



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
JUNE 10, 2009

AGENDA
6:00 P.M.

SOUTH BRANCH
1901 RUSSELL STREET

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.

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.

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

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.**

VI. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on June 4, 2009.



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

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

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

**Berkeley Public Library
Board of Library Trustees**

**Special Meeting
May 20, 2009**

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

**South Branch Library
1901 Russell Street**

I. PRELIMINARY MATTERS

A. Call to Order

The special meeting of May 20, 2009 was called to order at 7:07 p.m.

Present: Trustees Winston Burton, Carolyn Henry-Golphin, Susan Kupfer, Darryl Moore, and Therese Powell.

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

Discussion regarding FY 2010/2011 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

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 need 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

Becca Todd, District Library Coordinator
Berkeley Unified School District
1720 Oregon St. Room 9
Berkeley, CA 94703
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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

3450 3rd St, Ste 2B

San Francisco, CA 94124

ben@synertel.com

v (415) 746-1811

f (415) 568-2970

Name Linda Chen Date 4/29/09

Question/Suggestion

BERKELEY
PUBLIC LIBRARY

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.

(over if necessary)

Response

Staff Name _____

Date _____

Name W. How Osborn Date 4/22

Question/Suggestion

BERKELEY
PUBLIC LIBRARY

Please use separate form for each question or suggestion.

The baby bounce 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! (over if necessary)

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

Attachment 1

Staff Name _____

Date _____

Name Bunpot Chansiri Date 04/29/09

Question/Suggestion

BERKELEY
PUBLIC LIBRARY

Please use separate form for each question or suggestion.

I really like this program.
I take my son here since he was
4 months now he is 1 year 3 months.
We truly love it.

Please continue this program.
It is a wonderful program.

Thank you.
Bunpot

(over if necessary)

Response

Name

Date

Name Zola Montoya

Date 4/29/09

Question/Suggestion

BERKELEY
PUBLIC LIBRARY

Please use separate form for each question or suggestion.

It was the first time for my
grand child and I got a
great time with him.
He was really enjoying it.
Heute is 18 months.

(over if necessary)

Response

Attachment 1

Staff Name

Date



Social Justice Committee
Berkeley Fellowship of Unitarian Universalists

1606 Bonita Avenue, Berkeley, CA 94709-2022

510-841-4824 office@bfuu.org www.bfuu.org

Co-Chairs: Cynthia Johnson [REDACTED]

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 a 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 Maintenance 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

North Branch

- 5,390 sf existing, 500 sf to be demolished
- Newly constructed addition of 2,400 sf¹
- 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 ²		\$755,738
Subtotal	7,290 sf	\$4,765,238
Project Costs 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 sf¹
- 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 ³		\$1,223,695
Subtotal	8,600 sf	\$5,974,695
Project Costs 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 Library¹ 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 ²		\$891,615
Subtotal	8,200 sf	\$5,401,615
Project Costs 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 sf¹
- 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 ³		\$806,998
Subtotal		\$3,831,998
Project Costs ⁴	30%	\$1,136,280
Total		\$4,968,278
Furniture, Fixtures and Equipment		\$542,964

All Branch Total

\$26,015,875

Notes:

1. New construction assumes compliance with all codes and regulations.

2. Assumes 12/1/2009 for start of construction.

3. Assumes 1/25/2011 for start of construction.

4. Fees include design permit, management, construction, utility, inspection, etc.

Total Furniture, Fixtures and Equipment \$2,318,711



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

June 10, 2009

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Consent II, Item C

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.



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

June 10, 2009

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

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



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

June 10, 2009

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:

<u>Square Feet</u>	<u>Annual Tax</u>	
	<u>FY10</u>	<u>FY09</u>
1,200	\$189.84	\$188.22
1,500	\$237.30	\$235.28
1,900	\$300.58	\$298.02
3,000	\$474.60	\$470.56
3,900	\$616.98	\$611.72
10,000	\$1,582.00	\$1,568.52

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

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



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

June 10, 2009

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
12. Library Work Plan FY 2010 – 2011
13. Measure FF 5-Year Analysis
14. Received Gifts and Donations in FY09



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R09-55

APPROVE THE PROPOSED BIENNIAL BUDGET FOR FY 2010 OF \$24,180,776 AND FOR FY 2011 OF \$27,728,098 AS PRESENTED, AND ACCEPT WITH GREAT APPRECIATION THE FY 2010 GRANT AWARD FROM THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY IN THE AMOUNT OF \$92,122 AND ACCEPT WITH GREAT APPRECIATION THE COMMITMENT OF A DONATION IN THE AMOUNT OF \$50,000 FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION

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

data as of:
2-Jun-09

Base Budget FY10													Base Budget FY11															
	Lib Dscr	301	302	DL / ILL	Grants	304	Pub Lib	305	Gift	306	Brnch FFE	Mse FF	308	Base FY10	Lib Dscr	301	302	DL / ILL	Grants	304	Pub Lib	305	Gift	306	Brnch FFE	Mse FF	308	Base FY11
Major Account Grouping																												
Personal Services-Salaries and Wages		7,738,308			50,000									7,788,308		7,931,312			50,000									7,981,312
Personal Services-Fringe Benefits		4,075,452												4,075,452		4,257,495												4,257,495
Salary Savings		(353,817)												(353,817)		(365,050)												(365,050)
Personal Services-Employees		11,459,943			50,000									11,509,943		11,823,758			50,000									11,873,758
Purchased Professional & Technical Svcs		605,470	126,500									2,915,958		3,647,928		605,470	146,000									3,818,365		4,569,835
Grants & Governmental Payments		5,000												5,000		5,000												5,000
Other Purchased Services		528,506										49,423		577,929		528,506									64,718			593,224
Rentals / Leases		25,500	36,000											61,500		25,500	36,000											61,500
Mail Services		32,500	18,000											50,500		32,500	18,000											50,500
Supplies		1,022,286	36,000											1,058,286		1,022,286	36,000											1,058,286
Purchased Property Services		175,000												175,000		180,000												180,000
Infrastructure		20,000										6,919,223		6,939,223		20,000									9,060,528			9,080,528
Property		83,450												83,450		83,450								50,000				133,450
Property Under Cap Limit		61,500												61,500		61,500								50,000				111,500
Internal Services		10,517												10,517		10,517												10,517
Debt Service																												
Balance Sheet Accounts																												
Other Expenses		2,569,729	216,500									9,884,604		12,670,833		2,574,729	236,000								100,000			15,854,340
Berkeley Public Library System (w/CoB)		14,029,672	216,500		50,000							9,884,604		24,180,776		14,398,487	236,000		50,000						100,000			27,728,098

BERKELEY PUBLIC LIBRARY
POSITION PROPOSALS

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

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

BERKELEY PUBLIC LIBRARY NON-LABOR EXPENDITURES - BIENNIAL BUDGET

Library Tax Fund (301)

Budget Modification notes	Division	FY10		FY11	
		Increase	Reduction	Increase	Reduction
Reduction to Consultant professional services	Administration		(\$25,000)		(\$25,000)
Maintenance for Copier Machine	Administration	4,000		4,000	
Membership cancellation to Urban Libraries Council	Administration		(9,000)		(9,000)
Reduction in Registration, Travel and Meals & Lodging for staff developing training	Administration		(23,904)		(23,904)
Cellphone cancellation of 2 lines	Administration, Children		(1,700)		(1,700)
Increase in Janitorial contract - COLA	Facilities	5,000		10,000	
Reduction to computer replacement program	IT		(10,000)		(10,000)
Baseline balancing measure moved to 302	IT		(92,000)		(92,000)
Full funding for inter/intranet+Pitney Bowes	IT	50,000		50,000	
Retirement of Checkpoint Equipment Loan	IT		(114,316)		(114,316)
Reduction to professional services	Circulation		(10,000)		(10,000)
Increase in Security Contract cost - COLA	Circulation	39,000		39,000	
Transfer of delivery cost to fund 302 (Tricor)	Circulation		(1,000)		(1,000)
New credit card fees	Circulation, North, South, West, Claremont	1,350		1,350	
Landscape Contract for Branches - COLA	North, South, West, Claremont	11,000		11,000	
Library Material reduction	Tech Services		(125,000)		(125,000)
Reduction to capital improvement projects	Capital Projects		(5,000)		(5,000)
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)

Budget Modification notes	Division	FY10		FY11	
		Increase	Reduction	Increase	Reduction
Cost moved to IT Department	Circulation		(\$5,000)		(\$5,000)
Public Copier (Ricoh) Maintenance contract, debit cards	Circulation	44,500		44,500	
Tricor mail and delivery	Circulation	13,000		13,000	
Baseline balancing measure (IT)	IT	124,000		143,500	
	SUBTOTAL	\$181,500	(\$5,000)	\$201,000	(\$5,000)
	TOTAL	\$176,500		\$196,000	

Grant Fund (304)

Budget Modification notes	Division	FY10		FY11	
		Increase	Reduction	Increase	Reduction
Literacy Instructors	Literacy	\$50,000		\$50,000	
	SUBTOTAL	\$50,000		\$50,000	
	TOTAL	\$50,000		\$50,000	

Public Library Fund (305)

Budget Modification notes	Division	FY10		FY11	
		Increase	Reduction	Increase	Reduction
Expense duplication in FY09 for library materials	Tech Services		(31,000)		(31,000)
	SUBTOTAL		(\$31,000)		(\$31,000)
	TOTAL	(\$31,000)		(\$31,000)	

BERKELEY PUBLIC LIBRARY NON-LABOR EXPENDITURES - BIENNIAL BUDGET

Friends FFE Fund (307)

Budget Modification notes	Division	FY10		FY11	
		Increase	Reduction	Increase	Reduction
Friends Campaign for Furniture, Fixture and Equipment	Branch Administration			100,000	
SUBTOTAL				100,000	
TOTAL		0		100,000	

