



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
SEPTEMBER 9, 2009

AGENDA
7:00 P.M.

CENTRAL BRANCH
2090 KITTREDGE STREET

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

I. PRELIMINARY MATTERS

- A. Call to Order**
- B. Public Comments (7:00 – 7:30 p.m.)**
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)
- C. Report from library employees and unions, discussion of staff issues**
Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees**
- E. Approval of Agenda**

II. 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 July 8, 2009 Regular Meeting**
Recommendation: Approve the minutes of the July 8, 2009 regular meeting of the Board of Library Trustees.
- B. Approve minutes of July 17, 2009 Special Meeting**
Recommendation: Approve the minutes of the July 17, 2009 special meeting of the Board of Library Trustees.
- C. Approve minutes of July 21, 2009 Special Meeting**
Recommendation: Approve the minutes of the July 21, 2009 special meeting of the Board of Library Trustees.
- D. Approve minutes of July 22, 2009 Special Meeting**
Recommendation: Approve the minutes of the July 22, 2009 special meeting of the Board of Library Trustees.
- E. Approve the following Library Administrative Regulations: AR 10.12 Volunteers in the Library; and AR 10.20 Managing Unclaimed Property and Lost and Found items in the Library**
Recommendation: Adopt a resolution approving Administrative Regulations: AR 10.12 Volunteers in the Library; and AR 10.20 Managing Unclaimed Property and Lost and Found items in the Library.
- F. Increase Director's Expenditure Authority for Purchasing Goods, Materials and Equipment Contracts from \$50,000 to \$100,000**
Recommendation: Adopt the resolution increasing the Director of Library Services' expenditure authority to purchase goods, materials and equipment from \$50,000 to \$100,000.
- G. Contract: Smith, Fause & McDonald, Inc. for Information Technology design services for the Branch Library Renovation Program**
Recommendation: Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Smith, Fause & McDonald, Inc. to provide

technology consultant services for the Branch bond program in an amount not to exceed \$137,148 for all services and reimbursable expenses for the period September 25, 2009 through June 30, 2014.

- H. Contract: Gould Evans Baum Thornley for architectural services for the renovation and expansion of the Claremont Branch Library**
Recommendation: Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Gould Evans Baum Thornley to provide architectural and engineering services for the Claremont Branch Library renovation and expansion project in an amount not to exceed \$622,132 for all services and reimbursable expenses for the period September 25, 2009 through February 30, 2012.
- I. Contract: Innovative Interfaces, Inc. for hardware and software services – increase contract R09-43 amount to \$150,000**
Recommendation: Adopt a resolution authorizing an increase to the contract limit from \$100,000 to \$150,000 for the agreement with Innovative Interfaces, Inc. (R09-43) to provide maintenance services on the Library’s online public catalog, circulation, acquisition, serial and cataloging modules that support patrons’ access to the Library’s collections and the INN-Reach (LINK+) module utilized to access collections beyond those owned by the Berkeley Public Library
- J. Grant: CA State Library – Adult Literacy Services**
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2009/2010 CLLS grant funds to fund Berkeley READS.
- K. Contract: Securitas Security Services USA, Inc.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the contract with Securitas for the provision of security services for the period October 1, 2009 through October 31, 2009 in a total amount not to exceed \$15,000.

III. PRESENTATIONS

- A. Report on Branch Renovation Program** Presented by Steve Dewan, Kitchell CEM

IV. ACTION

- A. Contract: Harley Ellis Devereaux / Green Works Studio for architectural services for the renovation and expansion of the West Branch Library**
Recommendation: Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Harley Ellis Devereaux / Green Works Studio to provide architectural and engineering services for the West Branch Library renovation and expansion project in an amount not to exceed \$788,194 for all services and reimbursable expenses for the period September 25, 2009 through December 30, 2013.

V. INFORMATION REPORTS

- A. 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, public art, communication plan, schedule, budget, etc.
- B. September 2009 Monthly Report from Library Director Donna Corbeil**
- Library Development

- Professional Activities
- Programs, Services and Collections
- Personnel

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

VI. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, October 14, 2009 at the **South Branch Library, 1901 Russell Street**, Berkeley.

VII. ADJOURNMENT

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Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on September 03, 2009.



//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

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

None.

**Berkeley Public Library
Board of Library Trustees**

**Regular Meeting
July 8, 2009**

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

**South Branch Library
1901 Russell Street**

I. PRELIMINARY MATTERS

A. Call to Order

The regular meeting of July 8, 2009 was called to order at 7:15 PM.

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

Absent: None

Also present: Donna Corbeil, Director of Library Services; Doug Smith, Deputy Director; Suzanne Olawski, Neighborhood Services Manager, Patricia Nagamoto, Library Volunteer Coordinator; Eve Franklin, Administrative Secretary

B. Public Comments - none

C. Report from Union and Employees – none.

D. Report from Board of Library Trustees –

- a. Trustee Powell reported that she had submitted her resignation with regret effective January 1, 2010.
- b. Trustees Powell and Moore will attend the ALA Conference in Chicago this weekend.
- c. Trustee Burton reported he had attended the Friends of the Library Annual Luncheon and found it very enjoyable and educational.

E. Approval of Agenda

R09-57 Moved by Trustee Powell, seconded by Trustee Burton, to approve the agenda as presented. Motion passed unanimously.

II. PRESENTATIONS

A. Volunteer Services Report – Douglas Smith introduced Patricia Nagamoto who gave a presentation on the volunteer program. The purpose of the volunteer program is to provide enhanced services to our diverse community that we would not be able to provide normally. The goal is to make it a win-win for all involved; the library, the community and the volunteers. With our current poor economy we have many people coming to the library and asking to volunteer their services. Ms. Nagamoto reviews applications, checks references and emails job descriptions to the volunteers. These job descriptions have been reviewed by the Union to help alleviate any concerns. Volunteers can not do work performed by library staff. In May 2009 volunteers worked 343.5 hours (not including Berkeley Reads or Teens Services.)

III. CONSENT CALENDAR

R09-58 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to approve the consent calendar as presented except for Item B. Trustee Moore abstained from item E. Motion passed.

A. Approve minutes of June 10, 2009 Regular Meeting

Trustee Powell requested correction to I. Preliminary Matters, Item B, number 2. Change "Lauren McRae" to "Laura McCrea."

R09-59 Moved by Trustee Powell, seconded by Trustee Burton, to approve the minutes of the June 10, 2009 special meeting of the Board of Library Trustees as corrected. Motion passed unanimously.

- B. FY2010 Purchase Authority for Services, Materials, and Supplies that Exceed the Director of Library Services' Authority

Item B was pulled from Consent Calendar for separate discussion. See below.

- C. Contract: Page + Moris LLC for Central Library Space Planning Study

R09-61 Moved by Trustee Powell, seconded by Trustee Burton, to adopt the resolution authorizing the Director of Library services to amend the value of contract no. 7807 with Page + Moris LLC for the provision of space planning services for the period July 1, 2009 through June 30, 2010 by an increase of \$1,500 for a total contract amount not to exceed \$51,500. Motion approved unanimously.

- C. Library Records Retention Schedule (Revise October 2007 version)

R09-62 Moved by Trustee Powell, seconded by Trustee Burton, to adopt the resolution approving the amendment of the General Records Schedule items pertaining to the Library and approve sending these recommendations to the Office of the City Clerk for City Council consideration. Motion approved unanimously.

- D. Revision of Unit Designation for Library Classification Represented by Local One to Unit M (Management)

R09-63 Moved by Trustee Powell, seconded by Trustee Burton, to adopt the resolution requesting the City Manager, on behalf of the Library Director, petition the Personnel Board and recommend that it revise the unit designation for the Library classifications of Library Services Manager, Circulation Services Manager and Library Information Systems Administrator from Unit P-1 (Professional) to unit M (Management), to reflect the management level roles they fulfill within the library. Trustee Moore abstained. Motion approved.

IV. DISCUSSION ITEM

- B. FY2010 Purchase Authority for Services, Materials, and Supplies that Exceed the Director of Library Services' Authority

Trustee Powell asked what the library is doing to reduce PG&E costs. The Library has had an energy audit and changed light-bulbs. Director Corbeil provided explanation of vendor services, materials and supplies. Staff will provide, as part of the year-end report for FY 2009 a list of vendors and expenditures of \$50K and above. Trustee Burton asked if any thought was given to using local vendors. The City of Berkeley has negotiated a discount program with Office Depot. The library also uses many local vendors whenever possible. Trustee Powell requested adding "If FY2010 expenditures exceed the amount listed in Attachment 2, the Library Director will return to the Board for further discussion and approval" to the resolution.

R09-60 Moved by Trustee Powell, seconded by Trustee Kupfer, to adopt the resolution authorizing the Director of Library Services to execute Fiscal Year 2010 purchase agreements and payment approvals to the specified vendors up to the specified values as submitted per Attachment 2 for services, materials, and supplies in excess of her delegated spending authority. If FY2010 expenditures for any named vendor exceeds the amount per Attachment 2 the Director of Library Services shall return to the Board for further spending authorization. Motion approved unanimously.

V. INFORMATION REPORTS

- A. Update on the Branch Bond Program –
- Library has established weekly meetings with Kitchell CEM.
 - The project manager from Kitchell will give a report in September, which will include draft budget and schedule.
 - Architects are doing walkthroughs at North and South branches this week.
 - West Branch Interviews will be held on Friday, July 17th.
 - Claremont Branch Interviews will be held on Tuesday, July 21st.
 - Final Selections will be made on Wednesday, July 22nd.

- B.** July 2009 Monthly Report from Library Director Donna Corbeil
 - Library Development
 - Professional Activities
 - Programs, Services and Collections
 - Personnel

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

VI. AGENDA BUILDING

- A.** The next regular meeting will be held on September 9, 2009 at the South Branch Library, 1901 Russell Street.

- B.** Kitchell Presentation

- C.** Special Library Tax Analysis.

VII. ADJOURNMENT

R09-64 **Moved by Trustee Henry-Golphin, seconded by Trustee Powell, to adjourn the regular meeting of the board at 8:10 PM. Motion passed unanimously.**

**Berkeley Public Library
Board of Library Trustees**

**Special Meeting
July 17, 2009**

**MINUTES
4:30 p.m.**

**Central Library
2090 Kittredge Street**

I. PRELIMINARY MATTERS

A. Call to Order

The special meeting of July 17, 2009 was called to order at 4:30 p.m.

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

Absent: none

Also present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Administrative Manager; Suzanne Olawski, Neighborhood Services Manager; Rene Cardinaux, AIA; Steve Dewan, Project Manager, Kitchell CEM

B. Public Comments on the Renovation and Expansion of the West Branch Library - None.

C. Approval of Agenda

R09-65 Moved by Trustee Powell, seconded by Trustee Henry-Golphin, to approve the agenda as presented. Motion passed unanimously.

II. DESIGN TEAM INTERVIEWS

A. Interviews for Architectural Services for the Renovation and Expansion of the West Branch Library

Trustee Moore gave a brief overview of the process. The firms interviewing today are the three finalists from the 22 proposals received for the West branch. Trustee Moore thanked the selection group that spent several meetings vetting and discussing the proposals and selecting the finalist to be interviewed. Following the presentations and interviews today, the board will rank the firms for each project at a special meeting on Wednesday, July 22, 2009. Following this staff will negotiate the terms of a contract with the first rank firm for each project to bring to BOLT for review and approval. Following BOLT approval staff will bring the board's recommendation to City Council for consideration and approval prior to the commencement of work.

Chair Moore welcomed each team and its members, thanking them for their interest and participation. He explained the interview process to each team, 20 minutes for a presentation followed by a set of questions asked of each team, followed by follow-up questions by the Trustees.

Presentation, question and answer for each team (approximately 60 minutes each) in the following order.

