



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

Regular Meeting  
November 10, 2010

AGENDA  
6:30 PM

South BRANCH  
1901 r ussell Street

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

## I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments (6:30 – 7:00 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. PRESENTATIONS

- A. West Measure FF West Branch Library Update
  - Presentation by Harley Ellis Devereaux / GreenWorks Studio on the Design Development Phase; and Staff Report on the Process, Community Input and Next Steps.
  - Public Comment (on this item only)
  - Board discussion
- B. Kitchell CEM Quarterly Update – Steve Dewan
- C. Staff Update - Technical Services – Megan McArdle

Click on dashed  
links to view the  
item documents.

## III. CONSENT CALENDAR

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

- A. Approve minutes of October 18, 2010 Special Meeting  
Recommendation: Approve the minutes of the October 18, 2010 special meeting of the Board of Library Trustees.
- B. 2011 Meeting Schedule for the Board of Library Trustees  
Recommendation: Adopt the resolution setting the dates for the 2011 regular meeting schedule for the Board of Library Trustees.
- C. 2011 Holiday Schedule for the Berkeley Public Library  
Recommendation: Adopt the resolution approving the 2011 calendar of holidays for the Berkeley Public Library.
- D. Opening the Central Library and All Branches One Hour Late  
Recommendation: Adopt the resolution authorizing the Central Library and all Branches open one hour late on April 29, July 29 and September 30, 2011 to allow adequate time for the quarterly all-staff meetings.

**IV. ACTION CALENDAR**

**A. Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson**

Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term commencing on November 10, 2010.

**V. INFORMATION REPORTS**

**A. FY11 1<sup>st</sup> Quarter Budget Report – Dennis Dang**

**B. Local Vendors Local Hiring– Winston Burton**

**C. Administrative and Fiscal Services Classification Change**

**D. 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.

**E. November 2010 Monthly Report from Library Director**

- i. Library Development
- ii. Professional Activities
- iii. Programs, Services and Collections
- iv. Personnel

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

**VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, December 8, 2010 at the **South Branch Library, 1901 Russell Street, Berkeley.**

**VII. ADJOURNMENT**

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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.



“This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6342 (V) or 981-6345 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.”

I hereby certify that the agenda for this regular 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 November 4, 2010.

//s//

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

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

**COMMUNICATIONS**

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

1. none







## BERKELEY PUBLIC LIBRARY

### PRESENTATION CALENDAR

November 10, 2010

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** MEASURE FF WEST BRANCH LIBRARY PROJECT UPDATE: REPORT ON DESIGN DEVELOPMENT PHASE

### INTRODUCTION

In November 2008 voters approved Measure FF, a Library bond measure to address facility needs at the four neighborhood branch libraries. Since September 2009, the design firm of Harley Ellis Devereaux (HED) with GreenWorks Studio has been actively engaged in the design process with staff, the community and the board for the West Branch Library located at 1125 University Avenue.

### BACKGROUND

The design team explored three options in conceptual design: scheme A, to rebuild the 1923 portion of the structure with a 2-story addition; scheme B, an all new one-story building; and scheme C, a new 2-story structure. During this phase, a series of meetings were held to solicit input and discuss options; community meetings were held on December 3, 2009 and January 7, 2010 and board meetings were held on February 6, February 10 and March 10, 2010. At the February 10<sup>th</sup> Berkeley Public Library Board of Library Trustees (BOLT) meeting, the board voted to pursue an option that would result in an all new building on the site. The discussion continued at the March 10, 2010 regular BOLT meeting of whether to pursue a one-story or two-story new facility. The board concluded the discussion with action by adopting resolution R10-018 to pursue a single-story scheme for the West Branch Library. The design team reviewed the pros and cons of each scheme under consideration throughout this process, including a cost analysis.

All 3 schemes had as a goal to fulfill the library building program as developed. The one story new scheme was able to do this most efficiently without added elevators and stairs or operational costs, and it was shown to be the most cost effective method to address seismic and structural goals and was within the allotted budget allocated for the project. Scheme A, which called for the retention of a portion of the current building, would require its re-sitting on the parcel and the additional cost associated with that, the need for additional structural reinforcement, a need to add or reassign square footage to stairs and elevator equipment. Scheme C, the 2-story option with public services on both levels, was felt to be less desirable because it would compromise adjacencies and sightlines and potentially increase the costs of operations, though it did meet the desire for a civic presence on University Avenue. Discussions included the possible re-use of a portion of the building as noted, but the findings were the re-creation of the historic façade might not be fully respectful of the original character of the



building, due to earlier renovations and the requirements to meet current code in its retention on the site. For these reasons and others, the all new one-story option was recommended. Based on the input provided by the BOLT, HED / GreenWorks was directed by staff to proceed with the schematic development phase.

At the May 12, 2010 BOLT meeting, the design team presented the plans to conclude the Schematic Design phase, which reflected comments expressed at the community meeting of April 22, 2010; details on the landscaping, layout, elevations, exterior materials and net zero energy (NZE) related analysis. Based on the input provided by the BOLT at this meeting, HED was directed by staff to proceed with design development design phase.

BOLT packets with the boards, agendas, staff reports and minutes for all of the meetings referenced above are available online at:

[http://www.berkeleypubliclibrary.org/about\\_the\\_library/bolt/bolt.php](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)

## CURRENT SITUATION

The West Branch project is in the design development phase. During this phase the consultant attended and participated in meetings and discussions with the City's Planning and Building departments to review compliance status and begin to secure necessary approvals and meetings with the project team and other city staff. Efforts related to achieving a sustainable design and LEED rating, in order to ensure a minimum Silver LEED rating for the project continued. The branch is still assumed to be a NZE (net zero energy) project, and the consultant continues to work on this effort.

The COB Planning Department staff is in the process of conducting an EIR (Environmental Impact Report), focused on the historical resource aspects of the building. Information regarding environmental impact analysis (CEQA / EIR) related to library projects is available on the City of Berkeley website at: <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=362>.

Per the contract the deliverables for this phase have been prepared and delivered by the consultant and include 100% design development drawings, site plans, layout, building sections, draft specifications and an updated LEED checklist. As agreed, Kitchell prepared a cost estimate of order of magnitude construction estimate for the design; the consultant assisted in identification and resolution of issues required to meet the budget.

## COMMUNITY MEETINGS AND DESIGN PROGRESS

The design team has continued to receive feedback and input from staff and the library program consultant on possible layouts as they relate to the branch program and functions. Suzanne Olawski is the library lead on the branch program discussions, coordinating and facilitating staff and design team meetings.

### *Community meetings*

Conceptual design phase: community meetings were held on 12/03/2009 and 1/07/2010 followed by presentations to BOLT on 2/06/2010, 2/10/2010 and 3/10/2010

Schematic design phase: community meeting was held on 4/22/2010 followed by a BOLT presentation on 5/12/2010

Design development phase: a community meeting was held on 9/11/2010, the community meeting presentation boards and comments are included (Attachment 1)



### *Building Program Update*

The design team has developed a quantitative comparison of the existing building to the current design (Attachment 3). At previous meetings the team presented a summary of the major building areas and service components, i.e. seats, computers, collections. Some of the quantities associated with the design may be adjusted still, but this summary will provide a snapshot of the program at this time.

### NEXT STEPS

Following board discussion and consensus on the design development presentation, including drawings and documents illustrating project scale, layout, site issues, massing / elevations and functionality, staff will capture board directed modifications and communicate design direction to the consultant. The next phase will be the construction document phase which will begin the final selection and coordination of building systems, i.e. structural, mechanical, plumbing, electrical and architectural. In addition, the LEED certification process will continue; the consultant will pursue a full spectrum of sustainable design measures; an updated building cost estimate will be prepared for building construction cost order of magnitude. During the next phase a presentation will be scheduled with the board, the design team will make a presentation to the City of Berkeley Design Review Commission and additional meetings will be held and attended as required to receive all necessary approvals.

Following the board meeting, staff will seek advice from the Planning Department to confirm next steps in the approval process.

### ATTACHMENTS

1. September 11, 2010 Community Meeting: Agenda, Meeting Notes & Summary of Comment / Survey forms
2. Presentation boards from September 11, 2010 community meeting
3. Building Program Summary



# **WEST BRANCH LIBRARY PROJECT**

Attachment 1

## **COMMUNITY MEETING**

SEPTEMBER 11, 2010

12:00 – 1:30 PM

## **AGENDA**

### **Welcome!**

Marge Sussman, Branch Supervisor

### **Agenda and Project Review**

Donna Corbeil, Library Director

### **Previous Meeting Recap**

Ed Dean, AIA

Harley Ellis Devereaux / GreenWorks Studio

### **Design Development Update**

Ed Dean, AIA

Harley Ellis Devereaux / GreenWorks Studio

### **Landscape Design**

John N. Roberts, ASLA

John Northmore Roberts & Associates | Landscape Architects and Land Planners

### **Questions & Comments**

### **Next Steps**

*Thank you for coming, and  
please complete a comment sheet and  
survey before you leave.*

September 11, 2010 - 12:00-1:30PM

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Attendance: 14 community members  
 Board of Library Trustees members: Winston Burton  
 Presenting design team members: Ed Dean, AIA - Harley Ellis Devereaux / GreenWorks Studio  
 John N. Roberts, ASLA - John Northmore Roberts & Associates | Landscape Architects and Land Planners  
 Presenting library staff: Marge Sussman, Branch Supervising Librarian  
 Donna Corbeil, Director of Library Services

### **Audience Participation**

Adults will want to sit in the back and looking at the trees (viewing garden) and not at University Avenues

**Q:** What kind of glass will be used for the windows facing University Avenue? Can vehicles be seen through the glass? **A:** The glass will be tinted and shades will be drawn depending on sun level but when shades are up one will be able to see vehicles through the tinted glass.

**Q:** Will the window glazing lessen exterior sounds? **A:** Yes. Acoustical glazing will be used with a high sound transmission class (STC) rating to block out street noise.

**Q:** Can the adult seating face another way as not to look out at University Avenue traffic. **A:** Yes. Library staff can reposition the furniture.

**Q:** What is the total number of seats? **A:** The program summary chart shows the totals: 20 adult, 14 teens, and 17 children's.

**Q:** Are the architects sharing best practices, such as landscaping ideas, between the branch projects? **A:** Yes. It has been happening and will continue to occur. This practice also was a City request.

I have security concerns about passing by a dark, plant covered area at night (branch entry area). **A:** The plans show no hiding spaces with the area at a low level, almost even with the sidewalk. Additionally, the area will be well lit.

**Q:** Wisteria doesn't bloom that long. Is there another plant with a longer bloom period that can be used? **A:** Wisteria has a beautiful structure and is a muscular plant which can stand up to the building and fits with the planned trellis.

**Q:** I am concerned about landscape maintenance. What is the Library's commitment to keeping up with garden maintenance? **A:** We will be developing a landscape manual which addresses maintenance needs. The Library currently contracts for landscape services and will continue to do so for all the branches.

Wisteria is gorgeous but requires rigorous pruning; you might want to choose plants that require less maintenance.

**Q:** With the false front exterior of 32', what fills that space on the inside? **A:** The interior ceiling height varies because of the ceiling "panels" that are suspended at an angle below the skylights. The very lowest point of these panels is 18 ft above the floor and the ceiling between the skylights is 21 ft. At the skylights, the height gets up above 24 ft, the roof height. The upper part of the interior space will be light feeling to allow for natural air flow and light to filter down into the public spaces which will be warmer and cozier based on furniture and fixture finishes. Solar panels and air vents will be behind the exterior façade.

**Q:** How much will all of this cost? **A:** It's the design team's responsibility for the project to be on budget in order to proceed with the project. Estimates have been done at each design phase to make sure we are on budget. The budget includes the photovoltaic system to achieve net zero energy.

**Q:** Have you conducted simulations to make sure it (green energies) all works? **A:** Yes, we have run many simulations and the results were shown at previous meetings.

I don't understand how the photovoltaic panels work with the skylights. **A:** It was a challenge to make work but it does by running skylights and photovoltaic panels parallel to each other.

**Q:** How much forward looking is the Library doing regarding public use space since there seems to be significant dedicated staff space. **A:** While difficult to predict future trends, the Library always is looking future forward and this building is being designed to allow for greatest space use flexibility so it may serve this community well for the next twenty or so years. This branch also is home to Berkeley Reads adult and family literacy program, which now occupies most of the branch meeting room. In the new building they will have considerably more dedicated program space. Additionally, there is a new enclosed teen room, a quiet study room which will hold up to four people, and more restrooms to meet code, including a separate family restroom. The staff workroom will allow staff to work more efficiently and effectively processing materials and getting them back on the shelves quicker. Just this past year the Library circulated over 2 million items so we are getting busier and busier

**Q:** Have you thought about switching the adults and children's areas? It would be nice to come in and get comfortable while looking out at the garden. **A:** Careful thought was given to the placement of the children's area. Children often require more assistance from staff so it was essential that their area be adjacent to the staff service area but separate from the adult area because of noise. There also was a safety concern to have small children away from the entry. The multipurpose room, which also looks out to the viewing garden, will serve as additional seating and work space for patrons when not in use. We will look into adding some comfortable seating in that room.

**Q:** I heard the Library is getting rid of the reference desk. Is that true? **A:** No. The branch currently has a two person service desk for reference and circulation and the new branch will have space for a third staff person for additional assistance. We are not removing reference desks from any of the branches.

**Q:** I keep hearing about less collections (books); is that true? **A:** No. All branches except for the Claremont Branch are gaining more shelving for collections. There will be a variety of shelving types for the variety of formats the Library provides.

**Q:** For how long will the branch be closed? **A:** The branch will be closed for approximately 12-14 months for construction. The library will be providing a book van so it may continue service to the branch neighborhood during construction.

**Q:** Where will the collection go when the branch will be closed? **A:** The collection will be boxed and stored but staff will keep buying new materials during the closure as part of the branch's opening day collection.

**Comments**

I am interested in learning more about the Library's efforts to develop a landscape maintenance plan

**Survey Responses****1. What were three things that you heard today about the project that were most memorable?**

- Problems with foundation and termites necessitate demolition
- Energy efficiency
- Visual stature
- Donna's clear description of space use
- Zero energy –great!
- Centrality of redwood tree –great!
- Moving forward w/o keeping the original structure –great!
- Solar energy
- More seating
- Natural light
- Nice design of building façade
- Energy efficient design
- Good internal layout of space

**2. What three issues do you consider most important to the West Branch Library?**

- Fiscally prudent
- Berkeley Reads space –great
- New building
- Maintenance plan for landscape element
- Continued and building community support for the plan
- Increased and more comfortable seating
- Expanded collection, especially classic fiction / award winning fiction
- Improved access to meeting room(s)
- Building façade needs strong, visual civic presence on street
- Improve quality, aesthetics and functionality of interior spaces

**3. What did you like most about the community meeting?**

- Not enough time for Q&A; too much lecture
- Good, clear presentation
- Responsive to concerns
- Update on the plans
- How much things have progressed over the past six months
- All questions were welcomed and answered
- Landscaping and energy efficiency were highlighted
- Well-run; good informative presentation

**4. What did you like least about the community meeting?**



**West Branch Design Development Community Meeting**  
**Audience Comments / Survey Responses**  
**09.11.10**

Attachment 1

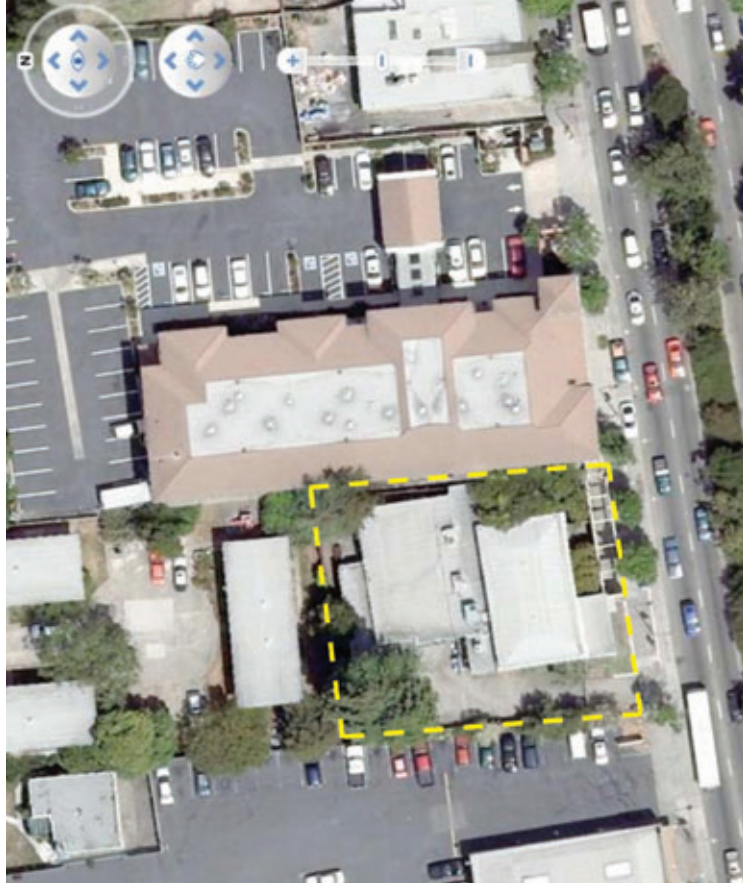
- Most of us had not been to other meetings, yet there were a lot of “that was discussed before responses.”
- Could start on time

**5. Is there anything you would like the project team to know that was not said at the meeting?**

- Why did the plan change so much since the facility Master Plan –“restore the original 1923 branch façade?”
- When will it start to be built?
- How long it will be to finish?
- Where can I borrow books when being rebuilt?
- Public seating and workspace is perhaps the most critical piece; I hope these are not only adequate but that growth is considered and possible



# BACKGROUND AND PROJECT PRE-HISTORY



## PROJECT SITE

Existing library site, 100 ft. University Avenue frontage, 120 ft. deep lot.

## BRANCH LIBRARY FACILITY MASTER PLAN - 2008

### Option A

Based on Option B, the 2004 Library Bond Act submittal, which was unsuccessful in securing state funding for a new branch.

### Option B

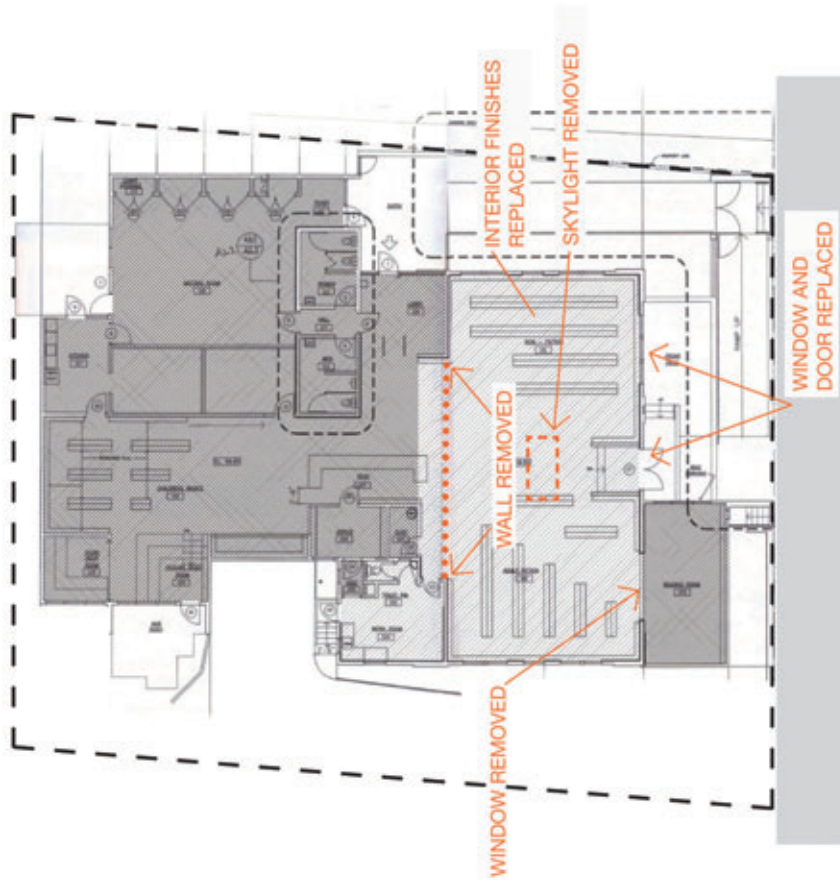
Two-story design that rebuilds 1923 building at sidewalk level and a large addition.



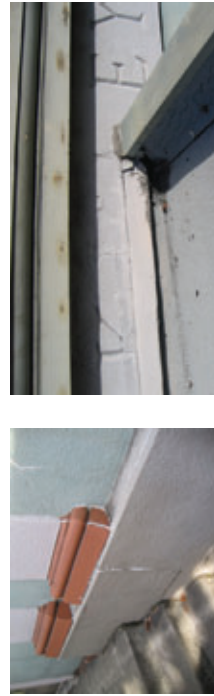
## BERKELEY MEASURE FF

Passed in November 2008 to fund all four branch library projects.

# EVALUATION OF EXISTING STRUCTURE



University Avenue

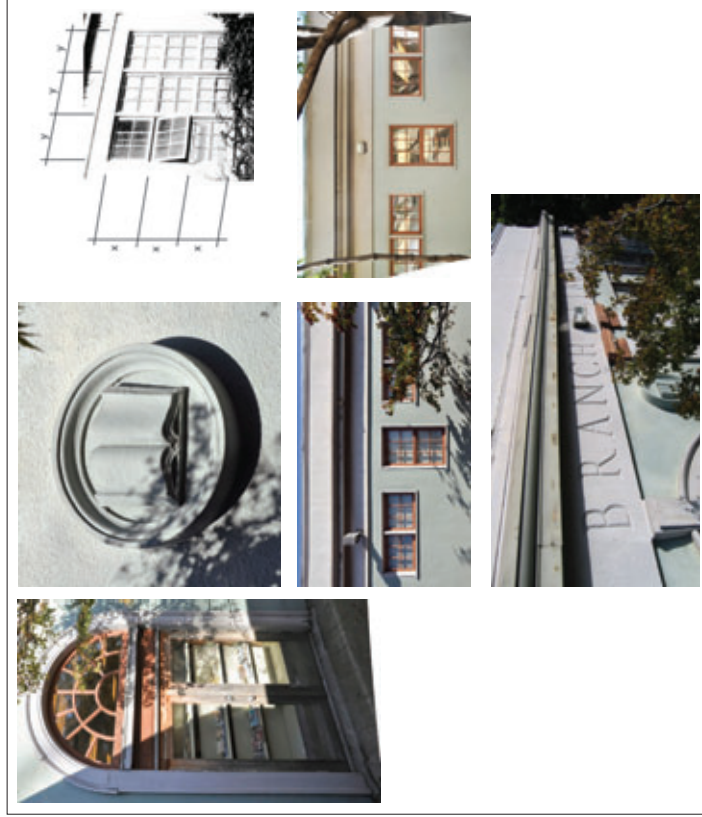


1923



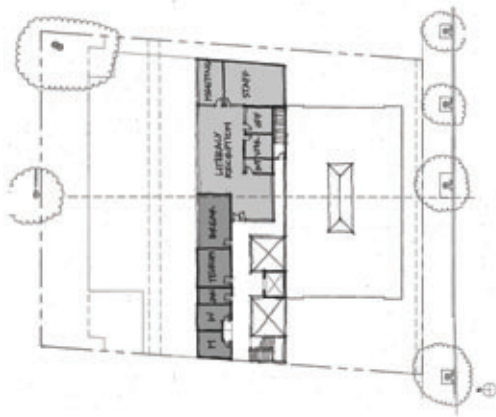
1973

"STRUCTURE OF MERIT" DESIGNATION (2003)





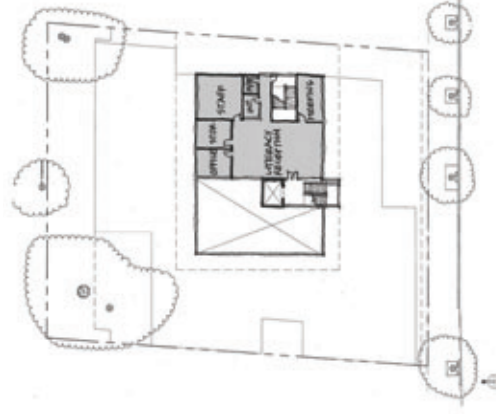
# CONCEPT DESIGN PHASE ALTERNATIVE DESIGN APPROACHES



Scheme A



Scheme B



Scheme C



# CONCEPT DESIGN PHASE SELECTED DESIGN APPROACH

## “Scheme B”

- The library program is fully functional in the new building design.
- The new building meets all seismic codes and fully mitigates the local environmental noise issue.
- The project cost is on budget for the established amount.
- The design can achieve a zero net energy performance.
- The design incorporates one of the historic elements and will feature a historical display in an appropriate way to meet the general preservation objectives outlined in the 2003 LPC Decision.