Measure Bond FF (308)

Budget Modification notes	Division	FY10		FY11	
		Increase	Reduction	Increase	Reduction
Mse FF Architects, Construction Mgr, and Consultants	Branch Administration	9,884,604		12,943,611	
SUBTOTAL		9,884,604		12,943,611	
TOTAL		9,884,604		12,943,611	

BERKELEY PUBLIC LIBRARY

LIBRARY TAX FUND (301): 5-YEAR ANALYSIS

	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 Mod BASE	FY 2011 Mod BASE	FY 2012 PROJECTED	FY 2013 PROJECTED
Beginning Fund Balance	\$ 807,072	\$ 807,072	\$ 807,072	\$ 806,239	\$ 508,784	\$ 246,605	\$ -
Revenues							
Library Tax	\$ 13,520,415	\$ 13,520,415	\$ 13,429,764	\$ 13,469,717	\$ 13,873,808	\$ 14,290,022	\$ 14,718,723
Fines/Fees	250,000	250,000	250,000	260,500	260,500	260,500	260,500
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	72,000	2,000	29,503	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$ 13,842,415	\$ 13,772,415	\$ 13,709,267	\$ 13,732,217	\$ 14,136,308	\$ 14,552,522	\$ 14,981,223
Expenditures							
Operations							
Personnel	\$ 11,505,222	\$ 11,686,347	\$ 10,705,455	\$ 11,793,901	\$ 12,168,325	\$ 12,652,380	\$ 13,031,952
Non-Personnel	1,785,940	1,871,423	1,871,423	1,661,198	1,666,198	1,901,500	1,901,500
Library Materials (incl Tool Lndng)	948,121	891,121	891,121	816,121	816,121	975,000	975,000
RFID Loan Repayment	114,316	117,619	117,619				
Computer & Software Purchase	65,000	70,732	70,732	65,000	65,000	65,000	65,000
CIP	25,000	25,000	25,000	20,000	20,000	20,000	20,000
Subtotal:	\$ 14,443,599	\$ 14,662,242	\$ 13,681,350	\$ 14,356,220	\$ 14,735,644	\$ 15,613,880	\$ 15,993,452
Charges From Other Depts							
Finance - Billing	\$ 12,182	\$ 12,320	\$ 12,320	\$ 12,546	\$ 12,946	\$ 13,337	\$ 13,737
Facilities - Admin+Toxics	8,381	14,775	16,431	14,722	14,947	15,398	15,860
Interfund Transfers							
Subtotal:	\$ 20,563	\$ 27,094	\$ 28,750	\$ 27,268	\$ 27,893	\$ 28,735	\$ 29,597
TOTAL EXPENDITURES:	\$ 14,464,162	\$ 14,689,336	\$ 13,710,100	\$ 14,383,488	\$ 14,763,537	\$ 15,642,616	\$ 16,023,049
Labor Vacancy Savings	\$ 345,157	\$ 350,590		\$ 353,817	\$ 365,050	\$ 379,571	\$ 390,959
Projected Surplus/(Shortfall)	{Rev - Exp + Vacancy}	{(276,590)}	{(833)}	{(297,454)}	{(262,179)}	{(710,522)}	{(650,868)}
GROSS FUND BALANCE	{Bal + Rev - Exp + Vacancy}	{530,482}	{806,239}	{508,784}	{246,605}	{(463,917)}	{(650,868)}
Other							
Revised Gross Fund Balance							
{Gross Fund Balance - Budget							
Recommendations and							
Adjustments}	\$ 530,482	\$ 240,741	\$ 806,239	\$ 508,784	\$ 246,605	\$ -	\$ -

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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): 20-29 Hours=75%, 30-40 Hours=100%

FY10: Longevity Premium one-time to base salary at 25 years.

Labor vacancy savings at 3%.

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BERKELEY PUBLIC LIBRARY
GIFT FUND (306): 5-YEAR FUND ANALYSIS

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 977,239	\$ 972,506	\$ 972,506	\$ 972,506	\$ 786,021	\$ 898,143	\$ 918,143
Revenues							
Friends of BPL	\$ 122,773	\$ 84,259	\$ 68,528	\$ 42,259	\$ 92,122		
BPL Foundation	81,500						
Donations/Private	107,093						
Interest/Misc. Revenues	45,084			28,451	20,000	20,000	20,000
TOTAL REVENUE:	\$ 356,450	\$ 84,259	\$ 68,528	\$ 70,710	\$ 112,122	\$ 20,000	\$ 20,000
Expenditures							
Operations							
Personnel	\$ 8,221	\$ 7,600	\$ 5,609	\$ 3,664			
Non-Personnel	59,009	148,878	376,735	36,892			
Professional Services	171,366	125,537	134,178	100,816			
Library Materials	85,527	572,670	457,972	97,824			
Computer Hardware/Software	11,690						
CIP: BPL Foundation	25,370	64,369	18,000	18,000			
Subtotal:	\$ 361,183	\$ 919,055	\$ 992,494	\$ 257,195	\$ -	\$ -	\$ -
TOTAL EXPENDITURES:	\$ 361,183	\$ 919,055	\$ 992,494	\$ 257,195	\$ -	\$ -	\$ -
Projected Surplus / (Deficit) (Rev - Exp)	\$ (4,733)	\$ (834,796)	\$ (923,966)	\$ (186,485)	\$ 112,122	\$ 20,000	\$ 20,000
Other (Balancing to Yr-end)							
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 972,506	\$ 137,710	\$ 48,540	\$ 786,021	\$ 898,143	\$ 918,143	\$ 938,143

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

	FY 2008 FINAL	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 Mod BASE	FY 2011 Mod BASE	FY 2012 PROJECTED	FY 2013 PROJECTED
Beginning Fund Balance	\$ 236,189	\$ 262,513	\$ 262,513	\$ 262,513	\$ 160,994	\$ 114,494	\$ 48,494	\$ 128,484
Direct Loan/Inter-library Loan (302)	242,517	220,789			178,049	36,549		
Grants (304)	(12,463)	(5,262)			17,194	47,194		
Public Library Fund (305)	6,135	46,987			(34,247)	5,753		
Revenues								
Direct & Inter-Library Loan Prgms	\$ 92,992	\$ 80,000	\$ 80,000	\$ 57,050	\$ 80,000	\$ 80,000	\$ 95,000	\$ 95,000
Literacy Services* & LSTA	84,645	84,000	84,000	86,642	80,000	80,000	84,000	84,000
Miscellaneous Grant Revenue			70,000	40,000	40,000	40,000	70,000	70,000
Public Library Fund (SB 358)*	40,852			20,000	20,000	20,000		
Other								
TOTAL REVENUE:	\$ 218,489	\$ 164,000	\$ 234,000	\$ 203,693	\$ 220,000	\$ 220,000	\$ 249,000	\$ 249,000
Expenditures								
Operations								
Personnel	\$ 141,508	\$ 133,465		\$ 134,125	\$ 50,000	\$ 50,000	\$ 51,510	\$ 53,055
Non-Personnel	50,657	150,000	121,961	140,087	216,500	236,000	117,500	117,500
Library Materials			31,000	31,000				
TOTAL EXPENDITURES:	\$ 192,165	\$ 283,465	\$ 152,961	\$ 305,212	\$ 266,500	\$ 286,000	\$ 169,010	\$ 170,555
Labor Vacancy Savings		\$ 4,004						
Projected Surplus/Shortfall (Rev - Exp)	\$ 26,324	\$ (115,461)	\$ 81,039	\$ (101,519)	\$ (46,500)	\$ (66,000)	\$ 79,990	\$ 78,445
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 262,513	\$ 147,052	\$ 343,552	\$ 160,994	\$ 114,494	\$ 48,494	\$ 128,484	\$ 206,929

Other								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 262,513	\$ 147,052	\$ 343,552	\$ 160,994	\$ 114,494	\$ 48,494	\$ 128,484	\$ 206,929

