



Office of the City Manager

INFORMATION CALENDAR

November 6, 2007

To: Honorable Mayor and Members of the City Council

From: Board of Library Trustees

Submitted by: Donna Corbeil, Director, Library Services

Subject: Berkeley Public Library Annual Report

SUMMARY

This Berkeley Public Library Annual Report for Fiscal Year 2006-2007 is presented to the Berkeley City Council and the community to provide updated information about the status and activities of the public library in its provision of a vital and valued service to the community. The annual report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the past year.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library consists of the Central Library in the downtown district, four neighborhood branch libraries, and a tool lending library. In fiscal year 2007, the Library saw an increase in the number of visitors (10%), in the number of registered borrowers (8%), and in the number of items that were checked out (4%). The Library is continuing to provide a full range of programs and services to the community; introducing new services, such as wireless access; and continuing our historically popular programs such as the Children's Summer Reading program.

In the next month the Library will produce an annual report for fiscal year 2007 to distribute both electronically and in paper to the community highlighting services, statistics on use, a summary of the budget, and other information related to the general state of the library. The Library Board is committed to communicating with the public regarding their activities and the status of the Library, and has directed staff to begin producing and distributing an annual report.

BACKGROUND

As prescribed by the City of Berkeley Charter, the Board of Library Trustees is to make an annual report to City Council giving the condition of the library with a summary of their proceedings. In addition, reports and information as requested on specific topics are shared with the Council. In the past, these reports have been written and oral.

POSSIBLE FUTURE ACTION

None

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

None

CONTACT PERSON

Donna Corbeil, Director of Library Services, Library, 981-6195

Attachments:

1: Berkeley Public Library Board of Library Trustees: Annual Report to City Council

Berkeley Public Library Board of Library Trustees: Annual Report to City Council

Summary: This Berkeley Public Library Annual Report for Fiscal Year 2006-2007 is presented to the Berkeley City Council and the community to provide updated information about the status and activities of the public library in its provision of a vital and valued service to the community. The annual report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the past year. With a commitment to its users, the Berkeley Public Library pledges to continue developing collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community.

The Berkeley Public Library consists of the Central Library in the downtown district, four neighborhood branch libraries, and a tool lending library. The Library is staffed by 125 FTE, or 180 total employees, many of whom work part-time. The Library's total annual budget for fiscal year 2008 will be \$16.04 million, as amended on Sept. 19, 2007. The fiscal year 2007 adjusted budget for all funds was \$14.8 million. In fiscal year 2007, the Library's total annual circulation (i.e. the number of items from the collection that were checked out) was 1.6 million. The Library's collection includes over 500,000 items.

I. Berkeley Public Library Staff Report on Activities During 12 Month Period: August 2006 through August 2007

Statistical Highlights

- During the 2006-2007 fiscal year 1,339,327 visits were made to Berkeley Public Library sites, an increase of nearly 10% from the previous year.
- The number of registered borrowers rose nearly 8% to 94,053
- Circulation of Library materials rose over 4% to 1,609,726.
- The Library held over 1400 public programs at Library facilities and at other community locations, with a total attendance of 35,435. Of these programs, nearly 1,200 were for preschool or school-age audiences, encouraging good reading habits and promoting lifelong library use among younger citizens.