1. Harley Ellis Deveraux and Green Works Studio
2. Gould Evans Baum Thornley, Inc.
3. Leddy, Maytum Stacy

No action was taken.

R09-66 Moved by Trustee Powell, seconded by Trustee Kupfer, to adjourn the regular meeting of the board at 8:30 p.m. Motion passed unanimously.

**Berkeley Public Library
Board of Library Trustees**

**Special Meeting
July 21, 2009**

**MINUTES
6:00 p.m.**

**Central Library
2090 Kittredge Street**

I. PRELIMINARY MATTERS

A. Call to Order

The special meeting of July 21, 2009 was called to order at 6:00 p.m.

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

Absent: none

Also present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Administrative Manager; Suzanne Olawski, Neighborhood Services Manager; Steve Dewan, Project Manager, Kitchell CEM

B. Public Comments on the Renovation and Expansion of the Claremont Branch Library -
None.

C. Approval of Agenda

R09-67 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to approve the agenda as presented. Motion passed unanimously.

II. DESIGN TEAM INTERVIEWS

A. Interviews for Architectural Services for the Renovation and Expansion of the Claremont Branch Library

Trustee Moore gave a brief overview of the process. The firms interviewing today are the three finalists from the 13 proposals received for the Claremont branch. Trustee Moore thanked the selection group that spent several meetings vetting and discussing the proposals and selecting the finalist to be interviewed. Following the presentations and interviews today, the board will rank the firms for each project at a special meeting on Wednesday, July 22, 2009. Following this staff will negotiate the terms of a contract with the first rank firm for each project to bring to BOLT for review and approval. Following BOLT approval staff will bring the board's recommendation to City Council for consideration and approval prior to the commencement of work.

Chair Moore welcomed each team and its members, thanking them for their interest and participation. He explained the interview process to each team, 20 minutes for a presentation followed by a set of questions asked of each team, followed by follow-up questions by the Trustees.

Presentation, question and answer for each team (approximately 60 minutes each) in the following order.

1. Gelfand Partners with Studio Urbis
2. Gould Evans Baum Thornley Inc.
3. Mark Cavagnero Associates with Karin Payson Architecture + Design.

No action was taken.

R09-68 Moved by Trustee Powell, seconded by Trustee Henry-Golphin, to adjourn the regular meeting of the board at 9:05 p.m. Motion passed unanimously.

**Berkeley Public Library
Board of Library Trustees**

**Special Meeting
July 22, 2009**

**MINUTES
6:00 p.m.**

**Central Library
2090 Kittredge Street**

I. PRELIMINARY MATTERS

A. Call to Order

The special meeting of July 22, 2009 was called to order at 6:00 p.m.

Present: Trustees Susan Kupfer, Winston Burton, Darryl Moore, and Therese Powell

Absent: Carolyn Henry-Golphin

Also present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Administrative Manager; Suzanne Olawski, Neighborhood Services Manager; Rene Cardinaux, AIA; Steve Dewan, Project Manager, Kitchell CEM

B. Public Comments: None.

C. Report from Union and Employees: None.

D. Report from Board of Library Trustees: None.

E. Approval of Agenda

R09-69 **Moved by Trustee Kupfer seconded by Trustee Powell, to approve the agenda.** Trustee Henry-Golphin absent. Motion passed unanimously.

II. ACTION CALENDAR

- A.** Discussion and evaluation of the qualifications of the firms interviewed on July 17, 2009 and recommendation of a preferred firm to complete architectural design services for the West Branch Library.

Following the July 21 interviews, Chair Moore asked Trustees to send to the Director their preliminary rankings to assist with the discussion. Trustee Henry-Golphin's preferences as communicated to the Director were included in the preliminary rankings and were considered in the discussion. The initial ranking for the West branch placed Harley Ellis Devereaux / Green Works Studio as the first choice for the majority of Trustees while the 2nd and 3rd slots were less clear. Following the Claremont discussion the board returned to the questions of the rankings.

For the Claremont Branch the initial ranking placed Gould Evans Baum Thornley as the first ranked firm by all of the Trustees, with the 2nd choice Gelfand Partners and the 3rd choice Gould Evans Baum Thornley. Trustee Kupfer commented on the caliber of the proposals (written) and the enormous effort put in by all of the teams to prepare for the presentations. Trustee Moore thanked the selection committees for all their efforts and staffs attention to details in organizing the logistics of the interviews. A general discussion of the firms ensued. Criteria discussed included written proposal, experience, emphasis on green and sustainable issues, strength of team members; knowledge and understanding of project / community; understanding of community input processes; and creativity.

Rene Cardinaux, AIA and staff gave an overview of the cost proposals submitted by each firm as required by the RFP process, summarizing the similarities and differences. A discussion of basic services provided by architects followed. While there is a range of fees between the firms by project, some of this may be due to the understanding by the team of the project requirements. Staff will request the first ranked firms prepare a scope of work and cost proposal that are tied together for closer consideration and discussion following board selection.

Trustee Kupfer moved that the board rank order the three firms, there was no second on the motion. Following the initial discussion and due to lack of agreement on the 2nd and 3rd rankings the Trustees agreed to separate the resolutions. Following the resolution on the first ranked firm, the Trustees agreed to discuss the Claremont project before returning to the final vote on the 2nd and 3rd placed firms for West, given one firm was considered for both projects.

R09-70 Moved by Trustee Moore, seconded by Trustee Burton, to adopt a resolution approving the rank order for the 1st choice preferred firm for the West Branch Project of firms interviewed; designate a preference for the firm as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.

1st Choice: Harley Ellis Devereaux and Green Works Studio

Trustee Henry-Golphin absent. Motion passed unanimously.

R09-71 Moved by Trustee Kupfer, seconded by Trustee Burton, to adopt a resolution approving the rank order of firms for the West Branch Project; designate a preference for the firm considered the 2nd and 3rd choice based on the criteria for the project as described in the request for proposals.

2nd Choice: Leddy Maytum Stacy
3rd Choice: Gould Evans Baum Thornley, Inc.

Trustee Henry-Golphin absent. Motion passed. Trustee Powell voted against, Trustees Moore, Kupfer & Burton voted in favor.

- B. Discuss and evaluate the qualifications of the firms interviewed on July 21, 2009 and recommend a preferred firm to complete architectural design services for the Claremont Branch Library

R09-72 Moved by Trustee Kupfer, seconded by Trustee Powell, to adopt a resolution approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.

1st Choice: Gould Evans Baum Thornley, Inc.
2nd Choice: Mark Cavagnero Associates
3rd Choice: Gelfand Partners

With Gould Evans Baum Thornley, Inc. as the preferred firm.

Trustee Henry-Golphin absent. Motion passed unanimously.

III. CONSENT CALENDAR

- A. Grant Application: Federal Stimulus Program - Broadband Technology Opportunities Program Federal Grant to offer videoconferencing through room based and PC based technology at the Central Library

R09-73 Moved by Trustee Kupfer, seconded by Trustee Powell, to adopt a resolution authorizing the filing of an application for funding administered by the National Telecommunications and Information Administration (NTIA) to participate in the Instructional Technology "Service Station" grant opportunity project led by Califa Group, in partnership with California College Chancellor's Office's California Virtual Campus and CENIC the Corporation for Education Network Initiatives in California, and the California State Library.

Trustee Henry-Golphin absent. Motion passed unanimously.

IV. INFORMATION REPORTS

- A. Report on recruitment process to fill vacancy on Board of Library Trustees created by Trustee Powell's resignation effective January 1, 2010.

V. ADJOURNMENT

R09-74 Moved by Trustee Powell, seconded by Trustee Burton, to adjourn the special meeting of the board at 6:54 p.m. Motion passed unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 9, 2009

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: LIBRARY ADMINISTRATIVE REGULATIONS 10.12 AND 10.20

RECOMMENDATION

Adopt the resolution approving the following Berkeley Public Library Administrative Regulations: A.R. 10.12 Library Volunteer Policy, and A.R. 10.20 Unclaimed Property and Lost and Found Policy.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Library Volunteer Policy: The Berkeley Public Library Volunteer Program is designed to expand the Library's profile and enhance public service to the community. Volunteers are valued by the Library as an important support and a demonstration that residents appreciate the positive impact of the library on the quality of life in Berkeley. The volunteers themselves constitute a valuable form of community outreach and powerfully link the Library to the citizens of Berkeley. Many public library systems have formal volunteer policies to ensure that volunteers are supervised and that they are utilized according to a legal, ethical and organizationally-preferred manner in the workplace. In recent years, the Library has had written procedures outlining the proper roles and responsibilities of volunteers and the staff who supervise them, but a formal policy has not been approved by the Board of Library Trustees.

Unclaimed Property and Lost and Found Policy: Due to the heavy use of Berkeley Public Library facilities by the general public, in the course of daily business it is a common occurrence that items lost by Library patrons will be turned in to staff at a service desk. In the past each location has developed its own local practice of retaining and disposing of this unclaimed property.



CURRENT SITUATION AND ITS EFFECTS

Library Volunteer Policy: The Library has a 0.5 FTE Library Specialist working as the Library Volunteer Coordinator. In this capacity, the Volunteer Coordinator receives and evaluates new incoming volunteer applications, and works with Library staff to develop volunteer roles/responsibilities. The Library Volunteer Coordinator reports to the Deputy Director of Library Services. The Deputy Director, with the Director of Library Services, meets regularly with representatives of Library unions as part of the Joint Labor-Management meetings, where new roles for volunteers are discussed as needed. The draft Library Volunteer Policy (Attachment 2) was developed with the assistance of representatives from SEIU 1021.

Unclaimed Property and Lost and Found Policy: In the past, written procedures have designated the Library Administrative office as the depository for unclaimed property. However due to the distance between Library locations as a practical matter this has not been followed. Uniform procedures regarding retention and disposal are necessary so that Library staff have adequate guidance when lost and found items are in the possession of a particular Library location, and when items of value are left unclaimed in Library facilities.

FUTURE ACTION

None.

Attachments:

1. Resolution
2. AR 10.12 Library Volunteer Policy
3. AR 10.20 Unclaimed Property and Lost and Found Policy



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 09-81

**LIBRARY VOLUNTEER POLICY AND
UNCLAIMED PROPERTY/LOST AND FOUND POLICY**

WHEREAS, for many years the Berkeley Public Library has encouraged the active participation of citizens, of a variety of ages, as a valuable resource to the Library; and

WHEREAS, the Berkeley Public Library Volunteer Program is designed to expand and enhance public service to the community; and

WHEREAS, many public libraries have formal volunteer policies to ensure that volunteers are supervised and utilized according to a legal, ethical and organizationally-preferred manner in the workplace; and

WHEREAS, in the past the Library has had written procedures outlining the proper roles and responsibilities of volunteers and the staff who supervise them, but a formal policy has not existed.

WHEREAS, due to the heavy use of Berkeley Public Library facilities by the general public, it is a common occurrence that items lost by Library patrons will be turned in to staff at a service desk; and

WHEREAS, uniform procedures regarding retention and disposal are necessary so that Library staff have guidance when lost and found items are in the possession of a particular Library location, and when items of value are left unclaimed in Library facilities.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation concerning a Library Volunteer Policy; and

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation concerning an Unclaimed Property/Lost and Found Policy.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on Sept. 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number: 10.12
ORIGINAL DATE:
BOLT Resolution #:
REVISED DATE:
PAGE: 1

SUBJECT: LIBRARY VOLUNTEER POLICY

I. PURPOSE

In order to achieve the mission of the Berkeley Public Library, the Berkeley Public Library encourages the active participation of citizens, of a variety of ages, as a valuable resource to the Library. The Berkeley Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers are valued by the library as an important support for paid staff and as a demonstration that residents appreciate the positive impact of the library on the quality of life in Berkeley.