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

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3-Jun-09

Berkeley Public Library

All Divisions

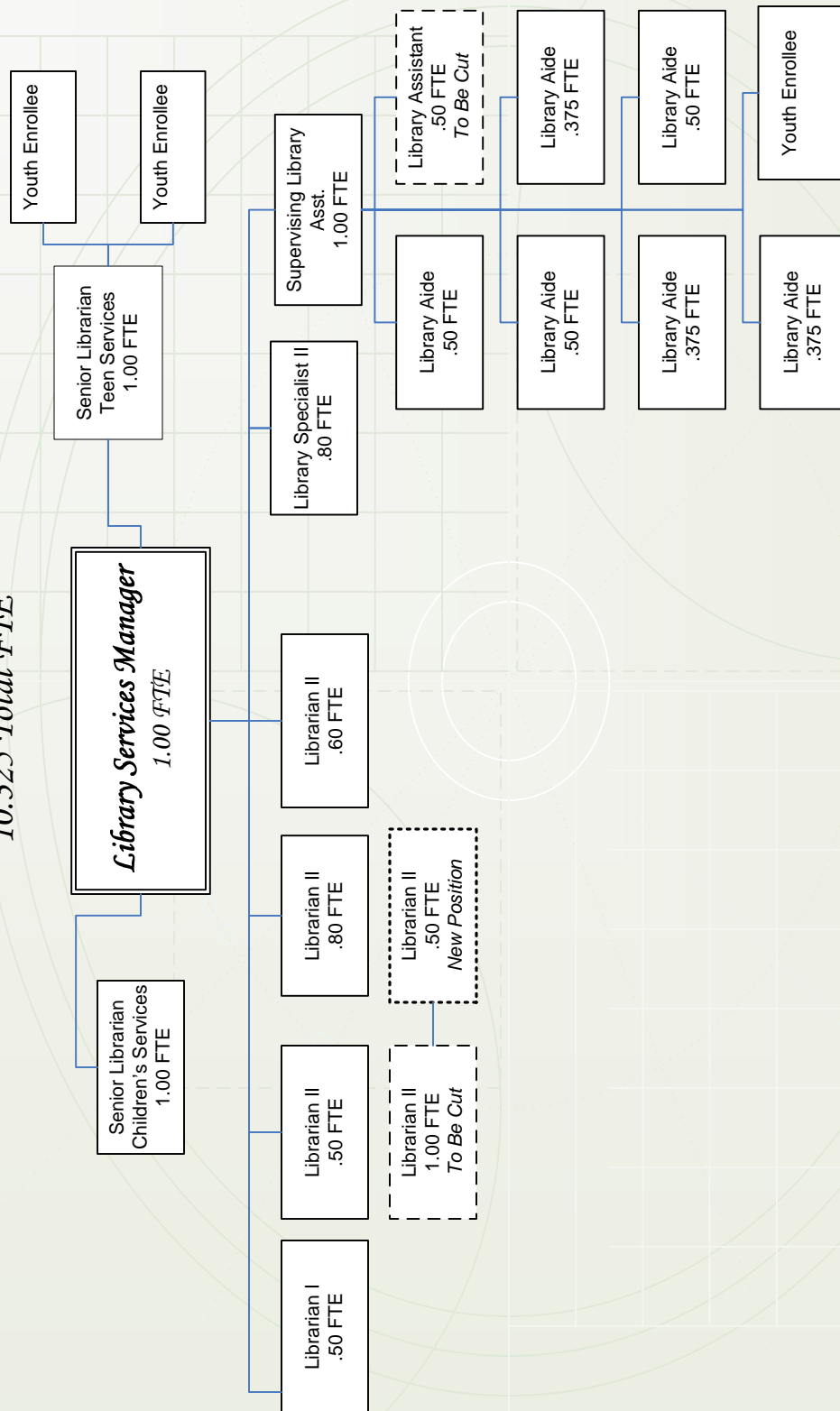
114.350 Total FTE



Berkeley Public Library

Children's & Teen Services Division

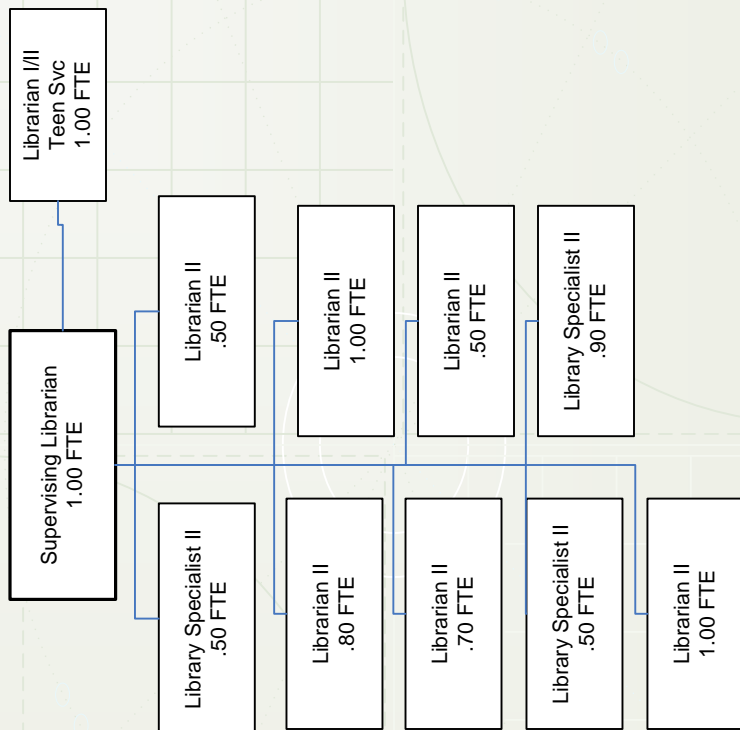
10.325 Total FTE



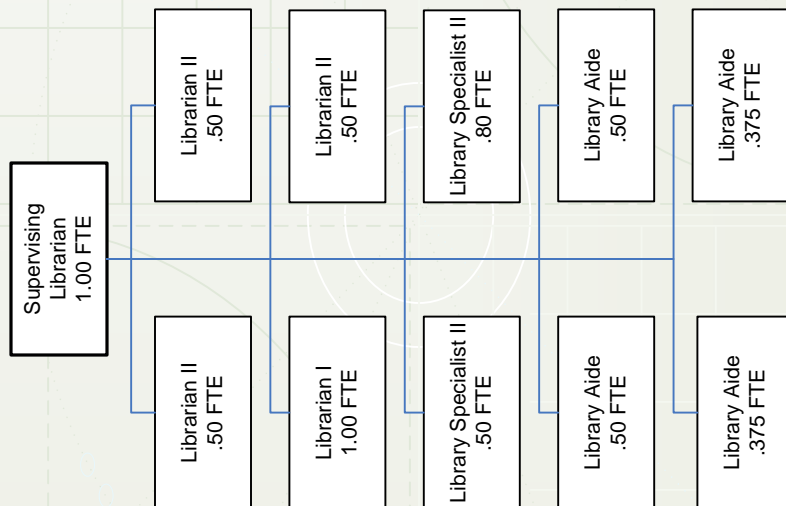
