Research alternatives to current Materials Security System Vendor

**Lead**
Alicia Abramson & Jay Dickinson

**Description**
Research and recommend a system to replace the current materials security system vendor. Develop system requirements and criteria for a Request for Proposals (RFP), an RFP assessment tool and cost benefit analysis of proposed systems.

**Comments**
The project leads recommend that BOLT approve funds for a consultant to assist in this complex and resource intensive project.

**Budget**
$30,000

**Deliverables**

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<td>Conduct research on the current options available in library security and materials handling systems</td>
<td>Convene a representative Library task force of staff</td>
<td>In Process</td>
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<td>Conduct site visits to other libraries to view operating library materials security and handling systems</td>
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<td>Identify system requirements</td>
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<td>Draft a Request For Proposals</td>
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<td>Conduct RFP Process</td>
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<td>Develop an assessment tool to be utilized in the assessment of RFPs</td>
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<tr>
<td>Review RFP responses and analyze the costs and benefits of proposed systems</td>
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<td>Recommend system to BOLT</td>
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# Central Library Space Planning

**Lead**

Douglas Smith

**Description**

Form staff committee to work with a library space planning consultant: evaluate existing floor plans for 1st, 2nd, & 3rd floors of the Kittredge bldg. for furniture layout and type, public computer placement, shelving, traffic flow, signage. This is phase I, the planning segment, and will produce cost estimates a layout proposal for the Central Library spaces being analyzed. Phase II will explore resources available for subsequent implementation of the recommended changes.

**Comments**

- Budget
  - $50,000

**Deliverables**

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<tr>
<th>Step</th>
<th>Detail</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of RFP, interviews, firm selected</td>
<td></td>
<td>Sept./Oct. '08</td>
</tr>
<tr>
<td>BOLT budget approval, contract negotiation</td>
<td></td>
<td>Nov. '08</td>
</tr>
<tr>
<td>Staff committee formed, public input/survey/focus groups</td>
<td></td>
<td>Oct. '08- Feb. '09</td>
</tr>
<tr>
<td>Drafting/revision of layout options</td>
<td></td>
<td>March-May, '09</td>
</tr>
<tr>
<td>Cost estimating</td>
<td></td>
<td>May-June 2009</td>
</tr>
<tr>
<td>Presentation to BOLT, project completion</td>
<td></td>
<td>July '09</td>
</tr>
</tbody>
</table>
## Staff Development / Training Plan

### Lead

Jenifer Shurson, Alicia Abramson, Suzanne Olawski

### Description

Three fold plan: Provides 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.

### Comments

Budget

Deliverables

<table>
<thead>
<tr>
<th>Step</th>
<th>Detail</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Basic, Class and Specific competencies</td>
<td>Gathering existing data from competency studies with help from T &amp; D task force and expert staff.</td>
<td>Basic and Class completed.</td>
</tr>
<tr>
<td>Determine appropriateness of implementation at various stages of development.</td>
<td>Basic Competencies addressed by 2 day orientation to be followed by supervisor led training and completion of 4 core courses in year 1.</td>
<td>Specific in progress.</td>
</tr>
<tr>
<td></td>
<td>Core Courses; Customer Svc (already offered 2 sessions 4/2/09 &amp; 4/13/09), Privacy Policy (scheduled for 7/31/09), Library Computing, (under development), Circulation (under development).</td>
<td>Orientation Packet and Checklist revised.</td>
</tr>
<tr>
<td></td>
<td>Class competencies addressed by corresponding course requirements.</td>
<td>Orientation video near completion – awaiting final edits.</td>
</tr>
<tr>
<td></td>
<td>Specific Competencies addressed by corresponding course</td>
<td>Core courses identified and either offered or under development.</td>
</tr>
</tbody>
</table>

- Majority of class competencies and corresponding courses identified. Class competencies awaiting final review by T&D sub committee with corresponding courses to be determined. One training for supervisors on “How to Conduct Performance Appraisals” is being rolled out in late...
<table>
<thead>
<tr>
<th>Promotional</th>
<th>Library Trainee Program based on class competencies to be developed.</th>
<th>Invitation to register for Library Trainee program to be circulated 2 xs per year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements</td>
<td>June '09.</td>
<td>Specific Competencies to be determined.</td>
</tr>
<tr>
<td>Trainers</td>
<td>3 part process; Coursework, Job Shadowing and Higher class opportunities.</td>
<td>Recruitment for coaches for job shadowing program to be announced.</td>
</tr>
<tr>
<td>Training</td>
<td>Volunteer staff trainers to be identified, trained and assessed by the T &amp; D committee.</td>
<td>Trainers for Core courses identified.</td>
</tr>
<tr>
<td>Tracking System</td>
<td>T&amp;D to launch recruitment for peer trainers</td>
<td>Beginning to identify trainers for classification based trainings.</td>
</tr>
<tr>
<td>Incentive Program</td>
<td>Database to be merged with Personnel Database</td>
<td>Volunteer Trainer Recruitment (to release in 7/09)</td>
</tr>
<tr>
<td>Plan Evaluation</td>
<td></td>
<td>Once identified, staff will be registered to attend Train the Trainer course.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Databases merged.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trainings to be added to database as created/identified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Under development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pending completion of 1st area: Orientation</td>
</tr>
</tbody>
</table>
## Circulation Workflow project