University Avenue

# CURRENT DESIGN

## SERVICE LEVEL COMPARISON WITH EXISTING FACILITY

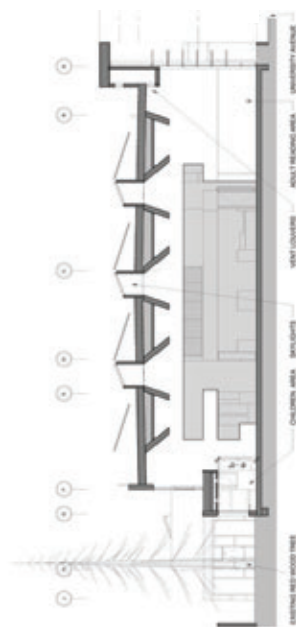
	EXISTING BUILDING	CURRENT DESIGN	DELTA
<b>SEATING</b>			
Adult	11	20	9
Teen	9	14	5
Children	10	17	8
<b>TOTAL</b>	<b>30</b>	<b>51</b>	<b>21</b>
<b>COMPUTERS</b>			
Adult	5	8	3
Teen	2	4	2
Children	1	3	2
<b>TOTAL</b>	<b>8</b>	<b>15</b>	<b>7</b>
<b>SHELVING (Linear Feet)</b>			
Adult	Books 1644 AV 203 Adult Mag/Nsp 117	1857 240 72	213 37 -45
Teen	Teen Bks + AV 126 Teen Mag 12	126 12	0 0
Children	Books 615 AV 87 Children Mag 0	651 105 12	36 18 12
Other	Holds 23	81	58
<b>TOTAL</b>	<b>2,827</b>	<b>3,156</b>	<b>329</b>

	EXISTING BUILDING	CURRENT DESIGN	DELTA
<b>ROOM SIZES (Net Square Feet)</b>			
Lobby Services	673	821	148
Adult	1,535	1,284	-251
Children	959	972	13
Teens	317	340	23
Multipurpose	499	874	375
Small Group Study	0	80	80
Staff	537	1,237	700
Literacy	570	1,098	528
Other (unassigned):	461	1,888	1,427
	Vestibule 156	142	-14
	Restrooms 231	432	201
	Janitor Closet 36	27	-63
	Mechanical/Electrical 2	372	370
	Circulation 36	814	778
	IT Room 0	101	101
Walls / Structure	393	805	412
<b>TOTAL GROSS SF</b>	<b>5,944</b>	<b>9,399</b>	<b>3,455</b>



# CURRENT DESIGN FLOOR PLAN

*A large public room suffused with daylight*



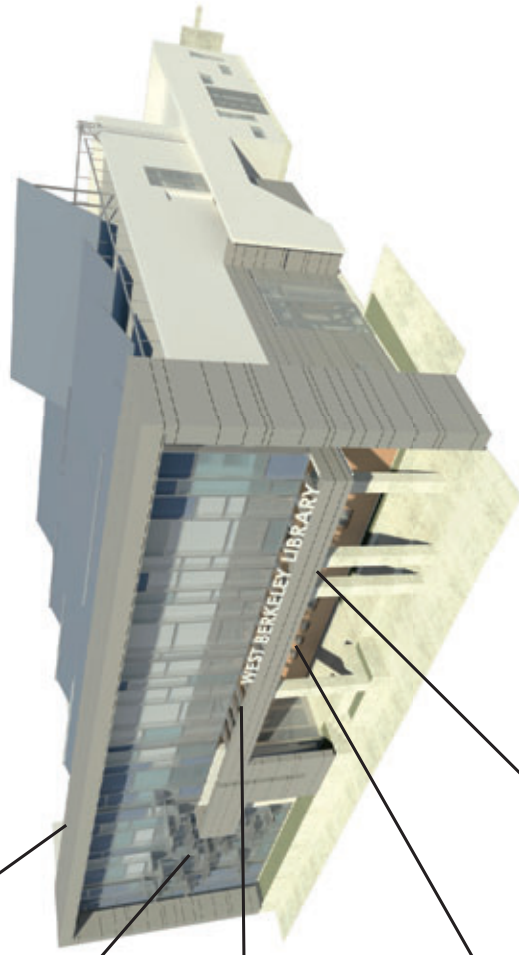
Section through Public Room - Looking East



University Avenue



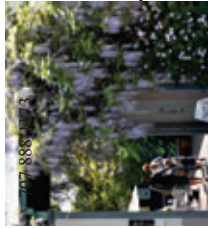
# CURRENT DESIGN EXTERIOR MATERIALS



URBAN SCALE "FRAME"  
AND CIVIC PRESENCE:  
FIBER CEMENT BOARD  
ON  
STEEL FRAME



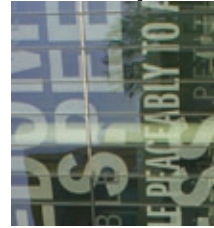
TRANSPARENCY, OPENESS  
AND DAYLIGHT:  
CLEAR, TINTED  
GLASS AND SPANDREL GLAZING  
IN  
ALUMINUM FRAME



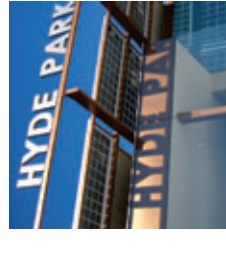
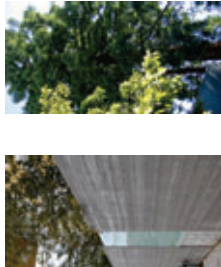
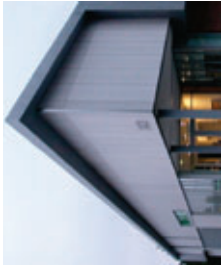
FRIENDLY  
LANDSCAPE MATERIALS  
WYSTERIA VINE AT ENTRY  
REDWOOD TREE VIEW  
GARDEN AT REAR  
GARDEN SCREEN WALLS



PEDESTRIAN SCALE,  
WELCOMING AND WARM:  
WARM COLORED SIDING  
(FSC CERTIFIED)  
AT ENTRY  
CONTINUES INTO  
INTERIOR



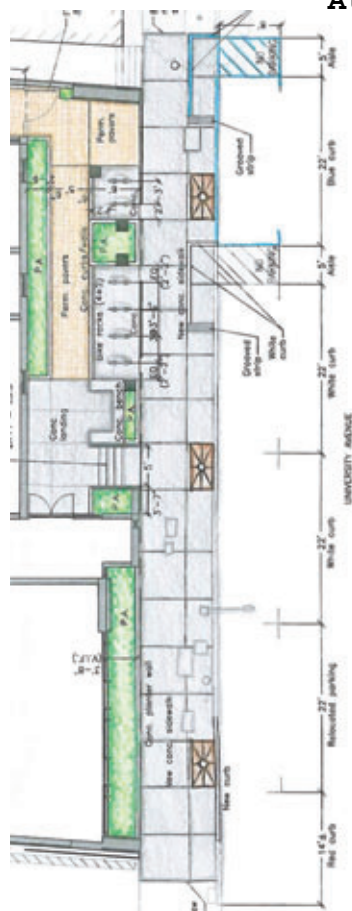
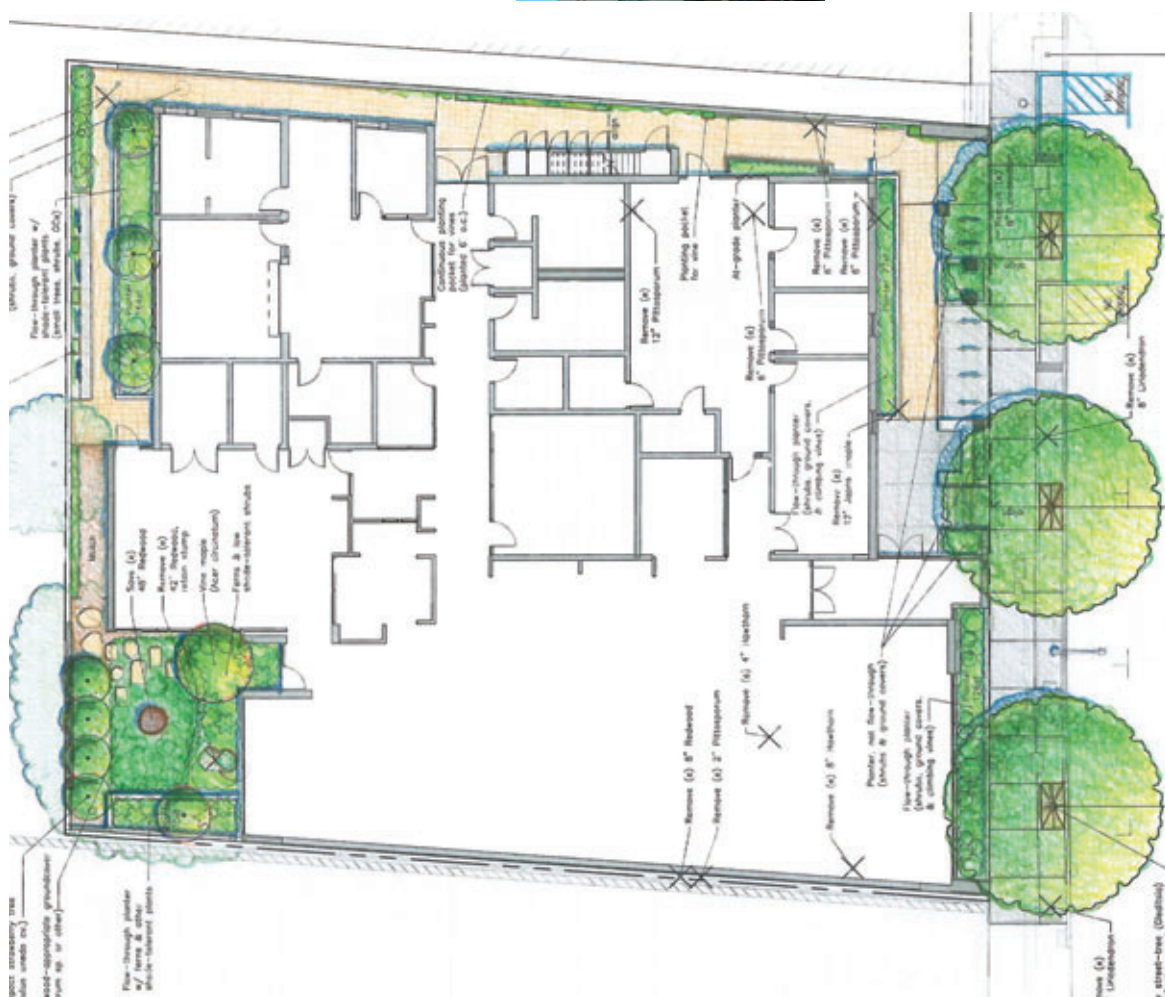
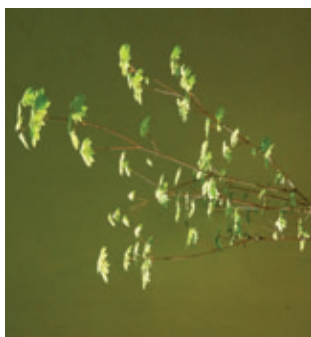
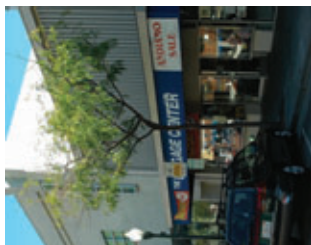
BUILDING INTEGRATED  
SIGNAGE,  
VISIBILITY, NIGHT GLOW:  
GLASS-APPLIED, BACKLIT  
AND  
SOLID LETTERS



# CURRENT DESIGN LANDSCAPE PLAN



### Flow-through planter test in New Zealand





# CURRENT DESIGN INTERIOR SPACE

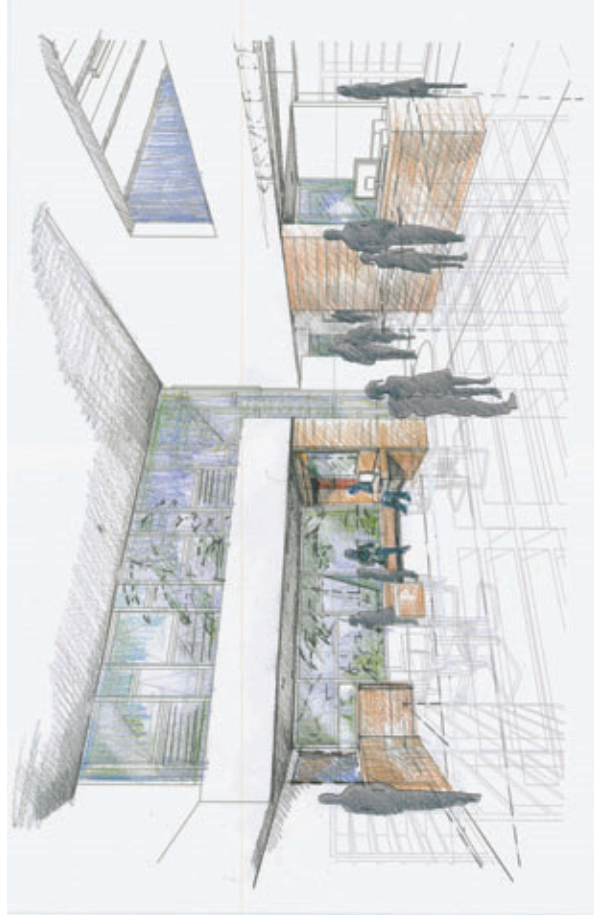


View of Public Room from Southwest Corner



View of Public Room from Northwest Corner

# CURRENT DESIGN INTERIOR SPACE

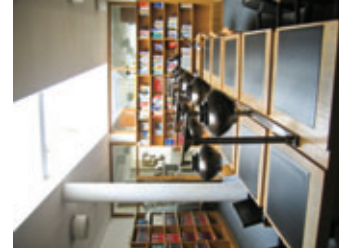
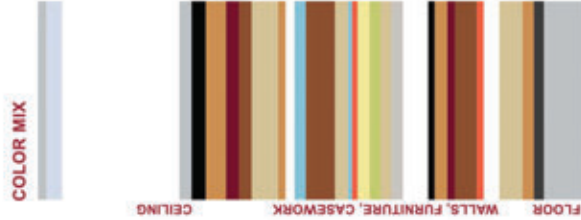
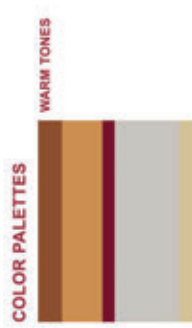
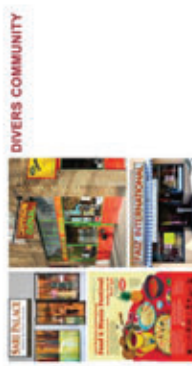


View toward Children's Nook - Close-Up

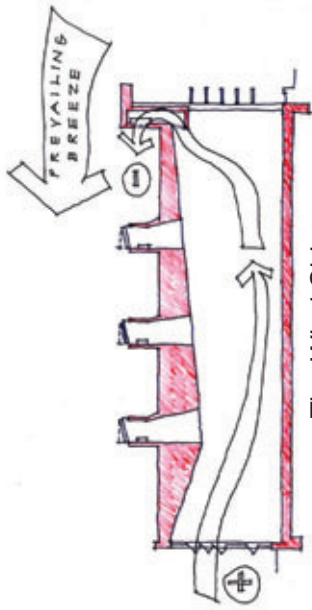


View toward Children's from Entry

# CURRENT DESIGN COLORS, FURNITURE AND MATERIALS

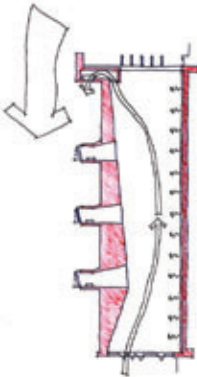


All spaces suffused with  
natural daylight

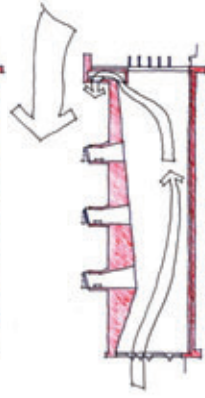


The Wind Chimney

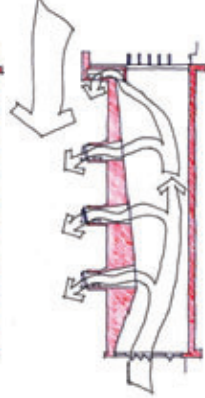
Refreshing Outdoor Air for Ventilation and Cooling



**Mode 1.** Heating Season.  
Minimum outside air admitted.



**Mode 2.** Swing Season. Varying amounts of  
outside air via wind chimney only.



**Mode 3.** Early Cooling Season. Increased  
amounts of outside air for cooling via wind  
chimney and venting skylights.



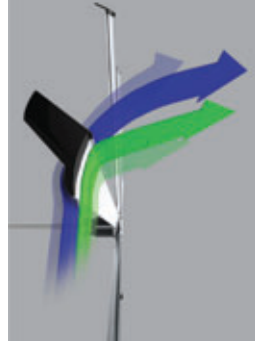
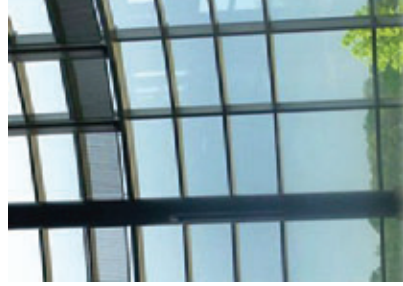
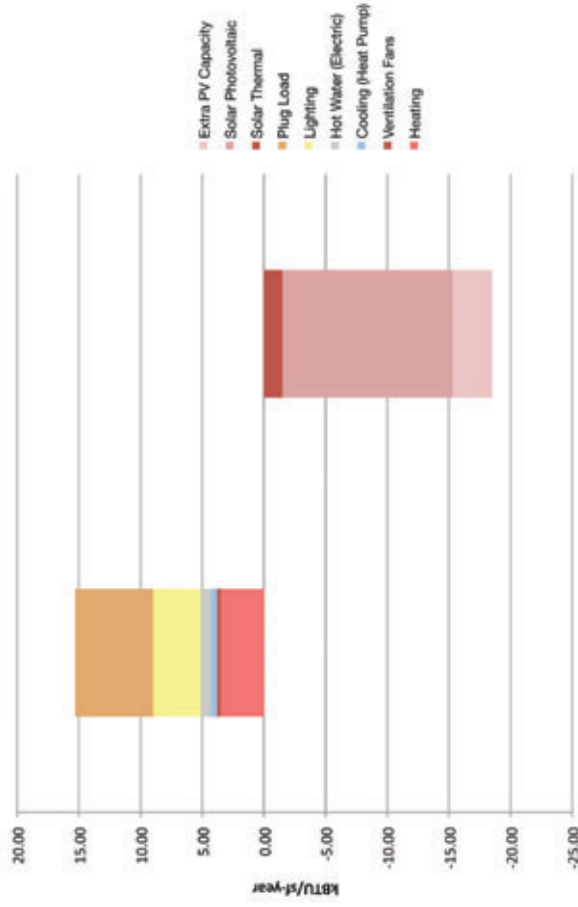
**Mode 4.** Cooling Season. Maximum air  
movement via roof fans. (Skylights are  
closed.) Use of "night purging" using natural  
ventilation with cool night air.



**Mode 5.** Peak Cooling Events. Minimum out-  
side air. Cool space using chilled water in ra-  
diant slab from backup heat pump.

# CURRENT DESIGN ZERO NET ANNUAL ENERGY USE ZERO CARBON FOOTPRINT

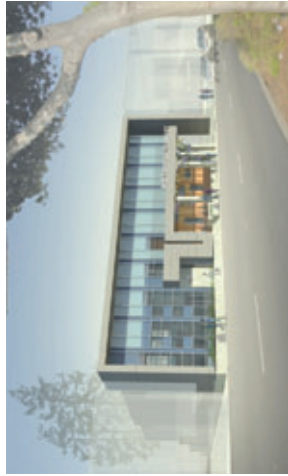
Annual ZNE - West Berkeley Branch Library





# CURRENT DESIGN

## VIEW FROM UNIVERSITY AVENUE







<b>Berkeley Public Library - Branch Library Improvement Program</b>				
<b><u>West Branch - Programming Summary</u></b>				
<i>08.24.10</i>				
	<b>EXISTING BUILDING</b>	<b>CURRENT DESIGN</b>	<b>DELTA</b>	<b>% CHANGE</b>
<b><u>SEATING</u></b>				
Adult	11	20	9	82%
Teen	9	14	5	56%
Children	10	17	7	70%
Quiet Study	0	4	4	
<b>TOTAL</b>	<b>30</b>	<b>55</b>	<b>25</b>	<b>83%</b>
<b><u>COMPUTERS</u></b>				
Adult	5	8	3	60%
Teen	2	4	2	100%
Children	1	3	2	200%
<b>TOTAL</b>	<b>8</b>	<b>15</b>	<b>7</b>	<b>88%</b>
<b><u>SHELVING (Linear Feet)</u></b>				
<b>Adult</b>				
Books	1644	1857	213	13%
AV	203	240	37	18%
Adult Mag/Nsp	117	72	-45	-38%
<b>Teen</b>				
Teen Bks + AV	126	126	0	0%
Teen Mag	12	12	0	0%
<b>Children</b>				
Books	615	651	36	6%
AV	87	105	18	21%
Children Mag	0	12	12	
<b>Other</b>				
Holds	23	81	58	252%
<b>TOTAL</b>	<b>2,827</b>	<b>3,156</b>	<b>329</b>	<b>12%</b>
<b><u>ROOM SIZES (Net Square Feet)</u></b>				
Lobby Services	673	821	148	22%
Adult	1,535	1,284	-251	-16%
Children	959	972	13	1%
Teens	317	340	23	7%
Multipurpose	499	874	375	75%
Small Group Study	0	80	80	
Staff	537	1,237	700	130%
Literacy	570	1,098	528	93%
Other (unassigned):	461	1,888	1427	310%
Vestibule	156	142	-14	-9%
Restrooms	231	432	201	87%
Janitor Closet	36	27	-9	-25%
Mechanical/Electrical	2	372	370	18500%
Circulation	36	814	778	2161%
IT Room	0	101	101	
Walls / Structure	393	805	412	105%
<b>TOTAL GROSS SF</b>	<b>5,944</b>	<b>9,399</b>	<b>3,455</b>	<b>58%</b>



**Berkeley Public Library  
Board of Library Trustees**

**III Consent, Item A**

**Special Meeting  
October 18, 2010**

**MINUTES  
6:30 p.m.**

**South Branch  
1901 Russell Street**

<b>I. PRELIMINARY MATTERS</b>
-------------------------------

**A. Call to Order**

The Special meeting of October 18, 2010 was called to order by Chair Kupfer at 6:30 PM.

**Present:** Trustees Winston Burton, Abigail Franklin, Susan Kupfer and Darryl Moore.

**Absent:** Trustees Carolyn Henry-Golphin.

**Also present:** Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Dennis Dang, Library Admin Manager; Alicia Abramson, Information Technology Manager; Jay Dickinson, Circulations Manager; Alan Bern, Library Special Services Coordinator; Eve Franklin, Administrative Secretary.

**B. Public Comments**

1. Rosemary Vimontes – Requested Board to consider Barcode system instead of RFID system. Expressed concern about lack of interaction with library staff. Expressed concern about rumor that Reference staff would be walking around the library.
2. Gene Bernardi – Representing SuperBOLD. Spoke out against Action Item A, Bibliotheca contract. Requested Board to select a barcode system instead. Requested Board to follow the precautionary principle. Provided a copy of Library Automation Technologies bid for a barcode self-checkout system. Asked why systems for South and West to be purchased first since these branches are scheduled to be demolished. Where will the new RFID tags be installed in books that have the old RFID tag already installed. What happens to old RFID tags. Why are staff rushing to sign a contract in October 31, 2010 if the contract with 3M doesn't expire until March 2011. What is this automated materials handling system that staff wants the RFID system to conjoin with in the future? Is it another labor saving system at a time when we need job creation?
3. Cynthia Johnson – Representing Berkeley Fellowship of Unitarian Universalists' Social Justice Committee. Pleased that library is replacing 3M, dismayed that library is choosing another RFID system. Requested more information on ITG barcode proposal. Read letter to the Board.
4. Peter Warfield – Representing Library Users Association. Spoke out against Action Item A, Bibliotheca contract. Spoke regarding privacy threats and potential health risks of RFID. Importance or weight of selection criteria.
5. Rita Maran – Representing Peace and Justice Commission, Nuclear-Free Berkeley Act Sub-committee. It seems as though the library is well on the track to fulfilling the Nuclear Free Berkeley Act earlier than the specified time.
6. Mary Elieisar – Spoke in favor of using a barcode system over RFID. Asked Board to request to receive and consider the proposal for a barcode system from ITG.
7. Kate Bernier– Supports barcode system. Read quotes from Debra Davies Book
8. Pamela – Asked to Board to not authorize Library Director to execute a contract with Bibliotheca for an RFID system but to consider ITG Barcode instead.
9. Ruth Bird – Spoke out against RFID and recommended barcode system instead.

**C. Report from Library employees and Unions, Discussion of Staff Issues - None.**

**D. Report from Board of Library Trustees – None.**

**E. Approval of Agenda**

- R10-071 Moved by Trustee Burton, seconded by Trustee Franklin, to approve the agenda as presented.** Trustee Henry-Golphin absent. Motion passed unanimously.

<b>II. CONSENT CALENDAR</b>
-----------------------------

Chair Kupfer requested to remove Item D for discussion.

Trustee Franklin requested to remove Item B for discussion .

- R10-072 Moved by Trustee Burton, seconded by Trustee Moore, to approve Consent Calendar items A & C.** Trustee Henry-Golphin absent. Motion passed unanimously.

**A. Approve minutes of September 15, 2010 Regular Meeting**

- R10-073 Moved by Trustee Burton, seconded by Trustee Moore, to approve the minutes of the September 15, 2010 regular meeting of the Board of Library Trustees as presented.** Trustee Henry-Golphin absent. Motion passed unanimously.

**B. Group Approve Annual Report to City Council**

Trustee Franklin – Fantastic report, right amount of detail. Suggested addition of the following:

1. Page 2 – Add information about how easy it is for patrons to use the Link+ system to find items not available in the Berkeley Public Library System.
2. Page 7 – Planning and Support – add dollar amount of support from the Library Foundation.

Chair Kupfer note date of Annual Authors Dinner should be changed to February 6, 2010.

- R10-074 Moved by Trustee Franklin, seconded by Trustee Moore, to adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees with above suggested additions for the period of July 2009 through June 2010.** Trustee Henry-Golphin absent. Motion passed unanimously.

**C. Grant: CA State Library – Adult Literacy Services**

- R10-075 Moved by Trustee Burton, seconded by Trustee Moore, to adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2010/2011 CLLS grant funds to fund Berkeley READS.** Trustee Henry-Golphin absent. Motion passed unanimously.