Berkeley Public Library Central Library

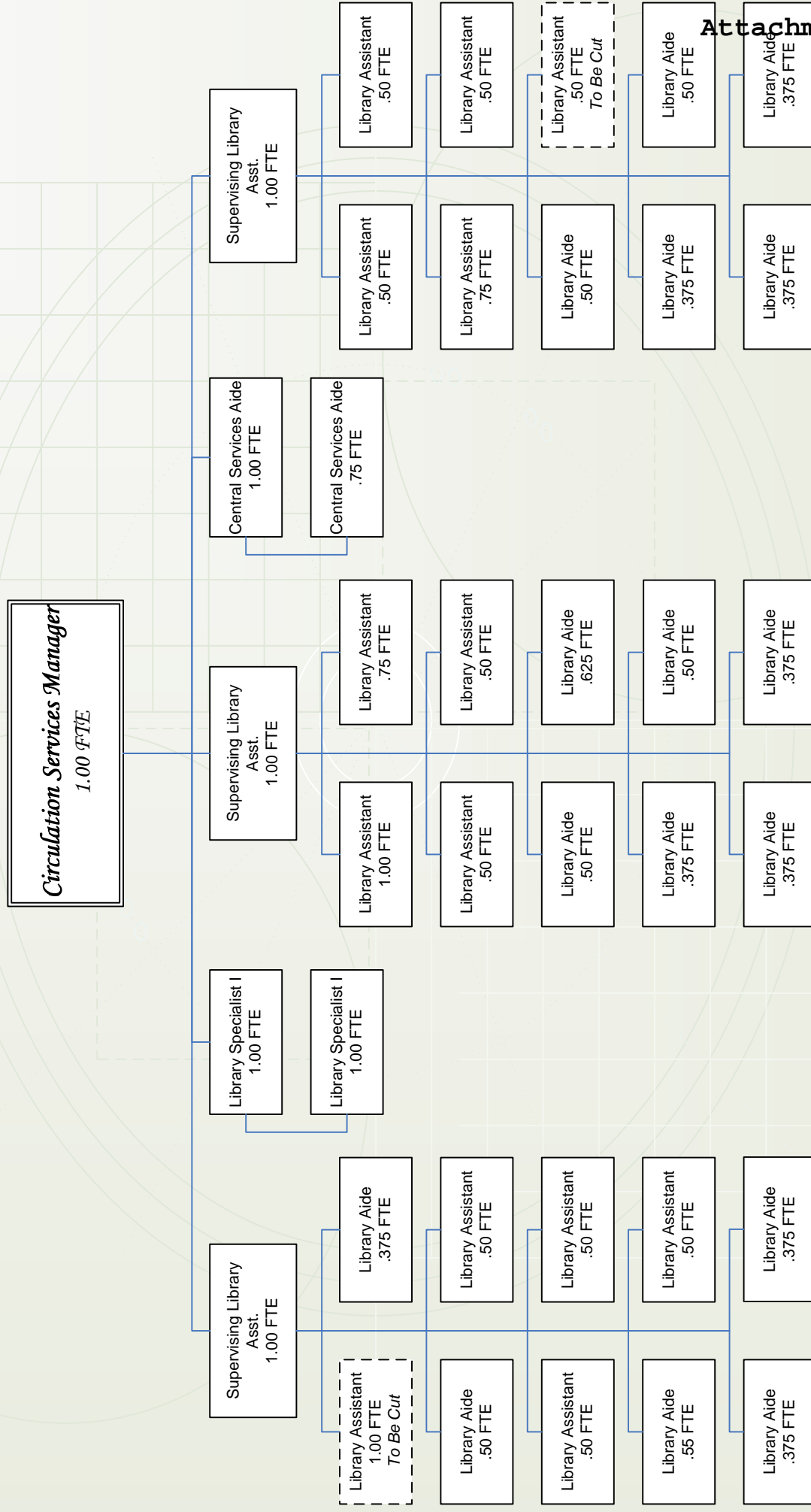
Reference

8.40 Total FTE



Berkeley Public Library
Central Library
Art & Music
6.55 Total FTE

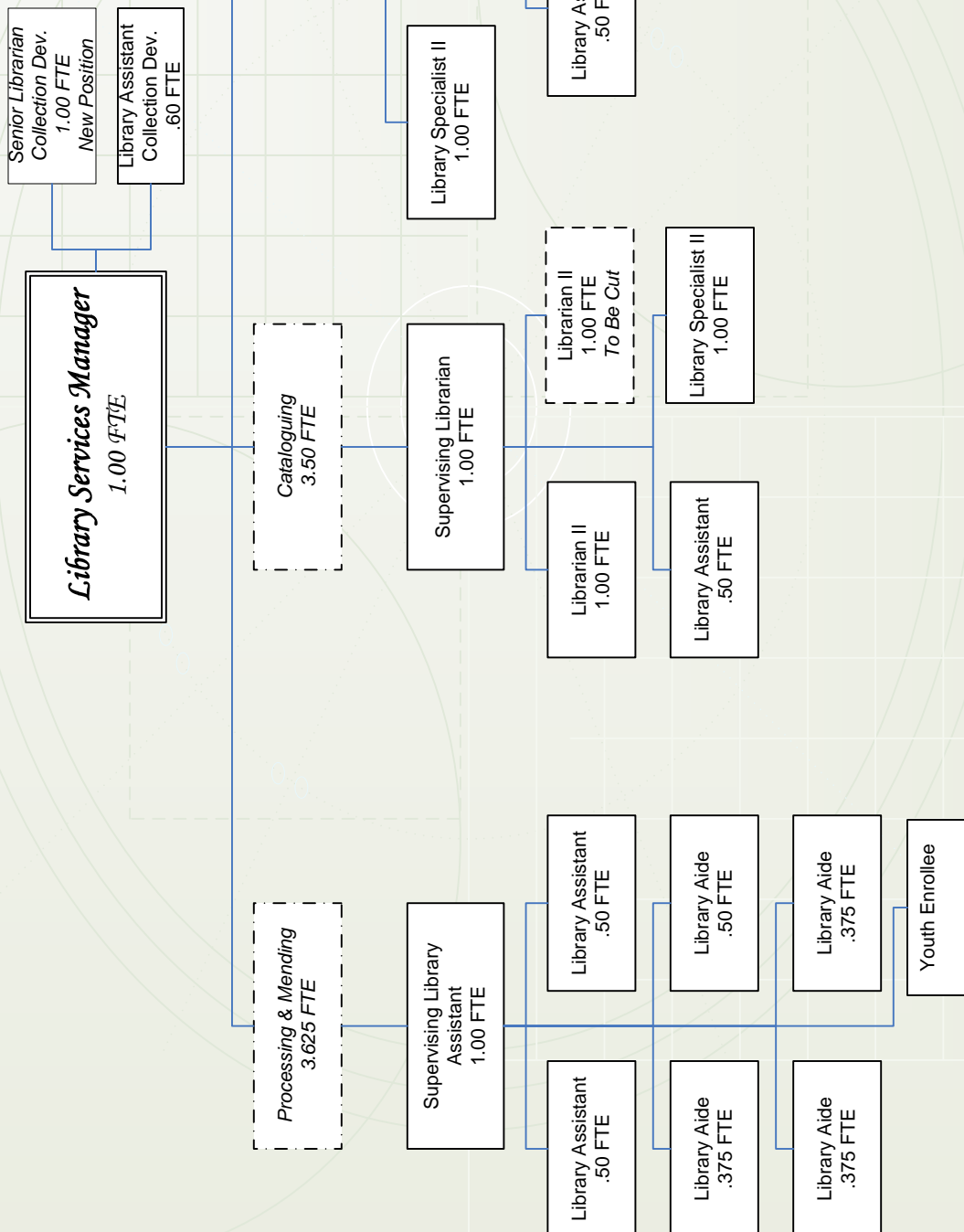




Berkeley Public Library

Technical Services & Collection Development Division

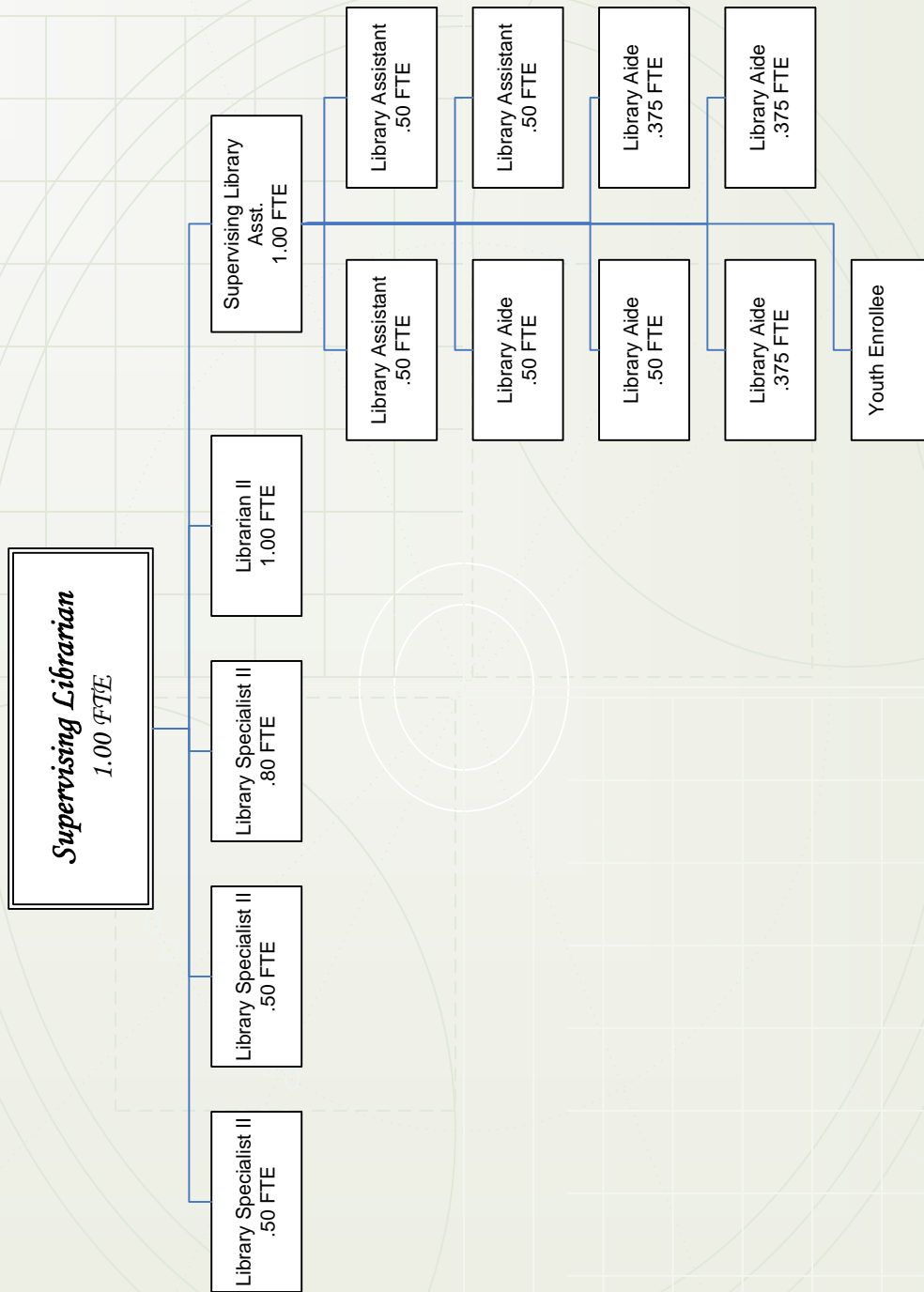
Total FTE 14.225



Berkeley Public Library