### Lead
Jay Dickinson

### Description
Assess and streamline handling of circulating materials

### Comments
Project is in 2nd phase. Shelves have been removed from Sorting room, and items are now sorted directly onto carts. Phase 2 includes redesign of check-in workstation, and further refinement of overall workspace

### Budget
$15,000

### Deliverables

<table>
<thead>
<tr>
<th>Step</th>
<th>Detail</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with Consultant to assess current state of workflow</td>
<td>CMTC was hired for this task</td>
<td>Complete</td>
</tr>
<tr>
<td>Removal of shelving in sorting room</td>
<td>Committee of Circ staff collected statistics, designed plan, and oversaw removal of shelves</td>
<td>Complete</td>
</tr>
<tr>
<td>Redesign of Workstation</td>
<td>Process to be undertaken by staff committee and outside company</td>
<td>Staff committee has been formed and is setting plan</td>
</tr>
</tbody>
</table>
## Enhance the library’s web site for patron-friendliness, navigability and content

### Lead
Alicia Abramson

### Description
Goal 7, initiative 7a. of Library Strategic Plan “Patrons use with ease content-rich and accessible electronic resources”

### Comments

### Budget
$30,000 annually

### Deliverables

<table>
<thead>
<tr>
<th>Step</th>
<th>Detail</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research options for online Catalog improvements</td>
<td>Recommend purchase of Encore &amp; Research Pro to improve user experience and usability of library’s collections and electronic resources</td>
<td>BOLT Approved purchase at May 2009 meeting.</td>
</tr>
<tr>
<td>Convene implementation team</td>
<td>Implementation will be lead by IT Librarian under supervision of the IT Manager. Will include staff from many library divisions</td>
<td>First implementation team meeting in June 2009.</td>
</tr>
<tr>
<td>Install and configure Encore &amp; Research Pro systems</td>
<td></td>
<td>July – August 2009</td>
</tr>
<tr>
<td>“Soft Launch” of new Catalog Interface</td>
<td>Promote new interface while still featuring “traditional” interface as primary. Alert public to planned change.</td>
<td>September 2009</td>
</tr>
<tr>
<td>Collect and incorporate staff and public feedback into new interface</td>
<td>Conduct surveys and user groups to get feedback</td>
<td>Fall 2009</td>
</tr>
<tr>
<td>Final Launch to new interface as primary interface</td>
<td></td>
<td>January 2010</td>
</tr>
</tbody>
</table>
## BERKELEY PUBLIC LIBRARY
### MEASURE FF FUND (308): 5-YEAR ANALYSIS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td></td>
<td>$ 9,955,299</td>
<td>$ 9,956,022</td>
<td>$ 16,029,737</td>
<td>$ 3,096,126</td>
<td>$ 263,060</td>
<td></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Bond Proceeds</td>
<td>$ 9,964,575</td>
<td></td>
<td></td>
<td>$ 15,943,320</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc./Interest</td>
<td>10,000</td>
<td></td>
<td></td>
<td>15,000</td>
<td>10,000</td>
<td>6,000</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$ -</td>
<td>$ 9,964,575</td>
<td>$ 10,000</td>
<td>$ 15,958,320</td>
<td>$ 10,000</td>
<td>$ 6,000</td>
<td>$ 1,500</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>$ 9,277</td>
<td>2,915,958</td>
<td>1,153,591</td>
<td>88,800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>6,815,435</td>
<td>8,924,620</td>
<td>1,648,418</td>
<td></td>
<td>395,738</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc./Utilities/Other</td>
<td>49,423</td>
<td>64,718</td>
<td>11,954</td>
<td>3,985</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Art</td>
<td>103,788</td>
<td>135,908</td>
<td>25,103</td>
<td></td>
<td>8,368</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$ -</td>
<td>$ 9,277</td>
<td>$ 9,277</td>
<td>$ 9,884,605</td>
<td>$ 12,943,612</td>
<td>$ 2,839,066</td>
<td>$ 496,890</td>
</tr>
<tr>
<td><strong>Projected Surplus/Shortfall</strong></td>
<td>$ -</td>
<td>$ 9,955,299</td>
<td>$ 724</td>
<td>$ 6,073,715</td>
<td>$ (12,933,612)</td>
<td>$ (2,833,066)</td>
<td>$ (495,390)</td>
</tr>
<tr>
<td><strong>GROSS FUND BALANCE</strong></td>
<td>$ -</td>
<td>$ 9,955,299</td>
<td>$ 9,956,022</td>
<td>$ 16,029,737</td>
<td>$ 3,096,126</td>
<td>$ 263,060</td>
<td>$ (232,330)</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3% Personnel COLA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised Gross Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>{Gross Fund Balance - Budget Recommendations and Adjustments}</td>
<td>$ -</td>
<td>$ 9,955,299</td>
<td>$ 9,956,022</td>
<td>$ 16,029,737</td>
<td>$ 3,096,126</td>
<td>$ 263,060</td>
<td>$ (232,330)</td>
</tr>
</tbody>
</table>