II. POLICY

Volunteers are trained for routine, recurring tasks and/or occasional special events. The Berkeley Public Library shall make use of the services of interested volunteers. Volunteers shall not replace the work done by paid staff. The Berkeley Public Library volunteer program serves as a method for encouraging citizens to become familiar with, and advocate for, their library and the services it offers.

GENERAL PROVISIONS: Nothing in this policy shall be deemed to create a contract between the volunteer and the Berkeley Public Library. Both the volunteer and the Berkeley Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. Neither the City of Berkeley nor the Berkeley Public Library will provide any medical, accident, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. Volunteers cannot use City vehicles as part of their volunteer assignment. Volunteers who use their own cars as part of the volunteer assignment are required to use their own insurance and must sign a waiver releasing the City from liability. Volunteers will be given meaningful assignments, effective supervision, and recognition of good work.

Volunteers are requested to make a minimum commitment of three to six months, depending upon the volunteer project. Volunteers shall work during hours when adequate supervision is available. Volunteer schedules and specific time commitments will be arranged individually by each volunteer and his/her supervisor. In no case may a volunteer work in excess of 20 hours per week, over a six month period. Volunteers must complete a monthly report of hours and submit it to their supervisor at the end of each month. Volunteers are required to wear name badges when working in the library and to return the badge to their supervisor when they complete their volunteer assignment.

A.R. NUMBER: 10.12

LIBRARY VOLUNTEER COORDINATOR: Prior to engaging in any volunteer activity, each volunteer will be required to submit a Berkeley Public Library Volunteer Application and register with the Library Volunteer Coordinator. Upon approval from the Deputy Director of Library Services, volunteers may be scheduled for training and work assignments. The Library Volunteer Coordinator is responsible for collaborating with Library staff in developing volunteer roles and assignments. Volunteer job descriptions outline qualifications, duties, and training requirements for each volunteer position. New volunteer jobs are discussed at regular meetings with employee labor unions.

BERKELEY READS LITERACY PROGRAM VOLUNTEERS: Recruitment, registration, intake, training, and supervision of volunteers working with the Berkeley READS Literacy program is overseen by the Adult and Family Literacy Coordinator. Volunteer roles and assignments relating to the Library's Adult and Family Literacy program activities will also be developed and monitored by the Program Coordinator.

EMPLOYMENT OF VOLUNTEERS: Volunteers seeking paid employment shall follow the City of Berkeley civil service employment application process in order to obtain employment in the library. A volunteer must be on the appropriate eligibility list before he/she may become a paid employee of the library.

Reviewed by: _____ Director of Library Services	_____
	Date
Approved by: _____ Chair, Board of Library Trustees	_____
	Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.20
ORIGINAL DATE:	09/09/09
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1

SUBJECT: UNCLAIMED PROPERTY AND LOST & FOUND POLICY

I. PURPOSE

The purpose of this Administrative Regulation is to establish policies and procedures for the retention and disposal of unclaimed lost and found items in the Library.

II. POLICY

The Library is not responsible for the security of any personal items brought in to the Library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times.

The Supervising Librarian for each of the four branch locations, and the Circulation Services Manager at the Central Branch, shall be the primary contacts for inquiries regarding lost and abandoned property found in the Library. Upon discovery of lost property, Library staff should first attempt to contact the owner when there is a name, telephone number, or address associated with the property. Property found by Library staff or turned over to staff by a patron should be promptly brought to the attention of the Supervising Librarian or Circulation Services Manager to be placed in a secure location.

Most unclaimed property will be retained in a secure location at the Library for a minimum of 90 days. Items that are not claimed after 90 days will be disposed of. Means of disposal may include recycling or donation to nonprofit, charitable, or official Library support organizations. Any item with an estimated value in excess of \$100 will be logged by date and time found and description, retained in a secure location for 10 days, and if unclaimed, transferred to the Berkeley Police Department as found property. The Berkeley Police Department will retain the property, and if unclaimed after 90 days, will eventually auction it.

Hazardous or perishable items will be disposed of immediately.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 9, 2009

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: INCREASE THE DIRECTOR OF LIBRARY SERVICES' AUTHORITY FOR PURCHASING GOODS, MATERIALS, AND EQUIPMENT FROM \$50,000 TO \$100,000

RECOMMENDATION

Adopt a resolution to amend the Berkeley Public Library Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual, to increase the Library Director's expenditure authority for purchasing goods, materials, and equipment from \$50,000 to \$100,000.

FISCAL IMPACT

The primary fiscal impact of this recommendation will be to increase efficiency in managing contracts, which is expected to result in savings for the staff in terms of improved staff productivity and improved timeliness in completing and approving contracts to meet the needs of the Library. In addition, it is a Library initiative to achieve consistency and uniformity with the City in fiscal areas.

BACKGROUND

The Purchasing Policy & Purchasing Manual (AR Number 3.4) adopted by the Board of Library Trustees on June 9, 2008 "ensure(s) that the Berkeley Public Library receives the most favorable price, quality and/or service available for all purchases whenever feasible and in accordance with the adopted budget." Section IV, Approval Limits states, "approval by the Board of Library trustees is required for purchases of services over \$50,000 as established by Resolution R08-56 and goods, materials, and equipment over \$50,000, as established by Resolution R07-10."

During its June 10, 2009 regular meeting, the Board of Library Trustees adopted the FY10 budget which included funds for services, materials, and supplies. At this meeting Trustee Moore requested that the Director bring a resolution for discussion and possible approval increasing the current expenditure authority to that set for the City Manager by Ordinance No. 6,875-N.S.; of which, prior to recommending this modification for the City Manager, City staff researched the thresholds for local jurisdictions in the Bay Area. Consequently, as Library expenditure authority limits are typically set to reflect those of the City Manager, and, as these have changed, it is appropriate to consider an equivalent increase for the Director of Library Services.



- The Berkeley City Council by Ordinance No. 6,875-N.S. increased the goods, materials, and equipment expenditure authority of the City Manager to \$100,000

CURRENT SITUATION AND ITS EFFECTS

Currently, the Director may authorize the purchase of goods, materials, and equipment not exceeding \$50,000; the Board of Library Trustees authorizes expenditures or contracts for goods, materials, and equipment exceeding this amount; and Library staff prepares a BOLT report for all contracts for goods, materials, and equipment in excess of the \$50,000 threshold.

The City Manager's authority limit for goods, material, and equipment expenditures is established at up to \$100,000, based on the following changing conditions: "Inflation and general increases in the cost of services deem it prudent to establish an authority level consistent with our budget and that of comparable municipalities in the Bay Area. Reducing the time requirement for staff to produce and record City Council reports for relatively low dollar services."

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



RESOLUTION NO.: 09-82

**INCREASE THE DIRECTOR OF LIBRARY SERVICES' AUTHORITY FOR PURCHASING
GOODS, MATERIALS AND EQUIPMENT FROM \$50,000 TO \$100,000**

WHEREAS, the Board of Library Trustees adopted Administrative Regulation 3.4, Purchasing Policy & Purchasing Manual, on June 10, 2008, which authorized the Director of Library Services to approve purchases for goods, materials and equipment up to \$50,000; and

WHEREAS, the Board of Library Trustees approved the FY2010 budget on June 10, 2009, which included funds for services, materials, and supplies; and

WHEREAS, the Berkeley City Council per Ordinance No. 6,875-N.S. increased the City Manager's authority to approve service payments up to \$100,000 after researching comparable municipalities in the Bay Area; and

WHEREAS, the Director of Library Services' limits were established to reflect the City Manager's purchase authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to amend the Berkeley Public Library Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual, to increase the Director of Library Services' expenditure authority for services to \$100,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 9, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: CONTRACT: SMITH, FAUSE & MCDONALD, INC. FOR INFORMATION TECHNOLOGY CONSULTING SERVICES FOR THE BRANCH LIBRARY RENOVATION PROGRAM

RECOMMENDATION

Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Smith, Fause & McDonald, Inc. (SFMI) to provide technology consultant services for the branch library renovation program in an amount not to exceed \$137,148 for all services and reimbursable expenses for the period September 25, 2009 through June 30, 2014.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Mechanical, electrical and telecommunication upgrades are included in the estimated construction costs for each project. Architectural and specialty consulting services for the branch renovation program are included in the estimated soft costs, therefore funding of technology consulting services will be solely through use of Library bond funds. On March 24, 2009 Berkeley City Council adopted a Resolution authorizing the issuance of \$10,000,000 aggregate principal amount of general obligation bonds, series 2009 (Measure FF – Branch Library Improvement Project). These funds became available May 1, 2009.

The information technology consultant will assess existing, anticipate future library building technological needs, and determine their implications affecting the structure, space, and operation of each building. Services provided will include a comprehensive set of technology consulting services, including planning, implementation and management. A Branch Facilities Strategic Technology Plan (Plan) will be developed with the involvement of City staff to ensure existing technology infrastructure is incorporated into the renovated facility, detail new systems that address identified needs and anticipate improvements to the technology infrastructure such as VOIP telephone systems. For each facility the consultant team will provide specific design documents detailing in narrative and graphic format the technology infrastructure and systems; and provide bidding specifications in cooperation with the architectural design team for that location. Under staff direction, the consultant will provide continuity and program oversight.

This contract is for a lump sum, \$137,148 for all work to be completed as specified in the period specified. Payments will be made upon a schedule agreed to by both parties. Fees will be invoiced on a monthly basis based on percentage of completion.

Approval of this contract will have no adverse fiscal impact on other Library projects or programs.



BACKGROUND

The Branch Library Facility Master Plan, completed in early 2008, documented the serious physical defects of the branches, recommended improvements and established baseline costs and project estimates for design and construction related costs. On November 4, 2008, Berkeley voters approved Measure FF, a Library bond measure not to exceed twenty-six million dollars to renovate, expand, and make seismic and access improvements at the four branch libraries.

Following board approval in December 2008, staff began implementation of the branch renovation program. At the March 23, 2009 board meeting staff proposed pulling the cost allowance for technology consulting services from the design team proposals and to proceed with selection of one firm to provide program-wide services with the City as the direct client / manager of the services and contract originator. As discussed at that time, we will gain efficiency and programmatic consistency by selecting one firm to do the work on all four projects. The City's Purchasing Department released, on April 7, 2009 a Request for Proposals (RFP): *Technology Consulting Services for the Berkeley Public Library Branch Renovation Project*. Solicitation for proposals closed on May 12, 2009. A total of five responses were received. Following interviews, staff negotiated a scope of work and terms of agreement with the recommended firm.

CURRENT SITUATION AND ITS EFFECTS

The staff has negotiated with SFMI to provide the full range of technology consulting services for the branch library renovation and expansion program and has reached an agreement of \$137,148 for services and reimbursable expenses, for a total amount not to exceed \$137,148.

FUTURE ACTION

No future action is required at this time.