North Branch

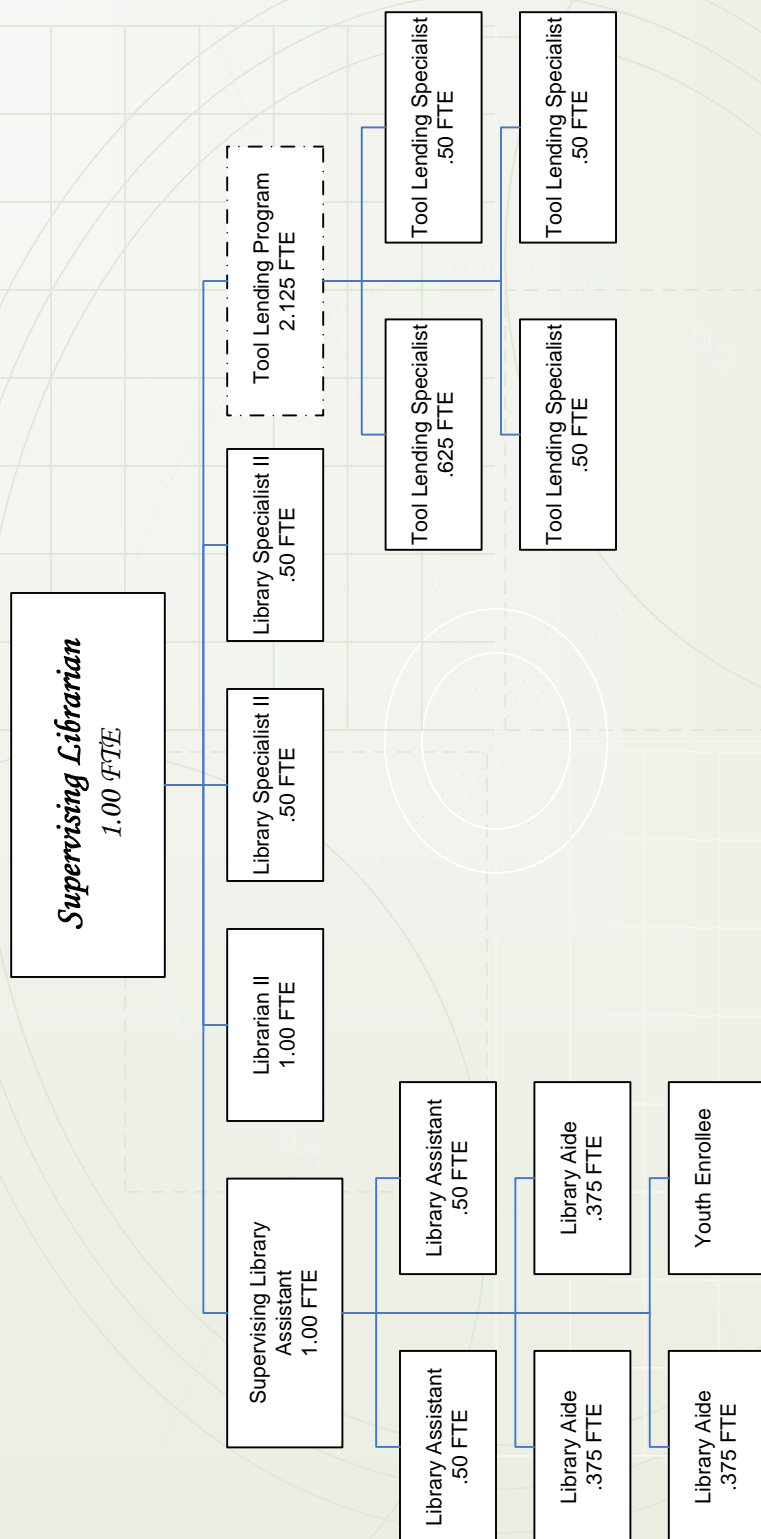
8.425 Total FTE



Berkeley Public Library

South Branch / Tool Lending

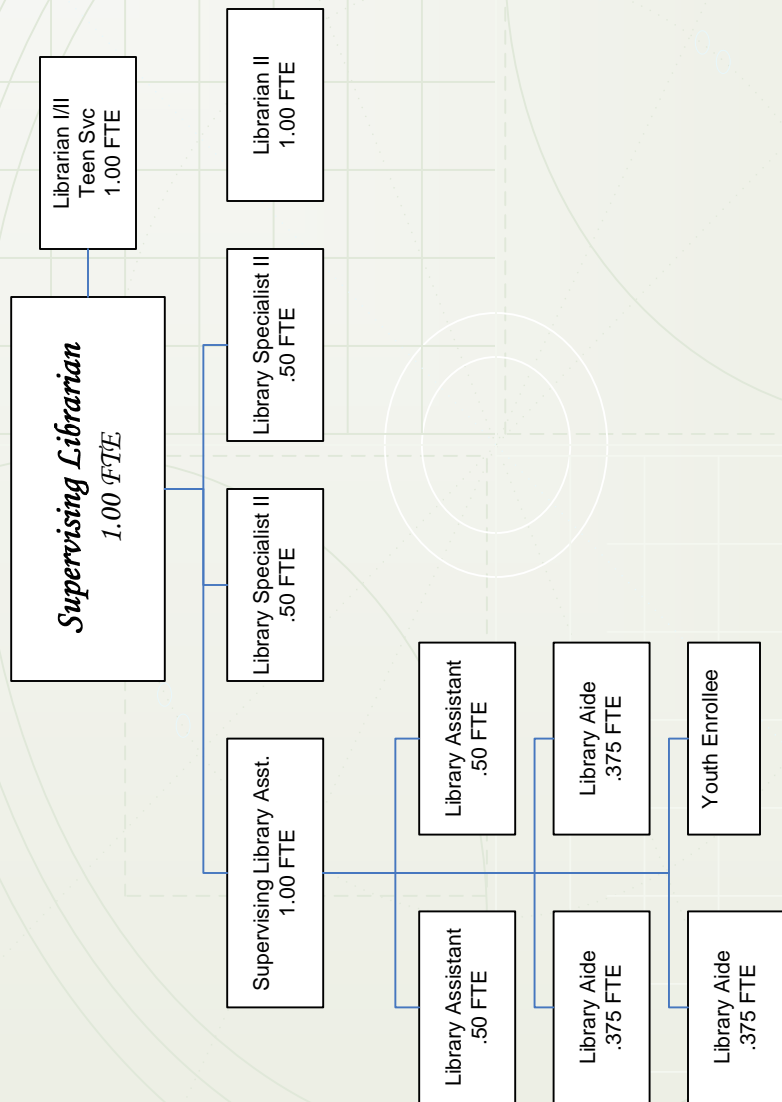
8.25 Total FTE



Berkeley Public Library

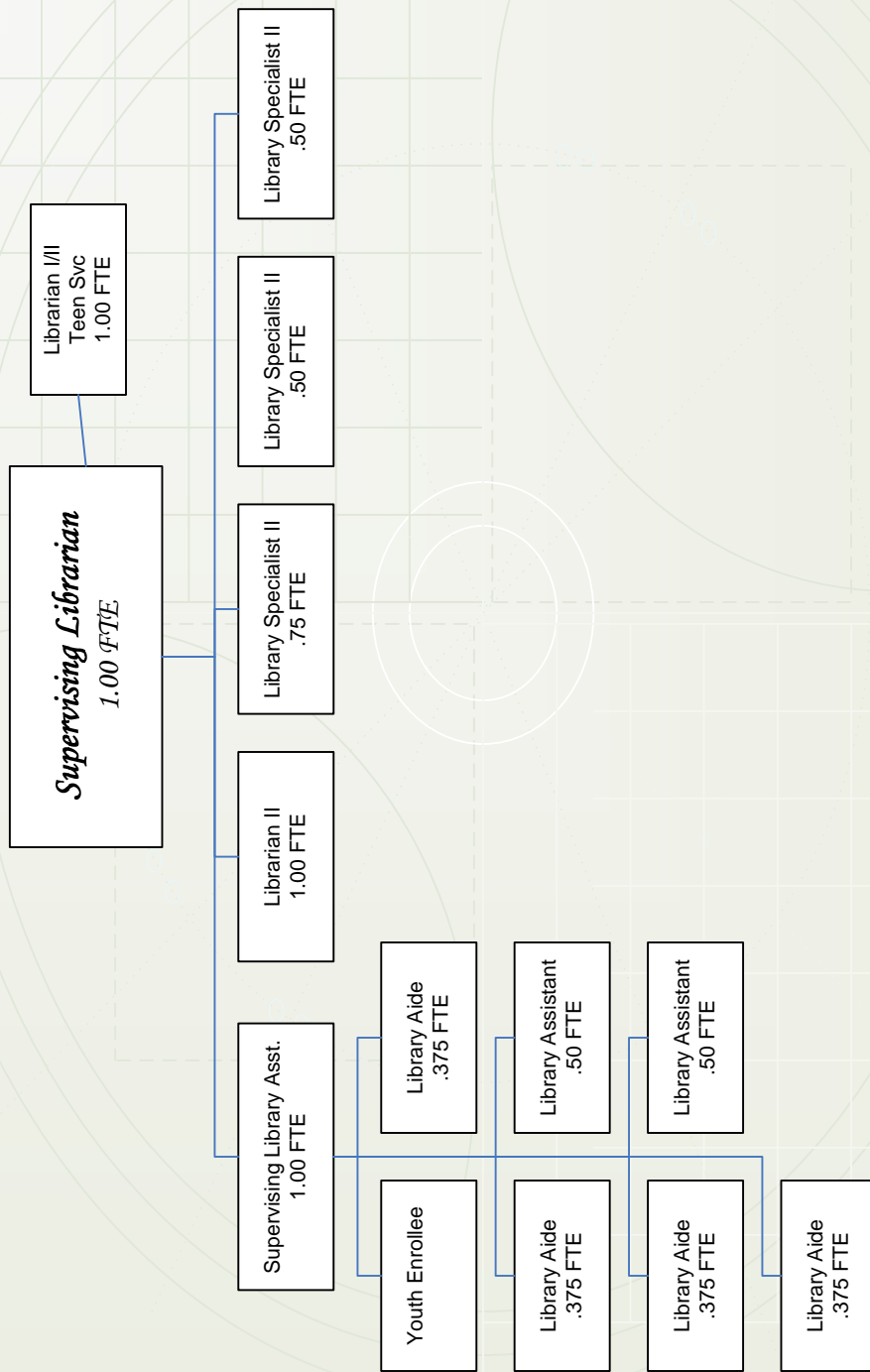
West Branch

7.125 Total FTE



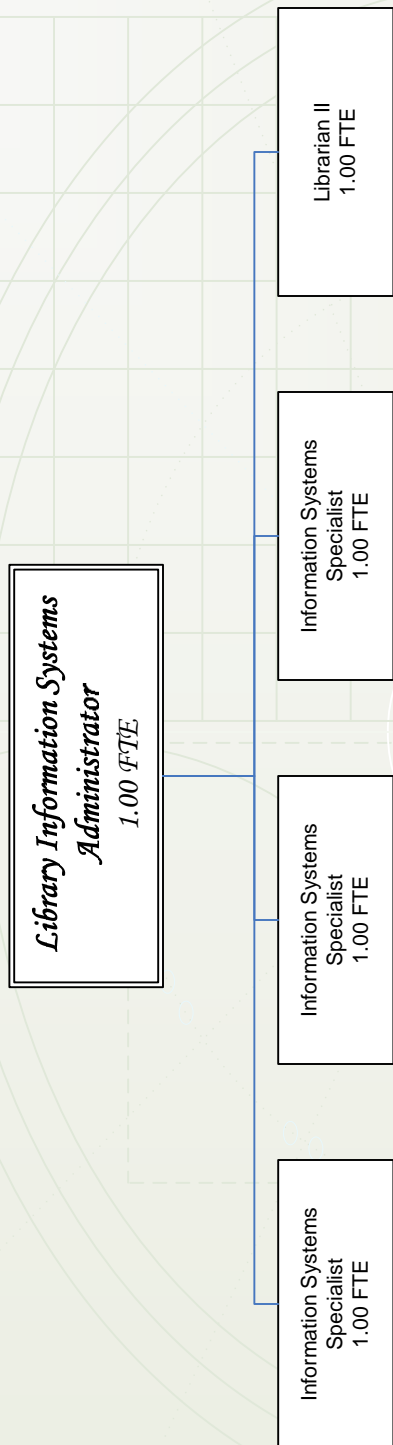
Berkeley Public Library Claremont Branch