**D. FY10 Annual Budget Update and FY11 Budget Amendment**

Chair Kupfer asked how corrected tax fund figures came to be corrected. *Dennis Dang - Each year we review figures at the start of the fiscal year and we do it again at mid-year. What we are doing is consistent with City of Berkeley practices. Library tax fund revenues came in higher than expected due to property development on University Avenue being completed and joining the tax rolls. We will increase Capital Improvement Program expenditure line as a result of the increase so that it can be used for capital expenditures this fiscal year. Otherwise there are no significant revisions.*

Chair Kupfer – We have a happy surprise of a surplus at the end of FY2010.

Trustee Moore – Do we expect any hits from the recently adopted State budget? *Director Corbeil – not unless the Governor does something to affect library budgets. At this point in time there have been no reductions.*

- R10-076 Moved by Trustee Moore, seconded by Trustee Franklin, to adopt a resolution amending the FY 2011 Adopted Operating Budget based upon recommended re-appropriation of committed FY 2010 funding and other recommended adjustments totaling \$406,377, adopting an Amended FY 2011 Library budget of \$25,634,911.** Trustee Henry-Golphin absent. Motion passed unanimously.

<b>III. ACTION CALENDAR</b>
-----------------------------

- A. Contract: BIBLIOTHECA Inc. for Self Check, Automated Materials Handling & Materials Security System**

Jason Dickinson, Circulations Services Manager - Provided a synopsis of process to date. After the City Council approved the 3M/Checkpoint waiver approved in 2009, a committee was convened to start looking at options. Vendors were first asked if they could support the library's current system. Sent out a request for information to vendors. It was discovered that no vendor could support the current system. A Request for Proposal sent out in February 2009 invited bids for barcode, EM and RFID options. 13 vendors responded. Committee rated proposals based upon criteria identified in RFP and narrowed down to 3 finalists. Staff made visits to other library systems, sent questions to vendors.

We felt it was best to keep moving with RFID for the following reasons:

- 1) Ergonomic gain. You don't have to make as finite motions to check items in and out.
- 2) Though it may only save seconds per transaction, our circulation is rising every year. We broke 2,000,000 items last year. We are anticipating another 4-5% increase this year. Circulation has risen 4-8% every year for the last 4 years. I don't know how we could keep up if we changed back to the old technology. Moreover, we do want to position ourselves to have the possibility for Automated Materials Handling (AMH). That is much better in an RFID environment. It's something that I hope the library can find its way to getting in the future. AMH frees up staff time to do other things. Everyone we visited we've seen that AMH changed operations for the better.

Alicia Abramson – The three finalists (Bibliotheca, Envisionware and ITG) all made presentations to BPL staff. BPL staff visited libraries. Before we made our final decision we asked vendors to provide a price quote for just the initial self-check and materials security implementation. Due to financial constraints decided to delay AMH. Bibliotheca products meet or exceed requirements specified in the RFP. Bibliotheca offered competitive pricing and has systems in place in other Bay Area libraries (Sunnyvale, Santa Clara.) Sunnyvale system is quite impressive, over 1 million items in circulation. They also have Automated Materials Handling. They spoke of having a 4-5 day delay in getting returned items back on the shelf, now with AMH it's more like 24 hours.

Why are we confident that we are making a good choice with Bibliotheca and the direction in which we are going in general?

1. Bibliotheca is going to provide just one component of what we consider the best of breed system. Bibliotheca will provide security gates, tags for the materials and staff & self check antenna pads and tag readers.
2. Computer hardware (touchscreens, CPU's, scanner and receipt printers) will be purchased from standard hardware vendor.
3. Software will come from Innovations Interfaces which works well with the library's currently used Innovative Interfaces catalog system (Encore)
4. We will be getting an integrated, non-monolithic system.

Jay Dickinson – One of the big things we kept in mind was streamlining the experience for patrons using self-check; and how we can get items back on the shelf quickly. Ultimately what we have chosen is a system that is customizable for us. Next steps: We've put together a transitional committee to look at how to move forward once a decision is made.

Trustee Burton – How long has staff been engaged in searching? *Since the Spring of 2009 when the waiver was approved.*

Trustee Burton – I'm hearing concerns about radiation from community, have you heard concerns from staff in other libraries that have these systems? Jason Dickinson – *I have not spoke to anyone in another library where it was an issue. That doesn't mean it's not a legitimate thing to think about. There are reports out there that you can read, the World Health Organization put together a report on radio frequency. That report is worth reading. We feel confident about moving forward with this technology and all the other libraries we talked to felt confident too. Director Corbeil – all of our vendors will comply with established industry standards and regulations.*

Trustee Moore – If I'm walking down the street with my checked out book in my bag, will someone be able to read the RFID tag and see what I am reading? *No. The tag only contains the item number in encrypted format. It's the same data that's in a barcode.*

Trustee Franklin – How do we know we won't find ourselves in a similar situation like we find ourselves with 3M? *Alicia Abramson – We don't know, 3M is one of the bigger companies in the library industries. However, Bibliotheca does not manufacture the equipment or the tags that they would sell us, they purchase it from original manufacturers and resell it as a packaged solution or system. If they were acquired by 3M we could end our contract with them and purchase supplies from another vendor. Jay Dickinson – much of the materials supplied by the vendors who bid are interactive and could be used with other.*

In response to public comment and board discussion staff reviewed the criteria that were used to evaluate the proposals as detailed in the RFP, which are extensive.

Chair Kupfer – Why RFID over Barcode? *Alicia Abramson – Watsonville library has barcode system. You can only check one item in or out at a time. The user must position the item precisely so that the scanner can read the barcode. With RFID, you can scan a stack of books at one time. Barcode systems require more wriggling around and wrist motion like in a grocery store checkout to make sure the barcode is in the right position to be scanned. Jason Dickinson – More restrictive, 800,000 of the 2 million plus items circulated last year were media. With a barcode system you have to open the media case to read the barcode. RFID can help us avoid that. Speed of RFID operation will help reduce the cyclical backlog, we get more holds placed on items because the patron cannot find it on the shelf. More streamlined process all the way around would result in quicker return of materials to the shelves. Better theft protection.*

Trustee Moore – We've had RFID for 5 years now. Can you talk about patron satisfaction with RFID? *Jason Dickinson – I think people are really pleased with it in certain areas and not in other areas. The areas they're not pleased with are due to the current system we have. I don't deal with a lot of complaints from people who say they are having a terrible time with it. The biggest area of concern has to do with media. That can be a very unsatisfactory experience because of the black boxes.*

Trustee Franklin asked for clarification of the timeline. *Jason Dickinson - We started the investigative process immediately after we received the 3M waiver in 2009. That's when we convened the committee. First we asked if there were any vendors who could maintain our current system. There were many steps and at every step we've learned more about what was available. We had vendors come in to educate us as to what was available. That led us to issuing the RFP. We then evaluated the proposals and narrowed it down to 3 finalists. We had vendor presentations for staff and site visits.*

Trustee Franklin – Do you feel like you've had enough time to make an informed decision? *Jason Dickinson - Yes. Six months ago we still weren't sure what to do. We're here now because we know what to do and we feel good about it.*

Director Corbeil – We're mindful of the fiscal implications. We've developed a 3-year implementation plan to be coordinated with branch improvement projects. South and West materials will be put in storage during construction and tagging will be coordinated with closings,

We will be leveraging IT funds for the computer equipment needed for the system. We will be allocating Capital Improvement Funds in FY11. We feel it is a necessary expenditure. The lapse in service that would result from not having the self-check system is almost indescribable. It is so essential for us to be able to provide good service to our patrons on a daily basis. Staff has devoted many, many months going on years now working on this plan. This is the best choice to move us forward. This is not just a lowest-bid project. There is so much that goes into this and it is such an important part of our workflow that we can't just say whatever costs less initially, is best in the long term, it has to be the most cost-effective thing for us to do. It's an important decision which will have cost repercussions ongoing and will affect our work load in an ongoing manner. As staff has described, RFID has worked well so far. 2 million things out, 2 million things back. From staff perspective it has many positive operational attributes. If we used a barcode system we would need to reallocate staff from other tasks to check material in and out. Bibliotheca was very competitive in their bid.

Interoperability of their systems is essential, if we had to change vendors in the future we would be able to do so without disruption in service.

Director Corbeil – Board has passed a privacy policy. Staff have regular staff trainings on patron privacy. Staff take patron confidentiality seriously. RFID Chips only have encrypted item number, no other information and library cards have barcodes.

Trustee Moore – One of our agenda items is a report from library employees and unions. There's no one from union and staff here speaking out against RFID or self-check system.

Chair Kupfer – Alica and Jay have engaged staff in all the departments as they have their inspections and evaluations of the systems.

Trustee Burton – how big was committee to evaluate the proposals? *Donna Corbeil - Committee was comprised of Donna Corbeil, Jason Dickinson, Alicia Abramson, Dennis Dang and Russell Keys. Many other staff were involved in the site visits and all staff were invited to vendor presentations, encouraged to comment and ask questions.*

Trustee Burton – What is staff opinion regarding RFID? *Jason Dickinson – Speaking for the circulation department, no one has come to me and given me an anti-RFID speech but I do know a lot of people who are a little worried that RFID may go away and they wouldn't want it to go. They really feel like we've gained a significant benefit with this technology. Having been to the presentations and seen how things have gotten tighter, faster, better, they really want to be using this technology. I've had that conversation with more than one person from supervisors on down. People got really excited on the site visits.*

Trustee Burton – Is there an advantage to doing this now versus last month or next month, will prices go up or down? *Director Corbeil – It's not new technology. Things have only improved. There are standards now. It's good timing to coordinate with our branch projects. We need to meet our commitment to the City Council and the Peace and Justice Commission to move away from current vendor. Jason Dickinson – We made a big point of shying away from anything that was beta. Everything that we are proposing to use is well established and has been in use for quite some time. We don't want to be a test site. Director Corbeil - we do need time to organize and implement. Were getting close to the two year mark and there is still work to be done.*

Trustee Moore thanked staff for due diligence.

Trustee Franklin thanked staff and the audience. It's been a good process and very thorough. Reported visiting other libraries where RFID is used and asking if they've received complaints from the public and not hearing any negative feedback. Have listened to patrons concerns and kept them in mind when visiting other libraries.

Trustee Burton – I work with a non-profit and oftentimes what we are doing is not what is popular with some folks. I always think staff input is so important because they are the ones doing the actual work. I've talked to staff and people outside regarding RFID. I think there has been a sincere effort to investigate and evaluate options. Demands on the library are going to continue to increase. This will help us meet the demands.

**R10-077 Moved by Trustee Moore, seconded by Trustee Franklin, to adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Bibliotheca Inc. for the provision of hardware, software and services related to library material self-check, automated materials handling and a materials security system for a term of three years in an amount not to exceed \$447,006, through October 28, 2013. Trustee Henry-Golphin absent. Motion passed unanimously.**

#### IV. INFORMATION REPORTS

**A. October 2010 Monthly Report from Library Director – no discussion**

**B. Update on the Branch Bond Program**

1. Director Corbeil reported the Planning Department released a Notice Of Preparation (NOP) for the scoping of EIR for South and West Branches on October 20 at 7:00PM

2. Use Permit Appeal at City Council scheduled for December 7

- C. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

<b>I. AGENDA BUILDING</b>
---------------------------

- A. The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday November 10, 2010 at the South Branch Library, 1901 Russell Street, Berkeley.

1. Possible topics for the agenda
  - November
    - Design Development Update on West Branch
    - Tech Services Presentation
    - Local Vendors/Local Hires
  - Future Meeting
    - Bookvan Update
    - Board Recruit Process
    - Director Evaluation

<b>II. ADJOURNMENT</b>
------------------------

- R10-078 **Moved by Trustee Burton, seconded by Trustee Franklin, to adjourn the regular meeting of the board at 7:55 PM.** Trustees Henry-Golphin absent. Motion passed unanimously.

**COMMUNICATIONS**

1. Gene Bernardi – Library Automation Technologies bid for a barcode self-checkout system
2. Cynthia Johnson – Letter to the Board of Library Trustees





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 10, 2010

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** 2011 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

### RECOMMENDATION

Set dates, times and locations for the 2011 regular meeting schedule for the Board of Library Trustees.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its last meetings toward the end of each year. These regular meeting dates currently fall on the second Wednesday of each month, except for August due to a meeting recess.

### CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 7:00 p.m. at the South Branch Library, 1901 Russell Street. The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act. During August the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

The City Council has adopted the following schedule for 2011 regular meetings:

*Winter Recess – December 15, 2010 – January 17, 2011*

January 18 and January 25, 2011

February 8 and February 15, 2011

March 8, March 22, and March 29, 2011

*Spring Recess – March 30, 2011 – April 25, 2011*

April 26, 2011

May 3, May 17, and May 31, 2011



June 7, June 14, and June 28, 2011

July 12, 2011 and July 19, 2011

*Summer Recess – July 20, 2011 – September 19, 2011*

September 20 and September 27, 2011

October 11 and October 25, 2011

November 8 and November 15, 2011

December 6 and December 13, 2011

*Winter Recess – December 14, 2011 – January 16, 2012*

The proposed *2011 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

#### FUTURE ACTION

No further action is required.

#### Attachments:

1. Resolution
2. 2011 Proposed Board of Library Trustees Meeting Schedule



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 10-\_\_

**APPROVAL OF THE 2011 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board are currently held on the second Wednesday of each month, except for August when there is a meeting recess, at 7:00 p.m. at the South Branch Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2011 meeting schedule for the Board of Library Trustees with location of meetings to be determined by the Director of Library Services.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 10, 2010.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Susan Kupfer, Chairperson

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



**PROPOSED**

**Berkeley Public Library  
Board of Library Trustees  
*2011 Meeting Schedule***

Regular Meeting Dates	Locations
January 12 <sup>th</sup>	South Branch Library (1901 Russell Street)
February 9 <sup>th</sup>	South Branch Library (1901 Russell Street)
March 9 <sup>th</sup>	South Branch Library (1901 Russell Street)
April 13 <sup>th</sup>	South Branch Library (1901 Russell Street)
May 11 <sup>th</sup>	South Branch Library (1901 Russell Street)
June 8 <sup>th</sup>	South Branch Library (1901 Russell Street)
July 13 <sup>th</sup>	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 14 <sup>th</sup>	South Branch Library (1901 Russell Street)
October 12 <sup>th</sup>	South Branch Library (1901 Russell Street)
November 9 <sup>th</sup>	South Branch Library (1901 Russell Street)
December 14 <sup>th</sup>	South Branch Library (1901 Russell Street)





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 10, 2010

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** 2011 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

### RECOMMENDATION

Adopt the resolution approving the 2011 calendar of holidays for the Berkeley Public Library.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year. This schedule will result in the closure of all libraries, including the branches.

### CURRENT SITUATION AND ITS EFFECTS

Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception is that the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday.

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM. On the occasion that a holiday falls on a weekend day the Library closes on both the actual holiday and the observed holiday day, such as the upcoming New Year's Day, Saturday January 1, 2011 and Christmas Day, Sunday December 25, 2011. In these cases, eligible employees will receive a paid holiday for one of the closed days. On the other day, for those employees normally scheduled to work both days, a schedule adjustment or other type of leave will be arranged in advance.

In 2011, because Christmas Eve, December 24<sup>th</sup>, falls on a Saturday, and because the federal, state and city governments observe the Christmas Day holiday on Monday Dec. 26, 2011, to observe the Christmas Eve holiday on Saturday Dec. 24, 2011 would necessitate a Library closure of three consecutive days. Such a closure presents an undesirably lengthy lack of library service to the community, in addition to creating heavy workloads for Library employees tasked with emptying



bookdrops, checking in material, shelving books, and scheduling. Because of this, it is recommended that the Library observe the Lincoln's Birthday holiday on Friday Feb. 11, 2011 in lieu of the Christmas Eve holiday observance in 2011 and close one hour earlier on Saturday Dec. 24, 2011

The draft 2011 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

#### FUTURE ACTION

No future action is required.

#### Attachments:

1. Resolution
2. 2011 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2010 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2011 Holiday Schedule





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 10-\_\_

**APPROVAL OF THE 2011 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY**

WHEREAS, union contracts specify recognized holidays for employees in the various Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2011 schedule of holiday closures for the Berkeley Public Library.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Susan Kupfer, Chairperson

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



**Berkeley Public Library**  
***2011 Schedule of Holidays & Early Closings***

Holiday	Date
1.	December 31, 2010 (Friday) – New Year’s Day observed
2.	January 1, 2011 (Saturday) – New Year’s Day*
3.	January 17, 2011 (Monday) – Martin Luther King Jr. Birthday observed
4.	February 11, 2011 (Friday) – Abraham Lincoln Birthday observed
5.	February 21, 2011 (Monday) - George Washington Birthday observed
6.	May 20, 2011 (Friday) – Malcolm X Birthday observed
7.	May 30, 2011 (Monday) – Memorial Day
8.	July 4, 2011 (Monday) - Independence Day
9.	September 5, 2011 (Monday) – Labor Day
10.	October 10, 2011 (Monday) – Indigenous Peoples’ Day
11.	November 11, 2011 (Friday) – Veteran’s Day
12.	November 23, 2011 (Wednesday) – Thanksgiving Eve (close early)
13.	November 24, 2011 (Thursday) – Thanksgiving Day
14.	November 25, 2011 (Friday) – Day after Thanksgiving Day
15.	December 24, 2011 (Saturday) - Christmas Eve (close early)
16.	December 25, 2011 (Sunday) – Christmas Day**
17.	December 26, 2011 (Monday) - Christmas Day observed
*	Library closed on Saturday, January 1, 2011. New Years Day holiday observed on Friday, December 31, 2010.
**	Library closed on Sunday, December 25, 2011. Christmas Day holiday observed on Monday, December 26, 2011.



**Berkeley Public Library**  
**2010 Schedule of Holidays & Early Closings**

Holiday	Date
1. New Year's Day	January 1 (Friday)
2. Martin Luther King, Jr. Birthday (observed)	January 18 (Monday)
3. President's Day	February 15 (Monday)
4. Malcolm X Birthday (observed)	May 17(Monday)
5. Memorial Day	May 31 (Monday)
6. Independence Day**	July 4 (Sunday)
7. Independence Day (observed)	July 5 (Monday)
8. Labor Day	September 6 (Monday)
9. Indigenous People's Day	October 11 (Monday)
10. Veteran's Day	November 11 (Thursday)
11. <i>Thanksgiving Eve* (close early)</i>	<i>November 24 (Wednesday)</i>
12. Thanksgiving Day	November 25 (Thursday)
13. Thanksgiving Holiday	November 26 (Friday)
14. Christmas Eve ***	December 24 (Thursday)
15. Christmas Day	December 25 (Saturday)

\* All Library locations will open at 10 a.m. and close at 6:00 p.m.

\*\* Library closed on Sunday July 4<sup>th</sup>. Independence Day holiday observed on Monday, July 5th.

\*\*\* The Library is closed Christmas Eve instead of Lincoln's birthday (February 12<sup>th</sup>).



**City of Berkeley 2011 Holiday Schedule**

1.	New Year's Day observed	December 31, 2010 (Friday)
2.	Martin Luther King Jr. Day	January 17, 2011 (Monday)
3.	Lincoln's Birthday	February 11, 2011 (Friday)
4.	President's Day	February 21, 2011 (Monday)
5.	Malcolm X Day observed	May 20, 2011 (Friday)
6.	Memorial Day	May 31, 2011 (Monday)
7.	Independence Day	July 4, 2011 (Monday)
8.	Labor Day	September 5, 2011 (Monday)
9.	Indigenous Peoples	October 10, 2011 (Monday)
10.	Veterans' Day	November 11, 2011 (Friday)
11.	Thanksgiving	November 24-25, 2011 (Thursday – Friday)
12.	Christmas observed	December 26, 2011 (Monday)
13.	New Years observed	January 2, 2012 (Monday)







## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 10, 2010

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Deputy Director of Library Services  
**SUBJECT:** AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE  
TO ALLOW ADEQUATE TIME FOR ALL-STAFF MEETINGS

### RECOMMENDATION

Adopt the resolution to open the Central Library and all branch libraries one hour later on April 29, July 29, and September 30, 2011 to allow adequate time for the all-staff meetings.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

In the past, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00am. Branch staffs had an even shorter period of time to rush back to the branches facilities and open on time, or they regretfully had to leave the meeting or miss it entirely. With only an hour available, the presentations and announcements have sometimes of necessity been shortened to the point that full, detailed communication to the staff at large has not been possible.

All Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings. These practices would continue.

Standing items currently on the all-staff meeting agenda include:

- Introduction of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, updates on the branch library projects, budget update, recognition of staff achievements, etc.)
- Presentations by staff or guest on topic relevant to all (e.g. Privacy Policy trainings, , demonstrations of new ADA-related equipment, workplace safety issues, committee reports, new policy introductions, strategic plan updates)

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak to each other about special projects, services and other relevant issues. These all-staff meetings

allow the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to the Library staff having the ability to hear important information directly from their managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

#### CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on five Fridays throughout the course of the 2009 calendar year to allow for additional time for more productive meetings and provide ample time for staff to prepare for opening. This schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation (for example, the Privacy Policy training) and important planning information related to the Branch projects. Library staff would like to continue this practice, with the goal of using this time to improve communication regarding policies and other topics of professional value to employees.

#### FUTURE ACTION

No future action is required.

Attachments:

1. Resolution



# **BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R10-\_\_**

## **AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2011**

WHEREAS, it has been the practice for the Director of Library Services to convene quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays from 8:30 a.m. to 10 a.m.; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, prior to 2008, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00am; and

WHEREAS, by delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on April 29, July 29, and September 30, 2011 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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S, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

November 10, 2010

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** DISCUSSION AND NOMINATIONS FOR THE SELECTION OF BOARD CHAIRPERSON (PRESIDENT) AND VICE-CHAIRPERSON (VICE-PRESIDENT)

### INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing November 10, 2010, for a one-year term.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson for the following year. *Section 3.04.040 Organization of Board* of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members president and another vice president for a term of one year.

### CURRENT SITUATION AND ITS EFFECTS

For the past twelve months, Trustee Susan Kupfer has sat as the Chairperson for the Board of Library Trustees and Trustee Darryl Moore has held the post of Vice-Chairperson. At the October 14, 2009 Board meeting, nominations were made from the floor; a unanimous vote resulted in the election of Chair Kupfer and Vice-Chair Moore, per Resolutions R09-98. Appointments were made effective immediately, with the gavel handed from Chair Moore to Chair Kupfer.

### *Process*

In October of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.



The election of officers is a public process, with the vote announced at the conclusion of voting. The term will commence upon the completion of the vote and passing of the gavel or as designated in the resolution.

**FUTURE ACTION**

No future action is needed.

Attachments:

Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 10-\_\_

**APPOINTMENT OF A TRUSTEE TO SIT AS CHAIRPERSON AND A TRUSTEE TO SIT AS VICE-CHAIRPERSON  
FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, each year the Board of Library Trustees must appoint a Chairperson and Vice-Chairperson to sit in those capacities for the following year; and

WHEREAS, the Board wishes to establish a consistent practice for this process to be followed in the current term and in the future, such that in October of each year, an open nominations process will occur, to be followed by election of Library Trustee Chair and Vice-Chair for a one-year term to the Board of Library Trustees; and

WHEREAS, nominations will be taken "from the floor", thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting with the term commencing immediately thereafter.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint \_\_\_\_\_ to sit as Chairperson for the remainder of 2010 and through the time of election in 2011 and to appoint \_\_\_\_\_ to sit as Vice-chair for the same period.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Susan Kupfer, Chairperson

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







## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

November 10, 2010

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative Services Manager  
**SUBJECT:** FY11 – 1<sup>ST</sup> QUARTER UPDATE

### INTRODUCTION

Library fiscal year 2011 1Q results by Fund are as follows:

Fund	Revenue	Expenditures (xcl Encmb)
Library Tax (301)	\$243,057	\$2,958,827
Transaction Based Reimb (302)	\$31,986	\$7,605
Grants (304)	\$750	\$9,062
Public Library (305)		
Gift (306)	\$25,285	\$34,663
Foundation Branch FF&E (307)		
Measure FF (308)	\$16,429,532	\$572,504

### BACKGROUND

The FY11 budget originated as part of the FY10 and FY11 biennial budget process that began in December 2008 and continued through to adoption by BOLT Resolution No. R09-55 on June 10, 2009; and followed by City Council ratification as part of the city-wide budget on June 23, 2009 by Resolution No. 64,521-N.S. It was further updated prior to the commencement of fiscal year 2011 to better reflect then-current circumstances and was subsequently adopted by the board as the Revised FY11 Budget on May 25, 2010 (Resolution No. R10-038) and further acted on by the City Council through Resolution No. 64,947-N.S. dated June 22, 2010.



## CURRENT SITUATION AND ITS EFFECTS

### *Library Tax Fund*

The Library Tax Fund includes the revenue for the dedicated library tax, fines and fees, and miscellaneous revenue. The Fund's carry forward balance at the start of the fiscal year was \$1,461,884.

At the end of the first quarter, total Fund expenditures excluding encumbrances stood at \$2,958,827 or 20.6% of the revised budget; this was flat with the same period of the prior fiscal year. Labor expenditures ended the period at \$2,472,665 or 21.4% of the revised budget and non-labor spending totaled \$486,162, or 17.1%. The voluntary VTO:MO program has yielded labor savings of \$6,486 based on 152 hours forfeited. Set-aside encumbrances primarily targeting utilities, security, library database systems, and physical plant maintenance costs totaled \$819,627.

Received revenue totaled \$243,057 of which library tax receipts at \$161,589 represented 66.5%, and fines and fees at \$74,178 comprised 30.5%. Year-over-Year revenue was up 13.5% as library tax receipts increased 18.7% and fines and fees rose 7.4%.

### *Gift Fund*

The Gift Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals, organizations such as the Berkeley Patients Group, West Marine, and Half Price Books, and trusts and foundations such as the Alice Meyer Trust Fund, the Max Delaware Niedorf Fund, The Raymond Family Foundation, and the DuPree Family Foundation. The Fund's carry forward balance at the start of the fiscal year was \$810,953.