**Notes:**
- Assumes second series bond sale mid-FY2010
- Printed: 2-Jun-09
- C:\Documents and Settings\efranklin\Local Settings\Temporary Internet Files\OLKC\{Prjctn 5YR_FY10 11_EF.xls\}301
BERKELEY PUBLIC LIBRARY  
RECEIVED GIFTS AND DONATIONS IN FY09 (306)  
July 1, 2008 - June 1, 2009

**Gifts from Foundations:**

<table>
<thead>
<tr>
<th>Foundation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friends of Berkeley Public Library</td>
<td>$87,259</td>
</tr>
<tr>
<td>BPL Foundation</td>
<td>3,207</td>
</tr>
</tbody>
</table>

**Total:** $90,466

**Gifts from Individuals:**

<table>
<thead>
<tr>
<th>Individual</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Sipple</td>
<td>$500</td>
</tr>
<tr>
<td>R. Frye</td>
<td>50</td>
</tr>
<tr>
<td>G. Brosius</td>
<td>250</td>
</tr>
<tr>
<td>R. Harris-Warrick</td>
<td>250</td>
</tr>
<tr>
<td>C. Staring</td>
<td>50</td>
</tr>
<tr>
<td>N. Milleron</td>
<td>35</td>
</tr>
<tr>
<td>K. Robinson</td>
<td>10</td>
</tr>
<tr>
<td>N. Putman</td>
<td>36.48</td>
</tr>
</tbody>
</table>

**Total:** $1,181

**Gifts from Corporations:**

<table>
<thead>
<tr>
<th>Corporation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freitas Landscape</td>
<td>$400</td>
</tr>
<tr>
<td>Alameda County Poll</td>
<td>200</td>
</tr>
</tbody>
</table>

**Total:** $600
To: Honorable Mayor and Members of the City Council
From: Phil Kamlarz, City Manager
Submitted by: Robert Hicks, Director, Finance Department
Subject: Audit Update: Parcel Based Special Taxes, Fees and Assessments Audit (CF11-05)

SUMMARY
The City Auditor’s Office performed an audit in 2004 related to preparation of the City’s parcel-based special taxes, fees, and assessments. The audit involved the Finance Department – Revenue Collection Division, Information Technology, and the Planning Department. In addition, some recommendations also involve the City Manager’s Office for implementation. The purpose of the audit was to evaluate internal controls and identify risk for the parcel-based assessment processes, and to determine whether the

- Parcel/property data used for assessments is materially accurate and complete.
- Assessments are computed correctly.

The Audit Report was submitted to Council on March 15, 2005. The complete Parcel-based Special Taxes, Fees, and Assessment Audit can be found on the City’s website at: http://www.cityofberkeley.info/auditor/currentaudits.htm. The Finance Department provided a status reports on January 24, 2006, November 28, 2006, and November 27, 2007 and can be found at: http://www.cityofberkeley.info/citycouncil/agenda_main.htm. This forth report provides an update on those recommendations that were not implemented as of the November 27, 2007 report. The next report will come to Council on January 2010.

CURRENT SITUATION AND ITS EFFECTS
Of the 18 recommendations outstanding from the original Audit, 13 are now fully implemented with this report. Three recommendations are partially implemented (5.2, 9 and 10), one recommendation appears to require one or multiple ballot measures to close (4.2) and one recommendation (5.4) could be implemented by August 2010. Partially implemented recommendations are largely due to procedures needing documentation (10) as well as one requiring further staff evaluation (9). Of the two outstanding recommendations, one is a limited scope follow-up audit to be performed after the new tax system has been operational for two years, and one requires a ballot measure and voter approval.
Information Technology and Finance completed the initial implementation of the tax/assessment system in August 2008. The new system was used to generate the FY 2008-09 tax roles submitted to the County. Creating new demand reports; and/or re-implementing the reports that were generated from the old tax/assessment system remains outstanding and should be completed by August 2009.

**Finding 3:** There is likelihood that the taxable BSFT\(^1\) for some parcels might have been understated or overstated, resulting in improper assessments.

Recommendation for Finance (3): Allocate some resources to start a limited scope project to explore the opportunities for identifying under assessed properties. Based on results from the project, evaluate the costs and benefits and determine whether the project should be continued. We further recommend involving staff other than the Land Management Analyst so that they can be cross-trained to backup the Land Management Analyst in his absence.

**City Manager’s Response:** Alternative Implemented October 2008. As part of the on-line review of properties related to Audit Finding 5.2, potentially under and over assessed properties are identified based upon various criteria. The new program flags the following for review: parcels coded as occupied without BSF but with assessed value; parcels coded as vacant with BSF and/or improvement value; parcels with less than 700 BSF; parcels with more than 20,000 BSF; parcels coded as occupied without LSF and/or LSF less than 500 square feet; and; FAR ratio is less than 20 percent or over 400 percent. Properties are investigated, and if necessary, adjustments are made to building and/or lot square footage. Properties that undergo reviews are marked as validated for future reference. This feature is integrated into the new tax/assessment billing system, and therefore, when updated information is received from the County Assessor’s office and integrated into the land data, new records are added for review.