Other Highlights

- Beginning January 2, 2007, the Library expanded public service hours at the Central Library, opening Tuesday mornings at 10 AM, increasing public service hours from 52 to 54 weekly, and improving access for class visits by school-age patrons.
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- Free wireless access at the Library: In August 2007, the Library implemented free wireless access for the public. Wireless access points were installed on all five floors of the Central Library as well as at each Branch library in order to allow laptop users equipped with Wi-Fi to access the Internet.
- Online fine payment: The Library launched a “Pay Your Fines Online” service in June 2007. The “Pay Your Fines Online” service offers Library users the convenience of paying their fines anytime, from anywhere through their “My Account” page on the Library’s Web Catalog. There is no fee for using this service and no minimum to the amount of a fine that can be charged.
- Web site redesign: The Library’s redesigned Web site went live on Wednesday May 9th. This was a project undertaken by a cross divisional Web Team including staff from the Library Information Technology division, Children’s Services, Teen Services, Adult Services, and, Collection Management. In addition to utilizing the services of an outside Web designer, the Web Team worked extensively on the reorganization of the site and development of new features.
- The Library joined the Link+ consortium, a resource sharing service among California and Nevada libraries in August 2006. Patrons can now electronically request material from library collections totaling over more than 64 million items—for free.
- In October of 2006, Hatchuel Tabernik Associates (HTA) presented to BOLT the results of its study of usage of the South Branch, and the community’s views about a possible move to the Ed Roberts Campus (ERC).
- As a result of the HTA study, BOLT established a South Berkeley/Ed Roberts Campus (ERC) discussion group consisting of staff, Board of Trustees members, and Foundation board members. BPL was granted a \$50,000 award from the US Department of Housing and Community Development (via the City), for exploration of South Berkeley library needs and the possible move to the proposed Ed Roberts Campus. HTA was again contracted to complete in Fall of 2007 a Southwest Berkeley library needs assessment. Noll & Tam Architects complete a cost estimate study of possible move of South Branch to the ERC.
- April 6, 2007: The Library celebrated the 5th anniversary of the renovation of the historic Central Library with a public program.
- The Berkeley Public Library Foundation presented the Fifth Annual Authors Dinner at the Central Library on February 10, 2007, with honored literary guests including Khaled Hosseini, Ben Fong-Torres, Mark Fainaru-Wada, Nobelist George Smoot, and 24 other local writers. The annual Authors Dinner celebrates the Bay Area’s uniquely vibrant literary community and raises funds which directly aid the Library.
- The Library launched the Berkeley History Online Database, a resource of 260 digitized images of Berkeley from the 1870’s through the 1990’s, accessible via the library’s web page and funded by a State Library LSTA grant. The Library partnered with the University of California’s Online Archive of California to complete this project.

Children's Services

- In January, the Library unveiled the magnificent new tapestry Kaleidoscope – Berkeley Public Library. The event honored the generosity of Giorgia Neidorf, who donated the Max Delaware Neidorf-Weidenfeld Trust Fund to the Library in honor of her son, and Elisa Kleven, on whose art the tapestry is based. The tapestry celebrates children's books, the public library and the Berkeley community together on one beautiful spread. The tapestry is hung in the Storyroom on the fourth floor of the Central Library.
- The West Branch children's librarian and literacy coordinator applied for and received two state "Early Learning with Families @ Your Library" grants. With this funding the staff enhanced the children's area with child and family friendly furniture, rugs, toys, and shelving as well as informational brochures for parents and caregivers regarding child development and learning skills in both English and Spanish.
- On Sunday, April 29, 2007, the Central Library hosted its second annual Dia de los niños/Dia de los libros (Children's Day/Book Day) celebration. Over 250 people came to hear local musicians Los Mapaches, to see Norman Ng's magic, to make Origami Hats with the Berkeley Public Library's own Nga Trinh, and receive free books. This year, community partner tables staffed by Berkeley's Health and Human Services department and the Berkeley/Albany YMCA were included, as well as student volunteers from the University of California at Berkeley.
- Hundreds of Berkeley children participated in the 2007 Summer Reading Program, "Get a Clue @ Your Library." Harry Potter and the Deathly Hallows was only one of thousands of books read for prizes provided by the Albany Bowl, the Lawrence Hall of Science, Oakland-Alameda Ferry, Pegasus Books, and the Friends of the Berkeley Public Library. Children and families also enjoyed a full range of special events, from traditional story times and puppet shows to reptiles, magic, "Harry Potter Jeopardy," and "CSI@ Your Library, presented by the Berkeley Police Department.

Teen Services

- Teen Services sponsored a successful summer reading program this year. Teens were invited to share their comments on books being read over the summer via postcard and the library received many, from kids who stayed in town and also from those who traveled as far as Germany and Serbia. A future display of the art cards is planned and the book comments will soon appear on the Library's Teen web site.
- The Library was awarded a grant during YALSA's fifth round of Excellence in Library Services to Young Adults. The Berkeley High School Vera Casey Parenting Program partnering with Teen Services will use the award to assist current book discussion and scrapbook programs

Berkeley Reads (Literacy)

- Berkeley Reads, in partnership with Library Foundation, hosted Scholastic Literacy Caravan visits to 10th Street Head Start Program, in May 2007.
- Successful outreach sites were established at OPTIONS (a substance abuse recovery program); AJOB (Asians for Job Opportunities in the Bay Area); and New Bridge (residential treatment), where staff tutors provided direct client service.
- In addition, family literacy outreach sites began at three Head Start preschool centers, the downtown Women's Daytime Drop-In Center, and Harrison and McKinley Houses (BOSS emergency family shelters), where the Library's Families For Literacy staff provide monthly story times and parent literacy sessions.