8.25 Total FTE



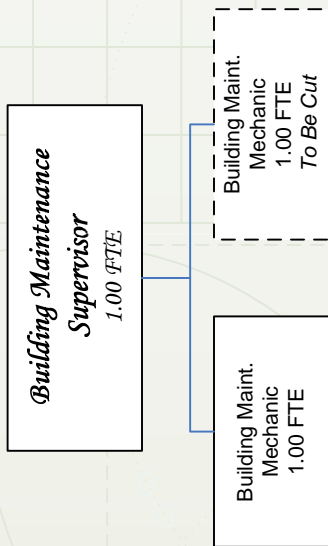
Berkeley Public Library Information Technology Division

5.00 Total FTE



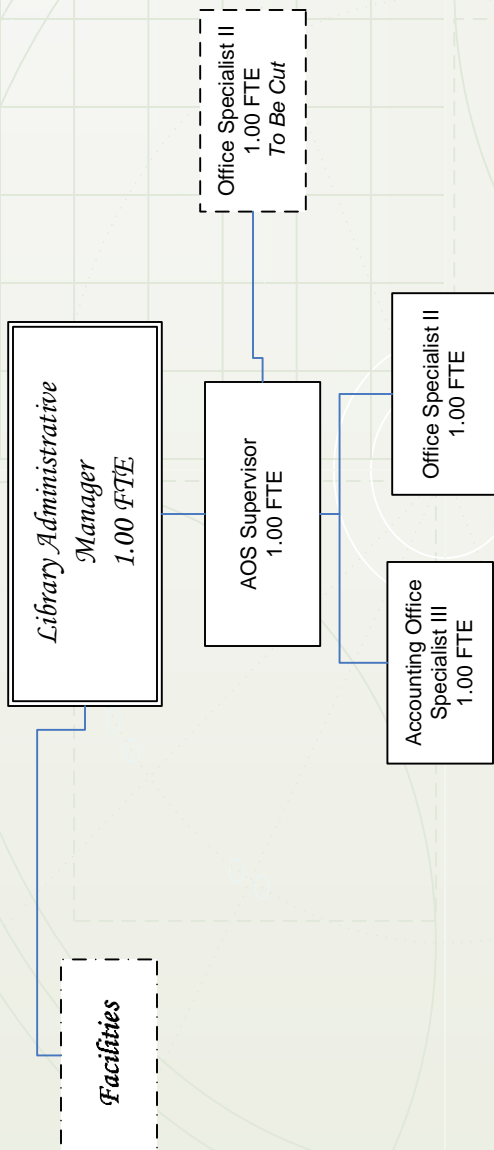
Berkeley Public Library Facilities Management Division

2.00 Total FTE



Berkeley Public Library Administration Division

4.00 Total 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

BERKELEY PUBLIC LIBRARY
STAFF POSITION COUNT

FY10 - STAFF POSITION COUNT by DIVISION - 26May09

Change	FTE		Account Code	Pos No	Position	Count	
	Orig	Prop				Orig	Prop
-	1.000	1.000	301-9101-450.11-01	1115	Director Of Library Services	1	1
-	1.000	1.000	301-9101-450.11-01	1211	Deputy Director of Lib Ser	1	1
-	1.000	1.000	301-9101-450.11-01	1466	Library Admin Manager	1	1
-	1.000	1.000	301-9101-450.11-01	2703	Assoc Human Res Analyst	1	1
-	1.000	1.000	301-9101-450.11-01	4240	Accntng Office Specialist III	1	1
-	1.000	1.000	301-9101-450.11-01	4243	Accntng Office Speci Superv	1	1
-	1.000	1.000	301-9101-450.11-01	4613	Administrative Secretary	1	1
(1.000)	2.000	1.000	301-9101-450.11-01	4703	Office Specialist II	2	1
(1.000)	9.000	8.000	Administration		Administration	9	8
-	1.000	1.000	301-9102-450.11-01	1464	Lib Info Sys Administrator	1	1
-	1.000	1.000	301-9102-450.11-01	2604	Librarian II	1	1
-	3.000	3.000	301-9102-450.11-01	2830	Info Systems Specialist	3	3
-	5.000	5.000	Info Systems		Info Systems	5	5
(1.000)	2.000	1.000	301-9103-450.11-01	5106	Bldng Maint Mechanic	2	1
-	1.000	1.000	301-9103-450.11-01	5117	Bldng Maint Superviso	1	1
(1.000)	3.000	2.000	Facilities		Facilities	3	2
-	1.000	1.000	301-9201-450.11-01	1469	Circulation Svcs Manager	1	1
(1.500)	8.500	7.000	301-9201-450.11-01	4213	Library Assistant	14	12
-	7.050	7.050	301-9201-450.11-01	4245	Library Aide	16	16
-	2.000	2.000	301-9201-450.11-01	4250	Library Specialist I	2	2
-	1.750	1.750	301-9201-450.11-01	4401	Central Services Aide	2	2
-	3.000	3.000	301-9201-450.11-01	9609	Supervising Library Assistant	3	3
(1.500)	23.300	21.800	Circulation		Circulation	38	36
-	1.000	1.000	301-9202-450.11-01	1468	Library Services Manager	1	1
(0.500)	3.400	2.900	301-9202-450.11-01	2604	Librarian II	6	6
-	2.000	2.000	301-9202-450.11-01	2606	Senior Librarian	2	2
(0.500)	0.500		301-9202-450.11-01	4213	Library Assistant	1	0
-	2.625	2.625	301-9202-450.11-01	4245	Library Aide	6	6
-	1.000	1.000	301-9202-450.11-01	9609	Supervising Library Assistant	1	1
-	0.800	0.800	301-9202-450.11-01	9610	Library Specialist II	1	1
(1.000)	11.325	10.325	Childrens Svcs		Childrens Svcs	18	17
-	1.000	1.000	301-9203-450.11-01	2603	Supervising Librarian	1	1
-	1.500	1.500	301-9203-450.11-01	2604	Librarian II	3	3
	1.000	1.000	301-9203-450.11-01	2605	Librarian I	1	1
-	1.750	1.750	301-9203-450.11-01	4245	Library Aide	4	4
-	1.300	1.300	301-9203-450.11-01	9610	Library Specialist II	2	2
-	6.550	6.550	Art+Music		Art+Music	11	11
-	1.000	1.000	301-9204-450.11-01	2603	Supervising Librarian	1	1
-	5.500	5.500	301-9204-450.11-01	2604	Librarian II	7	7
(0.500)	0.500		301-9204-450.11-01	4213	Library Assistant	1	0
-	1.900	1.900	301-9204-450.11-01	9610	Library Specialist II	3	3
(0.500)	8.900	8.400	Reference		Reference	12	11
-	1.000	1.000	301-9205-450.11-01	2615	Lib Literacy Program Coord	1	1
-	0.500	0.500	301-9205-450.11-01	4213	Library Assistant	1	1
-	1.000	1.000	301-9205-450.11-01	4250	Library Specialist I	1	1
-	2.500	2.500	Literacy		Literacy	3	3

Change	FTE		Account Code	Pos No	Position	Count	
	Orig	Prop				Orig	Prop
-	1.000	1.000	301-9301-450.11-01	9610	Library Specialist II	1	1
-	1.000	1.000	301-9301-450.11-01	1468	Library Services Manager	1	1
-	2.000	2.000	Branch Admin		Branch Admin	2	2
-	1.000	1.000	301-9302-450.11-01	2603	Supervising Librarian	1	1
-	1.000	1.000	301-9302-450.11-01	2604	Librarian II	1	1
-	1.500	1.500	301-9302-450.11-01	4213	Library Assistant	3	3
-	2.125	2.125	301-9302-450.11-01	4245	Library Aide	5	5
-	1.000	1.000	301-9302-450.11-01	9609	Supervising Library Assistant	1	1
-	1.800	1.800	301-9302-450.11-01	9610	Library Specialist II	3	3
-	8.425	8.425	North Branch		North Branch	14	14
-	1.000	1.000	301-9303-450.11-01	2603	Supervising Librarian	1	1
-	1.000	1.000	301-9303-450.11-01	2604	Librarian II	1	1
-	1.000	1.000	301-9303-450.11-01	4213	Library Assistant	2	2
-	1.125	1.125	301-9303-450.11-04	4245	Library Aide	3	3
-	1.000	1.000	301-9303-450.11-01	9609	Supervising Library Assistant	1	1
-	1.000	1.000	301-9303-450.11-01	9610	Library Specialist II	2	2
-	6.125	6.125	South Branch		South Branch	10	10
-	2.125	2.125	301-9307-450.11-01	6301	Tool Lending Specialist	4	4
-	2.125	2.125	Tool Lending		Tool Lending	4	4
-	1.000	1.000	301-9304-450.11-01	2603	Supervising Librarian	1	1
-	1.000	1.000	301-9304-450.11-01	2605	Librarian I	1	1
-	1.000	1.000	301-9304-450.11-01	2604	Librarian II	1	1
-	1.000	1.000	301-9304-450.11-01	4213	Library Assistant	2	2
-	1.125	1.125	301-9304-450.11-04	4245	Library Aide	3	3
-	1.000	1.000	301-9304-450.11-01	9609	Supervising Library Assistant	1	1
-	1.000	1.000	301-9304-450.11-01	9610	Library Specialist II	2	2
-	7.125	7.125	West Branch		West Branch	11	11
-	1.000	1.000	301-9305-450.11-01	2603	Supervising Librarian	1	1
-	1.000	1.000	301-9304-450.11-01	2605	Librarian I	1	1
-	1.000	1.000	301-9305-450.11-01	2604	Librarian II	1	1
-	1.000	1.000	301-9305-450.11-01	4213	Library Assistant	2	2
-	1.500	1.500	301-9305-450.11-04	4245	Library Aide	4	4
-	1.000	1.000	301-9305-450.11-01	9609	Supervising Library Assistant	1	1
-	1.750	1.750	301-9305-450.11-01	9610	Library Specialist II	3	3
-	8.250	8.250	Claremont Branch		Claremont Branch	13	13
-	1.000	1.000	301-9306-450.11-01	2610	Library Special Services Coord	1	1
-	0.500	0.500	301-9306-450.11-01	9610	Library Specialist II	1	1
-	1.500	1.500	Special Svcs		Special Svcs	2	2
-	1.000	1.000	301-9401-450.11-01	1468	Library Services Manager	1	1
-	1.000	1.000	301-9401-450.11-01	2603	Supervising Librarian	1	1
-	1.000	1.000	301-9401-450.11-01	2606	Senior Librarian	1	1
(1.500)	2.000	1.000	301-9401-450.11-01	2604	Librarian II	2	1
-	3.600	3.600	301-9401-450.11-01	4213	Library Assistant	6	6
-	1.625	1.625	301-9402-450.11-04	4245	Library Aide	4	4
-	2.000	2.000	301-9401-450.11-01	9609	Supervising Library Assistant	2	2
-	3.000	3.000	301-9401-450.11-01	9610	Library Specialist II	3	3
(1.000)	15.225	14.225	Tech Svcs & Coll Mgmnt		Technical Services & Collections Management	20	19
6.000	120.350	114.350	BPL	Total	Berkeley Public Library	175	168