ATTACHMENTS:

1. Resolution



RESOLUTION NO. R09-83

CONTRACT: SMITH, FAUSE & MCDONALD, INC. FOR INFORMATION TECHNOLOGY DESIGN SERVICES FOR THE BRANCH LIBRARY RENOVATION PROGRAM

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

WHEREAS, Architectural and specialty consulting services are included in the estimated soft costs for the bond program; and

WHEREAS, the City of Berkeley Purchasing Department opened on April 7, 2009 a Request for Proposals (RFP): *Technology Consulting Services for the Berkeley Public Library Branch Renovation Project* and closed said solicitation on May 12, 2009; and

WHEREAS, Assessing the existing and future building technology needs is an important aspect to the renovation and modernization of the branch libraries affecting the structure, space and operations of each building; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend City Council approve execution of a contract and any amendments with Smith, Fause & McDonald, Inc. to provide the full range of technology consulting services for the Branch Library projects in an amount not to exceed \$137,148 for all services and reimbursable expenses for the period September 25, 2009 through June 30, 2014.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on September 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

Donna Corbeil, Library Director

Serving as Secretary to the Board of Library Trustees



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 9, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: CONTRACT: GOULD EVANS BAUM THORNLEY FOR ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF THE CLAREMONT BRANCH LIBRARY

RECOMMENDATION

Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Gould Evans Baum Thornley to provide architectural and engineering services for the Claremont Branch Library renovation and expansion project in an amount not to exceed \$622,132 for all services and reimbursable expenses for the period September 25, 2009 through February 30, 2012.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Architectural design services are included in the estimated soft costs. Architectural and consulting services for the Claremont Branch Library renovation and expansion project is included in the estimated soft costs, therefore funding of the design will be solely through use of Library bond funds. On March 24, 2009 Berkeley City Council adopted a Resolution authorizing the issuance of \$10,000,000 aggregate principal amount of general obligation bonds, series 2009 (Measure FF – Branch Library Improvement Project). These funds are expected to be available May 1, 2009.

Services provided will include a comprehensive set of architectural design services and specialty consultant services required for the completion of the Claremont Branch project, such as: structural engineering; mechanical, electrical, plumbing, fire protection; LEED documentation; landscape architecture; signage; lighting design; and cost estimating. Gould Evans Baum Thornley will perform services beginning with community input into program development through conceptual design phase, schematic design phase, design development phase, construction document development, bidding, negotiation and construction observation to completion.

This contract is for a lump sum, \$622,132 for all work to be completed as specified in the period specified. Payments will be made upon a schedule agreed to by both parties. Fees will be invoiced on a monthly basis based on percentage of completion.

Approval of this contract will have no adverse fiscal impact on other Library projects or programs.

BACKGROUND

The Branch Library Facility Master Plan, completed in early 2008, documented the serious physical defects of the branches, recommended improvements and established baseline costs and project estimates for design and construction related costs. On November 4, 2008, Berkeley voters approved



Measure FF, a Library bond measure not to exceed twenty-six million dollars to renovate, expand, and make seismic and access improvements at the four branch libraries.

Following board approval in December 2008, staff began implementation of the branch renovation program. The City's Purchasing Department released, on June 01, 2009 a Request for Proposals (RFP): *Architectural Services for the Renovation and Expansion of the Claremont Branch Library*. A pre-proposal meeting occurred on June 11, 2009, solicitation for proposals closed on June 23, 2009. The responses received were numerous and therefore the process has been a highly competitive one. A vetting committee, made up of staff, the library's consultant and representatives from the community met twice and considered thirteen proposals, staff recommended three firms be considered by the board.

At the July 21, 2009 special meeting of the Board of Library Trustees the board interviewed three firms representing the most qualified applicants. These interviews, as well as the applicants' written proposals (RFP responses), background and professional references were considered in determining the ranking of firms by qualifications.

At the July 22, 2009 special meeting of the Board of Library Trustees, by Resolution R09-72, the board rank ordered the firms interviewed and designated a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals.

CURRENT SITUATION AND ITS EFFECTS

At the July 22, 2009 special board meeting, staff was directed to negotiation a contract for board approval with Gould Evans Baum Thornley. The staff has negotiated with Gould Evans Baum Thornley to provide the full range of architectural and engineering services for the Claremont branch renovation and expansion project and has reached an agreement of \$622,132 for services and reimbursable expenses, for a total amount not to exceed \$622,132.

FUTURE ACTION

No future action is required at this time.

ATTACHMENTS:

1. Resolution



RESOLUTION NO. R09-84

**CONTRACT: GOULD EVANS BAUM THORNLEY FOR ARCHITECTURAL SERVICE FOR THE
RENOVATION AND EXPANSION OF THE CLAREMONT BRANCH LIBRARY**

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

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

WHEREAS, the City of Berkeley Purchasing Department opened the Requests for Proposals process for *Architectural Services for the Renovation and Expansion of the Claremont Branch Library*, on June 1, 2009 and closed said solicitation on June 23, 2009; and

WHEREAS, the Board interviewed the three most qualified firms at the July 21, 2009 special meeting of the Board of Library Trustees and at the July 22, 2009 special meeting of the Board, by Resolution R09-72 designated a preference for the firm of Gould Evans Baum Thornley as best meeting the criteria for the Claremont Branch project; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend City Council approve execution of a contract and any amendments with Gould Evans Baum Thornley to provide the full range of architectural and engineering services for the Claremont Branch Library project in an amount not to exceed \$622,132 for all services and reimbursable expenses for the period September 25, 2009 through February 30, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on September 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

Donna Corbeil, Library Director

Serving as Secretary to the Board of Library Trustees



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 9, 2009

TO: Board of Library Trustees

FROM: Alicia Abramson, Library Information Systems Manager

SUBJECT: CONTRACT: AGREEMENT WITH INNOVATIVE INTERFACES, INC. FOR HARDWARE AND SOFTWARE MAINTENANCE SERVICES

RECOMMENDATION

Adopt a revised resolution authorizing the Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system for the period July 1, 2009 through June 30, 2010 in a total amount not to exceed \$150,000. The proposed revised resolution would replace resolution R09-43 adopted by the Board in May 2009. The original resolution did not include the \$24,400 annual Link+ membership fee or the anticipated costs of \$26,000 for system customizations to improve technical services workflow and staff training on new system additions.

FISCAL IMPACT

The total cost of the contract, \$150,000 is included in the Proposed FY2010 Budget.

BACKGROUND

Innovative Interfaces, Inc. (III) is the sole source provider for maintenance services on the Millennium circulation software. A new agreement must be signed each fiscal year. The Berkeley Public Library uses INNOPAC as its online public catalog, as well as the circulation, acquisition, serial and cataloging modules that support patrons' access to the Library's collections. The Library also utilizes the INN-Reach (LINK+) module to expand access to collections beyond those owned by the Berkeley Public Library. The annual Link+ membership fee is \$24,400.

The Fiscal Year 2010 contract will include system additions budgeted for but not implemented in Fiscal Year 2009. The annual maintenance contract for FY2010 is anticipated to be approximately \$68,000 without the system additions.

The systems additions include the Encore Discovery platform (\$23,750 annual subscription plus \$2500 implementation fee) and Research Pro (\$5,700 annual subscription) modules of the Online Public Access Catalog (OPAC). These system additions directly address strategic goal number 7 ("Patrons use with ease BPL's content-rich and accessible electronic resources") of the Library's 2008 – 2011 Strategic Plan. The Library anticipates that staff training for these



new modules as well as additional system customizations to fine-tune technical processing workflow to be approximately \$26,000.

The addition of the Encore Discovery platform and Research Pro will enable library users to simultaneously search multiple library resources at the same time using a single simplified search form similar to Google. Results will be keyword relevance ranked and include Library materials and relevant articles and online reference materials from several of the most popular databases the Library subscribes to.

These system additions will improve and enhance the search process for users who are increasingly accustomed to search systems which remove the barriers of guess work and confusing terminology from the process of searching so that users can more easily and intuitively find the resources they want and need. Features of the Encore Discovery platform include automatic spell check which will help users find the right materials even if they misspell a word in the title or the author's name (e.g. an incorrect spelling results in a response from the system "did you mean..." and the offering of a link to the correct spelling and the results from that search); the ability for users to "tag" library materials with terms more meaningful to them than Library of Congress Subject Headings (e.g. "cook book" instead of "Cookery"); the display of a "tag cloud" which includes both official library catalog subjects as well as user generated tags in result sets; a much simpler interface which doesn't force the user to choose a particular search method, but instead simply allows them to search by whatever term they have (title, keyword, author) to find the materials they want; a "faceted" results display which clusters like items together and aids users in interpreting more complex result sets.

CURRENT SITUATION AND ITS EFFECTS

The current agreement between Innovative Interfaces Inc. and the Berkeley Public Library began on July 1, 2008 and expires on June 30, 2009. Failure to maintain a maintenance agreement on the automated circulation system could result in operational difficulties and have a negative impact on patrons utilizing Library services. The additional system components will be installed and available to the public by early Fall 2009, meeting the time frame set in the Strategic Plan for usability improvements to the system.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 09-85

AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO ENTER INTO AN AGREEMENT WITH INNOVATIVE INTERFACES, INC. FOR THE PROVISION OF HARDWARE AND SOFTWARE MAINTENANCE SERVICES FOR THE LIBRARY'S CIRCULATION SYSTEM FOR THE PERIOD JULY 1, 2009 THROUGH JUNE 30, 2010 IN A TOTAL AMOUNT NOT TO EXCEED \$150,000

WHEREAS, Innovative Interfaces, Inc. is the sole source provider for maintenance services on the Millennium circulation software; and

WHEREAS, each fiscal year the Berkeley Public Library enters into a new agreement with Innovative Interfaces for maintenance services; and

WHEREAS, the Board adopted in May 2009 by resolution R09-43 a contract in the amount of \$100,000, and this agreement inadvertently did not include the \$24,400 annual Link+ membership fee or the anticipated costs of \$26,000 for system customizations to improve technical services workflow and staff training on new system additions; and

WHEREAS, the proposed system additions directly address strategic goal number 7 ("Patrons use with ease BPL's content-rich and accessible electronic resources") of the Library's 2008 – 2011 Strategic Plan; and

WHEREAS, failure to enter into a new agreement each year will result in the termination of support for the hardware and software supporting the Library's circulation system; and

WHEREAS, the cost of the annual maintenance agreement and other services is provided for in the FY2009 Budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the library's circulation system for the period July 1, 2009 through June 30, 2010 in a total amount not to exceed \$150,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ADOPT A RESOLUTION TO APPLY FOR AND ACCEPT GRANT FUNDS FOR FY2009/2010 FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) GRANT PROGRAM TO FUND BERKELEY READS.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2009/2010 CLLS grant funds to fund Berkeley READS.

INTRODUCTION

California Library Literacy Services (CLLS) is a program of the California State Library. Statewide, over 100 CLLS libraries serve nearly 20,000 adults annually in over 800 library branches and other outlets. The Berkeley Public Library through the Berkeley READS program has been a CLLS participant since 1987. As a result of this program, adults are voting for the first time, reading newspapers, reading aloud to their children, and securing jobs.

In FY2008/2009 CLLS support to the Berkeley Public Library totaled \$52,836.

FISCAL IMPACTS

This annual grant is provided in three parts: 1) a baseline amount of \$20,000 in FY09 for CLLS approved programs, including Adult Literacy and Families for Literacy reflecting both the commitment and importance to the City of Berkeley and the state of California that all Californians attain their literacy goals and possess the capability to effectively use library services, and parts 2 and 3) a CLLS formula amount that in FY09 was \$32,836, and is based on a per capita amount per adult learner served at your library in the previous fiscal year, and a match on local funds raised and expended for adult literacy services reflecting the commitment to a continuing state/local partnership and an incentive for increased local support for adult literacy.

BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continued to receive this grant on a fiscal year schedule. In FY09, program staffing of 1.0 FTE Library Literacy Program Coordinator, 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant was funded through the Library Tax Fund with CLLS grant funds supporting an additional 1.32 FTE in contractual or project staff. Since fiscal year 2005/06 CLLS



funding has been dedicated to adult and family literacy staffing positions that include a Family Literacy Coordinator; a Computer Lab Coordinator; a Drop-In/Outreach Tutor; a Small-Group Instructor; a Student Advocate/Learner-on-Staff; and a Tutor Trainer.