Grants

- Berkeley joined 116 other cities receiving grants from the National Endowment for the Arts to participate in its nationwide reading program, "The Big Read." A grant of \$7,000 will fund programming to occur around, Their Eyes Were Watching God, beginning in the fall of 2007.
- The California State Library awarded an Early Literacy for Families (ELF) grant to the Library for the second consecutive year in 07/08 (\$5,000 in 2006-07 and \$20,000 in 2007-08).
- Berkeley Reads awarded \$64,000, from the 2006-07 California Library Literacy Services Grant Program, in April 2006
- In September 2006 the Library received an award of \$3,000 from the Bill and Melinda Gates Foundation as a Public Access Computer Hardware Upgrade Grant (PAC HUG). The award was given for the purpose of replacing computers purchased with a previous Gates Foundation grant, received in 2003.
- Grant from American Library Association and National Video Resources for \$1,000 and 6 videos to present film and discussion series for the public on jazz history, "Looking at Jazz: America's Art Form" – series began in late Fall 2006.

Programs

- "Berkeley Reads Together" was the name of the 2006 citywide reading event in which, thanks to the Friends of the Library, copies of Firoozeh Dumas' novel Funny in Farsi were given away at all Library locations.
- In the Summer of 2007 the Library brought together Berkeley's diverse community to read and discuss one book—Khaled Hosseini's The Kite Runner—through its "Reading in Common" series. With a generous donation from the Friends of the Library, the Library gave out free copies of the novel at all libraries as well as at Berkeley's Senior Centers.

- The Library co-produced with Berkeley City College faculty a very popular seven-week lecture series at Central: Strange Bedfellows: Art and Public Policy in Berkeley, Past, Present and ...Is there a Future? in April/May 2007
- Exhibits at the Central Library:
 - Voting Rights: The Southern Struggle, 1964-1965
 - Sing More Songs: Misako Akimoto's photographs of Maya's Music Therapy participants in Richmond
 - Growing Hunger: the Struggle of Small Farmers in the 21st Century
 - Burning Man Comes to the Berkeley Public Library
 - The Face of Poetry: Margaretta Mitchell's photographs of the UC Lunchtime Poetry Reading Series
 - Macbeth, A Graphic perspective: Berkeley High Student Art
 - At the Med: Were You There?: Doyl Haley's sketches of Berkeley's Café Mediterraneo, 1960-1990
- Sisters in Crime, a worldwide organization for women authors of mystery fiction, co-hosted with the Library a program with local authors at the South Branch in March 2007.
- The Café Literario series of lectures and discussions of books in Spanish was held February – July (2007) at the West Branch, sponsored by Friends of the Library.
- The Library's Asian Literary Seminars series took place from November through January, focusing on contemporary Chinese and Japanese literature and presented by Professor Frederick Hsia of Ching Hua University in Taiwan.
- As part of the Berkeley's strategy to promote small businesses, the Library's Reference Department began offering free business counseling every week with SCORE (Service Corps of Retired Executives) experts. Anyone interested in starting a small business can sign up for a one hour, one-on-one counseling session.
- The senior reading group, collaboration between Berkeley Reads and the West Berkeley Senior Center, was enthusiastic about their discussions of *The Kite Runner*. One result of their participation in the latest "Reading in Common" program has been the inauguration of a regularly meeting activist book discussion group. They are planning to read more books that have current events themes. Hosted at the West Berkeley Senior Center, this group is led by BPL's Berkeley Reads staff, a thorough collaborating effort.

II. Board of Library Trustee Proceedings & Activities for a 12 Month Period: August 2006 through August 2007

Trustee Appointments

Terry Powell was recommended by the Board for reappointment following discussion and a vote at the October 18, 2006 meeting. She was appointed to a second term in November 2006 by the City Council to serve through January 2011.