FTE			Account Code	Pos No	Position	Count	
Change	Orig	Prop				Orig	Prop

BERKELEY PUBLIC LIBRARY
STAFF POSITION COUNT

FY10 - STAFF POSITION COUNT - 26May09

FTE			Position	Count	
Change	Orig	Prop		Orig	Prop
-	1.000	1.000	Accntng Office Specialist III	1	1
-	1.000	1.000	Accntng Office Speci Superv	1	1
-	1.000	1.000	Administrative Secretary	1	1
-	1.000	1.000	Assoc Human Res Analyst	1	1
(1.000)	2.000	1.000	Bldng Maint Mechanic	2	1
-	1.000	1.000	Bldng Maint Superviso	1	1
-	1.750	1.750	Central Services Aide	2	2
-	1.000	1.000	Circulation Svcs Manager	1	1
-	1.000	1.000	Deputy Director of Lib Ser	1	1
-	1.000	1.000	Director Of Library Services	1	1
-	3.000	3.000	Info Systems Specialist	3	3
-	1.000	1.000	Lib Info Sys Administrator	1	1
-	1.000	1.000	Lib Literacy Program Coord	1	1
	3.000	3.000	Librarian I	3	3
(1.500)	17.400	15.900	Librarian II	23	22
-	1.000	1.000	Library Admin Manager	1	1
	18.925	18.925	Library Aide	45	45
(2.500)	18.100	15.600	Library Assistant	32	28
-	3.000	3.000	Library Services Manager	3	3
	1.000	1.000	Library Special Services Coord	1	1
-	3.000	3.000	Library Specialist I	3	3
-	14.050	14.500	Library Specialist II	21	21
(1.000)	2.000	1.000	Office Specialist II	2	1
-	3.000	3.000	Senior Librarian	3	3
-	7.000	7.000	Supervising Librarian	7	7
-	10.000	10.000	Supervising Library Assistant	10	10
-	2.125	2.125	Tool Lending Specialist	4	4
			Youth Enrollee Intern		
			Intern		
(6.000)	120.350	114.800	Berkeley Public Library	175	168

FRIENDS OF THE BERKELEY PUBLIC LIBRARY

Grant Funding Requests

Period: 7/1/2009 - 6/30/2010

DIVISION / PROGRAM		AMOUNT REQUESTED	EXPENDITURE CATEGORIES		
			Salaries & Benefits	Services & Contracts	Supplies
1	Administration: Staff Development & Unity	\$ 7,400.00		\$ 7,200.00	\$ 200.00
2	Art & Music	\$ 10,792.00	\$ 2,050.00	\$ 6,650.00	\$ 2,092.00
3	Berkeley READS Literacy Program	\$ 4,600.00			\$ 4,600.00
4	Children's Services	\$ 33,420.00	\$ 300.00	\$ 21,900.00	\$ 11,220.00
5	Claremont Branch	\$ 1,700.00		\$ 400.00	\$ 1,300.00
6	Community Relations	\$ 6,650.00	\$ 800.00	\$ 5,650.00	\$ 200.00
7	Reference	\$ 13,060.00	\$ 1,800.00	\$ 9,820.00	\$ 1,440.00
8	Technical Services	\$ 2,400.00		\$ 2,400.00	
9	Teen Services	\$ 10,261.00		\$ 4,331.00	\$ 5,930.00
10	Volunteer Services	\$ 1,689.00			\$ 1,689.00
11	West Branch	\$ 150.00			\$ 150.00
TOTALS		\$ 92,122.00	\$ 4,950.00	\$ 58,351.00	\$ 28,821.00

Rev. 04/06/09 dc

LIBRARY PROJECTS FY 2010 & 2011 (REV 2/09)

	Project Title	Priority	Lead	Budget	Timeline
1	Implement Library Strategic Plan (2009-2012)	CI	Doug Smith	TBD	
2	Implement branch library improvement program	CI	D. Corbeil, S. Olawski, D. Dang	\$26M	Updates given monthly in board packets
3	Research and report on evolving self-check and other technologies	CI	A. Abramson & J. Dickinson	TBD	
4	Consider establishing a library reserve fund	CI	D. Dang & D. Corbeil	TBD	Consider in FY 2011
5	Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget	CI	D. Dang & D. Corbeil	TBD	Submit proposed FY 2010 7 2011 balanced budget on 6/10/09
6	Central Library Layout & Service Improvement Project	DP	Doug Smith &	\$50,000	Phase I - July '09
7	Staff Development / Training Plan	DP	J. Shurson, A. Abramson, & S. Olawski	TBD	April 09
8	Circulation Workflow Project	DP	J. Dickinson	\$15,000	September 09
9	Website	DP	A. Abramson	\$30,000	May 09 – Jan 2010

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 <i>Planning for Results</i> model, and using PLA's <i>Public Library Service Responses</i> , 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	Budget: (varies for each of the 15 Strategic Plan initiatives).	
	Strategic plan initiative	FY 2010-2011 Budget impacts
	2a: Streamline sorting, shelving, delivery	~\$15K for remainder of project
	4a: Branch Facilities Master Plan implementation	>\$26M of Measure FF bond funds
	4b: Central Library Space Planning	Cost estimates due by July 2009
	4c: Maintain staff diversity via recruitment, etc	~\$3000 for recruitments @ professional conferences
Deliverables		
Step	Detail	Status
Consultant hired		1/08
Community & staff input, plan drafting & review		2/08 – 7/08
Final Plan to BOLT, BOLT approval		9/08
Implementation/phasing of individual initiatives		Beginning 10/08
Updates to BOLT		Twice-yearly, as needed

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

	Central Library Space Planning	
Lead	Douglas Smith	
Description	Form staff committee to work with a library space planning consultant: evaluate existing floor plans for 1 st , 2 nd , & 3 rd 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		
Step	Detail	Status
	Issue of RFP, interviews, firm selected	Sept./Oct. '08
	BOLT budget approval, contract negotiation	Nov. '08
	Staff committee formed, public input/survey/focus groups	Oct. '08- Feb. '09
	Drafting/revision of layout options	March-May, '09
	Cost estimating	May-June 2009
	Presentation to BOLT, project completion	July '09

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

	requirements.	June '09.
		Specific Competencies to be determined.
Promotional	Library Trainee Program based on class competencies to be developed.	Invitation to register for Library Trainee program to be circulated 2 xs per year.
	3 part process; Coursework, Job Shadowing and Higher class opportunities.	Recruitment for coaches for job shadowing program to be announced.
Trainers		Trainers for Core courses identified.
Training to be administered by a combination of staff, outside consultants, COB workshops, outside or online workshops as needed.	Volunteer staff trainers to be identified, trained and assessed by the T & D committee.	Beginning to identify trainers for classification based trainings.
	T&D to launch recruitment for peer trainers	Volunteer Trainer Recruitment (to release in 7/09)
		Once identified, staff will be registered to attend Train the Trainer course.
Tracking System	Database to be merged with Personnel Database	Databases merged. Trainings to be added to database as created/identified.
Incentive Program		Under development
Plan Evaluation		Pending completion of 1 st area: Orientation

	Circulation Workflow project
Lead	Jay Dickinson
Description	Assess and streamline handling of circulating materials
Comments	Project is in 2 nd 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		
Step	Detail	Status
Work with Consultant to assess current state of workflow	CMTC was hired for this task	Complete
Removal of shelving in sorting room	Committee of Circ staff collected statistics, designed plan, and oversaw removal of shelves	Complete
Redesign of Workstation	Process to be undertaken by staff committee and outside company	Staff committee has been formed and is setting plan