Gift Fund expenditures during the quarter were \$34,663, or 8.7% of the revised budget. The bulk of Gift Fund spending was in support of targeted Library programs spread across various departments; Children's at \$15,972 made up the largest share of Fund expenditures by departments at 46.1% of the total and included the purchase of \$9,446 of library materials funded by the Alice Meyer Trust Fund gift. Spending for the Central Library Space Planning Project was \$6,890.

First quarter revenue totaled \$25,285 of which \$25,000 was the first of a three part installment FY11 pledge from the Friends of the Library dedicated to targeted Library programs.

### *All Other Funds*

All Other Funds is composed primarily of funding from California State Library administered programs such as the Public Library Fund, the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Book Loan TBR program. The combined carry forward balance for those Funds categorized as All Other Funds totaled \$147,734.

At the end of the first quarter, All Other Funds expenditures stood at \$16,667 or 12.6% of the revised budget. Expenditures consisted primarily of two components: 1) public copiers' lease and supplies expense at \$7,605 and, 2) library literacy instructors at \$8,799. Literacy program costs which are covered for the most part out of the Grants Fund are running considerably favorable to budget at 16.9% due to measures put in place this fiscal year to eliminate the



Fund's carry forward deficit of \$16,693. Encumbrances during the period for All Other Funds totaled \$16,316.

Revenue for All Other Funds was \$32,736 of which \$25,713 or 78.5% was attributable to the Direct Book Loan TBR program, and \$6,273 or 19.2% resulted from commissions based on public copier intake. At the close of the quarter, the Library had not received any notice of adverse changes to funding programs administered by the California State Library.

#### *Measure FF Funds*

Two Fund accounts serve the Branch Libraries Improvement Program that was initiated by the passage of Measure FF in November 2008. The primary program Fund, the Measure FF Fund, services the actual design, engineering, and construction needs for each of the four branches and is the repository for the bond sale proceeds (undertaken in two tranches). The second Fund, the Foundation FF&E Fund is a Berkeley Public Library Foundation account directed to support the furnishing, fixtures, and equipment needs of the finished facilities through a capital campaign fund raising effort. Carry-forward for the Measure FF Fund was \$8,510,959; and was \$50,000 for the FF&E Fund.

The Measure FF Fund expended \$572,504, and held \$2,253,764 of encumbrances. Expenditures for architectural services at 86.7% of total Fund expenses reached \$496,402, with contracted project management services comprising 7.7% based on costs of \$44,064. At quarter-end, the North, South, and Claremont projects were in the construction document phase and the West Branch was in design development. On September 21, 2010, the City Council granted its authorization to the Library to add a 10% contingency allowance to the architectural contracts for the North and South projects – as had already been allowed in regards to the initial Claremont and West contracts. With the authorization granted, the Library will seek early in the 2<sup>nd</sup> quarter to amend all four contracts to increase each not-to-exceed amount to include the allowed contingency; thereby, increasing the encumbrance related to each contract. There were no expenditures from the FF&E Fund.

On July 20, 2010 the second and final tranche sale occurred selling at a premium and yielding revenue of \$16,428,536; of which net of the premium, \$16,000,000 was directed to the Measure FF Fund for authorized project bond expenditures.

#### SUMMARY OF OPERATIONS EXPENSES

Expenses in the operating Funds are running moderately lower than budget due to labor vacancy savings, timing of programs and projects, and overall cost saving efforts. At the end of the first quarter the Library is not anticipating any cutbacks to California State Library funded programs.

A half-year financial report will be presented to the board in early 2011.

Current 5-Year projection tables of the Library's Fund accounts may be referenced in the BOLT agenda packet of October 18, 2010 in item II.D. *FY10 Annual Budget Update and FY11 Budget Amendment*.

#### Attachments:

1. *Y-T-D Expenditure Summary for All Funds: FY11*



## BERKELEY PUBLIC LIBRARY : EXPENDITURES SEPTEMBER FY11

3

## Berkeley Public Library System (w/CoB)

Actuals+Encumbrances

YTD SEP

Elmnt-Object	Description	Bdgt ORG FY11	Bdgt REV FY11	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Mse FF 308	Actual FY11
11-01	Monthly Rated Employees	7,033,150	7,033,150	1,500,163			269		1,500,432
11-02	Wage Continuation Payment			201					201
11-03	Hourly and Daily Rated Empl	253,991	253,991	34,183		8,197	6,186	5,019	53,585
11-04	Monthly Rated - Part Benefitted	429,819	429,819	90,261			128		90,389
11-59	Reg Retro Gross Adjust.			184					184
11-60	Excess Hours Pay	11,140	9,185	43,687			1,075		44,762
12-12	General Summer Youth	21,935	21,935	2,533					2,533
13-01	O/T-Monthly Rated Employee	6,579	6,579	122					122
13-05	Holiday Pay	4,935	4,935						
<b>Personal Services-Salaries and Wages</b>		<b>7,761,549</b>	<b>7,759,594</b>	<b>1,671,334</b>		<b>8,197</b>	<b>7,658</b>	<b>5,019</b>	<b>1,692,208</b>
20-11	Medical Insurance	835,147	835,147	143,892			110		144,002
20-12	Dental Insurance	142,989	142,989	22,926			21		22,947
20-13	Life Insurance	7,726	7,726	1,240			2		1,242
20-21	Cash-in-Lieu	100,771	100,771	13,503			25		13,528
20-31	Pers/Misc Other	1,845,250	1,845,250	402,323			348		402,671
20-34	PARS (3.75%)	26,470	26,470	4,561		307	227		5,095
20-36	SRIP	287,109	287,109	39,144			79		39,223
20-40	Medicare Tax	96,060	96,060	22,970		114	108	73	23,265
20-63	Retirement Med: Misc. Emp Medical T	198,867	198,867	41,122			33		41,155
20-71	Workers Comp: Workers Comp Chrg	190,758	190,758	45,637		181	419	111	46,348
20-82	Allowances: Shoes Allowance	1,200	1,200	848					848
20-83	Allowances: Tools Allowance	1,000	1,000	700					700
20-87	Terminal Payouts-Misc.Emp			20,236			18		20,254
20-90	Other Employee Benefits	263,670	263,670	38,388			31		38,419
20-91	Commuter Check	18,990	18,990	3,841			7		3,848
27-20	Fringe Benefits (Budget)	25,833	25,833						
<b>Personal Services-Fringe Benefits</b>		<b>4,041,840</b>	<b>4,041,840</b>	<b>801,331</b>		<b>602</b>	<b>1,428</b>	<b>184</b>	<b>803,545</b>
20-99	Salary Savings	(116,499)	(116,499)						
<b>Personal Services-Employee</b>		<b>11,686,890</b>	<b>11,684,935</b>	<b>2,472,665</b>		<b>8,799</b>	<b>9,086</b>	<b>5,203</b>	<b>2,495,753</b>
30-35	Professional: Engrng & Architecural	303,040	2,372,271					1,807,715	1,807,715
30-38	Professional: Misc Prof Svcs	363,341	1,502,176	242,780		263	12,891	1,013,350	1,269,284
30-39	Hazardous Materials Handling	3,825	3,796						
30-42	Maint Svcs: Office Equip Maint Svcs	15,000	15,000	4,000					4,000
30-43	Maint Svcs: Bldg & Structures Maint S	135,000	135,969	108,540					108,540
30-44	Maint Svcs: Field Equip Maint	40,450	41,749	15,431					15,431
30-46	Maint Svcs: Computer Maintenance	9,200	9,200	2,883					2,883
30-47	Maint Svcs: Software Maintenance	234,304	243,255	158,351					158,351
30-51	Bank Credit Card Fees			1,117					1,117
<b>Purchased Professional &amp; Technical Svcs</b>		<b>1,104,160</b>	<b>4,323,416</b>	<b>533,102</b>		<b>263</b>	<b>12,891</b>	<b>2,821,065</b>	<b>3,367,321</b>
35-20	County/State/Fed Pymts.	5,000	5,000	2,776					2,776
<b>Grants &amp; Governmental Payments</b>		<b>5,000</b>	<b>5,000</b>	<b>2,776</b>					<b>2,776</b>
40-10	Professional Dues and Fee	23,250	23,250	19,572					19,572
40-20	Insurance	575	575						
40-31	Communications: Telephones	104,300	104,300	76,551					76,551
40-33	Communications: Cellular	17,550	17,550	9,251					9,251
40-41	Utilities: Water	20,600	20,899	20,600					20,600
40-42	Utilities: Gas/Electricity	336,000	336,000	261,000					261,000
40-43	Utilities: Refuse	33,912	33,912	5,313					5,313
40-50	Printing and Binding	62,435	66,385	1,650					1,650
40-61	Travel: Commerical Travel	6,000	6,000	2,430					2,430
40-62	Travel: Meals & Lodging	9,000	9,000	1,005					1,005
40-63	Travel: Registration/Admin Fees	14,500	18,250	2,223					2,223
40-64	Travel: Transportation	1,500	1,502	385					385
40-70	Advertising	7,044	10,456	100					100
40-90	Other	244,900	153,338						
<b>Other Purchased Services</b>		<b>881,566</b>	<b>801,417</b>	<b>400,080</b>					<b>400,080</b>
50-10	Rental of Land/Buildings	75,500	75,500						
50-20	Rental of Equip/Vehicles	41,500	43,824		18,324				18,324
50-30	Rental of Office Equipment & Furnitur	10,000	16,000	15,803					15,803
50-40	Rental of Software & Licenses	75	75						
<b>Rentals / Leases</b>		<b>127,075</b>	<b>135,399</b>	<b>15,803</b>	<b>18,324</b>				<b>34,127</b>

## BERKELEY PUBLIC LIBRARY : EXPENDITURES SEPTEMBER FY11

3

## Berkeley Public Library System (w/CoB)

Actuals+Encumbrances

YTD SEP

Elmnt-Object	Description	Bdgt ORG FY11	Bdgt REV FY11	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Mse FF 308	Actual FY11
51-10	Postage	32,500	32,500	19,467					19,467
51-20	Messenger/Deliver	25,000	25,000						
<b>Mail Services</b>		<b>57,500</b>	<b>57,500</b>	<b>19,467</b>					<b>19,467</b>
55-11	Office Supplies	27,400	27,400	20,570					20,570
55-20	Field Supplies	189,674	182,973	108,132	5,597		6,880		120,609
55-34	Equip & Veh Supp: Spare Replaceme	4,425	6,152	1,727					1,727
55-50	Food	3,500	8,225	63			1,503		1,566
55-60	Library Materials	960,050	967,300	150,389			10,547		160,936
55-70	Misc.		89	62					62
<b>Supplies</b>		<b>1,185,049</b>	<b>1,192,139</b>	<b>280,943</b>	<b>5,597</b>		<b>18,930</b>		<b>305,470</b>
60-20	Outside Janitorial Svcs	180,000	215,631	35,630					35,630
<b>Purchased Property Services</b>		<b>180,000</b>	<b>215,631</b>	<b>35,630</b>					<b>35,630</b>
65-70	Building	9,630,895	9,229,518						
65-80	Other Infrastructure	135,908	138,408				2,500		2,500
<b>Infrastructure</b>		<b>9,766,803</b>	<b>9,367,926</b>				<b>2,500</b>		<b>2,500</b>
70-41	Machinery and Equipment	8,450	8,450	1,068					1,068
70-42	Vehicles		83,200						
70-43	Furniture and Fixtures	56,000	52,959	1,384					1,384
70-44	Computers & Printers	50,000	50,000						
70-47	Computer Softwares & Lic	5,000	5,000	2,000					2,000
<b>Property</b>		<b>119,450</b>	<b>199,609</b>	<b>4,452</b>					<b>4,452</b>
71-10	Small Equipment	21,000	21,000	307					307
71-43	Mach & Equip: Furniture And Fixtures	60,000	82,966	1,186			20,861		22,047
71-44	Mach & Equip: Computers And Printe	10,000	10,000	2,206					2,206
71-46	Mach & Equip: Photocopiers								
71-47	Mach & Equip: Software & Licenses	15,000	20,406	8,771					8,771
<b>Property Under Cap Limit</b>		<b>106,000</b>	<b>134,372</b>	<b>12,470</b>			<b>20,861</b>		<b>33,331</b>
75-35	Mail Services	1,661	1,661	414					414
75-50	City Vehicles/Fuel & Main	4,000	4,000	652					652
75-60	City Parking Permits	480	480						
75-90	Internal City Training	500	500						
<b>Internal Services</b>		<b>6,641</b>	<b>6,641</b>	<b>1,066</b>					<b>1,066</b>
82-30	Debt Svc - Issuance Costs	2,400	2,400						
<b>Debt Service</b>		<b>2,400</b>	<b>2,400</b>						
<b>Other Expenses</b>		<b>13,541,644</b>	<b>16,441,450</b>	<b>1,305,789</b>	<b>23,921</b>	<b>263</b>	<b>55,182</b>	<b>2,821,065</b>	<b>4,206,220</b>
<b>Berkeley Public Library System (w/CoB)</b>		<b>25,228,534</b>	<b>28,126,385</b>	<b>3,778,454</b>	<b>23,921</b>	<b>9,062</b>	<b>64,268</b>	<b>2,826,268</b>	<b>6,701,973</b>



## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

November 10, 2010

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** ADMINISTRATIVE AND FISCAL SERVICES CLASSIFICATION CHANGE

### **INTRODUCTION**

The City of Berkeley Human Resources Department has recommended to the Personnel Board the establishment of the classification of Administrative & Fiscal Services Manager and to abolish related classifications. This recommendation directly affects the Library Administrative Manager classification.

### **FISCAL IMPACT**

This report will have no fiscal impacts.

### **BACKGROUND**

The Board of Library Trustees approved the revision of the Library Finance Manager job classification to that of Library Administrative Manager on September 19, 2007 (Attachment A). This recommendation, which is a Unit Z2, unrepresented classification was then sent to the Personnel Board and subsequently to the city council for final approval. The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of the City Charter)

The rationale for the change, as presented in 2007:

If the recommended changes are approved the immediate supervisor of the Library Administrative Manager, the Director of Library Services, will have the ability to assign a variety of high-level administrative responsibilities to this management level position. As the complexity of Library operations have increased, due to the size of the budget, the number of employees, changes in services, technology and adoption of city policies and regulations, additional support is needed to maintain effective and efficient administrative operations. The recommended position specification changes, will reflect the needs of the Library and provide the flexibility and support in making assignments needed.



## CURRENT SITUATION

The new classification establishes a new citywide classification of *Administration & Fiscal Services Manager (Attachment B)*, and recommends that this job position replace four existing classifications, including Library Administrative Manager. The result is one position with a six step salary range. According to a memo from Human Resources to the Personnel Board, "The objective was to consolidate the classifications performing this work into one classification that differentiates professional level positions with budget and financial analysis responsibilities as contrasted with positions that are primarily involved in policy analysis and program management with relatively little budget and financial responsibilities. We also wanted to address the compensation anomalies between the various classifications performing a common set of qualifications necessary since the work is similar." Further the position in the Library will remain unrepresented and will be exempt from any retreat / placement provision in the unrepresented employee manual layoff procedure, in effect to treat the position in the library as a separate classification for the purposes of administering the layoff procedure.

The recommendation was brought to the Personnel Board on November 1, 2010 and approved abolishing the Library Administrative Manager (Job code 1466) and three other classifications effective December 26, 2010.

## NEXT STEPS

The Human Resources staff did inform the Library that this possible reclassification would be occurring and that the Library Administrative Manager position was included. The Library Director expressed several concerns, some of which were addressed by the revised classification specifics. The new classification appears to address the Library's needs however the class characteristics and examples of duties obviously lack the specificity of the former Library Administrative Manager classification which had been tailored to the unique department. Therefore, it is not clear what long-term impacts such a change will have on library operations and future recruitment efforts. In addition, it would be advisable for the Board of Library Trustees to have advance knowledge of changes being considered that would impact a key administrative position in the library and adequate time to consider all effects.

The Personnel Board approved recommendation will be agendaized at the City Council prior to becoming effective. No date for this action is included in the memo.

Comments or concerns regarding this change may be communicated to the city if the Trustees have any prior to the final approval.

## ATTACHMENTS:

- A. Library Administrative Manager (Job classification)
- B. Memo to Personnel Board: Subject recommendation to establish the classification of administrative and fiscal services manager effective December 26, 2010 and abolish related classifications



City of Berkeley  
Class No.

## ADMINISTRATIVE & FISCAL SERVICES MANAGER

### DEFINITION

Under administrative direction, plans, organizes, directs and supervises the overall administrative, business service and fiscal activities of a City department or large, complex division within a department; serves as a budgetary and financial expert; and performs related work as assigned.

### CLASS CHARACTERISTICS

This is an upper-level management classification used in the largest City departments or large divisions within those departments that have well-defined, fully-functioning administrative, fiscal and business service operations staffed by professional and administrative support personnel. Incumbents exercise broad discretion and judgment in the performance of duties and are considered to be fiscal experts with direct responsibility for all budgetary and financial matters within their organization. Other responsibilities may include program planning and evaluation, personnel management and contracts/grants management. Incumbents interact with the City's Budget Office, and are integral members of the department's leadership team playing a major role in fiscal and administrative matters. This class differs from deputy director classifications by the latter's broad involvement and influence over entire departmental activities and mission. It differs from the Senior Management Analyst class in that it is more specialized in financial and budget analysis and by the size and scope of administrative, business service and financial responsibilities.

### Extended Salary Range Placement

This is an extended salary range classification, and incumbents' advancement in the range is governed by the following characteristics.

Positions that advance up to, but not beyond **step E**, manage the administrative, business and budgetary activities of more moderate sized departments whose primary mission is providing services directly to the public. Positions at this level may also be used in large divisions (such as Public Health or Mental Health) of large departments with oversight from a Deputy Director or other class that has similar or overlapping management responsibilities. Positions at this level provide supervision over professional and support staff, however typically the span of control is not such to support the need for professional-level subordinate supervisors.

Advancement to **step F** of the extended salary range is reserved for individuals that manage the overall administrative, business service and fiscal functions of the largest City departments with budgets which approximate 15% or more (all funds expenditures) of the City budget; or in an independently governed agency such as the Berkeley Public Library. Positions at this level are defined as having extremely complex budgets characterized by a wide-variety of funds, funding sources, capital projects, accounting, payroll, contracts, and may also include the management of facilities and/or personnel

management including employee-employer relations. At this level, all administrative, business service and financial functions are in a centralized setting, directly managed by the incumbent and not dispersed among other units or individuals. At this level the organizational structure includes subordinate managers or supervisors in professional classifications.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the class concept, or is similar or closely related to another duty statement.

1. Supervises professional and support staff performing duties in all administrative and business service operations, including budgets, contracts training, payroll, staffing, and accounting; selects, trains, coaches, evaluates, and disciplines staff consistent with established policy;
  2. Develops, directs and manages the department budget; performs trend analysis and complex forecasting involving historic, current-year and multi-year review of expenditures and revenues for federal and State funding, enterprise funds, tax funds, special assessment funds and grants to ensure balanced budget and efficient delivery of services;
  3. Develops budget and expenditure management procedures; monitors adopted budgets and expenditures; authorizes requests for budget changes; prepares budget projections, justifications, and funding requests;
  4. Analyzes budget performance reports, departmental financial transactions and centralized accounting records to resolve discrepancies and procedural problems;
  5. Manages contracts, grants and project budgeting; reviews subcontractor budget requests for compliance with federal, State and City guidelines and fiscal accuracy; summarizes findings and makes recommendations to approve payments; conducts or manages complex operational or budgetary projects;
  6. Installs new departmental budget, practices and procedures to control the budgetary and expenditure process, and instructs others in their use;
  7. Oversees a broad scope of departmental administrative functions, such as personnel, facilities maintenance, information technology resource allocation, and operational analysis;
  8. Prepares and monitors Requests for Proposal, bid specifications and contracts, and provides significant input into grant oversight and management;
  9. Manages and approves all department purchasing requests in compliance with the budget and City purchasing requirements; negotiates with other agencies or vendors on cost items;
-

10. Prepares complex financial reports for internal and external reporting requirements; provides fiscal and statistical information to policy making officials and advises director on financial implications of staffing, equipment, and capital project decisions; writes and reviews fiscal impacts for Council reports;
11. Attends meetings and conferences; represents the director on various committees; participates in budget sessions, represents the department in all financial matters, including capital projects, grants, information technology, staffing and internal services;
12. Establishes and maintains cooperative and productive relationships with those contacted during the course of work; and
13. Performs related duties as assigned.

### **QUALIFICATIONS**

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics.

#### Knowledge of:

1. Governmental budgeting principles and terminology, fund accounting, financial analysis, and financial forecasting tools, and techniques;
2. Principles and practices of administrative management, including program planning, development, monitoring and evaluation;
3. Contemporary employee management and supervision practices, including selection, training, coaching, evaluation and discipline;
4. Governmental revenue sources and factors that influence revenue and expenditure trends;
5. Laws regulating public fiscal operations; and

#### Ability to:

1. Plan, develop, and control a comprehensive and complex departmental budget;
  2. Plan, direct, review and supervise the work of professional and support staff;
  3. Review and analyze complex operational and administrative issues and data; evaluate soundness of methodologies, conclusions, and alternatives, and recommend or adopt effective courses of action;
  4. Prepare clear and concise records, reports, correspondence and other written materials, and make clear and convincing oral presentations;
  5. Analyze, post, balance and reconcile financial data ledgers and accounts; review and interpret financial reports, transactions, statistical records and legal documents;
-

6. Manage multiple complex projects at a time and meet short-term deadlines and manage peak workload demands;
7. Exercise sound independent judgment within general policy guidelines;
8. Effectively represent the City in meetings with governmental agencies, boards, commissions, and the public;
9. Establish and maintain effective working relationships with those encountered in the course of work; and
10. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and related financial-based and record keeping applications.

**A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:**

Graduation from a four-year college or university with major work in accounting, finance, economics, business or public administration or a closely related field; and five (5) years of professional-level experience preparing and analyzing major operational and/or capital improvement budgets, and exercising fiscal controls. Two of the five years must have included supervisory responsibilities. A Master's degree in one of the above mentioned curricula may be substituted for one (1) year of the non-supervisory experience and is highly desirable. Grants accounting experience is also desirable.

**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

Administrative & Fiscal Services Manager	
Classification Code	
Classification Established	12/2010
FLSA Status	Exempt
Administrative Leave/Overtime	Administrative Leave
Representation Unit	M and Z2
Probationary Period	12 Months
Workers' Compensation Code	8810

**ADMINISTRATIVE & FISCAL SERVICES MANAGER**  
**Organizational/Compensation Structure**  
Salaries Effective December 26, 2010

**EXISTING**

Class	Dept	Step A	Step B	Step C	Step D	Step E
Library Administrative Manager	Library	\$ 7,836	\$ 8,209	\$ 8,616	\$ 9,040	\$ 9,473
Senior Budget Specialist	Public Works and Fire	\$ 7,445	\$ 7,793	\$ 8,220	\$ 8,608	\$ 8,997
Health Admin/Fin Specialist	Health	\$ 7,445	\$ 7,793	\$ 8,220	\$ 8,608	\$ 8,997
Senior Management Analyst	Park, Rec & Waterfront / various other Depts	\$ 7,121	\$ 7,462	\$ 7,829	\$ 8,212	\$ 8,610

**PROPOSED**

New Class	Administrative & Fiscal Services Manager	Step A	Step B	Step C	Step D	Step E	Step F
	Assignment w/in class	\$ 7,428	\$ 7,800	\$ 8,190	\$ 8,600	\$ 9,030	\$ 9,473
	<b>Public Works</b> (replaces Sr Budget Spec)						
	<b>Library</b> (replaces Library Adm Mgr)						
	<b>Fire</b> (replaces Sr Budget Spec)						
	<b>Health</b> (replaces Health Adm/Fin Spec)						
	<b>Park, Rec Waterfront</b> (replaces Sr Mgmt Analyst)						

Proposed chart illustrates available placement within the salary range by position/dept  
Proposed structure adds step F (equivalent to top step of Library Administrative Manager)  
Only positions in Public Works and the Library can be compensated above step E  
Sr Mgmt Analyst class is retained and the salary is unchanged (not noted on the proposed chart)  
Step E of the new class is set 5% above Sr Mgmt Analyst to allow for potential supervisory relationship

## ADMINISTRATIVE &amp; FISCAL SERVICES MANAGER

Salary Survey

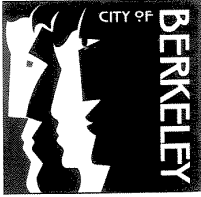
Agency	Class Title	Max Salary	EPMC (%)	EPMC (\$)	401(a)	Adjusted Max
Alameda County	Administrative/Financial Services Manager	\$9,521	3.00%	\$286	\$0	\$9,807
Concord	Administrative Services Manager	\$9,674	8.00%	\$774	\$0	\$10,448
Contra Costa County	Administrative Services Officer	\$7,906	2.74%	\$217	\$0	\$8,123
Fremont	Management Analyst III	\$10,580	0.00%	\$0	\$0	\$10,580
Hayward	No Match					
Oakland	Administrative Services Manager II	\$10,308	8.00%	\$825	\$0	\$11,133
Palo Alto	Senior Administrator	\$8,989	6.00%	\$539	\$0	\$9,528
Richmond	Finance Manager II	\$8,160	0.00%	\$0	\$0	\$8,160
San Leandro	No Match					
San Francisco	Manager II	\$9,733	0.00%	\$0	\$0	\$9,733
San Jose	Administrative Officer	\$11,220	0.00%	\$0	\$0	\$11,220
San Mateo County	Administrative Services Manager II	\$10,674	0.00%	\$0	\$0	\$10,674
Santa Clara County	Administrative Services Manager II	\$8,432	7.00%	\$590	\$0	\$9,022
<b>Berkeley</b>	<b>Administrative &amp; Fiscal Services Manager (Step E)</b>	<b>\$9,030</b>	<b>8.00%</b>	<b>\$722</b>	<b>\$181</b>	<b>\$9,933</b>

**Step E**

Median \$9,807  
Lead (+)/Lag (-) +1.28%  
Agency Matches 11

**Step F**

Berkeley \$10,412  
Median \$9,807  
Lead (+)/Lag (-) +5.81%  
Agency Matches 11



Human Resources Dept.