Susan Kupfer was recommended by the Board for reappointment following discussion and a vote at the April 18, 2007 meeting. She was appointed to a second term in June 2007 by the City Council to serve through 2011.

A recruitment process which involved paid media advertisement, flyers and an open house was undertaken for anticipated vacancy left by Trustee Laura Anderson who will be termed out on October 1, 2007. The Board interviewed seven candidates over a two meeting period. After discussion and a vote Carolyn Henry Golphin was recommended to the City Council for appointment effective October 1, 2007 for a four-year term.

The Chair and Vice-Chair elections will occur in November 2007; Susan Kupfer is currently Chair and Terry Powell is serving as Vice-Chair.

Meetings

The Board revised and set by resolution on May 9, 2007 the regular BOLT meeting time as the Second Wednesday of the month, excepting September 19th.

The Board held Regular Meetings on: August 16, 2006, October 18, 2006, January 17, 2007, February 21, 2007, March 21, 2007, April 18, 2007, and June 13, 2007

The Board held Special Meetings on: September 26, 2006, October 18, 2006, November 18, 2006, November 29, 2006, December 6, 2006, May 9, 2007 (Budget Workshop), June 9, 2007 (ERC Community Forum), June 19, 2007 (Trustee vacancy open house & reception), July 18, 2007 and August 1, 2007

Activities and Significant Decisions

Upon the resignation of Director Griffin on June 30, 2006 and the appointment of Interim Director Roger Person July 1, 2006 the Board undertook recruitment for the Director of Library Services position. An executive recruitment firm was hired and an advisory committee was formed, the latter included seven local leaders in librarianship, Trustees Anderson and Kupfer. Interviews occurred in November. At a Special Meeting in December the Board approved a resolution to offer the position to Donna Corbeil. The new Director began in January 2007.

The Board formed a South Branch / Ed Roberts Campus Discussion Group in October 2006. Trustee Ying Lee and Terry Powell were appointed to continue to study library needs of South Berkeley and the issues of the possibility of Berkeley Public Library's participation in the Ed Roberts Campus, reporting regularly to the full Board. The Library Director and Community Relations Librarian attend meetings as does the Vice President of the Board of Directors of the BPL Foundation and the Executive Director of the BPL Foundation. Two studies have been completed regarding this opportunity, a needs assessment of the South Branch community and a cost estimate for space in the ERC project. In addition, the Board held a Special Meeting on June 9th at the AME Church in South Berkeley, A Community forum on the South Branch and ERC.

At the December 6, 2006 Special Meeting the Board approved the expansion of public service hours at the Central Library by two hours, Tuesdays from 10AM to 12 PM. The change became effective January 2, 2007.

At the May 9, 2007 meeting of the Board a resolution was approved to submit a recommendation to City Council to adopt an increase in the Library Services Tax for Fiscal Year 2008 to fund the provision of library services. An ordinance levying the tax rate was included on the City Council's June 26, 2007 agenda and had a second reading on July 10, 2007, at which time it was approved.

In August 2007 the Board prepared and approved a response to recommendations in the 2006-2007 Alameda County Grand Jury Report regarding a Library contract with Checkpoint Systems in 2005. The presiding judge of the Grand Jury responded in writing that "the Library should be commended for taking swift and responsible action" after reviewing the report.

Administrative Regulations adapted to the Library operating structure and adopted by the Board during the reporting period:

- AR 1.16 Grant Applications Policy
- AR 2.3 Performance Evaluation Program
- AR 2.6 Library Property – Issuance and Retrieval
- AR 2.8 Administrative Leave Policy
- AR 2.9 Outside Employment by Director of Library Services and Deputy Director of Library Services
- AR 2.14 Safe use of Cellular and Other Wireless Devices
- AR 3.4 Purchasing Policy and Purchasing Manual
- AR 3.5 Disposal of Surplus Property
- AR 3.8 Charges for Library Records, Publications and Meeting Tapes
- AR 3.14 FN024 Voucher Processing
- AR 3.15 Write-Off Policy
- AR 3.18 Establishing and Closing Bank Accounts
- AR 3.20 Cash Handling Policy and Guidelines
- AR 3.21 Policy for Hiring Employees Responsible for Cash Handling and Asset Management