Finance is evaluating other options to backup the Land Data Analyst since assigning the tasks of the Land Data Analyst to other staff, even temporarily, requires that the backup staff be paid for out of class duties for the duration of performing these tasks.

The Land Data Analyst is reviewing properties with discrepancies. Some reviews take 10-15 minutes to perform while others can take as long as one to two days to complete. Often the discrepancy involves the demolition and/or construction of a garage, which does not impact the taxable building square footage used to calculate Berkeley or BUSDs special taxes and/or assessments. Since new records will be added with each new assessment role, it does not appear necessary to initiate a project to review all of the parcels in the city since there will be an annual and on-going review of suspicious parcels.

---

\(^1\) BSFT refers to Building Square Footage used to calculate all special taxes, assessments, and fees except for the Clean Storm Water fees.
Finding 4: $1.2 million could be gained by the City and $0.8 million could be
gained by the Berkeley Unified School District (BUSD) if BSFT based
special taxes were assessed on non-public exempt entities.

Recommendation for City Manager (4.2): Consider placing a measure on the ballot to
extend legally allowable parcel-based special taxes to non-public exempt entities.

City Manager’s Response: Not Implemented. While provisions of the California
Constitution regarding the taxation of non-profits does allow for the imposition of voter
approved special taxes on non-profits, a long-standing procedure has excluded non-
profits from taxation because the City believed that the California Constitution required
the exemption. After further review it appears a ballot measure or multiple ballot
measures are necessary to correct this procedural error.

In FY09 the non-profit exemptions amounted to the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks/Landscape Tax</td>
<td>$ 517,593.16</td>
</tr>
<tr>
<td>Library Tax</td>
<td>$ 994,012.11</td>
</tr>
<tr>
<td>Paramedic Supplemental Tax</td>
<td>$ 137,915.59</td>
</tr>
<tr>
<td>Emergency Svcs for Disabled Tax</td>
<td>$ 52,879.09</td>
</tr>
<tr>
<td>CFD1-Emergencny Fire Equip Tax</td>
<td>$ 58,340.20</td>
</tr>
<tr>
<td>BUSD-BSEP of 2006 Tax</td>
<td>$1,591,441.08</td>
</tr>
<tr>
<td>BUSD Facility Maintenance Tax</td>
<td>$ 360,091.98</td>
</tr>
</tbody>
</table>

The new Measure GG – the fire protection and emergency response tax will be
implemented to assess non-profits this new tax.

Finding 5: There are concerns over internal controls.

Recommendation for Finance (5.2): Formalize and document the review procedures
performed by the Land Management Analyst. Procedures should include a comparison
of the BSFT and lot square footage (LSFT) to the County’s assessed values. When a
property of high assessed value is assigned a zero square footage or low square
footage value, it should trigger a concern that the property may not be properly taxed.

City Manager’s Response: Partially October 2008. An on-line program was created as a
part of the new tax/assessment system whereby parcels that have zero BSF and have
improvement value are selected for review, verification, and update. The parcels are
investigated by the Land Data Analyst to determine if: the BSF is correct as stated; the
BSF is incorrect, or, if County’s data is incorrect. If the BSF data is correct, the parcel
can be flagged to indicate further research is not required. A parcel is flagged as verified
once all research is complete. The flag remains on the parcel until there is some
activity, such as a change in land use, or a change in BSF is made, that triggers the flag
to be removed and the parcel identified as requiring verification once again. If the error
lies with the City’s data, it is corrected and a tax bill is generated if necessary; if the
County data is incorrect the Revenue Collection Manager would contact the County Assessor for resolution.

The review notes are maintained on-line and if a change in City records is necessary, the backup documents are maintained in a file in Finance. Documentation for these procedures will be completed by September 2009.

**Recommendation for Auditor (5.4):** A limited scope audit of the new BSFT procedures should be performed within two years to ensure that the procedures are fully implemented and the intended objectives are achieved.

**City Manager’s Response:** Not Implemented. Finance and IT recommend that any audit be deferred until after the new assessment software has been used for two tax seasons, which would be in 2010. A limited scope audit could provide useful feedback on the new procedures; however, it would be more productive after completion of both its initial implementation and likely revisions to the new assessment software.

**Major Findings Identified In Prior Year Audits That Remain Unresolved**

**Finding 9: Clean Storm Water (CSW) Assessment Audit: Public agencies and the City of Berkeley are not assessed Clean Storm Water Fees.**

**Recommendation for the City Manager (9):** Re-consider negotiating CSW Fees with each public agency. Develop a strategy for billing these agencies. If the City Council decides not to assess parcels owned by other public agencies, amend the Ordinance to specify such intent.

**City Manager’s Response:** Partially Implemented. On May 31, 2007, the City and the Berkeley Unified School District (BUSD) entered into a “Mutual Release and Waiver and Agreement for Payment of Municipal Charges” whereby BUSD pays the City $180,441 annually to retire outstanding debt which includes CSW fees. The Finance Department bills BUSD annually for CSW fees and BUSD has agreed to pay these fees. BUSD should have the outstanding CSW debt paid in FY10 as well as paying current fees.