In FY2008/2009 CLLS receipts totaled \$52,836 based on a baseline amount of \$20,000 and a calculated portion based on prior fiscal year data of \$32,836. This amount was a decrease of \$13,926 from FY2007/2008 in the calculated portion of the CLLS award. And, although from CLLS provided data it is not possible to determine the precise reason for the year-over-year decrease, the Berkeley Public Library's fiscal data transmitted to the program for fiscal years 2008 and 2009 entailed a 6.6% drop in budgeted program funds in FY09 from FY08; however, the percentage change in revenue attributable to CLLS declined 20.8%

CURRENT SITUATION AND ITS EFFECTS

The CLLS grant if awarded for FY2009/10 is projected to remain at approximately the level received in FY2008/09 – state funded public library programs were not subject to budget reductions in the state Budget released on Friday, July 24th. With CLLS support, the goals and program structure of Berkeley READS is expected to remain essentially unchanged from the prior fiscal year. Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, expand services incrementally through service availability at a second location (Central Library), and offer instruction in a variety of modalities best suited to the individual client.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R09-86

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO APPLY FOR AND ACCEPT
GRANT FUNDS FOR FY2009/2010 FROM THE CALIFORNIA LIBRARY LITERACY
SERVICES (CLLS) GRANT PROGRAM TO FUND BERKELEY READS.**

WHEREAS, the California Library Literacy Services (CLLS) Grant Program seeded the Berkeley READS adult and family literacy program in 1987; and

WHEREAS, the CLLS program has continued to fund the literacy program through an annual grant; and

WHEREAS, the grant amount is determined by a CLLS funding formula and is available to those libraries which reflect a commitment to a continued state/local partnership and support for adult literacy; and

WHEREAS, the CLLS program awarded the Berkeley Public Library a total of \$52,836 for FY2008/2009; and

WHEREAS, the California State Library has announced submission of the FY2009/2010 CLLS grant application.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for and accept, if awarded, FY2009/2010 grant funds extended by the California Library Literacy Services Grant Program.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 9, 2009

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Subject: Contract: Securitas Security Services USA, Inc

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the contract with Securitas for the provision of security services for the period October 1, 2009 through October 31, 2009 in a total amount not to exceed \$15,000.

BACKGROUND

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

Contractual history with Securitas:

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

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

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

R09-53 BOLT authorized increased expenditures by \$30,000 and contract extension to September 30, 2009.

CURRENT SITUATION

The contract with Securitas is set to expire on September 30, 2009. The Library has participated in a Request for Proposal process undertaken by the City of Berkeley for like services. This process is nearing its conclusion and a vendor is expected to be selected with a start date of November 1, 2009. Consequently, the City has advised the Library to seek a one-month extension on its current contract. Once the City notifies the Library of the selected vendor and contracting terms, the Library's portion of the agreement, terms and fiscal commitment, will be brought forward for Board approval in October.

FISCAL IMPACT

The current agreement includes cost of living increases calculated annually based on the anticipated Bay Area Consumer Price Index. The anticipated cost for the one month contract is estimated to not exceed \$15,000.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R09-88

AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE CONTRACT AMENDMENT AND APPROVE PAYMENTS WITH SECURITAS SECURITY SERVICES USA, INC. FOR THE PROVISION OF SECURITY SERVICES OCTOBER 1, 2009 THROUGH OCTOBER 31, 2009 IN A TOTAL AMOUNT NOT TO EXCEED \$15,000

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

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

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

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

WHEREAS, upon conclusion of the Request for Proposal process and the selection of a vendor the projected start date of a new contract has been revised to November 1, 2009; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a contract amendment and approve payments with Securitas Security Services USA, Inc. for the provision of security services October 1, 2009 through October 31, 2009 in a total amount not to exceed \$15,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

September 9, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

SUBJECT: CONTRACT: HARLEY ELLIS DEVEREAUX / GREEN WORKS STUDIO - ARCHITECTURAL AND ENGINEERING SERVICES – BERKELEY PUBLIC LIBRARY IMPROVEMENT BOND PROGRAM (WEST BRANCH LIBRARY), MEASURE FF

RECOMMENDATION

Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Harley Ellis Devereaux / Green Works Studio (HED) to provide architectural and engineering services for the West Branch Library renovation and expansion project in an amount not to exceed \$788,194 for all services and reimbursable expenses for the period September 25, 2009 through December 30, 2013.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Architectural design services are included in the estimated soft costs. Architectural and consulting services for the West Branch Library renovation and expansion project is included in the estimated soft costs, therefore funding of the design will be solely through use of Library bond funds. On March 24, 2009 Berkeley City Council adopted a Resolution authorizing the issuance of \$10,000,000 aggregate principal amount of general obligation bonds, series 2009 (Measure FF – Branch Library Improvement Project). These funds are expected to be available May 1, 2009.

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

The contract includes evaluation of a Net Zero Energy Building (NZEB) design and construction option. Through Pacific Gas & Electric Company's Savings by Design statewide program, which encourages high-performance nonresidential building design and construction, there may be incentives available related to design and construction and design assistance. If adequate resources are identified this direction will be pursued in design development. This contract is for a lump sum, \$788,194 for all work to be completed as specified in the period specified. Payments will be made upon a schedule agreed to by both parties. Fees will be invoiced on a monthly basis based on percentage of completion.

Approval of this contract will have no adverse fiscal impact on other Library projects or programs.



BACKGROUND

The Branch Library Facility Master Plan, completed in early 2008, documented the serious physical defects of the branches, recommended improvements and established baseline costs and project estimates for design and construction related costs. On November 4, 2008, Berkeley voters approved Measure FF, a Library bond measure not to exceed twenty-six million dollars to renovate, expand, and make seismic and access improvements at the four branch libraries.

Following board approval in December 2008, staff began implementation of the branch renovation program staff. The City's Purchasing Department released, on June 01, 2009 a Request for Proposals (RFP): *Architectural Services for the Renovation and Expansion of the West Branch Library*. A pre-proposal meeting occurred on June 11, 2009, solicitation for proposals closed on June 23, 2009. The responses received were numerous and therefore the process has been a highly competitive one. A vetting committee, made up of staff, the library's consultant and representatives from the community met twice and considered twenty-two proposals, staff recommended three firms be considered by the board.

At the July 17, 2009 special meeting of the Board of Library Trustees the board interviewed three firms representing the most qualified applicants. These interviews, as well as the applicants' written proposals (RFP responses), background and professional references were considered in determining the ranking of firms by qualifications.

In their project proposal, the selected consultant included the value-added opportunity for the project to apply their experience with Net Zero Energy Building. Green Works Studio has extensive sustainability consultant expertise focusing on the design of high performance buildings developed through an integrated sustainable design process.

At the July 22, 2009 special meeting of the Board of Library Trustees, by Resolution R09-70, the board rank ordered the firms interviewed and designated a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals.

CURRENT SITUATION AND ITS EFFECTS

At the July 22, 2009 special board meeting, staff was directed to negotiate a contract for board approval with HED. The A&E services cost proposal is within the range estimated for this project. The staff has negotiated with Harley Ellis Deveraux / Green Works Studio to provide the full range of architectural and engineering services for the West Branch renovation and expansion project and has reached an agreement of \$788,194 for services and reimbursable expenses, for a total amount not to exceed \$788,194.

FUTURE ACTION

No future action is required at this time.

ATTACHMENTS:

1. Resolution



RESOLUTION NO. R09-87

CONTRACT: HARLEY ELLIS DEVEREAUX / GREEN WORKS STUDIO FOR ARCHITECTURAL SERVICE FOR THE RENOVATION AND EXPANSION OF THE WEST BRANCH LIBRARY

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

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

WHEREAS, the City of Berkeley Purchasing Department opened the Requests for Proposals process for *Architectural Services for the Renovation and Expansion of the West Branch Library*, on June 1, 2009 and closed said solicitation on June 23, 2009; and

WHEREAS, the Board interviewed the three most qualified firms at the July 17, 2009 special meeting of the Board of Library Trustees and at the July 22, 2009 special meeting of the Board, by Resolution R09-72 designated a preference for the firm of Harley Ellis Devereaux / Green Works Studio as best meeting the criteria for the West Branch project; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend City Council approve execution of a contract and any amendments with Harley Eillis Devereaux / Green Works Studio to provide the full range of architectural and engineering services for the West Branch Library project in an amount not to exceed \$788,194 for all services and reimbursable expenses for the period September 25, 2009 through December 30, 2013.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on September 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

Donna Corbeil, Library Director

Serving as Secretary to the Board of Library Trustees



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

September 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: SEPTEMBER 2009 MONTHLY BRANCH RENOVATION PROJECT REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

SUMMARY OF WORK

Communication

Bulletin Boards

During August 2009, staff completed the installation of the Branch Renovation Program message boards in all library locations. Perhaps the most difficult aspect was the choosing of locations for these installations, especially at the branch libraries as there are no easy, truly accessible and visible spots. Graphic Designer and writer/editor Lauren Wohl-Sanchez, working with Community Relations Librarian Alan Bern, Neighborhood Services Manager Suzanne Olawski, and the branch librarians, determined the best locations and performed the installations. There are spaces to house ½-sheet Updates, full-sheet communications, and announcements of meetings, closings and openings, and other events. The boards are bright and well-labeled with the 'look' of the Branch Renovation Program and the materials chosen are inexpensive and set-up with magnets to allow maximum flexibility in displaying the materials.

Public Announcements

July/ August Update branch renovation bulletin was distributed announcing board selection of the preferred firm for West Branch of Harley Ellis Devereaux-Green Works Studio and for the Claremont Branch, the firm of Gould Evans/ Baum Thornley. The informational piece outlined the process for selection and the next steps.

September community meetings for the South Branch and North Branch projects were advertised through a press release and half-sheet announcement handouts, using the custom



bond program bulletin format. The press release was mailed to 1,000 Berkeley citizens from the City's mailing list who had expressed an interest in City building projects, to a wide variety of community organizations and businesses and to those individuals who have provided their email addresses to receive updates about the branch projects. The half-sheet meeting announcements have been distributed through the Central Library and the branches, the City Parks and Recreation Centers, City offices, the Berkeley-Albany YMCA, the Friends of the Library bookstore, and the Berkeley Public Library Foundation to distribute to their membership and at community outreach events. This information has been posted to the Branch Renovation Program homepage on the Library's website and has been promoted to staff through various meetings and online notifications.

Communication Plan

As reported in May 2009, staff began work on a comprehensive communication plan to promote and increase awareness about the Branch Renovation Project, providing project stakeholders and the branch communities at-large with current information and progress updates. The final plan (Attachment 1) identifies communication opportunities, methods, timeframes and audiences as well as serves as a public relations guide for promotion materials.

WORK ANTICIPATED

Short-term

Consultants

With the assistance of Kitchell, the Library will issue RFPs for specialty services in the areas of traffic & parking analysis, geotechnical investigations and topographic surveys, to be called upon as needed during the design process.

Community Meetings Planned

The first series of community meetings to kickoff the design process have been set; these will occur at the respective branches. Agendas are under development with the consultants and will include introduction of the design firms, review of the projects' scope, an opportunity for the public to share ideas about branch improvements and Q & A.

KEY PROJECT ISSUES

Community Process

All of the design teams and the Library program consultant have included a community involvement component in their scope of services. In addition to the community meetings at the branch as detailed below, consultants will attend Planning and Zoning Department required meetings related to approvals and those of other regulatory bodies. Throughout design development, teams from each project will make presentations to the board to present plans, confirm direction and discuss outstanding issues. Staff will organize and facilitate meetings as needed.

Public meeting highlights will be captured and included as attachments to the Director's monthly report to BOLT on the branch renovation program. When appropriate to the process, special board meetings may be held in a workshop format to encourage discussion and dialog with the community.



Branch Project Community Meetings

South Branch, 1901 Russell Street

Thursday, September 17th - 6:30 – 8:00 PM

Thursday, October 1st - 6:30 – 8:00 PM

North Branch, 1179 The Alameda at Hopkins

Wednesday, September 23rd - 6:30 – 8:00 PM

Wednesday, October 7^h - 6:30 – 8:00 PM

Following this series of meetings, will be presentations from each design team on the respective project to the board, at a regular or special meeting, to include results of community input and a report on next steps recommended by staff and consultants.