November 1, 2010

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation to Establish the Classification of Administrative & Fiscal Services Manager Effective December 26, 2010 and Abolish Related Classifications

## **BACKGROUND AND CLASSIFICATION**

The City Manager's Office and the Human Resources Department recommend establishing a new citywide classification of Administrative & Fiscal Services Manager. This classification will be allocated to large departments or large divisions that have well-defined, complex administrative, fiscal and business service operations. It is also recommended that this classification replace the existing classifications of Senior Budget Specialist, Health Administrative/Financial Specialist and Library Administrative Manager.

There are four classifications (Senior Budget Specialist, Health Administrative/Financial Specialist, Library Administrative Manager, and Senior Management Analyst) containing one or two positions within departments that have primary responsibility to manage the administrative, financial and budgetary activities of their department or large divisions within departments such as Mental Health. The establishment of these classes in isolation over time coupled with organizational evolution has resulted in significant overlap in relative responsibilities and internal pay anomalies among the classes within this structure. For example, in the Public Works Department a Senior Budget Specialist initially focused exclusively on fiscal matters now manages a fully-functioning administrative and fiscal services program. This position is compensated less than a similar position in the Library. A Senior Management Analyst is managing complex administrative and budgetary matters for the Parks, Recreation and Waterfront Department, which is compensated less than a similar position in the Fire Department. Additionally, these classifications have slightly different requirements although their scope of work and level of administrative and fiscal responsibility is essentially the same. These classifications report to Department Directors or Deputy Directors, and also must interact closely with the Budget Manager in the City Manager's Office, who oversees the City-wide budget.

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## SUBJECT: ADMINISTRATIVE &amp; FISCAL SERVICES MANAGER

Page 2

The chart below illustrates the staffing pattern for departments and programs large enough to require professional-level employees to manage administrative and fiscal activities.

Department	Class Title	Top Step Salary
Library	Library Administrative Manager	\$9,473
Public Works	Senior Budget Specialist	\$8,821
Fire	Senior Budget Specialist	\$8,821
Public Health/Mental Health Divisions	Health Admin/Financial Specialist	\$8,821
Parks, Recreation & Waterfront	Senior Management Analyst	\$8,442

A survey of other jurisdictions in the Bay Area shows that departmental administrative and budgetary responsibilities are typically managed by general classifications rather than department-specific classifications.

Staff reviewed the essential elements of the six positions allocated to these four different classes and have developed a proposed new classification (Attachment A) that incorporates each of these classes and respective salary ranges in a single Administrative & Fiscal Services Manager class with an extended six step salary range. The objective was to consolidate the classifications performing this work into one classification that differentiates professional level positions with budget and financial analysis responsibilities as contrasted with positions that are primarily involved in policy analysis and program management with relatively little budget and financial responsibilities. We also wanted to address the compensation anomalies between the various classifications performing similar work, and to ensure that individuals in those positions possess a common set of qualifications necessary since the work is so similar.

The rationale for having a sixth salary step (step F) is to recognize the positions in the Library and Public Works Departments that have the largest and most complex budgets, subordinate professional level supervisory staff, and/or are governed by an independent Board. Placement in the salary range is guided by allocation factors that reflect the scope of responsibility and program size and complexity relative to each position. Attachment B illustrates the current and proposed structure and salary range. Only positions in Public Works and the Library would be eligible at this time to receive step F. All other positions would be capped at step E, which an increase of 0.5% above step E of the current Senior Budget Specialist and the Health Administrative/Financial Specialist. This slight increase will establish a 5% top step differential over the Senior Management Analyst class to allow the potential for supervisory/subordinate relationships that could occur under the new structure.

The benefits associated with this new class structure are numerous. This single class will ensure that incumbents have the specific levels of fiscal/administrative education and experience needed to successfully manage these programs in the City. Recruitments can be conducted for one general classification rather than four specialty



SUBJECT: ADMINISTRATIVE & FISCAL SERVICES MANAGER  
Page 3

classes and inter-jurisdictional compensation comparisons should be more reliable since most jurisdictions use the general administrative service class model. A valuable benefit will come from consolidating specialty classes into one well defined class with clearly articulated allocation factors that govern salary step placement, eliminating inequities among employees who are managing administrative, fiscal and budgetary activities.

We are also proposing the classification be established as both unrepresented, and represented by Public Employees Union Local One depending on how the position is used. Currently the Library Administrative Manager position is unrepresented. It manages the personnel activities of the Library and may be involved with employer-employee relations matters, therefore it is a confidential position. Our proposal would reallocate that position to the new classification, but due to its assignment, we would place it in an unrepresented unit. The Senior Budget Specialist (Public Works and Fire Departments), Health Administrative/Financial Specialist (Mental Health and Public Health Divisions of the Health Department) and the Senior Management Analyst (Parks, Recreation and Waterfront) are all represented by Public Employees Union Local One. We are proposing to allocate those positions into the new classification represented by Local One, in representation unit M (Management). This recommendation does not change the existing representation of the positions in these departments.

It is our intent to specialty designate the position in the Library as unrepresented confidential, and exempt it from any retreat/placement provisions in the Unrepresented Employee Manual Layoff Procedure. This means that the position in the Library will be treated as a separate classification for the purposes of administering the layoff procedure.

We have reviewed this classification and proposed salary with Public Employees Union Local One in a meeting held on October 27, 2010, and the union concurred with our recommendations.

## **SALARY**

An external salary survey (Attachment C) was conducted comparing similar classifications in surrounding agencies. Based on the survey results, the median compensation – salary and CalPERS Employer Paid Member Contribution (EPMC) is \$9,807. When salaries are reviewed, the Human Resources Department considers the external market and internal relationships among the classifications to arrive at a salary commensurate with the duties and responsibilities of the classification and the organizational structure. On the basis of these elements and the level of responsibility of the classification, we propose a monthly salary range of \$7,428 - \$9,473. This represents a compensation (salary and EPMC) amount of \$9,933 at step E, which is 1.28% above the external survey median. Most of the positions assigned to this class

SUBJECT: ADMINISTRATIVE & FISCAL SERVICES MANAGER  
Page 4

will be capped at step E. In addition, setting the salary at this amount will create a 5% differential above the Senior Management Analyst class that will enable incumbents of the new classification to supervisor Senior Management Analysts.

Step F will result in a compensation (salary and EPMC) amount of \$10,412, which is 5.81% above the external survey median. This step of the range will be reserved only for the most complex positions assigned to the classification, which at this time reside in the Library and Public Works Departments. We believe it is necessary to recognize those two positions' level of responsibility, size and scope of work with the additional salary step. This step is set at the same level of the current top salary step for the Library Administrative Manager.

### **RECOMMENDATION**

Therefore, the Personnel Board is requested to recommend the following to the City Council:

1. Establish the classification of Administrative & Fiscal Services Manager, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for administrative leave, in Representation Unit (M) Management and Representation Unit Z2 (Confidential Professional), with a monthly salary range of \$7,428 - \$7,800 - \$8,190 - \$8,600 - \$9,030 - \$9,473 effective December 26, 2010.
2. Abolish Senior Budget Specialist (Job Code 2106), Health Administrative/Financial Specialist (Job Code 2825), and Library Administrative Manager (Job Code 1466) effective December 26, 2010.

### **Attachments**

- A. Administrative & Fiscal Services Manager Classification
- B. Salary Step Placement Chart
- C. Salary Survey

cc: David Abel, Human Resources Manager  
Christine Daniel, Deputy City Manager

City of Berkeley  
Class No.

## ADMINISTRATIVE & FISCAL SERVICES MANAGER

### DEFINITION

Under administrative direction, plans, organizes, directs and supervises the overall administrative, business service and fiscal activities of a City department or large, complex division within a department; serves as a budgetary and financial expert; and performs related work as assigned.

### CLASS CHARACTERISTICS

This is an upper-level management classification used in the largest City departments or large divisions within those departments that have well-defined, fully-functioning administrative, fiscal and business service operations staffed by professional and administrative support personnel. Incumbents exercise broad discretion and judgment in the performance of duties and are considered to be fiscal experts with direct responsibility for all budgetary and financial matters within their organization. Other responsibilities may include program planning and evaluation, personnel management and contracts/grants management. Incumbents interact with the City's Budget Office, and are integral members of the department's leadership team playing a major role in fiscal and administrative matters. This class differs from deputy director classifications by the latter's broad involvement and influence over entire departmental activities and mission. It differs from the Senior Management Analyst class in that it is more specialized in financial and budget analysis and by the size and scope of administrative, business service and financial responsibilities.

### Extended Salary Range Placement

This is an extended salary range classification, and incumbents' advancement in the range is governed by the following characteristics.

Positions that advance up to, but not beyond **step E**, manage the administrative, business and budgetary activities of more moderate sized departments whose primary mission is providing services directly to the public. Positions at this level may also be used in large divisions (such as Public Health or Mental Health) of large departments with oversight from a Deputy Director or other class that has similar or overlapping management responsibilities. Positions at this level provide supervision over professional and support staff, however typically the span of control is not such to support the need for professional-level subordinate supervisors.

Advancement to **step F** of the extended salary range is reserved for individuals that manage the overall administrative, business service and fiscal functions of the largest City departments with budgets which approximate 15% or more (all funds expenditures) of the City budget; or in an independently governed agency such as the Berkeley Public Library. Positions at this level are defined as having extremely complex budgets characterized by a wide-variety of funds, funding sources, capital projects, accounting, payroll, contracts, and may also include the management of facilities and/or personnel

management including employee-employer relations. At this level, all administrative, business service and financial functions are in a centralized setting, directly managed by the incumbent and not dispersed among other units or individuals. At this level the organizational structure includes subordinate managers or supervisors in professional classifications.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the class concept, or is similar or closely related to another duty statement.

1. Supervises professional and support staff performing duties in all administrative and business service operations, including budgets, contracts training, payroll, staffing, and accounting; selects, trains, coaches, evaluates, and disciplines staff consistent with established policy;
  2. Develops, directs and manages the department budget; performs trend analysis and complex forecasting involving historic, current-year and multi-year review of expenditures and revenues for federal and State funding, enterprise funds, tax funds, special assessment funds and grants to ensure balanced budget and efficient delivery of services;
  3. Develops budget and expenditure management procedures; monitors adopted budgets and expenditures; authorizes requests for budget changes; prepares budget projections, justifications, and funding requests;
  4. Analyzes budget performance reports, departmental financial transactions and centralized accounting records to resolve discrepancies and procedural problems;
  5. Manages contracts, grants and project budgeting; reviews subcontractor budget requests for compliance with federal, State and City guidelines and fiscal accuracy; summarizes findings and makes recommendations to approve payments; conducts or manages complex operational or budgetary projects;
  6. Installs new departmental budget, practices and procedures to control the budgetary and expenditure process, and instructs others in their use;
  7. Oversees a broad scope of departmental administrative functions, such as personnel, facilities maintenance, information technology resource allocation, and operational analysis;
  8. Prepares and monitors Requests for Proposal, bid specifications and contracts, and provides significant input into grant oversight and management;
  9. Manages and approves all department purchasing requests in compliance with the budget and City purchasing requirements; negotiates with other agencies or vendors on cost items;
-

10. Prepares complex financial reports for internal and external reporting requirements; provides fiscal and statistical information to policy making officials and advises director on financial implications of staffing, equipment, and capital project decisions; writes and reviews fiscal impacts for Council reports;
11. Attends meetings and conferences; represents the director on various committees; participates in budget sessions, represents the department in all financial matters, including capital projects, grants, information technology, staffing and internal services;
12. Establishes and maintains cooperative and productive relationships with those contacted during the course of work; and
13. Performs related duties as assigned.

### **QUALIFICATIONS**

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics.

#### Knowledge of:

1. Governmental budgeting principles and terminology, fund accounting, financial analysis, and financial forecasting tools, and techniques;
2. Principles and practices of administrative management, including program planning, development, monitoring and evaluation;
3. Contemporary employee management and supervision practices, including selection, training, coaching, evaluation and discipline;
4. Governmental revenue sources and factors that influence revenue and expenditure trends;
5. Laws regulating public fiscal operations; and

#### Ability to:

1. Plan, develop, and control a comprehensive and complex departmental budget;
  2. Plan, direct, review and supervise the work of professional and support staff;
  3. Review and analyze complex operational and administrative issues and data; evaluate soundness of methodologies, conclusions, and alternatives, and recommend or adopt effective courses of action;
  4. Prepare clear and concise records, reports, correspondence and other written materials, and make clear and convincing oral presentations;
  5. Analyze, post, balance and reconcile financial data ledgers and accounts; review and interpret financial reports, transactions, statistical records and legal documents;
-

6. Manage multiple complex projects at a time and meet short-term deadlines and manage peak workload demands;
7. Exercise sound independent judgment within general policy guidelines;
8. Effectively represent the City in meetings with governmental agencies, boards, commissions, and the public;
9. Establish and maintain effective working relationships with those encountered in the course of work; and
10. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and related financial-based and record keeping applications.

**A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:**

Graduation from a four-year college or university with major work in accounting, finance, economics, business or public administration or a closely related field; and five (5) years of professional-level experience preparing and analyzing major operational and/or capital improvement budgets, and exercising fiscal controls. Two of the five years must have included supervisory responsibilities. A Master's degree in one of the above mentioned curricula may be substituted for one (1) year of the non-supervisory experience and is highly desirable. Grants accounting experience is also desirable.

**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

Administrative & Fiscal Services Manager	
Classification Code	
Classification Established	12/2010
FLSA Status	Exempt
Administrative Leave/Overtime	Administrative Leave
Representation Unit	M and Z2
Probationary Period	12 Months
Workers' Compensation Code	8810

**ADMINISTRATIVE & FISCAL SERVICES MANAGER**  
**Organizational/Compensation Structure**  
Salaries Effective December 26, 2010

**EXISTING**

Class	Dept	Step A	Step B	Step C	Step D	Step E
Library Administrative Manager	Library	\$ 7,836	\$ 8,209	\$ 8,616	\$ 9,040	\$ 9,473
Senior Budget Specialist	Public Works and Fire	\$ 7,445	\$ 7,793	\$ 8,220	\$ 8,608	\$ 8,997
Health Admin/Fin Specialist	Health	\$ 7,445	\$ 7,793	\$ 8,220	\$ 8,608	\$ 8,997
Senior Management Analyst	Park, Rec & Waterfront / various other Depts	\$ 7,121	\$ 7,462	\$ 7,829	\$ 8,212	\$ 8,610

**PROPOSED**

New Class	Administrative & Fiscal Services Manager	Step A	Step B	Step C	Step D	Step E	Step F
	Assignment w/in class	\$ 7,428	\$ 7,800	\$ 8,190	\$ 8,600	\$ 9,030	\$ 9,473
	<b>Public Works</b> (replaces Sr Budget Spec)						
	<b>Library</b> (replaces Library Adm Mgr)						
	<b>Fire</b> (replaces Sr Budget Spec)						
	<b>Health</b> (replaces Health Adm/Fin Spec)						
	<b>Park, Rec Waterfront</b> (replaces Sr Mgmt Analyst)						

Proposed chart illustrates available placement within the salary range by position/dept  
Proposed structure adds step F (equivalent to top step of Library Administrative Manager)  
Only positions in Public Works and the Library can be compensated above step E  
Sr Mgmt Analyst class is retained and the salary is unchanged (not noted on the proposed chart)  
Step E of the new class is set 5% above Sr Mgmt Analyst to allow for potential supervisory relationship

## ADMINISTRATIVE &amp; FISCAL SERVICES MANAGER

Salary Survey

Agency	Class Title	Max Salary	EPMC (%)	EPMC (\$)	401(a)	Adjusted Max
Alameda County	Administrative/Financial Services Manager	\$9,521	3.00%	\$286	\$0	\$9,807
Concord	Administrative Services Manager	\$9,674	8.00%	\$774	\$0	\$10,448
Contra Costa County	Administrative Services Officer	\$7,906	2.74%	\$217	\$0	\$8,123
Fremont	Management Analyst III	\$10,580	0.00%	\$0	\$0	\$10,580
Hayward	No Match					
Oakland	Administrative Services Manager II	\$10,308	8.00%	\$825	\$0	\$11,133
Palo Alto	Senior Administrator	\$8,989	6.00%	\$539	\$0	\$9,528
Richmond	Finance Manager II	\$8,160	0.00%	\$0	\$0	\$8,160
San Leandro	No Match					
San Francisco	Manager II	\$9,733	0.00%	\$0	\$0	\$9,733
San Jose	Administrative Officer	\$11,220	0.00%	\$0	\$0	\$11,220
San Mateo County	Administrative Services Manager II	\$10,674	0.00%	\$0	\$0	\$10,674
Santa Clara County	Administrative Services Manager II	\$8,432	7.00%	\$590	\$0	\$9,022
<b>Berkeley</b>	<b>Administrative &amp; Fiscal Services Manager (Step E)</b>	<b>\$9,030</b>	<b>8.00%</b>	<b>\$722</b>	<b>\$181</b>	<b>\$9,933</b>

**Step E**

Median \$9,807  
Lead (+)/Lag (-) +1.28%  
Agency Matches 11

**Step F**

Berkeley \$10,412  
Median \$9,807  
Lead (+)/Lag (-) +5.81%  
Agency Matches 11





## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

November 10, 2010

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** NOVEMBER 2010 MONTHLY BRANCH IMPROVEMENT PROJECT REPORT  
FROM LIBRARY DIRECTOR

### **INTRODUCTION**

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

### **FISCAL IMPACT**

This report will have no fiscal impacts.

### **SUMMARY OF WORK**

Meetings held during this reporting period include:

- Weekly project meetings facilitated by the KCEM project manager, Steve Dewan or Bob Fusilier
- Meeting with City's Planning Department and architects as needed

### **COMMUNICATION**

Staff continues to prepare and distribute paper and e-mail announcements for community meetings and BOLT meetings involving branch bond projects. Banners for community and BOLT meetings where design presentations and discussions will occur are hung at the branch to advertise the meeting location, date and time. In addition, displays have been set up at each branch and the Central Library showing the most recent design and providing project update summary sheets.

### **FISCAL**

None.



## OTHER CITY AGENCIES, BOARDS AND BODIES

### *CoB City Council*

Use Permits for the Claremont and North branch projects granted by the Zoning Adjustment Board (ZAB) in July have been appealed. The Library has been notified that these appeals will be heard by the City Council at the regular meeting of Tuesday, December 7, 2010.

### *Planning and Development*

Information regarding environmental impact analysis (CEQA / EIR) undertaken by the CoB Planning and Development Department staff related to library projects may be available on the City of Berkeley website at: <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=362>

Postings are managed by the Planning Department and may be accessed via their page on the CoB website when available for public review.

The Notice of preparation (NOP) and scoping session for an environmental impact report (EIR) for: *Zoning ordinance amendment to allow flexibility in the application of development standards for existing public libraries; south branch library project; and west branch library project*, was held on October 20, 2010. More information is available on the CoB website under Planning and Development.

## PROJECT UPDATES

### *South Branch Project*

CEQA review is currently underway by the City's Planning Department (see above).

### *West Branch Project*

CEQA review is currently underway by the City's Planning Department (see above).

The design team will present the result of the community meeting held at the west Branch on September 11, 2010 and give an update on the projects under the presentation calendar.

### *North Branch Project*

In late October the design team submitted the branch construction plans to the City for review, plan check may take several months to complete and will result in the issuance of a building permit upon successful completion and the final resolution of the Use Permit appeal.

### *Claremont Branch Project*

In late October the design team submitted the branch construction plans to the City for review, plan check may take several months to complete and will result in the issuance of a building permit upon successful completion and the final resolution of the Use Permit appeal.

## Sustainability and Green Libraries

On Saturday, November 6, 2010 the Berkeley Chamber of Commerce held a special event: **Berkeley Green Gathering**, from 6-9 pm at Berkeley City College Auditorium.

Presentations included local projects and Suzanne Olawski, Neighborhood Services Manager for the library spoke on LEED LIBRARIES, focusing on the four branch library projects.

<http://r20.rs6.net/tn.jsp?llr=8rw94dcab&et=1103778188771&s=454&e=001c4ZeTp2l4JgLCJeIXzqzHzVT6ETEsRP4kyLVPYn5pQuf2vaASezhW7L81le10lwKqQuB4qSYETuMFsYMDDe8O62y-MpLChyBbEw0ZZN6t-k-1GnYkE2kBKg==>



## *CONTINUITY OF SERVICES*

### Book Van

The Library has contracted with a local firm to complete the wrap, Berkeley Public Library Foundation gift funds will be used for this purpose and acknowledgement of their commitment and of the branch capital campaign will be included in the final design.

A special program will be planned in December to promote the new book van service and begin to talk with the community about services during the closure of North and Claremont, promoting West, South and Central branches as a convenient alternative.





## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

November 10, 2010

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** NOVEMBER 2010 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.

### **PROFESSIONAL ACTIVITIES**

The director and other staff attended the 17<sup>th</sup> annual awards dinner of the Berkeley Community Fund, held on October 21, 2010. At the event, 2010 Berkeley Community Awards were given, for Achievements by an Organization, the Berkeley Public Library Foundation was honored.

### **PROGRAMS, SERVICES AND COLLECTIONS**

#### *All Staff Meeting*

An all staff meeting was held the morning of October 29<sup>th</sup>. Among the topics covered were: CLA Snap shot day, branch bond program update, new software, and other news of interest to all staff members.

#### *Adult Services*

Berkeley Public took part in snapshot day, as did many libraries across the state, "Snapshot: One Day in the Life of California Libraries." A presentation of the pictures and statistics gathered to show how important academic, public, school, and special libraries and library systems are was made to staff at the recent all staff meeting. These were reported to the State of California State Library Division and will be used in the future by the library.

A book into film discussion group was held: examining Brokeback Mountain, an Oscar-award winning film based on Annie Proulx's short story of the same name. Discussion group



participants read the short story and screenplay by Larry McMurtry and then held a robust discussion of both.

The ever popular opera in the library was held at the Central Library, at noontime. The concert featuring Berkeley West Edge Opera (formerly Berkeley Opera) was held on Thursday, October 21. Artistic Director Mark Streshinsky and cast members previewed highlights from the company's upcoming production of Xerxes by George Frideric Handel.

Once again this year, Berkeley Public Library's 4th annual Banned Bookmobile is on display September 26 through October 31 in the entrance lobby of the Central Library.

## FACILITIES/ OPERATIONS & PERSONNEL

### FACILITIES

#### *Technology*

- The week of October 12<sup>th</sup>, work was completed to establish a fiber-optic link between the Central Library and CoB city hall. This connection will ensure dedicated online connections are as efficient and robust as possible.
- Starting November 3rd, the Berkeley Public Library implemented the newest release of the Encore Catalog. These features are intended to give better results, increase use of our article databases, and provide a way to peek into some books using Google Books Preview. The BPL Home Page now has a highlighted news item and link to the web page explaining the features to patrons.

### PERSONNEL

#### *Recruitment*

Recruitment continued for the Supervising Librarian vacancy in the Central Library, Art & Music Section and the Youth Services Division Manager vacancy.

#### *Side Letter Status*

In October, City Council passed the side letter agreement regarding higher class work at the Library as recommended by the board. Previously the contract for 1021 – CS Chapters required that all employees work an entire shift in a higher classification in order to receive the differential or higher-class pay. In a side-letter agreement that was approved last night by Council, the contract has been amended so that Library Aides, Library Assistants, Library Specialists I/II and Librarians I/II who are assigned to work more than 40% of their shift performing the duties of the higher classification shall receive higher class pay for the entire shift. Staff working less than 40% of their shift in this higher capacity will not receive any differential pay.

#### *Training / Staff Development*

On September 30 and October 1, Deputy Director Douglas Smith and Neighborhood Services Manager Suzanne Olawski attended a Public Library Association workshop, "Planning and Management of Public Library Buildings." (Attachment 1)

### ATTACHMENT:

1. Report on training

Report by Suzanne and Doug:

On September 30 and October 1, Deputy Director Douglas Smith and Neighborhood Services Manager Suzanne Olawski attended a Public Library Association workshop, "Planning and Management of Public Library Buildings."

This workshop was devoted to the basic principles of building planning and management, such as conducting thorough facility assessments, reviewing security and safety needs, architectural design security considerations, and developing facility maintenance plans/budgets. Additionally, instructor Cheryl Bryan--author of the ALA monograph *Managing Facilities for Results: Optimizing Space for Services*--focused on the specific procedures necessary to employ architectural, engineering and consultant assistance to improve library buildings. This included listing technology planning needs and associated building requirements, how to convene a building planning committee and the conflict resolution techniques prerequisite for that process. Finally, a unit focused on RFP design, construction meetings, project oversight, and post-occupancy evaluation procedures. The content of this training will prove to be useful background as staff prepare for the upcoming branch library construction and renovation projects, as well as the ongoing space management challenges at the Central Library.





LJ INDEX 2010

# AMERICA'S STAR LIBRARIES

The *LJ* Index of  
Public Library Service 2010

By Ray Lyons & Keith Curry Lance

The statistics we keep to show stakeholders what our libraries deliver to our communities have always mattered, but they may now be more important than ever. In the face of the ongoing and broad cuts libraries are seeing nationwide, it is vital to illustrate the accomplishments of libraries. To that end, we offer the *LJ* Index of Public Library Service 2010, sponsored by Baker & Taylor's Bibliostat, based on 2008 data released by the Institute of Museum and Library Services a few months ago. Significantly, this data reflects service reported for FY08 (most often, calendar 2008, July 2007–June 2008, or October 2007–September 2008, depending on the state), which makes

this the first round of national public library statistics since the onset of the economic recession in December 2007.

For this edition of the *LJ* Index, we asked star libraries to review the data they had reported for the four per capita service outputs—visits, circulation, program attendance, and public Internet terminal use—and reflect on why their figures rose. At first, it seemed there were as many explanations as libraries, but common threads emerged concerning the recession, funding, facilities, staffing, collections, technology, programs, policies, strategic planning and internal research, extraordinary circumstances, and data collection methods.