The 2020 Long Range Development Plan Litigation Settlement Agreement with the University of Berkeley includes an annual payment for clean storm water and sewer fees.

Additionally, the City is billed for and pays clean storm water fees.

No discussions are underway with East Bay Regional Park District (EBRPD), East Bay Municipal Utility District (EBMUD), or Bay Area Rapid Transit (BART) regarding payment of CSW fees. However, since Engineering has determined that 100 percent of the CSW fees collected contribute to operation and maintenance, replacement, and administration it appears unnecessary to pursue billing these agencies for CSW fees but a determination will be made at a later date.
If the City does pursue billing EBRPD, EBMUD, and BART for CSW fees and assuming 33 percent of the CSW fee is attributed to capital improvements the revenue generated would be approximately, $130,000, $3,775, and $712 respectively.

**Finding 10: Clean Storm Water (CSW) Assessment Audit: Parcel square footage used to calculate the Clean Storm Water Fees was not always correct.**

**Recommendation for Finance (10):** Employ a systematic and documented approach to correct LSFT\(^2\) inaccuracy in the Land Management database. To narrow the area of investigation, we recommend using the LSFT reflected on the parcel layer of the City’s Geographical Information System (GIS) as a tool to identify significant discrepancies. We further recommend focusing on large parcels or parcels that currently have a comparatively high land value per square footage.

**City Manager’s Response:** Partially Implemented July 2005. A formalized process for correcting LSFT was developed in which comparisons are made between LSFT data in the Land Management database and the City’s GIS. Within this platform, properties found to have discrepancies outside a given threshold are reviewed and, if necessary, updated in Land Management. This data will be integrated into the new assessment system. Documentation outlining this process will be completed by July 2009.

As part of the on-line review of properties related to Audit Finding 5.2 parcels with potentially under and over assessed LSFT are identified and reviewed as well. Parcels are investigated, and if necessary, adjustments are made to the LSFT in the land database. Parcels that undergo review are marked as validated for future reference. This feature is integrated into the new tax/assessment billing system, and therefore, when updated information is received from the County Assessor’s office and integrated into the land data, new records are added for review.

**BACKGROUND**

Finance – Revenue Collection is responsible for preparing the annual parcel-based special taxes, assessments, and fees, in coordination with Information Technology, and submits this data to the Alameda County Auditor for inclusion on the Property Tax bill. Steps in this process include:

1. Receive parcel data from the County Assessor’s Office in early July.
2. Reconcile the County parcel data with the City’s parcel data; combine parcels, split parcels, retire parcels, lot line adjustments, and land use changes.
3. Update tax rates in the tax/assessment system.
4. Run reports and queries to: correct any land data/parcel errors that affect tax calculations, and; validate rates are entered into the tax system correctly

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\(^2\) LSFT refers to the Lot Square Footage used to calculate Clean Storm Water fees
5. Prepare preliminary tax reports for approval by fund managers.

6. Reconcile changes in taxable building and lot square footage from prior to current tax year; reconcile number of parcels from prior year to current year.

7. Reconcile the number of parcels exempted from taxation due to non-profit tax status and/or exempt agency tax status; validate taxation of partially exempt non-profits.

8. Create tax files.

9. Transmit tax files to the County Auditor no later than August 10th.

10. Calculate and submit the Utility Tax Roll no later than August 10th.

In FY 2009 the Secured parcel-based taxes and assessments account for $39,374,000 in annual special fund revenue to the City of Berkeley, and $26,916,000 in annual special fund revenue for the Berkeley Unified School District (BUSD). The Utility Tax roll presents another $75,700 and $51,000 in annual revenue for the City of Berkeley and BUSD respectively.

POSSIBLE FUTURE ACTION

Finance and Information Technology continue to improve the new tax/assessment system to incorporate recommendations from this audit, including those to formalize and document building and lot square footage reviews, and; improve the flow of permit information from Planning to Finance and IT.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

If Audit Finding 4.2 were implemented, the estimated annual increase in revenue to all special funds, including those for BUSD would be $1.76 million and $1.95 million respectively; if Audit Finding 9 were implemented the potential increase in Clean Storm Water fee revenue would be $134,487 annually; it is difficult to determine the potential increase in revenue with the implementation of Audit Finding 5.2 and 10.

Additionally, there was a onetime cost to the general fund to redesign and implement the new tax/assessment system which is more adaptable, efficient, and effective system that should require less staff time to maintain and update with new and changing special taxes. It is difficult to assess the increase in revenue generated by implementing Audit Recommendation 5.2 since there are both increases and decreases to building square footage being processed.

CONTACT PERSON

Heather M Murphy, Revenue Collection Manager, Finance Department (510) 981-7261
Keith Skinner, Supervising Systems Analyst, Information Technology (510) 981-6551
TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: JUNE 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

Consultants
Page+Moris, based in the Bay Area, has been selected as the Library Consultant for programming services and the firm brings extensive public library programming experience to the Branch Renovation Project. Kathryn Page has been a library consultant for 12 years and has experience in over 100 library facility planning projects, including the preparation of approximately 50 building programs. Ms. Page will be the lead consultant for the project, conducting community meetings, leading the programming effort, developing the programs and directing the work of associate staff.