	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

Step	Detail	Status
Research options for online Catalog improvements	Recommend purchase of Encore & Research Pro to improve user experience and usability of library's collections and electronic resources	BOLT Approved purchase at May 2009 meeting.
Convene implementation team	Implementation will be lead by IT Librarian under supervision of the IT Manager. Will include staff from many library divisions	First implementation team meeting in June 2009.
Install and configure Encore & Research Pro systems		July – August 2009
"Soft Launch" of new Catalog Interface	Promote new interface while still featuring "traditional" interface as primary. Alert public to planned change.	September 2009
Collect and incorporate staff and public feedback into new interface	Conduct surveys and user groups to get feedback	Fall 2009
Final Launch to new interface as primary interface		January 2010

BERKELEY PUBLIC LIBRARY

MEASURE FF FUND (308): 5-YEAR ANALYSIS

	FY 2009 ADOPTED	FY 2009 ADJUSTED	FY 2009 PROJECTED	FY 2010 Mod BASE	FY 2011 Mod BASE	FY 2012 PROJECTED	FY 2013 PROJECTED
Beginning Fund Balance	\$ -		\$ 9,955,299	\$ 9,956,022	\$ 16,029,737	\$ 3,096,126	\$ 263,060
Revenues							
Net Bond Proceeds		\$ 9,964,575	10,000	\$ 15,943,320	10,000	6,000	1,500
Misc./ Interest				15,000			
TOTAL REVENUE:	\$ -	\$ 9,964,575	\$ 10,000	\$ 15,958,320	\$ 10,000	\$ 6,000	\$ 1,500
Expenditures							
Operations							
Personnel							
Consultants		\$ 9,277	9,277	2,915,958	3,818,365	1,153,591	88,800
Building				6,815,435	8,924,620	1,648,418	395,738
Misc./Utilities/Other				49,423	64,718	11,954	3,985
Public Art				103,788	135,908	25,103	8,368
TOTAL EXPENDITURES:	\$ -	\$ 9,277	\$ 9,277	\$ 9,884,605	\$ 12,943,612	\$ 2,839,066	\$ 496,890
Projected Surplus/Shortfall (Rev - Exp)	\$ -	\$ 9,955,299	\$ 724	\$ 6,073,715	\$ (12,933,612)	\$ (2,833,066)	\$ (495,390)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ -	\$ 9,955,299	\$ 9,956,022	\$ 16,029,737	\$ 3,096,126	\$ 263,060	\$ (232,330)
Other							
3% Personnel COLA							
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ -	\$ 9,955,299	\$ 9,956,022	\$ 16,029,737	\$ 3,096,126	\$ 263,060	\$ (232,330)

Notes:

Assumes second series bond sale mid-FY2010

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2-Jun-09

BERKELEY PUBLIC LIBRARY
RECEIVED GIFTS AND DONATIONS IN FY09 (306)
July 1, 2008 - June 1, 2009

Gifts from Foundations:

Friends of Berkeley Public Library	\$87,259
BPL Foundation	3,207
	<hr/> \$90,466

Gifts from Individuals:

M. Sipple	\$500
R. Frye	50
G. Brosius	250
R. Harris-Warrick	250
C. Staring	50
N. Milleron	35
K. Robinson	10
N. Putman	36.48
	<hr/> \$1,181

Gifts from Corporations:


Freitas Landscape	\$400
Alameda County Poll	200
	<hr/> \$600



Office of the City Manager

INFORMATION CALENDAR

June 2, 2009

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 BSFT¹ 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:

Parks/Landscape Tax	\$ 517,593.16
Library Tax	\$ 994,012.11
Paramedic Supplemental Tax	\$ 137,915.59
Emergency Svcs for Disabled Tax	\$ 52,879.09
CFD1-Emergency Fire Equip Tax	\$ 58,340.20
BUSD-BSEP of 2006 Tax	\$1,591,441.08
BUSD Facility Maintenance Tax	\$ 360,091.98

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 LSFT² 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

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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

June 10, 2009

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 ask 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%.

OTHER

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.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

June 10, 2009

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: JUNE 2009 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

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 guests 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: Adrienne 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 trip 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

Continued from Page Sixteen

and presented my questions that were summarily dismissed with rudeness and inconsideration. It became clear to me then that they had used the organization for their own special interests that were indifferent to the entire Berkeley community. I was never ungrateful for how the meadow was acquired by the city, but because of the fence it is not really "public open space," as Toni Mester calls it. Instead it has become in effect the private development of her Sierra Club and the Audubon Society where the public is locked out. I have nothing against bird sanctuaries, but the question I presented to CESP remains unanswered: why can't the "174 acres" be shared by people and wildlife together with a more creative and less draconian landscape design?

Pete Najarian

• DROPOUT RATE

Editors, Daily Planet:

In response to the May 14 article, "Berkeley Dropout Rates Still High for Minorities":

Berkeley High School has a "college adviser," but no "technical trades," or "vocational" counselor. Who in the school district administration made this decision given the high drop-out rate?

Not every Berkeley High student is destined for college. The drop-out rate is not that of students, but administrators and school board members who dropped out of teaching trades and vocations, eliminating, for example, shop classes where students learned carpentry, metal, electrical, auto mechanics, welding, and masonry. And while the drop-out rate is cited as high for minorities, it's equally high for non-minorities who simply disappear from Berkeley High without follow-up.

The mind is a terrible thing to waste,

education should be to prepare the majority of students to enter into a two year trade, technical, or vocational school so that at the completion of such they can earn a livable wage.

Robert Valentine

• VIOLENCE

Editors, Daily Planet:

Every day we read about the increasing amount of violence in our society. In spite of our punishment and detrimental dealing with these law breakers, we all are suffering due to lawlessness of a handful of such people who hurt the community all the time. Locking in the prison or house arrest has not made them deter from such ruthless behavior patterns. Maybe instead of solitary confinement to deal with their antisocial behavior patterns, we need to focus on other ways of treatment by which they learn to act a little better. They need to learn to understand the value of life and its importance. All medical intervention, body and mind health issues of such people should be considered for helping them change. We need our society to grow more human qualities rather than becoming ruthless killers.

Romila Khanna
Albany

• GOLDMAN ENVIRONMENTAL PRIZE

Editors, Daily Planet:

Last April 20, an extraordinary environmental award ceremony took place in San Francisco's War Memorial Opera House. The Goldman Environmental Prize (www.goldmanprize.org) was given to seven environmental activists. The \$150,000 prize was established in 1989 by San Francisco civic leader and philanthropist Richard Goldman and his late wife, Rhoda Goldman. This year was the 20th anniversary of the prize.

houses. There should be a set of "code" regulations as strict and as compelling as building a house. The role of government should have been to protect buyers from a substandard loan, just as presently, buyers are protected from a substandard new house. What we need is a constant barrage of tough "loan inspectors!"

Robert Blau

• OOPS! A CORRECTION

Editors, Daily Planet:

Due to a transcription error in the third paragraph of my May 14 commentary, "New Barcode Checkout System Less Expensive Than Berkeley Library's Aging RFID System," a phrase was omitted. It should have read as follows:

"The Peace and Justice Commission recommended in early January 2009 that the City Council deny the Library's request for a waiver of the Nuclear Free Berkeley Act, but the City Council, nevertheless, approved the waiver in its Jan. 27 resolution that allowed the library to contract with 3M (a company involved in the nuclear industry) to maintain the RFID system."

Gene Bernardi

• INCREASED AIR TRAFFIC

Editors, Daily Planet:

What in heaven's name is happening to our sky? Your know, the sky that belongs to all of us, that used to be blue? I have never seen and heard so much aircraft activity as I do now. At 6:30 this morning I watched 10 planes go over my house within 10 minutes. One morning three jets crossed paths right over my head.

As we conscientious chumps on the ground are desperately working to reduce our personal carbon footprints, bicycling, forming carpools, joining climate change groups, driving Priuses, (don't get me wrong, I'm all for it), is anyone monitoring what seems to be an even greater contributor to atmospheric

best time to exercise this responsibility is on our next trip to the supermarket, where we can explore the rich variety of meat-free and dairy-free ready-to-eat frozen dinners, veggie burgers and dogs, lunch "meats," and plant-based cheese, ice cream, and milk. Helpful transition hints and recipes galore are available at www.tryveg.org and www.chooseveg.org.

Harold Kunitz
Walnut Creek

• NEW SUPREME COURT JUSTICE

Editors, Daily Planet:

The retirement of Justice David Souter of the U.S. Supreme Court will give President Obama an opportunity to pick a judge that will support the sovereignty of American Indians. The Supreme Court's recent actions on Indian issues have not been positive. For example, on April 6, the court ruled against the Navajo Nation over the payment the Navajo are seeking from the Peabody Coal Company for mining on the Navajo land in Arizona.

Writing for the majority of the court, Justice Scalia said the Navajo's claim for the compensation had failed and should be stopped. That is not the kind of attitude that I need from a judge. I hope that President Obama will pick a judge who will be sensitive to the issues of American Indians.

Billy Trickett Jr.
Oakland

• THE MEADOW

Editors, Daily Planet:

Several years ago when the Berkeley dump was a large pit in Cesar Chavez Park, I was in the hauling business. I was down there at least once a day, sometimes twice. I got into the habit of stopping to rest in front of the meadow. It was a great place for me and other business people to stop and rest and use the public phones in front of the boat docks. They were used by sales and delivery

Information IV, from D

Attachment A

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

Attachment B

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

From: Becca Todd [mailto:Becca_Todd@berkeley.k12.ca.us]
Sent: Wednesday, May 20, 2009 11:19 AM
To: director@berkeleypubliclibrary.org
Subject: letter of concern

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

From: JAshby1020@aol.com [mailto:JAshby1020@aol.com]
Sent: Wednesday, May 20, 2009 3:29 PM
To: Corbeil, Donna
Subject: RFID System

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
Proza Simpson
Jewell Ashby

[Dell Inspiron 15 Laptop: Now in 6 vibrant colors! Shop Dell's full line of laptops.](#)