*Ray Lyons is an independent consultant and statistical programmer in Cleveland. His articles on library statistics and assessment have also appeared in Public Library Quarterly, Public Libraries, and Evidence Based Library and Information Practice. Keith Curry Lance is an independent consultant based in Denver. He was the longtime director of Colorado's Library Research Service and a founding member of the Steering Committee of the Federal-State Cooperative System (FSCS) for Public Library Data*

## The recession arrives

As the recession took hold, libraries responded. Jan Sanders of Pasadena Public Library, CA (\$10 million–\$29.9 million, ★★★★★), notes that her library's Internet use seminars and job-related presentations drew "capacity" crowds that year. She credits spikes in children's services measures to "children whose families could [no longer] pay for private [child] care."

Across the country in New Jersey, Karen Brodsky believes Bernardsville Public Library (\$400,000–\$999,999, ★★★★★) saw high levels of use during 2008, “partly because numerous people were using the library to find employment and to hone computer skills toward that effort.” She adds that “we believe that people were successful because use of the library decreased somewhat in late 2009 and early 2010 as more people were working.”

Similarly, Cheryl Whistler Garrison thinks the impressive statistics from Kent District Library, MI (\$10 million–\$29.9 million, ★★★★★), “are due in part to the challenges resulting from Michigan’s economic downturn. People are turning to the public library more than ever for entertainment, information, and job search assistance.”

For some, annual increases in library traffic during 2008 masked even more dramatic increases late in the year. Christine M. Steckel of Lower Merion Library System, PA (\$5 million–\$9,999,999, ★★★★★), cites “the fourth-quarter explosion in all activity levels as the recession rolled through the international landscape.”

### The funding factor

While public libraries tend to see increases in usage when economic times are tough, some libraries maintain high usage because funding is both higher and more stable than that of other libraries.

Wellfleet Public Library, MA (\$400,000–\$999,999, ★★★★★), is in such fortunate circumstances. “Our small town has been cautious with budgets over the years. Most town departments’ operating budgets have been level-funded for years, but they haven’t been cut,” says Wellfleet’s Elaine McIlroy. She notes a range of support from Friends, trust funds, and a recent “significant bequest,” as well as an effort to bring in stimulus funding. Some might attribute this library’s success solely to its strong fiscal support, but it is what one does with funding that makes the difference. McIlroy also describes how the library has increased the number of public Internet stations and programs for all ages but especially tweens and teens. “In these difficult economic times,” she adds, “free programs offered at the library are well attended and appreciated.”

For decades, Ohio public libraries have been funded by a unique statewide funding mechanism, the Ohio Public Library Fund. In 2009, state fiscal pressures led to the first substantial decrease in funding via that means. Doubtless, this will impact the standing of Ohio libraries in the next two rounds of the *LJ* Index. Some Ohio libraries are weathering this storm better than others. For instance, Kent Oliver of Stark County District Library (\$10 million–\$29.9 million, ★★★★★) believes a “fairly recent operating levy” explains continuing increases in his library’s “overall usage statistics.”

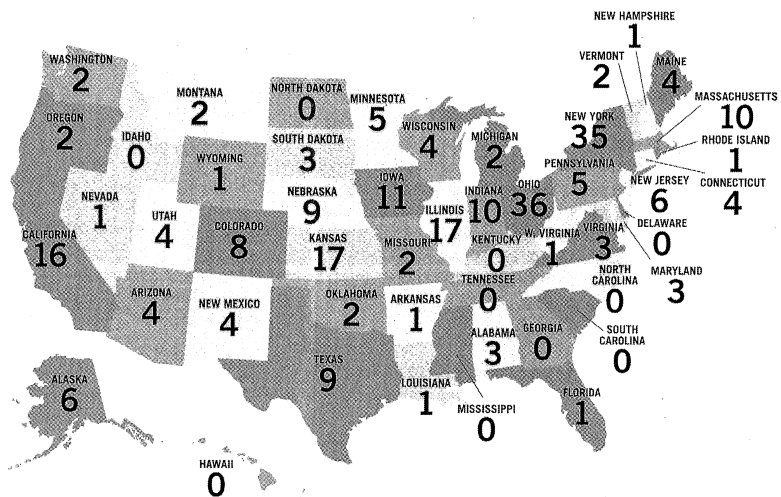
### Facilities that draw

One truism about public libraries is that use goes up after a new building opens or a renovation is completed. Star-level

statistics for many libraries were chalked up to this factor. The building alone, however, is not enough. “New buildings might bring people in initially,” says Carole Kowell of Medina County District Library, OH (\$5 million–\$9,999,999, ★★★★★), but it’s what’s inside that brings them back.”

Upticks in statistics in new spaces may be owing to the novelty, longer hours, more space, specific building features, or reinvigorated programming. Cheryl Wright of Indianapolis–Marion County Public Library (\$30 million and over, ★★★★★) credits across-the-board statistical increases to the re-

## The Stars, State-by-State



Ohio is the star leader, with 36 star libraries; New York State is second with 35. Arizona and Louisiana hit the list for the first time

model of the central library. “In the newly renovated building, we returned to our normal hours of four nights per week till 9 p.m. We experienced higher door counts, circulated more materials, and had expanded the number of public Internet computers,” she says. “We also conducted heavy programming during that first year to bring people in to see and celebrate the newly renovated facility.”

At the San José Public Library, CA (\$30 million and over, ★★★★★), Jane Light identifies the beginnings of recent statistical increases with more space via the “reopening of several branches that had been closed for construction. Those buildings are over twice as big as the old buildings.”

Sometimes, though, it’s the creature comforts that pay off. Robin Yuran of Norfolk Public Library, CT (\$400,000–\$999,999, ★★★★★), believes most of her library’s 2008 statistics reached all-time highs because of “[t]he redesign of the Great Hall with cozy alcoves, new furniture, and Wi-Fi.”

The setting also helps. “Our location in the heart of a beautiful new development was probably the biggest factor in our explosive growth,” says Barbara D. Hathaway of Bee Cave Public Library, TX (\$200,000–\$399,999, ★★★★★). “Parking is plentiful, and visibility is very high. The library is literally in the center of the development, facing the outdoor amphitheater where free concerts and fireworks are a big draw.”

## LJ INDEX 2010

# MORE LIBRARIES RATED

This round of the *LJ* Index of Public Library Service is based on 2008 data reported by public libraries to their state library agencies and compiled nationally by the Institute of Museum and Library Services (IMLS). The *LJ* Index 2010 gives five, four, or three stars to the top libraries rated. This year, 63 libraries received their first star ratings, with a total of 258 receiving stars. In addition, 139 more public libraries were given *LJ* Index scores this round for a total of 7,407, up from 7,268 in the *LJ* Index 2009, Round Two (*LJ* 11/15/09) (see table at right).

There were modest gains in the number of libraries in most of the nine expenditure categories (see table page opposite), but the bulk came in the \$1 million–\$4.9 million category, with 73 more libraries. That trend did not hold, however, for the \$50,000–\$99,999 and \$200,000–\$399,999 categories, which lost about 25 libraries each. As in the prior round, the overall difference is owing to a net gain in the number of scored libraries and a rise in the number of libraries reporting all four *LJ* Index per capita statistics. Another factor: libraries moving from one expenditure category to another as budgets shifted.

## NEW STARS

Some of the new star libraries were unrated in the last round because they had unreported 2007 data. These newly recognized libraries include Dry Point Township Library, Cowden, IL; Skidompha Public Library, Damariscotta, ME; Battle Creek

Public Library, NE; Sheldon Public Library, IA; Bee Cave Public Library, TX; Sanibel Public Library, FL; Ligonier Public Library, IN; Birmingham Public Library, AL; Lower Merion Library System, Ardmore, PA; and bigger urban systems such as the San Francisco Public Library and Denver Public Library.

While the overall representation of states among the star libraries remains similar to the prior edition, there are some

## LJ INDEX PUBLIC LIBRARIES BY TOTAL OPERATING EXPENDITURES—YEAR-BY-YEAR COMPARISON

TOTAL OPERATING EXPENDITURES	NUMBER OF LIBRARIES		
	OCTOBER 2010 (2008 DATA)	NOVEMBER 2009 (2007 DATA)	FEBRUARY 2009 (2006 DATA)
\$10K–\$49.9K	1,036	1,015	1,088
\$50K–\$99.9K	1,128	1,152	1,115
\$100K–\$199.9K	1,204	1,191	1,173
\$200K–\$399.9K	1,087	1,113	1,089
\$400K–\$999.9K	1,333	1,278	1,247
\$1M–\$4.9M	1,282	1,209	1,125
\$5M–\$9.9M	186	176	159
\$10M–\$29.9M	106	98	88
\$30M+	45	36	31
<b>TOTAL IN LJ INDEX</b>	<b>7,407</b>	<b>7,268</b>	<b>7,115</b>

KEY: M—Millions K—Thousands

Sometimes, exceptional statistics reflect what is going on with another library. “Hard times in other libraries have resulted in more traffic in ours,” notes Jean Campbell of Forsyth Public Library, IL (\$200,000–\$399,999, ★★★★★).

Sue Seamans of Falconer Public Library, NY (\$100,000–\$199,999, ★★★★★), illustrated this further with an example that may just explain a repeat of their star library status next year. “[L]ast fall, our largest Chautauqua-Cattaraugus System Library (James Prendergast Library) was closed due to asbestos abatement and renovations.... We experienced a large number of ‘Prendergast Refugees,’ as we called them, looking for library services.... We were very busy (and frantic some days), but it was a rewarding opportunity for us to help another library.”

In some cases, a public library facility houses more than a public library. E. Leslie Polott of Hudson Library, OH (\$1 million–\$4.9 million, ★★★★★), reports, “We were created [in 1910] as both a historical society [and] a library,” while Laurie Sundborg of Tulsa City-County Library (\$10 million–\$29.9 million, ★★★★★) notes that “a 420-seat children’s theater [is] attached to [our] Regional Library.”

Of course, deliberate efforts to promote user traffic can be powerful, too. Andra Addison reports that Seattle Public Library (\$30 million and over, ★★★★★) celebrated completion of its “Libraries for All” capital building campaign by distributing “library passports” and encouraging people to visit all the new locations to get their passports stamped.

## Staffing savvy

Several libraries attribute high—and, in many cases, still increasing—numbers to staff changes or additions.

Beth Kramer, of West Tisbury Free Public Library, MA (\$200,000–\$399,999, ★★★★★), credits her library’s recent increases in program attendance to “the creation of a program director.... [W]ithout community outreach and response to community needs, our library would become disconnected and our services would not necessarily meet our community’s [needs],” she says. “We [also] changed our YA librarian’s position to focus on programming and outreach.”

The Palo Alto City Library, CA (\$5 million–\$9,999,999, ★★★★★), says Diane R. Jennings, saw a rise in program attendance owing to an increase in the number of school-based programs after the creation of a half-time school liaison position to work very actively with “students, faculty, and parents to promote our city’s library resources and services.”

Conversely, of course, this issue cuts both ways: staffing reductions can be an obvious explanation for reduced service outputs.

## Collections with range and depth

Diverse collections—both in format and language—are credited for high circulation and other outputs by many libraries.

“Record-breaking” circulation, says Mary Hastler of Harford County Public Library, MD (\$10 million–\$29.9 million, ★★★★★), resulted from “getting materials out to the branches

# AVERAGE (MEAN) VALUES OF LJ INDEX MEASURES OCTOBER 2010 RATINGS

EXPENDITURE GROUP	VISITS PER CAPITA	CIRCULATION PER CAPITA	ATTENDANCE PER CAPITA	PUBLIC INTERNET TERMINAL USE PER CAPITA
\$10K–\$49.9K	3.8	5.0	0.32	1.09
\$50K–\$99.9K	5.4	7.5	0.47	1.45
\$100K–\$199.9K	5.7	8.2	0.45	1.37
\$200K–\$399.9K	6.3	8.1	0.47	1.38
\$400K–\$999.9K	7.1	9.3	0.47	1.47
\$1M–\$4.9M	7.0	10.1	0.44	1.48
\$5M–\$9.9M	6.7	11.2	0.38	1.69
\$10M–\$29.9M	6.1	11.0	0.31	1.61
\$30M and above	5.8	10.5	0.29	1.32

KEY: M–Millions K–Thousands

notable differences (see the current state-by-state breakdown at [www.libraryjournal.com/ljindex2010](http://www.libraryjournal.com/ljindex2010)). Both Arkansas and Louisiana can boast their first star libraries—Gravette Public Library, AR, and Ouachita Parish Public Library, Monroe, LA! Illinois added a remarkable five new star libraries to its roster. New York lost two star libraries, while Ohio gained three, putting Ohio at the top of the state-by-state count.

Some libraries did receive lower scores or fewer stars than in the LJ Index 2009, Round Two ratings. However, a library's lower index score does not mean the library's actual performance in its community declined. Score changes can be a result of statistics that went down due to changing library priorities, or the stiffer competition that additional libraries bring to the ratings, or both.

by street date, an emphasis on purchasing popular materials, providing a wide array of formats, and adding new formats to the collection, such as Playaways."

Greg Bodin reports that collection development at San Mateo County Library, CA (\$10 million–\$29.9 million, ★★★★★), focuses on "popular materials such as...movies and books-on-CD" to supplement new books and classics. He also notes the library's world languages collection of "over 12,500 [heavily used] items in...Chinese, Hindi, Russian, and Spanish."

Depth in the collection also means a lot at the San Francisco Public Library (\$30 million and over, ★★★★★). "Chinese-language items make up about seven percent of the total library collection, [but] they represent 14 percent of circulating items," says Jill Bourne. "In 2008, the highest circulating fiction title was a book in Chinese—*Lao Fuzi*."

## The touch of technology

Explanations for high and/or increased computer use in libraries include adding more computers, upping the functionality of those already available, and being a source for high-speed connectivity in areas where people cannot take it for granted.

Santa Clara County Library, CA (\$30 million and over, ★★★★★), increased Internet access by replacing "thin-client terminals" with "full-service Internet computers so that all public access computers now offer all the functionality patrons need to link to a URL from the library ILS catalog or

## LJ INDEX BASICS

LJ Index scores are based on four per capita service outputs: library visits, circulation, program attendance, and public Internet computer use. These four measures are closely related to one another statistically. By definition, service outputs don't measure quality, value, excellence, or relevance of services to the community.

A library's LJ Index score is based on the relationship among its four statistics and the averages of those statistics among its peers based on total operating expenditures. Because we use only four statistics, a very high value on one or more statistics can compensate for lower values on other statistics. This "sensitivity" of the LJ Index is intended to encourage both the identification of exceptional levels of specific services as well as thoughtful review of the validity and reliability of local data reports.

To be scored on the LJ Index, a library must meet four criteria: 1) match the IMLS definition of a public library; 2) serve a population of at least 1000; 3) have total operating expenditures of at least \$10,000; and 4) report all four of the service outputs on which the LJ Index is based. Any issues with data accuracy or completeness should be directed to local libraries and/or their state library agencies.

LJ Index ratings for all the included libraries and the data on which they are based are readily available via the LJ Index homepage at [www.libraryjournal.com/ljindex2010](http://www.libraryjournal.com/ljindex2010). In addition to these data, national and state rankings and national percentiles may be accessed and analyzed graphically and interactively by those with access to Bibliostat Connect, which provides the value-added benefit for customized analyses by linking via LJ Index data to other data from IMLS, the Public Library Data Service, state library agencies, and the U.S. Census.

online databases," says Melinda Cervantes. "This is critical when completing job application forms online and attaching or linking to cover letters and résumés. Additionally, the library added wireless access points to meeting rooms and other public spaces."

Lisa Wenner, of Meekins Public Library, Williamsburg, MA (\$100,000–\$199,999, ★★★★★), reports that "the hill towns...in western Massachusetts do not, for the most part, offer broadband or high-speed Internet.... So, many people depend on the public libraries in the area for...Internet [access], which is certainly always faster than dial-up."

At the other extreme, dozens of star libraries say that use of public Internet computers, while still high, is beginning to level off or even decline as libraries expand Wi-Fi access. Ellen Stuckey, Butler Public Library, IN (\$200,000–\$399,999, ★★★★★), speaks for all of them when she says "we are discouraged from counting people on their own laptops using our wireless Internet [access]." Unfortunately, to date, the IMLS and the states count only uses of public Internet computers in libraries.

## Well-targeted programs

Many libraries attributed exceptional statistical performance in 2008 to programming—in terms of both its direct impact on program attendance and its indirect impact on the other service outputs.

Theresa M. Tyner of North Manchester Public Library, IN

## LJ INDEX 2010

(\$200,000–\$399,999, ★★★), credits her library's standing to the community's centennial celebration events as well as the addition of a "weekly teen program...that consistently gets 15–22 teens" and "a cinema series."

In 2007–08, the Coffey County Library, KS (\$1 million–\$4.9 million, ★★★), according to Jenifer Trimble, saw "a 21 percent increase in attendance at children's programming and a 51 percent increase in attendance at adult programming." Popular 2008 programs included "Senior Citizen Brown Bag Lunches, Scrapbooking Programs for all ages, very interactive story times, and a detailed after-school program that includes rocket building, beginning cooking, and gardening."

Ellen Brown, of Mercer County Library, NJ (\$10 million–\$29.9 million, ★★★★★), gives some credit for high program attendance to extraordinary outreach efforts, such as library programming delivered to the county's Youth Detention Center (Great Stories Book Club) and clients of HomeFront, a nonprofit that aims to eliminate homelessness in the county (literacy education).

Of course, library programs are just part of a larger mix of uses. The Princeton Public Library, NJ (\$1 million–\$4.9 million, ★★★★★), says Leslie Burger, has achieved widespread community acceptance as "the community's living room. People come for programs, to borrow materials, [and to] use our computers, but just as often they come to meet a friend, grab a quick bite in the café, watch a sporting event, or...to hang out."

### Policies that foster access

Library service output statistics can also be affected by dramatic changes in library policies that foster access to library resources.

Tim Kambitsch, of Dayton Metro Library (\$10 million–\$29.9 million, ★★★), describes a strategic set of policy changes related to the library's Urban Initiative. "We found that our fine rates were punitive [and] reduced our video fine rate from \$1 per day to 10¢ per day. We also eliminated overdue fines for children's materials and waived all outstanding overdue fines from our records. At the same time, we publicized the amnesty with targeted mailings," he says. "A second initiative [took] advantage of the upward trend in demand for urban literature. We set up an additional special materials fund for urban literature and targeted placement in these branches. We conducted programs with urban lit authors. Use of library materials shot up dramatically throughout our system of urban, suburban, and rural branches, but the urban branches had the biggest changes within that first year."

### Strategic planning

Many public libraries maintain and sometimes see dramatic increases in service output statistics as a result of implementing strategic plans and conducting internal research studies.

For the Salt Lake County Library System (\$30 million and over, ★★★), 2008 was "the second full year of our strategic plan," notes James D. Cooper. Customers benefited from "advancements in our ability to more efficiently purchase, process, and move materials through our system, getting high-demand materials into customers' hands quicker," he says. "In addition, our web services and technology resources were enhanced; we continued implementation of RFID and self-service checkout; and our outreach and programming services were expanded through improved focus and efficiencies."

Changes based on research spurred use at the Public Library

of Cincinnati and Hamilton County (\$30 million and over, ★★★★★). "In 2007 we started a project to redesign our main library. We consolidated several departments, added a couple of new departments, and kept some of the previous departments," says Kimber L. Fender. "The whole redesign was based on data we gathered by actually observing how people were using the main library. The project was completed in early 2008, and that year the main had a circulation increase of 16.1 percent. In addition to facilitating use, the new design is much more efficient, resulting in annual operating savings of about \$1 million."

### Exceptional circumstances

Sometimes a library's statistics look exceptional, because the library operates in exceptional circumstances. As we have noted in earlier rounds, public libraries in resort communities and certain suburban enclaves can have an advantage in the *LJ* Index, because the scores are based on per capita statistics. In such communities, it is common for the perfectly correct official resident population figure—the basis for per capita statistics—to represent only a fraction of the actual user community. In resorts, for example, part-time residents who are often owners of luxury second homes are seldom included in the official population. Similarly, students in some college towns are not counted. Resort and college towns, however, are by no means the only types of communities where this disconnect between official and real populations is in play. In any case, the libraries in such communities are often taking great pains to serve the needs of these groups.

Consider the circumstances at Unalaska Public Library, AK (\$400,000–\$999,999, ★★★★★), described by Dan Mason: "[Our] library serves the #1 U.S. Fishing Port (by volume). The actual community of Unalaska consists of roughly 5000 hearty individuals...located on Unalaska Island, 800 miles southwest of Anchorage, AK, between the Bering Sea and the North Pacific. As fishing seasons come and go, the population ebbs and flows to as high as 12,000.... The library is heavily used by both permanent residents and transient workers who support the fishing industry. A simple explanation of our success is that, 'as fishermen aged, they found that they needed more access to books than...bars.' We are that alternative, by providing a quiet place to read and surf the net for people who toil in one of the most dangerous working environments in the world."

The Borough of Avalon Free Public Library, NJ (\$1 million–\$4.9 million, ★★★★★), might look like a typical resort library, serving a coastal community with a seasonal population that ranges from 2100 to over 25,000, according to Norman Gluckman. However, in this case, population dynamics are being addressed with exceptionally ambitious outreach to nonresidents. Gluckman reports that the two-year-old library studied its patronage and learned that "64 percent were nonresident homeowners...spread out over a five-state area. To give them better value for their library tax dollar," he says, the library created "a virtual library community...not bounded by geography.... By the end of the year, 622 mailers containing an average of two items apiece were sent to patrons in Florida, Virginia, Maryland, Delaware, Pennsylvania, and New York." With that kind of extraordinary outreach, it is little surprise that this library is a star.

### Data collection methods

All too frequently, year-to-year changes—up and down—in library statistics are explained simply by changes in how data are collected or estimated.



A statistic can go up dramatically from one year to the next, because previous figures were reported only for the main or central library and not branches. Once usage at branch libraries is added, a far larger figure can be reported in subsequent years.

While a library may have been estimating a statistic in good faith, when a way to automate that count is found, it is learned that the estimation method resulted in a figure that was substantially high or substantially low.

Some respondents to our appeal for explanations of star library figures confide that, in years past, they had simply misunderstood the definitions for some of the service outputs in ways that "low-balled" their counts or estimates.

Others report having two versions of some statistics—one following the IMLS definition and another based on local data reporting requirements or wishes. Generally, the local versions of these statistics result in higher figures (though they do not play a role in the *LJ* Index).

Representatives of some libraries speculate that they undercount routinely, owing to the persistent use of primitive, labor-intensive, typical-week methods of estimating that they believe miss some use. One might wonder why a library's administration would intentionally undersell its performance. One correspondent offers a frank explanation: "We librarians aren't a numbers-oriented group." What seems clear from our correspondence with star library leadership is that staff in most public libraries are doing the best they know how to provide honest, complete, and accurate data. It is equally clear that some are uncertain of how to go about collecting some data and how to improve those efforts.

Our hope is that seeing the reported data on which *LJ* Index scores and star library ratings are based and discussing the results will lead public library directors and others to share their data collection methods as well as their exemplary practices.

Then public libraries will identify models of practice—and data collection—to use in improving their own statistics out of a genuine desire to represent accurately what they deliver to their communities.

Whether that happens or not depends in part on the efforts of people at the state level: Chief Officers of State Library Agencies and their State Data Coordinators. Go to the web version of this article at [www.libraryjournal.com/ljindex2010](http://www.libraryjournal.com/ljindex2010) to see what a handful of veteran representatives of these groups say about the challenges they face in collecting complete and accurate statistics from public libraries.

## Staying motivated

In a political and fiscal climate that demands data-based decision-making, it is in everyone's interests to do whatever can be done at federal, state, and local levels to improve the quality of public library statistics. While data collection problems never seem to stay solved for long, the diligence required to keep trying has payoffs that are measureless:

There is no branch of library economy [i.e., management] more important, or so little understood by a librarian as helps to himself, as the daily statistics which he can preserve of the growth, loss, and use (both in extent and character) of the collection under his care. The librarian who watches these things closely, and records them, always understands what he is about, and what he accomplishes or fails to accomplish. The patrons to whom he presents these statistics will comprehend better the machinery of the library, and be more indulgent toward its defects.

Brace yourselves: this quote comes from *Public Libraries in the United States of America* (Washington, DC: U.S. Bureau of Education, p. 714), edited by S.R. Warren and S.N. Clark...in 1876! ■

# THE STAR LIBRARIES 2010

Below are the libraries that received stars from the *LJ* Index of Public Library Service 2010.