Building upon the work of the Berkeley Public Library’s recently completed Branch Libraries Facility Master Plan and Strategic Plan 2008 – 2011, Ms. Page will prepare a set of formal building programs that will guide each of the branch renovation project architectural teams in their design process. The programs will present thorough and detailed descriptions of the programmatic requirements of each branch facility. The components of each facility’s interior spaces will be quantified, spatial adjacencies will be described and illustrated, and the overall building design considerations will be called out.

Ms. Page proposes a two-phase approach to begin the branch programming. A project kickoff meeting will initiate the programming process by confirming the proposed project schedule and scope and developing a work plan in accordance to the overall schedule. The second task is comprised of information gathering for all four facilities, which is proposed to take place at the same time for efficiency. Ms. Page will visit the branches, meeting with Library staff, document
current service levels at the branches, review the community input gathered during the previous planning processes, and conduct community input meetings at each of the branches to determine and validate program needs assessment. This background work will lead to the development of formal building programs that will translate the Library’s plans of service into a space allocation plan and will guide the architectural teams in their design processes.

The Library looks forward to working with Ms. Page and Page+Moris on this project.

**Continuity of Services**

Beginning, June 1, 2009 through June 30 the Library will post a survey regarding the branch renovation project. The survey is posted on the library homepage. The **Library Branch Renovation Project Survey results** will assist us with planning library services when the branches are closed for renovations. The survey asks patrons to identify their *home* branch and where they plan to retrieve their holds, browse for materials, and meet their information needs when their *home* branch is closed for renovation. The responses will help the Library identify which branches will see an increase in patronage during which other branches closures and where to deploy staff of closed branches to be of best assistance. Additionally, the information collected will assist branch supervisors to better prepare for closures by planning for the increase patronage and by making space to accommodate additional reserve materials.

The survey also will as patrons to identify how they would like to receive branch renovation project updates from the library, including the option to include their email addresses if that is a preferred mode of communication. These responses will help craft the Library’s communication plan.

**WORK ANTICIPATED**

**Short-term**

In the next 60 days: staff will conduct pre-proposal meetings for West Branch and Claremont Branch; convene a vetting committee of community representatives, library and city staff; prepare documents and arrange for interviews with finalists. Staff has developed with Trustee assistance a schedule for special BOLT meetings.

Provided there are no delays the schedule will be as follows:
Friday, July 17th 4:30 PM – Interview finalist West Branch
Tuesday, July 21st 6:00 PM – Interview finalist Claremont Branch
Wednesday, July 22nd 6:00 PM – Selection / Rank candidates for both projects

Staff will publicize the meetings, as we get closer to these dates and confirm the schedule.

**BUDGET REPORT**

Following bond sales, the City Finance Department will bring to City Council the tax rate for repayment. The following is included on the June 2, 2009 Council agenda:

FY 2010 Tax Rate: Neighborhood Branch Library Improvements Project General Obligation Bonds-Election of November 2008, with the recommendation: Adopt first reading of an Ordinance setting the FY 2010 tax rate for the Neighborhood Branch Library Improvements Project General Obligation Bonds (Measure FF, November 2008) at 0.01106%.
On April 21, 2009, the City Council approved an item on Rain Water Containment Systems in New City Buildings and Library Remodels. The recommendation that was approved was: Request that the City Manager direct the architects of the new animal shelter and the new library branches to consider incorporating rainwater collection systems into the design of these new city buildings. Staff has informed the design teams selected and Kitchell, our PCM for the branch renovations of this resolution and will include it in all future design team discussions.
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

All Staff Meeting
On the morning of Friday, May 29, from 8:30 a.m. to 10:00 a.m. the Library held an all staff meeting. The Library opened at 11:00 a.m. that day. Among the topics discussed and presented were an update on the branch renovation program, a presentation on NEW downloadable Audiobooks vendor, summer reading program for children’s services and teen services; a budget update and changes related to technology.

PROFESSIONAL ACTIVITIES

BALIS & PLP
The local library consortium, of which Berkeley Public Library is a member, BALIS (Bay Area Library Information System) has officially become part of the larger regional library consortium PLP (Pacific Library Partnership). The latter, PLP is one of three regional consortiums now representing the majority of library outlets or facilities in California. At a meeting on May 15, 2009 Library Directors or her/his representatives from all the member libraries of PLP met in Milpitas to vote on the proposed bylaws for the new organization and elect officers. Also approved, was the 2009/10 Fiscal year budget and plan of service.

PROGRAMS, SERVICES AND COLLECTIONS

Volunteer Luncheon
The second annual Volunteer Appreciation Luncheon was held on June 1, 2009 at the Central Library. Program coordinator, Patricia Nagamoto welcomed volunteers and their supervisors. Among the special quests were Trustee Winston Burton and Council Member, BOLT Chair Darryl Moore, who thanked volunteers for their service and contribution to making the library the wonderful place in the community that it is.