Public Art Component

City of Berkeley Resolution 60,048-N.S established a program to fund the development of visual art in public places, including art developed in conjunction with city construction projects (Attachment 2). In 1999, as part of Berkeley Measure S downtown public art project, \$300,000 in bond funding was designated for art, of this \$20,000 was allocated for art in the central library renovation project. Under the aegis of the City's Civic Arts Commission, a selection process was undertaken for the Local History Room gates located on the second floor of the Central Library.

More recently, for Measure FF, the Branch Renovation Program, outside bond council has advised that the City cannot use bond proceeds for furnishings or fixtures under State law, but instead the bond funds can only be used if the art can be considered permanently attached to the structure and treated as real property. As Measure FF funds relate to the city's civic art ordinance, Resolution 60,048, it is not a given that the branch renovations would be designated as eligible capital projects.

The Board may want to consider this issue further in relation to the branch renovation program, as public art enriches the architectural and cultural environment of the city and its neighborhoods. Direction by the board to staff on this issue will ideally be established early so that the prescribed process for inclusion of an art component can be initiated and the architect's can identify opportunities during conceptual design.

Tool Lending Library

As discussed at an earlier meeting in the context of continuity of services, staff recommends an alternate site for the Tool Library is secured so that it may continue operations during the closure of the South Branch for renovations. This is a unique – city wide service, available only to Berkeley residents, which is not offered by any other library branch. Staff has initiated a search for a centrally located space that can accommodate the program for the duration of the anticipated closure. In conducting this search the option of establishing a permanent alternate location has been raised, among the identified advantages would be the need to move only once and secondly, expenditures on renovating the temporary space would not be lost when the program moved out. If the board is amenable, staff will bring additional information on this option to a future meeting so that you may consider the implications and opportunities further.



ATTACHMENTS

Attachment 1: Communication Plan

Attachment 2: Resolution No. 60,048-N.S.

Attachment 3: Chapter 3.12 Civic Arts Commission & Chapter 6.14 Visual Art in Public Places

Purpose

This communication plan is a strategic guide to promote and increase awareness about the Berkeley Public Library Branch Renovation Program, providing staff, program stakeholders, and branch neighbors with timely information and progress updates. The plan identifies communication opportunities, methods, timeframes and audiences as well as serves as a public relations guide for promotion materials.

Desired Outcome

The proactive dissemination of information about the Branch Renovation Program will keep Library staff, program stakeholders, and the community informed and involved at every stage in the implementation. Communication will be a two-way process with the Library eliciting and responding to stakeholder concerns. Effective communication will support effective change management, providing for fewer misunderstandings and stronger stakeholder support

Goals

The plan's goal is to provide a working tool that assists in providing the right information in the right format at the right time – effective and efficient communication -- that satisfies stakeholder needs and promotes and increases public awareness about, enthusiasm for and support of the Branch Renovation Program.

Objectives

- Provide program stakeholders with the information and tools they need to successfully understand, support and promote the Branch Renovation Program by producing monthly, quarterly, and/or annual updates and/or reports;
- Provide patrons and community members with attractive, easy-to-read, easy-to-understand printed and digital materials that let them know about the process and the progress of the Branch Renovation Program that will encourage participation in and enthusiasm for the Branch Renovation Program; and,
- Provide Branch Renovation Program stakeholders with timely project information through various means of communication including but not limited to printed matter, online postings, electronic mailings, community bulletin boards, and webcams.

Background

Berkeley Public Library (BPL) branch libraries have been serving their neighborhood communities for over 100 years and are more used now than ever by enthusiastic patrons of all ages.

In 2008 a feasibility study was completed and the final report provides an assessment of the physical ability of the four branch libraries and the Tool Lending Library to serve the needs of the community and the potential of existing facilities to meet future community needs. The final report documented serious physical defects including those related to seismic safety, structural deficiencies, accessibility / disabled access, overcrowding, and infrastructure / code compliance deficiencies. On November 4, 2008, Berkeley voters approved Measure FF, a Library Bond measure not to exceed \$26M to renovate, expand, and make seismic and access improvements at the four branch libraries, including the restoration and refurbishment of historic features.

Since that time, the local (and world) economy has deteriorated to the point that the Branch Renovation Program can have a significant effect on jobs and building projects. Because of these same economic conditions, BPL will take losses to its operating budget and be forced to both freeze positions and curtail some library services and programs. The balancing of these two realities will be quite complex and absolutely necessary in order to continue our excellent library services and programs and assure a successful Branch Renovation Program. In this difficult economic period we



want to be certain to keep our community informed about how we spend the monies they voted to pay.

Strategies

- Create timely information pieces that are easy to read and understand
- Create dynamic graphics and attractive publicity pieces
- Provide adequate quantities of publicity materials
- Make the information pieces and publicity materials available in a variety of accessible formats

Key Messages

- Safe and accessible modern branches will be the result of the Branch Renovation Program
- Berkeley Public Library welcomes community input and participation
- Berkeley Public Library branch programs & services are valuable, and relevant to patrons' lives

Internal Communication

Effective internal communications will create an environment where staff members are engaged in the Branch Renovation Program by being fully informed of project progress, messages and milestones and by opportunities to provide input and/or feedback about the branch projects. A more informed and participative staff will result in their ability to better influence, impact and engage other Library employees and stakeholders.

Internal stakeholders are identified as any staff member employed at the Berkeley Public Library. Specific internal groups are identified generally as Library Management, Library Branch Heads, and specifically by branch and/or department IT (information technology), TS (technical services), Fiscal, GS (circulation, courier), Maintenance, Outreach Services, Volunteer Services, Community Relations, Reference, Children's, Teens, and Art & Music.

Modes of communication include online through the Library's Branch Renovation Program webpage, staff intranet, email, and Library News (weekly online/email staff newsletter); in-person through various meetings: quarterly All Staff, monthly Library Council, monthly Branch Heads meetings, monthly branch and departmental meetings, weekly Library Management and as needed individual communications; and print resources, such as monthly updates, occasional press releases, occasional reports, and as-needed flyers. *See Communication Tools chart.*

External Communication

External communications strategies for on-going engagement will keep stakeholders informed about and involved in the Branch Renovation Program. Stakeholders will be consulted and involved in two-way communication with the Library; moreover, consistent and easily understood information will keep stakeholders abreast of Program achievements and problems as well as to allow them to know whether and how their concerns are being addressed.

External stakeholders are identified as BPL Foundation board members; BPL Friends of the Library board members; City boards, commissions, committees, elected officials; patrons of all age-levels; branch neighbors; community and non-profit organizations; educational institutions; and Berkeley residents in general.

Modes of communication include online through the Library's Branch Renovation Program webpage and email lists; and, in-person through various meetings: monthly Board of Library Trustees, outreach, occasional branch meetings, and as-needed City Council; and print resources, such as monthly



updates, occasional press releases, occasional reports, and as-needed flyers. See *Communication Tools chart*.

Outreach

As an integral part of Community Outreach effort, we plan to make presentations to, answer questions from, and visit with, local neighborhood and community groups at their convenience to give them updates on the status of the Branch Renovation Program. Meetings may come from our email communications to these groups inviting them to contact us for a visit from a library staff member and we may contact some groups by phone as well to try to set up meetings.

Grievance Mechanism

Open access communication to the Library Director, Neighborhood Services Manager and the Project Manager will be established in order to receive and address the affected stakeholders' concerns or grievances about the renovation program. Open access constitutes in-person meetings, telephone, e-mail, and written modes of communication.

Branch Closure Plan (see chart)

Branch Opening Plan (see chart)

Plan Elements

<u>Information Styles:</u>	Mandatory:	Information that is required / <i>pushed</i> to recipients <ul style="list-style-type: none">• BOLT / COB reports, schedules, timelines, meetings, fiscal reports
	Informational:	Information that people want to know / need to know / made available to read <ul style="list-style-type: none">• project updates, special events, meetings, FAQ sheets
	Promotional:	Information that requires buy-in and project enthusiasm which is <i>pushed</i> to readers <ul style="list-style-type: none">• public meetings / presentations, surveys, timeline countdowns, special branch events, celebrations, project accomplishments, memorabilia
	Formal:	Writing style that is straightforward, fastidious and official in tone, generally conforming to a prescribed document format or structure expressing elaborate and complex ideas
	Informal:	Writing style that is less restrictive more relaxed conversational tone; language that is concise and understandable
	Templates:	Pre-formatted documents: half-sheet, full sheet, brochures, reports; from one – two paragraphs to multiple pages <ul style="list-style-type: none">• Updates, Meetings, Events, Press Release, FAQ Sheet, BOLT Director's Report, website
	Frequency:	How often project information is communicated <ul style="list-style-type: none">• Monthly, weekly, quarterly, annually, infrequently, as-needed
<u>Information Authors:</u>	Who writes:	Library Director, Finance Manager, Neighborhood Services Manager, Community Relations Librarian, Project Manager
	Who posts:	Neighborhood Services Manager, Information Technology Librarian, Community Relations Librarian, Administrative Assistant

Berkeley Public Library * Branch Renovation Program - **Communication Plan**

- Locations: Internally at the branches for library staff access
- Intranet; *Library News*; branch / dept. bulletin boards; email; branch / dept, all staff, library council meetings
- External locations accessible to all project stakeholders
- Website, library email lists, BOLT meetings, BPL Foundation, BPL FOL bookstores, COB mail lists, branch / dept community boards, other outreach locations

Stakeholders: Internal: Branch / dept staff, branch / dept supervisors, managers
 External: BPL Foundation, BPL FOL, City Council / staff, patrons, community neighbors, COB, professional community

Project Keynotes: design firm selections, project management firm selection, community meetings, staff project meetings, branch closures, closure service options, construction project stages (significant events: ground breaking, framework, walls, interior layout, restoration work), branch re-openings, celebration events, project wrap-up / significant features

Information Delivery: see chart

In Person	Printed	Media	Advertising	Online	Events
One-on-one meetings	Fact sheets	One-on-one visits with reporters	Newspaper display ads	E-mail messages	Ground breaking
Door-to-door	Flyers	Media kits	Radio ads	-Library News	Kick-off parties
Public meetings	Postcards	News conferences	Local public access programming	-Library Everyone	On-site progress tours
Public workshops	Brochures	News media site visits		-Community lists	Dedications, ribbon cuttings, closings, openings, etc.
Community outreach	Posters	Public access TV		Program website	
Focus groups	Banners	Program Video		-Calendar	
Information gathering	Newsletters			-Fact sheets	
Decision making	Maps			-FAQs	
Library Meetings	Bookmarks			-History (BLFMP)	
-Branch Heads	Displays			-Video	
-Management	Calendars			-Webcam	
-Library Council	Surveys			-Maps	
-All Staff	Door Hangers			-Photos	
-Branch/Dept	Pencils			Intranet	
	Magnets			Hours & Location	
	Utility Bill insert			-Changes	
	Updates			Link to City website	
	Weekly			E-mail lists	
	Monthly			-City residents lists	
	Quarterly			-Neighborhood lists	
	As needed			-Library lists	
	COB mail lists			Surveys	
				-Surveymonkey.com	
				Schedules	