To see the index of all 7,407 libraries included, go to [www.libraryjournal.com/LJIndex2010](http://www.libraryjournal.com/LJIndex2010)

## EXPENDITURE RANGE \$30,000,000+

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
★ Cuyahoga County Public Library, Parma	OH	30.1	12.6	0.64	3.11	1670
★ Columbus Metropolitan Library	OH	20.6	10.0	0.44	2.95	1250
★ Seattle Public Library	WA	18.9	11.9	0.34	2.86	1212
★ Denver Public Library	CO	16.4	7.3	0.60	2.29	1101
★ Cleveland Public Library	OH	14.0	8.9	0.41	2.22	986
★ Indianapolis-Marion County Public Library	IN	19.1	6.8	0.40	2.24	968
★ PL of Cincinnati & Hamilton County	OH	19.4	7.0	0.40	2.03	955
★ Ocean County Library, Toms River	NJ	9.2	6.9	0.48	2.59	931
★ Toledo-Lucas County Public Library	OH	14.3	6.9	0.33	2.67	906
★ Santa Clara County Library, Los Gatos	CA	24.0	8.1	0.29	1.19	871
★ Multnomah County Library, Portland	OR	28.7	6.6	0.44	0.13	860
★ San José Public Library	CA	14.6	7.8	0.28	2.18	843
★ Salt Lake County Library System	UT	18.2	5.7	0.29	1.67	750
★ San Francisco Public Library	CA	10.1	7.2	0.35	1.51	726
★ Montgomery Cty. Public Libraries, Rockville	MD	12.3	10.1	0.22	1.07	723

### SAN JOSÉ PUBLIC LIBRARY, CA

Recession response: Jane Light attributes her library's recent statistical trends to "increased use related to the economy, high unemployment, and people scaling back on purchases and increasing their library use instead"

### MONTGOMERY COUNTY PUBLIC LIBRARIES, MD

The marketing and service goals included in the library's strategic plan, "Where the County Reads, Where the County Meets, and Where the County Learns," get some of the credit for the library's statistical performance, according to B. Parker Hamilton

## LJ INDEX 2010

## EXPENDITURE RANGE \$10,000,000-\$29,999,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
Middle Country Public Library, Centereach	NY	19.0	8.7	1.18	7.18	1689
Naperville Public Library	IL	32.5	11.2	0.64	6.26	1654
Ann Arbor District Library	MI	52.1	10.6	0.34	1.67	1365
Santa Monica Public Library	CA	15.1	14.5	0.79	3.13	1347
Stark County District Library, Canton	OH	15.8	6.1	1.47	1.24	1150
Mercer County Library, Lawrenceville	NJ	12.5	8.4	0.59	5.20	1148
Akron-Summit County Public Library	OH	15.3	8.7	0.85	2.95	1122
Arlington Heights Memorial Library	IL	29.3	10.8	0.39	1.92	1104
Schaumburg Township District Library	IL	19.1	9.5	0.72	2.34	1094
Allen County Public Library, Fort Wayne	IN	19.4	9.4	0.55	2.56	1038
Berkeley Public Library	CA	16.4	14.3	0.33	1.73	1025
Fremont Public Library District, Mundelein	IL	20.7	8.9	0.63	2.00	1024
Kansas City Public Library	MO	9.7	10.8	0.42	3.34	970
Douglas County Libraries, Castle Rock	CO	26.2	6.8	0.62	1.52	966
San Mateo County Library	CA	14.5	8.3	0.60	2.74	963
Evansville-Vanderburgh Public Library	IN	16.4	8.8	0.32	3.34	935
Saint Paul Public Library	MN	11.6	9.7	0.32	3.34	903
Carroll County Public Library, Westminster	MD	21.4	5.5	0.74	1.49	902
Harford County Public Library, Belcamp	MD	18.7	7.0	0.60	1.88	890
Pasadena Public Library	CA	13.0	8.3	0.70	1.40	874
Eugene Public Library	OR	18.2	9.9	0.26	1.80	845
Tulsa City-County Library System	OK	8.3	6.3	0.36	4.44	834
Birmingham Public Library	AL	6.6	9.6	0.22	3.40	793
Kent District Library, Comstock Park	MI	14.8	8.9	0.31	1.72	775
Central Rappahannock Reg., Fredericksburg	VA	26.3	8.6	0.21	0.53	771
Somerset County Library, Bridgewater	NJ	16.5	6.6	0.47	1.32	741
Dayton Metro Library	OH	16.0	8.1	0.30	1.58	739
Johnson County Library, Overland Park	KS	15.3	6.4	0.21	2.86	736
Madison Public Library	WI	17.6	8.6	0.22	1.38	726
Gail Borden Public Library District, Elgin	IL	12.6	6.4	0.45	1.92	720

## \$10M-\$29.9M

## ★ STARK COUNTY DISTRICT LIBRARY, OH

Joint ventures pay off in Stark County, where, according to **Kent Oliver**, the Plain Community Branch, located in a high school since 2006, "had a fairly dramatic increase in all areas in 2008." A different pairing, this one with the Stark Parks District, opened the Perry Sippo Branch in 2007 "in the Exploration Gateway on a small lake in a park setting," he says. "It quickly became one of our busiest branches. This collaboration places an emphasis on technology access and joint programs relating to county history, conservation, wildlife, and the environment"



## \$5M-\$9.9M

## ★ VERNON AREA PUBLIC LIBRARY DISTRICT, IL

Staffing matters: already serving a growing community, says **Cynthia Fuerst**, the library saw "an increase in the number of children attending programs and the number of juvenile items checked out" after hiring a new head of youth services in late 2007

## ★ OUACHITA PARISH PUBLIC LIBRARY, MONROE, LA

Ouachita Parish PL gives Louisiana its first star!

## EXPENDITURE RANGE \$5,000,000-\$9,999,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
Upper Arlington Public Library	OH	57.1	33.1	0.88	16.86	2789
Westerville Public Library	OH	29.0	19.1	1.70	14.47	2244
Shaker Heights Public Library	OH	41.4	18.3	1.06	3.51	1578
Worthington Public Library	OH	40.6	26.6	0.55	2.23	1533
Plainview-Old Bethpage Public Library	NY	16.5	13.4	1.55	3.50	1315
Washington-Centerville Public Library	OH	42.1	15.2	0.71	1.67	1296
Williamsburg Regional Library	VA	17.1	8.8	1.95	1.75	1249
Cerritos Public Library	CA	15.3	19.0	0.46	6.23	1223
Port Washington Public Library	NY	14.8	15.2	1.01	4.67	1221
Greenwich Library	CT	22.4	11.1	0.74	6.01	1198
Redwood City Public Library	CA	13.8	7.3	1.50	4.01	1144
Santa Clara City Library	CA	22.2	12.0	0.37	5.26	1053
Palo Alto City Library	CA	24.3	13.9	0.60	2.36	1047
Northport Public Library	NY	14.6	14.1	0.79	3.26	1042
Beverly Hills Public Library	CA	15.3	15.5	0.32	5.02	1026
Skokie Public Library	IL	25.4	11.5	0.76	1.81	1025
Lower Merion Library System, Ardmore	PA	24.2	13.5	0.61	1.85	1012
Euclid Public Library	OH	28.4	10.4	0.35	3.49	988
Mastics-Moriches-Shirley Community Lib.	NY	15.0	10.9	0.97	2.27	975
Newport Beach Public Library	CA	20.1	14.7	0.49	2.27	974
Elmhurst Public Library	IL	30.2	11.8	0.59	0.30	953
Ouachita Parish Public Library, Monroe	LA	5.6	5.4	0.65	8.28	946
Champaign Public Library	IL	26.3	9.3	0.72	1.29	941
Vernon Area PL District, Lincolnshire	IL	22.3	8.3	0.86	1.52	926
Barrington Public Library District	IL	20.0	7.6	0.61	3.87	923
Great Neck Library	NY	13.0	12.7	0.81	1.88	921
Saint Charles Public Library District	IL	28.5	9.7	0.50	1.15	897
Medina County District Library	OH	25.4	8.0	0.44	2.63	879
White Plains Public Library	NY	12.6	10.6	0.75	2.38	874
Fountaindale PL District, Bolingbrook	IL	10.8	8.3	1.01	1.76	850

EXPENDITURE RANGE \$1,000,000-\$4,999,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
Grandview Heights Public Library	OH	129.0	156.5	3.33	7.22	5213
Avalon Free Public Library	NJ	64.6	51.8	8.37	7.19	3885
Port Jefferson Free Library	NY	32.9	91.5	2.35	1.60	2487
Darien Library	CT	39.0	20.0	1.17	17.68	2478
San Miguel Library District # 1/Telluride	CO	35.1	41.3	2.25	11.17	2471
Hays Public Library	KS	90.1	10.0	3.00	2.75	2217
Wickliffe Public Library	OH	38.6	20.0	1.94	10.74	2113
St. Helena Public Library	CA	41.3	25.0	1.85	8.53	2037
Fayetteville Free Library	NY	30.0	63.4	1.55	3.46	2023
Spencer County Public Library, Rockport	IN	22.1	21.2	5.67	1.89	2004
Center Moriches Free Public Library	NY	34.1	37.1	3.57	2.15	1990
Westhampton Free Library	NY	29.5	29.7	2.89	3.81	1815
Lakewood Public Library	OH	29.0	14.1	4.27	1.67	1695
Orrville Public Library	OH	45.2	15.9	1.55	5.79	1692
Scarsdale Public Library	NY	27.7	41.5	0.72	5.61	1672
Princeton Public Library	NJ	19.1	28.0	1.49	7.45	1659
Twinsburg Public Library	OH	53.6	14.4	1.45	4.07	1628
Bronxville Public Library	NY	38.0	26.5	2.08	2.58	1625
Cutchoque New Suffolk Free Library	NY	33.0	29.5	1.98	2.42	1575
Mary Riley Styles PL, Falls Church	VA	33.0	18.4	1.15	6.25	1535
National City Public Library	CA	5.1	7.4	4.96	2.90	1530
City of Commerce Public Library	CA	21.8	25.9	1.97	3.69	1478
Middleton Public Library	WI	27.8	18.6	0.57	7.18	1431
Oberlin Public Library	OH	38.6	17.6	0.99	4.49	1430
Pitkin County Library, Aspen	CO	15.5	26.2	0.62	7.62	1430
Coffey County Library, Burlington	KS	21.3	20.9	1.42	5.33	1413
Sanibel Public Library	FL	22.0	21.7	1.51	4.75	1407
Teton County Library, Jackson	WY	17.5	16.9	1.16	7.35	1406
Wright Memorial Public Library, Oakwood	OH	49.2	19.2	1.15	1.49	1395
East Cleveland Public Library	OH	16.5	8.9	1.27	8.38	1376
Hudson Library & Historical Society	OH	34.7	31.5	1.05	1.41	1370

\$1M-\$4.9M

CITY OF COMMERCE  
PUBLIC LIBRARY, CA

In thinking about her library's statistical performance, Evelyn Udenyi Fullmore reflects on policy changes designed "to help increase access at the library and to help increase patronage." The library upped the maximum limit for fines from \$5 to \$15 and now allows up to five DVDs to be checked out at a time, up to a full week. "These two policies particularly help children who often check out materials and may return items late," she says. "Our library recognizes that fines and suspending privileges [are not ways] to help our patrons in the community"

\$400,000-\$999,999

EXPENDITURE RANGE \$400,000-\$999,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
Island Free Library, New Shoreham	RI	41.7	111.8	5.99	22.37	5032
Wellfleet Public Library	MA	33.9	31.8	7.81	10.22	3265
Haines Borough Public Library	AK	46.1	36.5	2.78	14.07	2811
Unalaska Public Library	AK	40.8	29.6	2.19	18.63	2802
Bernardsville Public Library	NJ	32.6	28.7	3.92	10.21	2469
Provincetown Public Library	MA	15.2	93.5	0.55	7.30	2401
New Carlisle Public Library	OH	47.4	12.9	1.79	11.59	2127
Amagansett Free Library	NY	33.4	24.6	4.06	4.08	2061
Camden Public Library	ME	39.3	29.3	2.92	4.79	2050
Osterville Free Library	MA	25.9	34.4	2.57	7.12	2010
Quogue Library	NY	28.1	24.7	3.66	2.90	1836
Harbor-Topy Mem. Lib., Ashtabula Harbor	OH	34.8	17.9	3.24	3.77	1804
New Carlisle & Olive Township Public Library	IN	34.0	6.9	2.59	8.36	1787
Norfolk Library	CT	21.7	15.3	4.81	2.24	1770
Taos Public Library	NM	29.5	24.8	1.05	8.83	1736
Eldredge Public Library, Chatham	MA	17.9	27.6	2.62	5.24	1681
Sewickley Public Library	PA	26.6	21.4	1.77	7.04	1665
Loudonville Public Library	OH	23.9	26.7	1.46	6.99	1646
Smoky Valley Lib. District, Round Mountain	NV	29.6	34.0	1.11	4.48	1621
Columbiana Public Library	OH	49.4	23.6	0.89	2.89	1610
New Cumberland Public Library	PA	39.4	21.1	1.99	2.45	1603
Floyd Memorial Library, Greentport	NY	13.6	19.5	1.94	8.93	1595
Fairport Harbor Public Library	OH	33.1	15.5	2.44	3.62	1583
Lopez Island Library District	WA	30.9	22.7	0.92	6.94	1582
Kilbourn Public Library, Wisconsin Dells	WI	16.3	18.7	0.73	11.50	1554
Rockland Public Library	ME	20.1	25.5	1.32	6.80	1535
Snow Library, Orleans	MA	27.1	26.4	1.93	2.88	1520
Oak Bluffs Public Library	MA	25.3	20.0	1.28	6.77	1517
Peninsula Library & Historical Society	OH	31.1	10.6	2.41	4.18	1508
Crestline Public Library	OH	25.8	22.7	1.03	6.47	1500

TAOS PUBLIC  
LIBRARY, NM

A patron-based checklist: George Jaramillo attributes increases in use of the library since his late-2007 arrival as director to a series of strategic moves:

- "concentrating on purchasing best sellers"
- cleaning up the areas that were overcrowded so that users can better see what the library owns
- changing checkout times better fit the reading needs of the community
- refurbishing the teen area to be more inviting
- consolidating several specialized areas so there are fewer places to look for titles
- implementing a new online operating system that provides for more user-friendly functionality
- removing outdated policies
- limiting signage clutter
- programming more for children, youth, and adults
- extending hours"



## LJ INDEX 2010

## EXPENDITURE RANGE \$200,000-\$399,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
★ Parker Public Library	AZ	12.6	28.8	2.86	20.68	2861
★ Elkhart/Morton County Library	KS	19.8	24.0	1.47	17.64	2428
★ West Tisbury Free PL, Vineyard Haven	MA	44.9	41.9	1.45	4.25	2261
★ Marion Community Library	TX	9.4	11.0	9.06	1.04	2258
★ Grand Marais Public Library	MN	38.2	39.9	0.51	8.42	2225
★ Monticello Township Library	IL	14.6	87.9	0.52	0.69	2191
★ Rock Creek Public Library	OH	31.8	33.3	1.46	7.49	2105
★ Page Public Library	AZ	11.0	19.1	2.13	12.94	1985
★ Bee Cave Public Library	TX	39.6	19.8	3.68	1.53	1980
★ Bell Memorial Public Library, Mentone	IN	52.4	14.2	0.52	7.70	1939
★ Skidompha Public Library, Damariscotta	ME	13.2	23.3	3.26	7.47	1932
★ Waterloo-Grant Township Public Library	IN	16.5	16.8	4.17	4.06	1801
★ Butler Public Library	IN	20.0	12.7	4.76	2.59	1788
★ Julia L. Butterfield Memorial Lib., Cold Spring	NY	18.2	19.9	3.61	3.93	1773
★ Dennis Public Library, Dennisport	MA	18.5	33.9	1.26	5.46	1715
★ Library District #2, Linn County, Lacynge	KS	21.2	21.9	1.31	7.40	1679
★ Seward Community Library	AK	25.6	34.3	0.56	4.29	1632
★ Ligonier Public Library	IN	6.2	14.0	3.07	6.93	1570
★ James Kennedy Public Library, Dyersville	IA	30.8	20.8	1.78	2.49	1568
★ Andover Public Library	OH	41.3	12.4	0.98	4.09	1553
★ Hodgkins Public Library District	IL	21.0	24.5	0.73	6.41	1549
★ Green Tree Public Library, Pittsburgh	PA	19.9	24.1	1.14	5.13	1511
★ Ridgway Library District	CO	18.4	26.9	1.32	3.86	1482
★ Hiawatha/Morrill Public Library	KS	20.6	13.3	1.38	6.74	1475
★ Dorcas Carey Public Library, Carey	OH	27.5	15.2	2.25	2.08	1466
★ North Manchester Public Library	IN	19.8	18.3	1.03	6.22	1456
★ Forsyth Public Library	IL	28.4	21.3	1.49	1.95	1448
★ Ely Public Library	MN	18.7	20.9	0.42	7.26	1446
★ Stevens County Library, Hugoton	KS	17.6	16.8	1.26	5.83	1406
★ Soldotna Public Library	AK	25.3	22.4	0.58	3.88	1382

## \$200,000-\$399,999

## BEE CAVE PUBLIC LIBRARY, TX

"Our community was growing rapidly at that time," says **Barbara D. Hathaway**, with "demographics skewed heavily to young families with children, and our fledgling story time program proved immediately popular"

## SKIDOMPHA PUBLIC LIBRARY, ME

A dynamic mix of author appearances, intergenerational programs, and multimedia programs paid off at Skidompha Public Library, where **Pam Gormley** notes steady increases in program attendance since occupying a new building nine years ago. Just one example of a successful program: Books in Motion extends the concept of the book club to include a "Premier Night" to view and discuss a movie based on the book



## EXPENDITURE RANGE \$100,000-\$199,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
★ Delta Community Library, Delta Junction	AK	30.9	40.6	2.06	16.74	2974
★ Castleton Public Library	NY	22.6	8.3	11.77	2.41	2760
★ Falconer Public Library	NY	76.9	25.9	3.69	2.80	2651
★ Seneca Free Library	KS	32.6	12.4	0.61	23.09	2592
★ La Veta Regional Library District	CO	28.7	44.0	3.11	7.91	2587
★ Central City Public Library	NE	25.1	22.2	5.89	7.66	2502
★ Centerburg Public Library	OH	58.7	45.6	0.92	4.56	2483
★ Falls City Library & Arts Center	NE	51.8	16.2	1.56	11.41	2318
★ Sherburne Memorial, Killington	VT	26.5	23.1	3.88	8.77	2290
★ Flomaton Public Library	AL	67.5	17.1	0.36	3.88	1866
★ Wornstaff Memorial Public Library, Ashley	OH	40.5	17.0	2.13	5.30	1850
★ Neodesha/W.A. Rankin Memorial	KS	18.5	46.8	0.73	3.51	1821
★ Sodus Free Library	NY	41.2	18.7	0.95	6.32	1775
★ Claud H. Gilmer Mem. Lib., Rocksprings	TX	19.5	21.7	3.07	4.75	1758
★ Centralia Public Library	MO	15.3	32.6	0.62	7.95	1752
★ Macsherry Library, Alexandria Bay	NY	22.7	24.7	0.66	8.45	1729
★ Neligh Public Library	NE	31.8	14.9	1.89	6.30	1706
★ Tivoli Free Library	NY	26.5	15.4	2.62	5.46	1702
★ Rogersville Public Library	AL	35.2	21.1	1.17	4.71	1666
★ Huxley Public Library	IA	22.8	12.6	1.58	8.94	1655
★ Franklin Grove Public Library	IL	18.8	19.6	1.30	7.77	1621
★ David M. Hunt Library, Falls Village	CT	10.3	16.8	3.13	5.90	1607
★ Red Hook Public Library	NY	32.8	18.7	1.57	3.91	1591
★ Town of Indian Lake Public Library	NY	13.5	25.3	0.85	7.04	1544
★ Sheldon Public Library	IA	12.1	15.8	1.35	8.66	1511
★ Quartzsite Public Library	AZ	14.8	24.2	0.93	5.92	1479
★ Library at Cedar Creek Lake, Seven Points	TX	9.4	17.5	3.96	1.67	1458
★ Mt. Pleasant Public Library	UT	35.8	13.8	2.17	1.20	1444
★ Meekins Public Library, Williamsburg	MA	33.0	16.4	1.82	1.70	1435
★ Belleville Public Library	KS	24.9	13.5	1.87	3.95	1413

## \$100K-\$199.9K

## DELTA COMMUNITY LIBRARY, AK

Delta Community Library's **Joyce McCombs** attributes her library's exceptional program attendance as well as visits to partnerships with diverse other organizations, such as private companies, government installations, and nonprofit organizations—Alyeska Pipeline Service Company, Fort Greely Army Post, and Fairbanks Concert Association

EXPENDITURE RANGE \$50,000-\$99,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
Fleming Community Library (School/Public)	CO	11.9	40.0	6.24	9.12	2869
Hartington Public Library	NE	27.4	25.3	2.28	13.20	2462
Lincoln Public Library	NH	13.6	42.2	4.23	4.44	2312
Pulaski Public Library	NY	12.8	47.5	3.42	4.41	2287
New Berlin Library	NY	19.6	16.6	5.45	7.31	2229
Atkinson Public Library	NE	26.9	25.4	3.05	6.35	2108
Edgerton Public Library	MN	69.0	22.4	0.48	2.32	2067
Jordan Bramley Library	NY	18.1	21.0	2.38	9.97	2006
Elbridge Free Library	NY	21.1	26.2	2.95	5.54	1958
Comfrey Community Library	MN	14.9	19.9	5.01	4.37	1957
Madison Valley Public Library, Ennis	MT	31.4	10.1	2.15	9.12	1893
Upton County Public Library, McCamey	TX	43.2	30.3	0.17	3.65	1856
Guilford Memorial Library	ME	24.0	11.4	4.27	5.07	1851
Milford Public Library	UT	21.9	16.6	3.40	5.68	1837
Gravette Public Library	AR	7.8	12.3	4.35	8.19	1825
Craftsbury Public	VT	16.8	15.0	2.14	8.64	1722
Cambridge Public Library	NY	25.8	32.4	1.05	3.04	1706
Columbus Village Library	NM	5.8	15.8	0.59	14.27	1700
Bolton Free Library	NY	34.9	10.9	0.97	5.99	1569
Bancroft Public Library	IA	19.3	17.3	2.96	3.16	1567
Windham Public Library	NY	16.4	20.4	1.88	5.26	1562
Atglen Public Library	PA	29.0	14.9	2.15	3.16	1551
Erie City Public Library	KS	10.4	13.9	0.77	10.85	1528
Plains Community Library	KS	14.8	12.4	3.18	4.70	1523
Battle Creek Public Library	NE	28.8	28.8	0.23	2.62	1518
Nora E. Larabee Memorial Library, Stafford	KS	20.0	9.0	0.35	10.47	1487
Raymond A. Whitwer Tilden Public Library	NE	14.6	14.1	2.22	5.57	1468
Zearing Public Library	IA	38.9	8.9	1.72	2.23	1452
Shuter Library of Angel Fire	NM	9.6	19.1	1.32	6.99	1451
Eleanor Daggett Memorial Library, Chama	NM	29.5	18.4	1.10	2.82	1450

EXPENDITURE RANGE \$10,000-\$49,999

LIBRARY	STATE	PER CAPITA				SCORE
		CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	
Ida Long Goodman Memorial Lib., St. John	KS	28.6	12.6	6.86	1.58	2879
Centerville Community Library	SD	15.1	31.3	1.24	1.18	1920
Swink School/Public Library	CO	8.6	15.8	0.03	10.67	1846
Tappan-SpaULDing Mem. Lib., Newark Valley	NY	19.2	21.7	1.27	2.38	1830
Pima Public Library	AZ	7.1	9.4	4.81	0.89	1755
Buhler Public Library	KS	19.6	12.2	0.97	5.30	1730
Pelham Library	MA	26.9	10.7	0.85	2.96	1636
Philmont Public Library	NY	20.6	15.8	0.75	3.14	1634
Black Bridge Library, Dime Box	TX	18.2	14.1	0.88	4.02	1627
Piedmont Public Library	WV	6.4	10.2	0.70	9.10	1617
Stratford-Chandler-Watts Library	OK	21.7	21.8	0.06	1.74	1583
Lewiston Public Library	UT	33.3	6.2	0.83	1.70	1537
Dry Point Township Library, Cowden	IL	6.0	29.7	0.03	2.76	1528
Lettie W. Jensen Public Library, Amherst	WI	17.5	19.6	0.21	2.47	1508
Harlowton Public Library	MT	5.5	7.0	2.26	5.52	1508
Albert City Public Library	IA	12.6	12.6	0.59	5.47	1506
Wymore Public Library	NE	9.5	10.5	2.17	2.73	1454
Valley Mills Public Library	TX	7.7	9.3	0.59	7.29	1441
Real County Public Library, Leahey	TX	14.6	10.4	0.79	4.44	1437
Sully Area Library, Onida	SD	12.1	27.0	0.03	0.72	1414
Tri-Valley Community Library, Healy	AK	18.5	6.2	2.02	1.51	1406
Bloomfield Public Library	NE	14.1	13.4	0.34	4.14	1400
Sioux Rapids Memorial Library	IA	16.5	13.4	0.19	3.73	1390
Hazel L. Meyer Memorial Library, De Smet	SD	27.2	7.5	0.30	2.50	1386
Stratford Public Library	IA	12.6	14.1	1.27	1.93	1386
Ellinwood School Community Library	KS	10.9	11.5	0.98	4.05	1385
Lake Whitney Library	TX	12.4	11.6	0.57	4.37	1370
Pomeroy Public Library	IA	11.6	7.8	1.15	4.41	1354
Winchester Public Library	KS	10.4	8.7	1.03	4.68	1351
Winthrop Public Library	IA	6.0	6.5	2.96	2.08	1349
Hubbard Public Library	IA	11.2	9.4	1.06	4.05	1345
Colonial Library, Richburg	NY	6.5	5.1	3.68	0.58	1341

\$50K-99K

GRAVETTE PUBLIC LIBRARY, AR

Location, location, location: Kim Schneider reports that Gravette Public Library, the first star library for Arkansas to date, is "especially [busy] during the summer months" owing to its proximity to the "community swimming pool and a boys and girls club"—all of which "share the same parking lot!"



ATGLEN PUBLIC LIBRARY, PA

This library is working to sustain and expand on programming and purchasing practices put into place by a full-time professional librarian who has since departed, says Maureen Fox. One program, the Movement and Music class, she says, "brought many new families into the library, many of whom are still regular patrons. Our hope is that as the children grow, our programming can grow along with them. I look forward to developing some additional, exciting programming that will cover the different age groups in the community"

\$10K-\$49.9K

TAPPAN-SPAULDING MEMORIAL LIBRARY and DRY POINT TOWNSHIP LIBRARY are among the 63 libraries getting their first stars!