Friends of the Library Luncheon

The Friends of the Berkeley Public Library annual luncheon meeting will be held on Wednesday June 17, 2009 at noon at the Northbrae Community Church, located at 941 The Alameda, Berkeley. At the meeting, the membership will elect the Board of Directors and the featured speaker is Trish Hawthorne, her lecture is: North Branch: Yesterday, Today and Tomorrow. All are invited to this free event.

Highlights of Library sponsored events during the Summer of 2009

Art & Music Department
Photography exhibit: Adriennne Miller “The Many Faces of Buddhism” in the Catalog Lobby through July 31st. She will also be teaching a Travel Photography Workshop 4 Saturdays in June.
Ongoing: Play Readers, with Debbie Carton, continues every Wednesday at noon with a dedicated group of from 15-20 adults reading a variety of plays, including Shakespeare’s King Lear and Hamlet, and Stoppard’s Rosencrantz and Guildenstern are Dead.
Berkeley Opera will present a noontime concert in A&M on Thursday, June 25. Singers from the company will sing selections from The Ballad of Baby Doe by Douglas Moore, a rags-to-riches story based on historical events set in the boom times of 1880’s Colorado. Berkeley Opera describes it as “an exquisite period piece of Americana.” Artistic Director Jonathan Khuner will accompany the soloists on piano.

“How to listen to classical music” with Laney Professor John Reager, July 18th.
Downtown Berkeley Music Festival. The library will present an evening of Jazz in the historic Reading Room, Saturday night, August 29th.

Teen Services
The 2009 teen summer reading program, begins Saturday, June 13th and ends Saturday, August 22nd. Keeping with this year’s statewide theme, Express Yourself @ Your Library, special events include a hands-on drumming workshop, a cooking workshop, hip-hop dance classes, and jewelry-making workshops at multiple locations. Teens who register for the reading program will receive a flashlight pen. Those who complete book reviews (online or on paper) will receive a free book. While supplies last, winners also will receive a $5 coupon for Pegasus Books. Each completed book review counts as an entry in the teen summer raffle, which will offer a $50 Visa gift card as a grand prize.

Here is a link to the excellent and highly entertaining video that Jack Baur directed with the Teen PlayReaders: http://www.youtube.com/watch?v=1R5k6Wp_BHc

Children’s Services
Berkeley Public Library’s Summer Reading Game 2009 “Be Creative @ Your Library” starts on the last day of school, Friday 12th June and goes through Saturday the 15th of August. Children entering grades 1 through 8 can sign up at any one of 5 locations of the Berkeley Public Library. To get their grand prize, participants must visit the library at least 3 times and read 10 books or 1000 pages or for 10 hours.
In addition, many great programs will be planned, including magicians, musicians, puppet shows, juggling, storytelling and crafts to enjoy at all locations! A detailed calendar is available at http://www.berkeleypubliclibrary.org/calendars/index.php.

Prizes this year will include tickets to the Lawrence Hall of Science; books; gift certificate to a bookstore (Pegasus Books or The Friends of BPL book store); a free game of bowling at Albany Bowl; round drip ferry ride; and passes for 5 to the Bay Area Discovery Museum in Marin and more.

PERSONNEL

No changes to report.
LETTERS TO THE EDITOR

Everyday we read about the increasing number of violent acts that occur in our society. In fact, the FBI has reported that the number of violent crimes has increased by 5% in the past year. This is a worrying trend that needs to be addressed.

On the other hand, I believe that the focus on violent acts is misplaced. What is truly lacking in our society is a sense of community and a sense of hope.

Community is built on trust and cooperation. Without these, the sense of security that we have today is lost.

Hope is built on the belief that things can get better. Without this, the sense of despair that we face today is lost.

Let us work together to create a society that values community and hope. A society where we are all equal and where everyone has a chance to succeed.

The more we work together, the stronger we become. And the stronger we become, the safer we are.

Let us take action to create a better world.

Sincerely,

[Your Name]
From: James Lovekin [mailto:jimlovekin@yahoo.com]
Sent: Sunday, April 19, 2009 7:28 AM
To: director@berkeleypubliclibrary.org
Subject: Value of Children's Programs at Berkeley Public Library

To the Director and the Board of Library Trustees,

I would just like to add my voice to those who feel that the children's programs at Berkeley Public Library have been wonderful over the past several years. Our boys (now age 9 and 6) have found them to be fun and instructional. They have been a big inducement to forming a habit of using the library regularly, and contribute to literacy generally. I urge that the children's programs be given due weight in the allocation of scarce funding. Thanks for your consideration.

Jim Lovekin, Berkeley parent
From: Kim [mailto:kimbav@sbcglobal.net]
Sent: Tuesday, April 14, 2009 9:05 PM
To: director@berkeleypubliclibrary.org
Subject: Berkeley Library Children's Programs

Dear Ms. Corbeil & Board of Trustees -

I have only recently become aware of cutbacks at the Berkeley Public Library, which are affecting the children's programs there. While I realize that these are difficult economic times, I also know just how critical these programs are to our young people. As a mother, I know the value of making sure my child is inspired about reading, and as a teacher, I have had the experience of seeing the enormous difference it can make in a classroom.