Berkeley Public Library * Branch Renovation Program - **Communication Plan**

Distribution: see chart

Printed	# Copies	Location	c/o	Template	Delivery
Eve Franklin	50	South	Jeri Ewart	Half-sheet	interoffice
	50	North	David Howd	Half-sheet	interoffice
	50	West	Marge Sussman	Half-sheet	interoffice
	50	Claremont	Karen Joseph-Smith	Half-sheet	interoffice
	50	Central	Alan Bern	Half-sheet	interoffice
	5	City Mgr Office	Yvette Gann	Half-sheet	interoffice
	10	City PIO	Mary Kay Clunies-Ross	Half-sheet	interoffice
	200	City Parks & Rec Dept	Virginia Aiello	Half-sheet	interoffice
	25 each	City Council Offices	Darryl Moore, Gordon Wozniak, Laurie Capitelli, Max Anderson, Kriss Worthington, Susan Wengraf, Jesse Arreguin, Linda Maio	Half-sheet	interoffice
	25	Mayor's Office	Tom Bates	Half-sheet	interoffice
	25	BPL Foundation		Half-sheet	Admin mail box
	25	BPL FOL	Sather Gate	Half-sheet	US Mail
	1 / color	South	Jeri Ewart	Poster-size	interoffice
	1 / color	North	David Howd	Poster-size	interoffice
	1 / color	West	Marge Sussman	Poster-size	interoffice
	1 / color	Claremont	Karen Joseph-Smith	Poster-size	interoffice
	1 / color	Central	Alan Bern	Poster-size	interoffice
1 / b&w	Community	COB mail lists	Poster-size	US Mail	
1 / b&w	Community	Community Relations lists	Poster-size	Email	
Online	Location		Who Posts		
	Library News		Eve Franklin		
	BPL Project Website		Suzanne Olawski		
	Email lists		Alan Bern		
	Surveys		Suzanne Olawski		
In-Person	Method		Who		
	Phone calls		Alan Bern		
	Outreach		Alan Bern		

Berkeley Public Library * Branch Renovation Program - **Communication Plan**

Communication Plan							
Event	Stakeholder	Style	Author	Template	Delivery	Location	
RFP announcement	External	Informational Informal	CRL	Update	Printed Online	External internal	
Design team selections	External internal	Informational Informal	CRL	Update	In person Printed Online	External internal	
Project Manager selection	External internal	Informational Informal	CRL	Update	In person Printed Online	External internal	
Surveys - community input	External	Promotional	NSM	Survey	Printed Online	External internal	
Staff meetings – project kick-off / input	Internal	Informational Informal	NSM	Meeting	In person Printed Online	Internal	
Community meetings – project kick-off / input	External internal	Informational Informal	CRL	Meeting	Printed Online	External internal	
Staff meetings – conceptual design	Internal	Informational Informal	NSM	Meeting	In person Printed Online	Internal	
Community meetings – conceptual design	External internal	Informational Informal	CRL	Meeting	Printed Online	External internal	
Staff meetings – schematic design	Internal	Informational Informal	NSM	Meeting	In person Printed Online	Internal	
Community meetings – schematic design	External internal	Informational Informal	CRL	Meeting	Printed Online	External internal	
Staff meetings – design development	Internal	Informational Informal	NSM	Meeting	In person Printed Online	Internal	
Community meetings – design development	External	Informational	CRL	Meeting	Printed	External	



Berkeley Public Library * Branch Renovation Program - **Communication Plan**

	internal	Informal					
Branch closure – announcement	External internal	Informational Informal	CRL	Event	Online	External internal	internal
Branch closure – Service options	External internal	Informational Informal	NSM	Brochure	In person Printed Online	External internal	External internal
Branch FAQ	External internal	Informational	NSM	FAQ	Printed Online	External	External
Branch closure – event	External internal	Informational Informal	CRL	Event	In person Printed Media Advertising Online	External internal	External internal
Branch tours – construction	External internal	Promotional Informal	CRL	Event	In person Printed	External internal	External internal
Branch tours – post construction	External internal	Promotional Informal	CRL	Event	In person Printed	External internal	External internal
Construction milestones	External internal	Informational Informal	CRL	Update	In person Printed Media Online Events	External internal	External internal
Project update – BOLT report	External internal	Mandatory Formal	LD	Report	Printed Online	External	External
Project update – financial report	External	Mandatory Formal	FM	Report	Printed	External	External
Project update – annual report	External internal	Mandatory Formal	CRL	Report	Printed Online	External	External
Project update - COB	External	Mandatory	LD / PM	Report	Printed	External	External



Berkeley Public Library * Branch Renovation Program - **Communication Plan**

Branch re-opening - dates	External internal	Formal Informational Informal	CRL	Update	In person Printed Advertising Online	External internal
Branch re-opening events	External internal	Promotional Informal	CRL	Event	In person Printed Advertising Online	External internal
Project wrap-up – significant features	External internal	Informational Informal	CRL	Brochure	In person Printed Online Events	External internal
Project wrap-up - Thank you/s	External internal	Promotional Informal	LD / NSM		In person Printed Advertising Online Events	External internal



1999 PERCENT FOR ART RESOLUTION

RESOLUTION NO. 60,048-N.S.

ESTABLISHING A PROGRAM TO FUND THE DEVELOPMENT OF VISUAL ART IN PUBLIC PLACES, INCLUDING ART DEVELOPED IN CONJUNCTION WITH CITY CONSTRUCTION PROJECTS

WHEREAS, the cultivation and development of a livable community is enhanced by the presence of works of art and creative expression available for the enjoyment of all citizens; and

WHEREAS, in 1985, the City Council adopted Ordinance No. 5603-N.S., Berkeley Municipal Code Chapter 6.14, to promote the cultivation and creation of works of visual art in public places; and

WHEREAS, in 1980, the City Council adopted Ordinance No. 5253-N.S., Berkeley Municipal Code Chapter 3.12, establishing the Civic Arts Commission, and charged it with a variety of duties related to fostering programs for the cultural enrichment of the City; and

WHEREAS, the development of the physical infrastructure of the City provides numerous opportunities for creative expression by integrating artistic features into said infrastructure; and

WHEREAS, developing works of art in conjunction with City construction projects can contribute elements of beauty and creativity to all neighborhoods of the City; and

WHEREAS, a successful City-wide program to foster the development of works of art requires the collaboration of various City departments which are commonly involved in the construction of public improvements, the City Manager, the Civic Arts Commission and members of the community; and

WHEREAS, in those circumstances in which it is not feasible to incorporate artistic features into a particular public improvement, the public interest will be served by allocating sufficient funding to develop works of art separate from the public improvement; and

WHEREAS, the terms of this Resolution should be applied in a manner consistent with the requirements of Chapters 3.12 and 6.14 of the Berkeley Municipal Code.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley as follows:

Section 1. DEFINITIONS

“Administrative Costs” shall mean the expenditures necessary for implementation of the requirements of this Resolution, including, but not limited to, project management, soliciting proposals, public education, promotion, maintenance and risk management.

“Annual City Public Art Plan” shall mean the annual planning document which sets forth goals and objectives for development of works of art, including, art developed in conjunction with City construction projects during that Fiscal Year and any expenditures from the City’s Public Art Fund.

“Artist” shall mean a person who has completed works of art which meet contemporary artistic standards prevailing in major metropolitan areas.

“City Manager” shall mean the City Manager or his, or her, designee.

“Eligible Capital Project” shall mean any improvement to public property which the City Manager has approved for application of the requirements of this Resolution. This term shall not be interpreted to include any improvement for which the source of funding, or any applicable law or regulation, prohibits or restricts the use of funds for the purposes of this Resolution.

“Public Art Element” shall mean that component, feature, characteristic, or portion of a public improvement incorporated for artistic purposes.

“Public Art Fund” shall mean the budget account established by the City for receipt of funds derived from Eligible Capital Projects which may be expended for the purpose of incorporating artistic elements into public improvements or acquiring, creating, installing, presenting or displaying Off-Site Works of Art.

“Project Budget” shall mean the costs attributable to constructing a public improvement subject to the terms of this Resolution, including, construction, hazardous materials abatement, and procurement of goods intended for incorporation into the improvement. Project Budget shall not be interpreted to include costs associated with land use planning consultants, feasibility studies, environmental review, land acquisition costs, legal fees, architecture/engineering costs, construction management, geotechnical surveys, and historical surveys.

“Off-Site Work of Art” shall mean Works of Art as defined in Chapter 6.14 of the Berkeley Municipal Code which are acquired, created, installed, presented or displayed at a location other than the site of the Eligible Capital Project from which funds were derived under Section III of this Resolution.

Section 2. ANNUAL PLANNING

A. As part of the City’s budget process, the City Manager shall submit to the Civic Arts Commission a report identifying all public improvements which satisfy both of the following criteria:

1. expenditures will be made from the Project Budget during the following budget cycle, and
2. designation as an Eligible Capital Project would not result in detriment to the project.

B. Pursuant to Chapter 6.14 of the Berkeley Municipal Code, the Civic Arts Commission shall thereafter assign a different rank to each public improvement identified pursuant to Section A above based on the potential benefits to the community of designating the improvement as an Eligible Capital Project.

C. Pursuant to Chapter 6.14 of the Berkeley Municipal Code, the Civic Art Commission shall issue to the City Manager an Annual City Public Art Plan presenting its recommendations: 1) for public improvement projects which should be designated as Eligible Capital Projects, and 2) any expenditures from the Public Art Fund for the acquisition, creation, installation, presentation or display of Off-Site Works of Art during that Fiscal Year. The Annual City Public Art Plan shall include an explanation of the benefits and detriments, if any, associated with each proposal.

Section 3. FUNDING

- A. A sum equal to one percent (1%) of the Project Budget for each Eligible Capital Project shall be transferred to the Public Art Fund and utilized solely to develop and install a work of art integrated into the completed improvement, regardless of whether it contributes to the purpose and function of the improvement, including, but not limited to, color, shape, design, texture, general appearance, or decoration which is designed and constructed integrally with the public improvement itself.
- B. In addition to the amount specified in Section III(A), above, a sum equal to one half percent (0.5%) of the Project Budget for each Eligible Capital Project shall be transferred to the Public Art Fund and utilized solely for Administrative Costs.
- C. Funds designated for the Public Art Fund shall be transferred not later than the date on which funds for the Project Budget have been encumbered.
- D. In the event that the final cost of designing and constructing the Public Art Element is less than one and one half percent (1.5%) of the Project Budget, the unused funds will be retained in the Public Art Fund and utilized for the creation of Off-Site Works of Art.
- E. In the event that the Eligible Capital Project will result in a public improvement which is inaccessible to the public, such as an underground structure, or for which it is not feasible to incorporate the Public Art Element, the funds designated for the Public Art Element shall be transferred to the Public Art Fund and may be used for the creation of Off-Site Works of Art.

Section 4. MANAGEMENT OF PUBLIC ART ELEMENT

The City Manager is authorized to manage the development and implementation of the Public Art Element in accordance with Chapter 6.14 of the Berkeley Municipal Code governing Visual Art in Public Places. The City Manager may use any reasonably efficient means and methods to design a Public Art Element, including, but not limited to, the following:

- A. Retain an artist to design the Public Art Element independently of the architects/engineers who are responsible for designing the public improvement.
- B. Require as part of the selection process that the architects/engineers who are responsible for designing the public improvement retain an artist as a functioning member of the design team to design the Public Art Element concurrently with the design of the public improvement.
- C. Require as part of the competitive solicitation process that the contractor responsible for building the public improvement retain an artist to design the Public Art Element.

Section 5. PUBLIC ART FUND

- A. The City Manager shall establish budget accounts to receive funds transferred pursuant to Sections III (A) and (B), above. Monies in the Public Art Fund, if not expended in any particular Fiscal Year, shall be carried over to the next Fiscal Year, unless the source of the funds, or applicable laws or regulations, prohibit such action. Generally accepted accounting principles will be utilized to ensure that the funds are utilized in a manner consistent with this Resolution.
- B. Nothing herein shall be interpreted to prohibit the City from soliciting and receiving grants, donations, bequests, or gifts from any source, public or private, for deposit in the Public Art Fund to be expended in a manner consistent with this Resolution.