HUBBARD PUBLIC LIBRARY, IA

"Our biggest jumps have been in program attendance and circulations of juvenile material," says Susan Winter, citing after-school book clubs targeted to elementary and middle-school readers. More growth may be in the works, as the 1200 square foot library is looking to expand. "We have raised the money to build a 7000 square foot library... We are excited to watch our numbers grow in our new facility"



## A PAGE OF FIRSTS



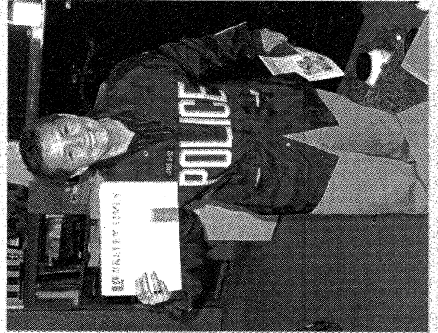
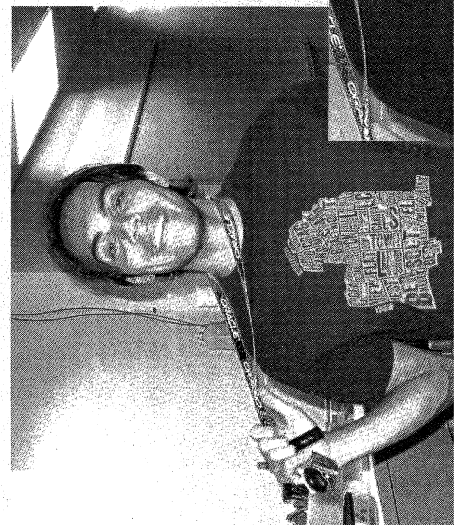
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*First Photograph — BHS  
Secretary Ruby Taylor  
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quest that her photo be  
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edition.*



*First Circulation Manager  
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ington.*

*First Map — The first map  
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was a map printed on the  
t-shirt of Circulation Man-  
ager Ryan Laws.*



*Above left: First Elder Reader — Carol Garrison, a  
resident of San Pablo, was the first to pick up the inaugural edition of Berkeley Times*



6 Friday, October 15, 2010

The Daily Californian **SPORTS & LEGALS**

## Cal Seeks Sweet Vengeance Against Huskies

by **Alex Matthews**  
Contributing Writer

Just a week after its first two conference losses, the 2009 Cal women's soccer team was hoping for some redemption with a trip north to take on Washington and Washington State.

The Bears didn't find their redemption. Their close losses to UCLA and USC were chased by equally close losses to the Huskies and Cougars the next weekend.

A year later, Cal is in almost the same position, this time on their home turf. The Bears are returning to Edwards Stadium from a trip to Los Angeles that started with a 1-0 loss to the Bruins and ended with a tie-breaking fifth goal from the Trojans in the fifth minute of overtime.

"We didn't come to play," senior Emily Shibata said of last year's matches in Washington. "We can't come out thinking this is a light game 'cause it's not at all. It's revenge time."

Cal will need that drive for revenge in lieu of the momentum they have lost since their four-game winning streak turned into a five-game winless streak.

If revenge from last year, or the recent absence of success for the Bears isn't enough motivation, their drop from the NCAA rankings might be.

While the Huskies and Cougars aren't ranked like the SoCal opponents the Bears visited last weekend, they still represent formidable Pac-10 competition.

Washington (9-3-1, 2-0 in the Pac-10) has outscored opponents by a total of 27-11, the exact stat Cal boasted prior to last weekend's losses. Washington State (6-7-0, 1-1-0) started this season nationally ranked and made it to the second round of the NCAA tournament last year.

Cal will therefore need to use its first



Senior forward Alex Morgan returned from her national team stint and scored a hat trick in 12 minutes against USC last weekend. Her presence gives the Bears a needed boost.

two conference games as material to work from if they want to repair its 0-2 Pac-10 record.

"We're giving up goals in the last couple of minutes and we need to play the game all the way through," Shibata said. "We're getting too complacent towards the end of the game."

With a threat like Washington midfielder Kate Deines, defensive complacency could make the difference for Cal. The 2009 All-Pac-10 senior has scored seven goals and made one assist this season.

While the Huskies' strongest attacker is in the twilight year of her college career, Washington State's biggest scoring threat is just beginning hers.

In her first 13 games, Cougar freshman Micaela Castain has racked up 13 points, six goals and one assist.

Yet Cal's worries will be the smallest defensive concerns on the field. Senior forward Alex Morgan has scored 13 goals and made one assist this year, in spite of having been absent in three of the Bears' last four games.

Morgan made for her absence with a hat trick in 12 minutes against USC in her first game back after a two-week national team training camp. Now, Morgan is focused on the task at hand.

"I'm back with my team, and this is my priority right now," she said.

Alex Matthews covers women's soccer. Contact her at [amatthews@dailycal.org](mailto:amatthews@dailycal.org).

## CROSS COUNTRY

### Pre-NCAAs to Be Measuring Stick for Cal Men and Women

by **Samuel Farahmand**  
Contributing Writer

Terre Haute, Ind., is where it all begins and ends for the Cal cross country team. This Saturday, the Bears will compete in the Pre-NCAA Invitational hosted by Indiana State.

But they'll have to get real comfortable there, knowing that the NCAA championships will be held by the same gracious host only one month later.

The upcoming preseason invitational will be the best indication of how far along Cal is and where it will end up further in the season. With three regional events already behind them, the men's team is ranked fifth and the women sixth in the West Region.

The Bears have had runners consistently finishing in the top 20, but their most recent event at the Stanford Invitational may have been a bit of a disappointment. Cal finished a seemingly stagnant fifth out of 26 teams.

What looked like a plateau in their climb to the NCAA championships has coach Tony Sandoval certain that the performance was simply the result of an off-weekend.

"We did have some people that were sick that weekend and it really masked their real ability," he said, "but (Stanford) was sort of a sample of what we needed to adjust to, because we need to have our best foot forward this weekend."

So with the start of NCAA cross country craziness, Cal will have to find its footing, and fast. Halfway across the country, the Bears will take to the track

— and field some of the highest ranking programs in the nation, among the 71 men's teams and 80 women's teams competing.

Last year, led by Deborah Maier, Cal women finished 13th overall while the men followed Kari Karlsson to an 18th-place finish. This year, the two look as hungry as ever, especially after the way the Stanford Invitational ended for them: Maier was a mere four seconds behind first-place Kathy Kroeger of Stanford and Karlsson finished with an encouraging but not entirely satisfying 20th-place finish.

As for the Bears who will not be taking flight for Indiana State, the Bronco Invitational will also be held on Saturday at 9:45 a.m. Heading over to Baylands Regional Park in Sunnyvale, Calif., many of the Cal runners will race locally — Terre Haute and where they will end up still on their minds.

With the bulk of cross country season fast approaching, it is all a matter of taking it in stride as the Bears attend the preseason-closing and season-fore-shadowing pre-NCAA invitational.

"Everything starts with meaning to do well in the NCAAs, being (able) to qualify, and (doing) well in the Pac-10," Sandoval said. "Everything we've done in terms of our training, in terms of our mental preparation is all to be able to take the steps that we're taking right now."

Terre Haute is where it all begins and ends for the Cal cross country team, but as for everything in between, both Sandoval and his team are optimistic.

Samuel Farahmand covers cross country. Contact him at [sfarahmand@dailycal.org](mailto:sfarahmand@dailycal.org).

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herby registered by the following  
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Avenue, Oakland, CA 94621.

This business is conducted by an  
individual.

The registrant began to transact  
business under the fictitious business  
name listed above on  
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This statement was filed with the  
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September 28, 2010.

Andrade's Feed  
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### FICTITIOUS BUSINESS NAME STATEMENT FILE NO. 443662

The name of the business:  
Peacehead Productions, street  
address 2150 Allison Way Suite  
400, Berkeley, CA 94704, mailing  
address 2150 Allison Way Suite  
400, Berkeley, CA 94704 is hereby  
registered by the following owner:  
Justin Barker, 626 Grand Avenue  
#4, Oakland, CA 94610.

This business is conducted by an  
individual.

This statement was filed with the  
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11/5/10

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Petitioners and Plaintiffs, v. City of  
Berkeley, City Council of the City of  
Berkeley, and Does 6 to 10;  
Respondents and Defendants.

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BERKELEY, CITY COUNCIL FOR  
THE CITY OF BERKELEY AND ALL  
PERSONS INTERESTED IN THE  
matter of the use of Berkeley  
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All persons interested in the matter  
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may contest the legality or validity of  
the matter by appearing and filing a  
written answer to the petition/complaint  
not later than November 30,  
2010.

Persons who contest the legality or  
validity of the matter will not be subjected  
to punitive action, such as wage  
garnishment or seizure of their  
real or personal property. Notice:  
Unless Respondent/Defendant so  
responds to the First Amended  
Petition/Complaint, his or her default

the Petitioners, and the Petitioners  
may apply to the court for the relief  
demanded in the First Amended  
Petition/Complaint, which will not  
result in garnishment of wages or  
taking of money or property.

You may seek the advice of an attorney  
in any matter connected with the  
First Amended Petition/Complaint of  
this summons. Such attorney should  
be consulted promptly so that your pleading  
may be filed or entered within the time  
required by this summons.

Se puede buscar el consejo de un  
abogado en cualquier asunto  
conectado con esta demanda de esta  
citación. Tal abogado debe ser  
consultado inmediatamente para  
asegurar que sus suplicas puedan  
ser archivadas dentro del tiempo  
requerido por esta citación.  
Measure FF is a 2008 Berkeley ballot  
measure authorizing bonds of up to  
\$26 million to "renovate, expand,  
and make seismic and access  
improvements" to the City's public  
libraries. This action challenges the  
City's authorization of issuance of  
\$16 million in Measure FF bonds for  
upcoming projects involving the  
demolition of two libraries.

NOTICE TO THE PERSON  
SERVED: You are served on behalf  
of The City of Berkeley and the City  
Council of the City of Berkeley. The  
name and address of the court is:  
Alameda County Superior Court  
1225 Fallon Street, Oakland, CA  
94612. The name, address and telephone  
number of petitioner's plaintiff's  
attorney is Susan Brandt-Hawley,  
Brandt-Hawley Law Group,  
P.O. Box 1609, Glen Ellen CA 95442.  
(707) 938-3900.

The Daily Californian  
Publish 10/15, 10/22, 10/29/10

NOTICE! You have been sued.

**Berkeley Community Awards**GROUP ACHIEVEMENT**Berkeley Public Library Foundation**

For their outstanding support to our community's Public Library System. The Berkeley Public Library Foundation helps the Berkeley Library Branches meet the needs of the community through providing all Berkeley neighborhoods with clean, safe, comfortable, well-equipped and welcoming library facilities.

INDIVIDUAL ACHIEVEMENT

**Ilene Abrams** For her dedication to help college-bound students succeed. She encouraged and prepared many low income students as well as students who were the first in their family to attend college. She played a key role in establishing the High Hopes Scholarship Program at Berkeley High School.

**Berkeley Community Awards - 10/17/2010  
Prior Community Award Winners**

- 1994** Mary Friedman; Dr. Salvador Murillo; Loaves and Fishes; Berkeley Public Education Foundation
- 1995** Jules Mayer; Nikki Williams; The Vera M. Casey Center; KPFA Radio
- 1996** Henrik Blum; Lillian Rabinowitz; Berkeley League of Women Voters; In Dulci Jubilo
- 1997** Arden Clute and Catherine Lynch; Margaret Stuart Graupner; Berkeley Boosters; Berkeley Dispute Resolution Service
- 1998** Mercedes Sanders; Frances Townes; Bay Area Hispano Institute for Advancement, Inc.; Women's Employment Resources Corporation
- 1999** Gerald Baptiste; Alice S. Hamburg; La Peña Cultural Center; UC Young Musicians Program; Friends of Marin Fountain and Walk
- 2000** Carolyn North; Harry Dov Weininger; Bay Area Outreach & Recreation Program (BORP); The New Bridge Foundation
- 2001** Thelette A. Bennett; Regina Minudri; Building Opportunities for Self-Sufficiency (BOSS); Youth Radio
- 2002** Father Bill O'Donnell; Willie Phillips; Ecology Center; Family Violence Law Center
- 2003** Schuyler Bailey; Shirley Richardson-Brower; Rosa Parks Community Collaborative; Women's Daytime Drop-In Center
- 2004** Rick Ayers; Barbara Oliver; Berkeley Free Clinic; East Bay Community Law Center
- 2005** Martha Cueva; Jill Ellis; Lifelong Medical Care; Sports4Kids
- 2006** Douglas Fielding; Arlene Sagan; The Bread Project; Youth Together
- 2007** Michael Hannigan; Mansoor Id-Deen; Berkeley Chess School; Berkeley Food & Housing
- 2008** Marisita Jarvis; The Downtown Berkeley YMCA Y-Scholars Program
- 2009** Ann Cooper; Berkeley Scholars to Cal Program at Stiles Hall

**M E N U**

Green Salad with Chinese Pear Apple,  
Walnuts and Blue Cheese

Taiwanese Roast Chicken with Mok Yee Mushrooms

Gai Lan with Ginger

Basmati Rice

Chocolate Fudge Torte

Coffee and Tea

2005 David Estate Cabernet Sauvignon, Cuvee Venus

2008 Westerly Vineyards Sauvignon Blanc

Chef de Cuisine: Eddie Garcia

Captain: Ali Moghadam

Manager: Michelle Rosales

**BERKELEY COMMUNITY FUND**

800 Jones Street Berkeley, CA 94710

510-525-5272 Fax: 510-525-5599

info@berkfund.org www.berkfund.org

**Berkeley Community Fund****Seventeenth Annual  
Awards Dinner**

Bestowing the  
Benjamin Ide Wheeler Medal  
and  
Berkeley Community Awards

Thursday, October 21, 2010

H's Lordships, Berkeley Marina

**NEWS IN BRIEF****Man Assaulted, Robbed on Southside's Regent Street**

A 22-year-old man was robbed and assaulted as he was walking home Monday on Southside at approximately 11:45 p.m.

The victim was walking into his apartment complex on the 2500 block of Regent Street when two men

approached him from behind and pulled him to the ground, according to Berkeley Police Department Sgt. Mary Kusmiss.

As one suspect repeatedly kicked him, the victim dropped his \$600 G2 solar cell phone, which the other suspect picked up before running down Regent, Kusmiss said.

One suspect remained and continued to beat the victim, who fought

back and kicked the remaining suspect but was immediately punched in the face. As the victim started to bleed, the second suspect fled on foot, according to Kusmiss.

The victim entered his apartment and called 911. Berkeley police officers checked the area but did not find the suspects.

Kusmiss said the Berkeley Police Department will continue to follow up on the robbery, including tracking activity on the cell phone.

—*Jasmine Mausner*

**ARREST: Man in Ladies' Locker Room Arrested**

and the suspect never physically contacted anyone, according to the alert. "Certainly this is a rare and unusual incident," Yao said in the Oct. 12 interview.

But the arrest comes on the heels of another, separate incident in which a man allegedly approached women outside and inside the campus's Channing Bowditch apartments, allegedly offering

them massages while posing as a survey taker and then asking them to lift their shirts and undo their bra straps, according to another department crime alert detailing the incident.

*Jeffrey Butterfield and Tomer Ovadia of The Daily Californian contributed to this report.*

Contact *Jasmine Mausner* at [jmausner@dailycal.org](mailto:jmausner@dailycal.org).

**NOTICE! You have been sued.**  
The Court may decide against you without your being heard unless you respond no later than November 30, 2010. Read the information below.

**AVISO! Lo han demandado. Si no responde antes del fin de día el 30 de Noviembre, 2010, la corte puede decidir en su contra sin escuchar su versión. Lea la información que sigue.**

**Case No. RG10533979.**  
Concerned Library Users (CLU), an unincorporated association, and Does 1 to 5; Petitioners and Plaintiffs, v. City of Berkeley, City Council of the City of Berkeley, and Does 6 to 10; Respondents and Defendants.

NOTICE TO RESPONDENTS AND DEFENDANTS: (AVISO AL DEMANDADO):

ALL CITIZENS OF THE CITY OF BERKELEY ON BEHALF OF THE CITY OF BERKELEY, CITY OF BERKELEY, CITY COUNCIL FOR THE CITY OF BERKELEY AND ALL PERSONS INTERESTED IN the matter of the use of Berkeley Measure FF Bond Funds.

YOU ARE BEING SUED BY PLAINTIFF/PETITIONER: (LO ESTA DEMANDANDO EL DEMANDANTE): CONCERNED LIBRARY USERS (CLU), an unincorporated association. All persons interested in the matter listed above and described below may contest the legality or validity of the matter by appearing and filing a written answer to the petition/com-

plaint not later than November 30, 2010.  
Persons who contest the legality or validity of the matter will not be subjected to punitive action, such as wage garnishment or seizure of their real or personal property. Notice: Unless Respondent/Defendant so responds to the First Amended Petition/Complaint, his or her default will be entered upon application by the Petitioners, and the Petitioners may apply to the court for the relief demanded in the First Amended Petition/Complaint, which will not result in garnishment of wages or taking of money or property.

You may seek the advice of an attorney in any matter connected with the First Amended Petition/complaint of this summons. Such attorney should be consulted promptly so that your pleading may be filed or entered within the time required by this summons.  
Se puede buscar el consejo de un abogado en cualquier asunto conectado con esta demanda de esta citación. Tal abogado debe ser consultado inmediatamente para asegurar que sus suplicas puedan ser archivadas entradas dentro del tiempo requerido por esta citación.  
Measure FF is a 2008 Berkeley ballot measure authorizing bonds of up to \$26 million to "renovate, expand, and make seismic and access improvements" to the City's public libraries. This action challenges the City's authorization of issuance of \$16 million

**The Daily Californian**  
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**BERKELEY RENT STABILIZATION BOARD  
PUBLIC NOTICE**

At its regular meeting on October 18, 2010, the Berkeley Rent Stabilization Board adopted the Annual General Adjustment (AGA) Order for Year 2011 which will allow eligible landlords to increase the 2010 permanent rent ceilings by 0.7%. The 2011 AGA of 0.7% represents 65% of the increase in the Consumer Price Index (CPI) for All Urban Consumers in the Bay Area during the 2009 fiscal year (July 1, 2009 - June 30, 2010), which was 1.1% as posted by the Bureau of Labor Statistics. The 65% of CPI formula was approved by the voters in the November 2004 general municipal election.  
The 2011 AGA may not be charged

to tenants whose tenancy began on or after January 1, 2010, and who had their rents set pursuant to the Costa-Hawkins Rental Housing Act. The Order also sets forth the conditions for qualifying for this rent increase and the notice that must be given to tenants in order to raise the rent. The full text of the regulation and Order may be viewed in the Rent Board office at 2125 Milvia Street or at [www.ci.berkeley.ca.us/981-RENT](http://www.ci.berkeley.ca.us/981-RENT). If you have any questions, you may contact Jay Kelekian at (510) 981-RENT.

**Jay Kelekian**  
Executive Director  
October 22, 2010

**FICTITIOUS BUSINESS NAME  
STATEMENT**

**FILE NO. 443357**  
The name of the business: Andrade's Feed, street address 1100 Eastshore Highway, Berkeley, CA 94710, mailing address 1730 68th Avenue, Oakland, CA 94621.  
This business is conducted by an individual.  
The registrant began to transact business under the fictitious business name listed above on 9/07/2010.  
This statement was filed with the County Clerk of Alameda County on September 28, 2010.

**Andrade's Feed**  
Publish: 10/8, 10/15, 10/22, 10/29/2010

**FICTITIOUS BUSINESS NAME**

**STATEMENT**  
**FILE NO. 443662**  
The name of the business: Peacehead Productions, street address 2150 Allston Way Suite 400, Berkeley, CA 94704, mailing address 2150 Allston Way Suite 400, Berkeley, CA 94704 is hereby registered by the following owner: Justin Barker, 626 Grand Avenue #4, Oakland, CA 94610.  
This business is conducted by an individual.  
This statement was filed with the County Clerk of Alameda County on October 6, 2010.

**Peacehead Productions**  
Publish: 10/15, 10/22, 10/29, 11/5/10

**NOTICE OF APPLICATION FOR  
CHANGE IN OWNERSHIP OF AL-  
COHOLIC BEVERAGE LICENSE**

To Whom It May Concern:  
The Name(s) of the Applicant(s) is/are:  
STRADAVARIUS INC  
The applicants listed above are applying to the Department of Alcoholic Beverage Control to sell alcoholic beverages at:  
BANCROFT & TELEGRAPH AVE  
ZELLERBACH AUDITORIUM  
Berkeley, CA 94720-4800  
Type of license(s) applied for:  
41 - On-Sale Beer and Wine - Eating Place  
Date of Filing Application: October 14, 2010

**Publish: 10/22/10**

EMAIL: [legals@dailycal.org](mailto:legals@dailycal.org) PHONE: (510) 548-8300

# The Daily Californian Online

## Berkeley Libraries Should Branch Out

By [Christopher Adams](#)

Contributing Writer

Tuesday, October 26, 2010

Category: [Opinion](#)



[Valentina Fung](#)/Illustration

Two years ago the voters of Berkeley passed Measure FF, providing bonds to renovate the city's four neighborhood branch libraries. Monies from Measure FF will go to remodel and modestly expand the branches in the Claremont and North Berkeley neighborhoods. But two of the branches must be replaced. Here is why:

The South Branch, at Martin Luther King Jr. Way and Russell Street, houses both the neighborhood branch and the Tool Lending Library. Both are overcrowded. Most of the community meeting room has been taken over as a staff work area; computer stations and shelves crowd the public areas and make wheelchair maneuvers almost impossible. Additional shelving has blocked windows that once made the reading room a spacious and handsome place.

The deficiencies were recognized well before the passage of Measure FF when the Board of Library Trustees considered moving the regular branch facilities to leased space on the Ed Roberts Campus, under construction at the Ashby BART station. But at several neighborhood meetings there was opposition to the move and a sense from many residents that the neighborhood deserved a free-standing building like the other branch libraries. Thus the decision was made to stay in the same location. Measure FF has made that possible.



The site of the South Branch is the smallest parcel of land of any of the four branches, yet it contains, in essence, two libraries: the regular neighborhood library and the Tool Lending Library. The library staff held four community meetings at the South Branch, where the architects worked through alternative designs for this small and crowded site, and in addition the architects gave four public presentations before the library trustees. The architects carefully studied ways to retain some parts of the existing 50-year-old building.

Unfortunately, the concrete block structure was discovered to have significant seismic problems. Because the low wood plank roof has no inner ceiling and the concrete floor contains heating pipes there is no space for inserting modern wiring for computers. Although the Tool Lending Library is used by citizens from all parts of the city, the original grant that created it was directed to South Berkeley, and it can only be expanded with Measure FF funds if it stays as part of the South Branch. It is now housed in crowded trailer-like buildings. Because some of the tools available for lending are large the city planning department insists, quite correctly, that there must be off-street parking spaces for pick-up and drop-off on this busy street, requiring yet more space on the small site.

Ultimately the architects concluded that retaining a piece of the old building would be an insignificant gesture and would restrict developing a plan that could accommodate all the needs of this branch. Their design will be a handsome new facility that will match in symbolism the North Branch at the other end of Martin Luther King Jr. Way.

In 2003 the library developed a conceptual plan for the West Branch on University Avenue near San Pablo. This plan would have removed the ugly 1970s facade and moved and restored the original building while also providing new and expanded facilities for regular library users and for this branch's special program, Berkeley Reads, a program for adult literacy which is one of the most wonderful (there is no other adjective) things happening in Berkeley.

The 2003 conceptual plan was estimated to cost \$14 million. The library applied for a State grant for much of this cost and came close to receiving one, but now state money has dried up. Based on construction cost indexes the \$14 million estimate in 2003 would now be \$19 million, more than 70 percent of the entire amount provided by Measure FF for all four branches. As with the South Branch, the architects studied the possibility of a second story as a means of preserving part of the existing structure, but the construction costs for fire stairs and an elevator and the additional operational costs for staff on two floors went well above budget.

In order to accommodate the neighborhood library needs and Berkeley Reads and still keep within the budget, the architects concluded that the original building must be replaced. The design will be as green as possible, with the intent that it will be a Net Zero Energy building - meaning that it will use solar energy and natural lighting and ventilation to achieve no energy costs over a 12 month period.

South Berkeley and West Berkeley deserve the finest branch libraries we can get with the money available from Measure FF. The library administration and the Board of Library Trustees have done the best job possible to assure this happens.

Tags: libraries, measure ff

Article Link: <http://www.dailycal.org/article/110926>



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## Reader Commentaries

### Library Trustees Rubber-Stamp Costly New RFID System

By Gene Bernardi  
Tuesday October 26, 2010



Friday October 15, 2010, a few people received notice (just 3 days after receiving a notice that the Board of Trustees regular meeting of October 13<sup>th</sup> was cancelled) that BOLT would hold a special meeting Monday October 18, 2010 with the only Action Item: "A. Contract: BIBLIOTECA, Inc., Self-Check..." This is a contract to replace the five year old \$2.5 million\* Checkpoint Radio Frequency I.D. (RFID) system with a new RFID self-check system for \$447,000 and growing.

Despite the last minute, short, weekend notice for a Monday night meeting at 6:30pm, eleven members of the public concerned with the RFID system showed up. Nine spoke, eight asking that the Trustees vote for a barcode check-out system and not an RFID system raising concerns with privacy invasion and radiofrequency radiation health effects from the latter. The ninth person was satisfied that a new non-nuclear company would be replacing the 3M company with whom the Library has a maintenance contract through March, 2011 for upkeep of the proprietary Checkpoint RFID system still in place.

The Library Trustees were provided no other bid information from the competing vendors so that they could make a deliberative decision. Several members of the public beseeched the Trustees to request staff provide them at least the bid received from I.T.G. for a barcode self-checkout system. This information was not provided to the Trustees in their agenda packet.

It was obvious that staff (and perhaps behind the scenes powers that be) had no intention of giving enough information to the Trustees such that they could make comparisons between the companies bidding, or discuss the pros and cons of a barcode vs an RFID system, and have an in depth discussion and critical review of various options before making a decision.

Unfortunately, the Trustees were quite comfortable with the paucity of information provided them, and chose rather to congratulate the staff on their great job, and dismiss the concerns of the public by noticing that no Library employees had come to object to their boss's, the Library Director's, recommendation for a new RFID system. And so all four present, of the five member self-selected Board of Library Trustees voted for a new RFID system, with implementation to start in Central and the two branches to be demolished, the South, and West libraries.

Staff claimed you will now be able to check out an entire stack of books mixed with DVDs and CDs all at once, not wasting one precious second from your busy life. (Hmmm! Isn't that what Library staff said five years ago when they were installing the Checkpoint RFID system?)

\*See SEIU 535's 9/21/05 memo to Berkeley City Council and BOLT. The original contract was \$643,000. However, Director Griffin hired temporary employees and used librarians and library workers to install the RFID tags, and additional materials not included in the original contract were purchased.

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