My son, who is now 14, began his contact with the Berkeley Public Library as a very young child of about 2 in the Baby Bounce Program, and then the Wiggles and Giggles for the 3-5's. Even at his current age, he is delighted to walk onto the children's floor and see the "Art Dog Car" because it reminds him of the wonderful times he had coming to the library when he was small. Not long ago I was in the library and saw that there was a long line of strollers waiting for storytime. What a wonderful way to lay the groundwork for children to turn to books for their pleasure and growth! I have heard, sadly, that these programs are no longer being offered.

As my son got older, he used to look forward to the Summer Reading programs, with their gameboards, stickers, and prizes, and to the performers and presentations that inspired still more time in the library combing the stacks for his latest book interests. During my time running after school programs, and then as a teacher, I got to see firsthand how the visits from the local librarians late in the spring kick-started excitement about summer reading. My fifth-graders and I used to look forward to Armin coming by with the latest treasures and some old friends. She and I began to have a great working relationship, in which I could talk to her about things my students particularly enjoyed, as she grew to be familiar with my curriculum and students and adapted her selections accordingly. Now I find out that these trips are in jeopardy, and the summer programs are being whittled down to nearly nothing.

I only mention all of these things because it is my understanding that many of them are threatened. Without full-time librarians to provide continuity, children don't feel as comfortable asking questions, going up to the check-out desk, or sharing their wish lists for new books. Without school visits, the huge numbers of children involved in the Summer Reading Program will dwindle. Without summer options, children begin to associate reading only with school and work, rather than the great pleasure and company that books can be. Electronic media, although wonderful in their own way, are no substitute for reading, nor should they be, and it is currently somewhat of an uphill battle to keep our children reading, despite evidence that we are producing more and more attention-deficit minds that cannot sustain the focus needed to do more complex mental tasks. I understand that we are all tightening our belts, but the services provided by the wonderful librarians at Central Berkeley Branch are not luxuries, they are essential to the building of our future generation.

As a long-time Berkeley resident, I've always taken pride in the fact that the Berkeley Library is one of the most used libraries per capita in the country. I'm not willing to have this change. Library use means that we are continuing to educate ourselves, continuing to explore the worlds that books can bring to
us, and with it, the open-mindedness, humanitarian attitudes, and intelligence we associate with Berkeley. Please consider this when you are negotiating the distribution of funds and the cutting of positions and resources for our beloved library; the librarians especially are the lifeblood of the library, always eager, willing and able to give an extra 200%, an amazing group!

Thank you for your time and consideration.
Sincerely Yours,
Kimberly Vergez
May 20, 2009

Dear Berkeley Library Board of Trustees,

Please do not cut a Children’s Librarian position from the Berkeley Public Library. Too many vital services will be compromised or lost. Although these are tight budget times, reducing services to our young children is the opposite of where we should be looking to cut costs.

When I was a preschool teacher in Berkeley back in the 80’s, one of the highlights my crew of children and I looked forward to was our scheduled visits with the Children’s Librarian of the Berkeley Public Library just 5 blocks away. We read many books in our preschool, too, but heading out into the world to hear a librarian do so broadened our understanding of community and literacy.

As my own children were growing up in the 90’s, we participated in Berkeley Public Library’s organized programs in addition to relying on the breadth of exciting books that we could borrow. The library provided us opportunities to enjoy literature and creativity far beyond what we would have been able to afford on our own. Photos of my kids proudly holding their certificates of completion of the summer reading program are still on our walls, even though they themselves are now off at college.

For the past three years I have been working as the Coordinator of Library Services for the Berkeley Unified School District. I have relied upon the Children’s Librarians of BPL for their advice and to coordinate programs between our systems. Our library staff, teachers and students of the Berkeley Schools feel similarly. Our school libraries are open during school hours, but the importance of reading does not start at 8 a.m. on the first day of kindergarten and stop with the ringing of the school bell at 3 pm.

The importance of early literacy has been recognized far and wide, from our local commitment to the 2020 Vision of BUSD and the City of Berkeley to President Obama’s increased support of early childhood programs. Providing more library services for young children is exactly in line with best practices for our community.

Please do not reduce the number of Children’s Librarians at Berkeley Public Library and undercut the very foundation of literacy and community.

Thank you.

Sincerely,

Becca Todd
Berkeley parent, citizen, teacher, librarian

Becca Todd, District Library Coordinator Berkeley Unified School District 1720 Oregon St. Room 9 Berkeley, CA 94703
(ph) 510.644.4895
(f) 510.644.8933
Becca_Todd@berkeley.k12.ca.us
Dear Chair Moore and Library Trustees:

Please get rid of your RFID system and replace it with an alternative, such as bar code, so that you don't have to contract with 3M, a company involved with nuclear weapons.

Strawberry Creek Lodge Legislative Committee
1320 Addison Street
Berkeley, CA  94702
(510) 845-5183

Signed:

Juliette A. Bidou
Saeda Khan
Ruth Michaels
Aroza Simpson
Jewell Ashby