C. Monies in the Public Art Fund shall not be expended for the purposes of awarding grants to artists or arts organizations under City Council Resolution No. 55,832-N.S.

Section 6. OFF-SITE WORKS OF ART

A. Pursuant to Section 3.12.060(F) of the Berkeley Municipal Code, the Civic Arts Commission shall review and make recommendations for expenditures from the Public Art Fund for the acquisition, creation, installation, presentation or display of Off-Site Works of Art.

B. The City Manager shall manage the acquisition, creation, installation, presentation and display of Off-Site Works of Art.

Section 7. GRANTS

All City departments shall include in any application for grant funds for an Eligible Capital Project an amount sufficient for the Public Art Element, unless said inclusion would be detrimental to the City.

Section 8. RULES AND REGULATIONS

It is the intent of the City Council to allow the City Manager flexibility in attaining the goals of this Resolution; therefore, the City Manager is authorized to establish rules and regulations consistent with the intent of this Resolution and the Berkeley Municipal Code for the purposes of implementing this Resolution.

Section 9. EFFECTIVE DATE

This resolution shall become effective June 1, 1999.

The foregoing Resolution was adopted by the Berkeley City Council on May 25, 1999 by the following vote:

Ayes: Councilmembers Armstrong, Breland, Maio, Olds, Shirek, Spring, Woolley, Worthington and Mayor Dean.

Noes: None.

Absent: None.

Attest: Shirley Dean, Mayor , Sherry M. Kelly, City Clerk.

Chapter 3.12 CIVIC ARTS COMMISSION

Sections:

- [3.12.010](#) Established--Membership--Appointment.
- [3.12.020](#) Appointment automatically terminated when--Procedures.
- [3.12.030](#) Liaison representatives to other City entities.
- [3.12.040](#) Organization, meetings, rules and procedures.
- [3.12.060](#) Duties and functions.

3.12.010 Established--Membership--Appointment.

A Civic Arts Commission is established. The commission shall consist of nine members. Appointments to the commission shall be made by councilmembers, and vacancies on the commission shall be filled by councilmembers in accordance with the provisions of Section 2.04.030 through 2.04.130 of this code enacted as Ordinance No. 4780-NS by the voters of the City. (Ord. 6032-NS § 1, 1991: Ord. 5253-NS § 1 (part), 1980)

3.12.020 Appointment automatically terminated when--Procedures.

Commissioners shall adhere to the attendance rules and commission secretaries and the City Clerk shall adhere to the termination procedures as set forth in BMC Section 3.02.020 and the City of Berkeley Commissioners' Manual. (Ord. 6890-NS § 1, 2006: Ord. 5880-NS § 1, 1988: Ord. 5253-NS § 1 (part), 1980)

3.12.030 Liaison representatives to other City entities.

Subject to the approval of the council in each case, the commission may designate one of its members to act as a liaison representative to any other board, commission or committee of the City. The functions of such liaison representatives are:

- A. To attend the meetings of such other board, commission or committee;
- B. Advise this commission on the background, attitudes, and reasons behind the actions of such other board, commission or committee; and
- C. On request of any member of such other board, commission, or committee, to advise such other board, commission or committee of policy, procedures and decisions of this commission that may bear upon matters under discussion by such other board, commission or committee. Such liaison representative shall have no power to vote. (Ord. 5253-NS § 1 (part), 1980)

3.12.040 Organization, meetings, rules and procedures.

A. The commission shall organize by electing from its members one president, one vice-president and such other officers as may be necessary, who shall hold office for one year and until their successors are elected unless their terms as members of the commission sooner expire. An officer or employee of the City designated by the City Manager shall serve as secretary of the commission.

B. The commission shall establish a regular place and time for meeting. All meetings shall be noticed as required by law and shall be scheduled in a way to allow for maximum input from the public. The frequency of meetings shall be as determined by City Council resolution. The scheduling of special meetings in addition to those established by City Council resolution, except special meetings that take the place of cancelled regular meetings, shall be subject to approval by the City Council. A request for a special meeting shall include the reason for the proposed meeting and should be expedited on the City Council's agenda, or in the alternative, placed before the Agenda Committee for approval.

C. The commission may make and alter rules governing its organization and procedures which are not inconsistent with this chapter or any other applicable ordinance of the City.

D. A majority of the members appointed to the commission shall constitute a quorum for the transaction of business and the affirmative vote of a majority of the members is required to take any action. The City Manager shall appoint a staff liaison to the commission.

E. The commission shall keep an accurate record of its proceedings and transactions and shall submit an annual report to the City Council with a copy to the City Manager. (Ord. 6890-NS § 2, 2006: Ord. 5880-NS § 1, 1988: Ord. 5366-NS § 1, 1981: Ord. 5253-NS § 1 (part), 1980)

3.12.060 Duties and functions.

- A. Encourage programs for the cultural enrichment of the City and help make City resources available to cultural groups.
- B. Provide assistance to groups and individuals wishing to sponsor neighborhood events, such as block parties, small business celebrations, and community holidays.
- C. Provide support for art groups in their search for funding from county, state, federal and private sources and pursue projects which would provide funding for the arts.
- D. Coordinate and strengthen existing organizations in the arts and develop cooperation with regional organizations.
- E. Develop ongoing data on the economic impact of the arts on the community.
- F. Review and make recommendations upon all works of art to be acquired by the City, either by purchase, gift, or otherwise, and exterior works of art installed in the civic center district which are visible to the public.
- G. Encourage the beautification of the City.
- H. Advise the council on all matters affecting the beauty and culture of the City.
- I. Render advice and assistance in the fields of art, esthetics and beautification to other City boards and commissions.
- J. Develop guidelines and procedures to be submitted to the City Council for approval for a visual arts in public places program.
- K. Appoint a temporary subcommittee known as the visual arts panel, consisting of four commission members, to carry out the visual arts in public places programs.
- L. Report to the council the final action of each visual arts panel in selecting and installing each art in public places project.
- M. Provide recognition and increased opportunities for artists through art in public places projects and maintain an inventory of meritorious works of art in the public view.
- N. Provide assistance to local artists and private property owners on matters relating to installation of works of art on private property in the public view.
- O. Advise the council on all matters pertaining to the quality, quantity, scope, and style of art in public places.
- P. Develop recommendations for distribution of City arts funding in accordance with established criteria.
- Q. Promulgate curatorial standards for exhibits that change on a regular periodic basis.
- R. Appoint a permanent committee known as the Public Art Committee. (Ord. 7082-NS § 1, 2009: Ord. 5880-NS §§ 1, 2, 1988: Ord. 5631-NS § 1, 1985: Ord. 5253-NS § 1 (part), 1980)

Chapter 6.14
VISUAL ART IN PUBLIC PLACES

Sections:

- [6.14.010](#) Definitions.
- [6.14.020](#) Visual arts panel.
- [6.14.030](#) Standards for review.
- [6.14.040](#) General rules for art in public places.
- [6.14.050](#) Review of artistic matters.

6.14.010 Definitions.

For purposes of this chapter the terms listed in this section shall be defined as follows:

- A. "Visual art in public places" means any visual work of art displayed for two weeks or more in an open City-owned area, on the exterior of any City-owned facility, in areas designated as public areas, lobbies, or public assembly areas, or on non-city property if the work of art is installed or financed, whether wholly or in part, with city funds or grants procured by the City.
- B. "Work of art" includes, but is not limited to, functional art integrated into public improvements, a sculpture, monument, mural, painting, fountain, banner, mosaic, weaving, stained glass, multi-media, computer-generated art, and earth art.
- C. "Permanent installation" means a work of art in a public place intended to remain or remaining for one year or more.

D. "Temporary installation" means a work of art in a public place intended to remain for less than one year.

E. "Qualified consultant" means professional visual artists, educators, scholars, historians, collectors, and environmental designers and planners, whose authorities and skills are known and respected in the community and, whenever feasible, who have demonstrated an interest in, and have participated in, the arts of the City. (Ord. 6487-NS § 1, 1999; Ord. 5630-NS § 1 (part), 1985)

6.14.020 Visual arts panel.

A. A visual arts panel shall be convened by the Civic Arts Commission as a temporary subcommittee of the Civic Arts Commission for each art in public places project. A different visual arts panel shall serve for each art in public places project and shall dissolve after placement of the work of art. The visual arts panel shall include three qualified consultants appointed by the Civic Arts Commission and, when appropriate as determined by the Civic Arts Commission, a representative of affected neighborhoods, the Civic Arts Commission, other appropriate City boards and commissions, and project architects. The duties of a visual arts panel with respect to specific art in public places projects shall be as follows:

1. To devise methods of selecting and commissioning artists with respect to the design, execution, and placement of specific art in public places projects, and pursuant to such methods, to advise the Civic Arts Commission on the selection and commissioning of artists for such projects;

2. To advise the Civic Arts Commission regarding the amounts to be spent on specific art in public places projects;

3. To advise and assist the Civic Arts Commission in obtaining financial assistance for art in public places projects from private, corporate, and governmental sources.

B. Notwithstanding subdivision A, for exhibits that change on a regular periodic basis, the functions of a visual arts panel shall be carried out by the Public Art Committee in consultation with a curator, and no visual arts panel shall be required. In such cases, the Committee's choice of artworks shall be reported to the Civic Arts Commission at a meeting no less than two weeks prior to the planned installation date. (Ord. 7082-NS § 2, 2009; Ord. 5630-NS § 1 (part), 1985)

6.14.030 Standards for review.

In performing its duties with respect to art in public places, a visual arts panel shall give special attention to the following matters:

A. Appropriateness of the design to the functions of the site;

B. Representation of a broad variety of tastes within the community and the provisions of a balanced inventory of art in public places to insure a variety of style, design, and media throughout the community that also will be representative of the eclectic tastes of the community. (Ord. 5630-NS § 1 (part), 1985)

6.14.040 General rules for art in public places.

A. Review of permanent and temporary installations: Permanent and temporary installations shall receive the prior review and advice of a visual arts panel. Extensions of time for temporary installations to remain for one year or more may be granted by a visual arts panel. Permanent installations shall not be removed, altered, or changed without the prior review and advice of a visual arts panel and the artist, whenever feasible.

B. Private sites for art in public places: No work of art financed or installed whether wholly or in part with City funds or with grants procured by the City shall be permanently installed on privately owned property without a written agreement between the City and the owner specifying the proprietary interests in the work of art, binding the owner to the general rules for art in public places, specifying that the owner shall assure installation of the work of art in a manner which will protect the work of art and the public and that the work of art will be maintained in good condition, and providing for appropriate insurance and indemnification, as well as any other provisions deemed necessary or desirable by the City Attorney.

C. Consultation with the artist: Installation, maintenance, alteration, refinishing, and moving of art in public places shall be done in consultation with the artist whenever feasible.

D. Inventory of art in public places: The Civic Arts Commission shall maintain a detailed record of all art in public places, including site drawings, photographs, designs, names of artists, and names of architects whenever feasible. (Ord. 5630-NS § 1 (part), 1985)

6.14.050 Review of artistic matters.

Attachment 3

Recognizing that professional expertise is necessary and desirable in artistic matters, such as the selection of artists for a project, the selection of particular works of art, and the approval of designs and plans for works of art under the visual art in public places program, it is the City's policy that:

- A. Decisions on artistic matters will be made by a visual arts panel, the Public Art Committee, or the Civic Arts Commission, as set forth in this chapter;
- B. The City Council will not exercise its independent judgment on artistic matters;
- C. The City Council will refer questions, suggestions, requests, complaints and similar items pertaining to visual art in public places to the Civic Arts Commission for review and response. (Ord. 7082-NS § 3, 2009; Ord. 5630-NS § 1 (part), 1985)