



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
OCTOBER 12, 2011

AGENDA
6:30 PM

SOUTH BRANCH
1901 RUSSELL STREET

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

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments (6:30 – 7:00 PM)**
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)
- C. **Report from library employees and unions, discussion of staff issues**
Comments / responses to reports and issues addressed in packet.
- D. **Report from Board of Library Trustees**

*Click on dashed
links to view the
item documents.*

II. WORKSHOP

- A. **Library Strategic Planning Update** – Douglas Smith, Deputy Director
- B. **Public comment on this item only**
- C. **Discussion**

III. CONSENT CALENDAR

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

- A. **Approve minutes of September 14, 2011 Regular Meeting**
Recommendation: Approve the minutes of the September 14, 2011 regular meeting of the Board of Library Trustees.
- B. **Approve Annual Report to City Council**
Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2010 through June 2011.
- C. **CONTRACT: Konica Minolta Business Solutions USA, Inc.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an agreement and any amendments with Konica Minolta Business Solutions USA, Inc. for the provision of public use copiers, printers and related vending services for all branches of the Berkeley Public Library for the period of November 1, 2011 through October 30, 2014 in a total amount not to exceed \$95,000.
- D. **Bulletin Board Policy**
Recommendation: Adopt a resolution approving the Bulletin Board and Free Printed Matter Policy for the Berkeley Public Library.
- E. **CONTRACT AMENDMENT: Ricoh Business Solutions**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 7605 with Ricoh Business Solutions for the provision of equipment leasing and maintenance services for public-use copiers at the central library and branch libraries by an incremental amount of \$5,000 for a total contract not-to-exceed amount of \$95,000.
- F. **National Friends of Libraries Week**
Recommendation: Adopt a resolution commemorating the week of October 16-22, 2011 as National Friends Of Libraries Week in honor of the Friends Of The Berkeley Public Library and the support they offer the staff, services, public programs, and future endeavors of the Library.

G. Request to Release Invitation to Bid for the South Branch Library (Measure FF)

Recommendation: Adopt a resolution to approve the request to release the invitation for bids for the South Branch Improvement Project in October 2011.

H. Apply for, Accept and Appropriate California’s Family Place Library Program Grant Funds if awarded in the amount not to exceed \$15,000 for FY2011-12

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate grant funds in the amount not to exceed \$15,000 from California State Library Family Place Program to FY2012.

IV. 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, schedule, and budget.

B. October 2011 Monthly Report from Library Director

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

C. Library events: Calendar of events and press releases for various Library programs are posted at

<http://www.berkeleypubliclibrary.org>

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, November 11, 2011 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VI. ADJOURNMENT

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.



Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library’s website on October 5, 2011.

//s//

Douglas Smith, Deputy Director
Serving as Secretary to the Board of Library Trustees

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

COMMUNICATIONS

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

None.

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

I. Service Response: *Reading, Viewing, Listening for Pleasure*

Strategic Goal #1: Berkeley residents find the materials they need in or through BPL

Initiative 1a: Develop usage reports to identify collections most useful to Berkeley residents

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Completed & ongoing	Megan McArdle	<ul style="list-style-type: none"> • Identified collection reports available from Innovative Interfaces, OCLC for collection usage assessment • Set schedules and process for regularly generating and evaluating selected reports • Deselection guidelines drafted, approved, supervisors trained • Selectors trained in running Millennium reports • Collection maintenance projects @ all locations prior to Bibliotheca implementation & branch closures • Eliminated duplication of periodical holdings • Central Library collections relocated • Increased displays & collection promotion 	<ul style="list-style-type: none"> • Prepare collections at South and West prior to closing & storage of collections • Implement opening-day collections using Friends grants • Audit of circulation & access-related policies

Initiative 1b: Create and implement a collection development policy responsive to public demand and usage trends

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Completed	Megan McArdle	<ul style="list-style-type: none"> • Gap assessment of existing work from '05-'06 • Collection scopes/statements drafted by selectors and branch heads • Initial Collection Development Policy drafted • Request for Reconsideration procedures updated • Policy review by managers & selectors • Final policy brought to BOLT for review, May 2010 • Floating collections implemented 	<ul style="list-style-type: none"> • Collection Disaster Plan • Review/update Dewey classifications of some Art/Music materials • Review/update classifications of Graphic Novel collections

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

Strategic Goal #2: Berkeley residents have quick and easy access to materials from the entire BPL system

Initiative 2a: Streamline sorting/shelving and delivery systems to get materials to shelves more quickly

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Completed	Jay Dickinson	<ul style="list-style-type: none"> • Staff task force convened • Consultant hired: California Manufacturing Technology Consulting • Workflow and space evaluation • Report w/ options from CTMC published • Physical implementation of Sorting Room re-organization • New scheduling procedures implemented in Circulation/Delivery • Delivery route changes, frequency increased • Ergonomic workstation designed (Swerve), installed • Shelving task force formed • Floating collections implemented • Implementation of BranchVan service 	<ul style="list-style-type: none"> • Automated materials handling @ branch libraries • Efficiencies task force – review & implementation of recommendations • Review & revise processing/labeling procedures • Review & streamline holds fulfillment procedures • Develop plan for promoting use of new self-check system

Initiative 2b: Provide service hours of greatest use to patrons

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Donna Corbeil	<ul style="list-style-type: none"> • Review with BOLT options for continuity of service during branch closures (2009) • Develop recommendations based upon anticipated branch library closures during construction periods (2009) • BranchVan purchase, service implemented in conjunction with initial branch closures (2010-2011) • Develop patron satisfaction survey (2010) 	<ul style="list-style-type: none"> • Tool Lending Library (TLL) relocation • Investigate means of enhancing TLL hours after reopening of South

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

II. Service Response: Early Literacy

Strategic Goal #3: Early elementary-age children build their reading skills and their enjoyment of reading

Initiative 3: Expand the library’s successful early literacy activities to include all BUSD second grade students and their families

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Erica Glenn, Rachel MacNeilly	<ul style="list-style-type: none"> • Early Learning with Families (ELF) “family playshops” @ BPL • Meetings with BUSD board & elementary principals • Visits to each 2nd grade classroom made by Children’s Librarians • Visits annually by 2nd grade students & teachers to Central Library • Incorporation of BPL activities in <i>2020 Vision for Youth</i> initiative • Launched <i>Read With Me</i> springtime reading program • Kid- and family-friendly website designed and promoted 	<ul style="list-style-type: none"> • Continuation of 2nd grade initiative • 2020 Vision collaborative with CoB and BUSD; identify/develop Library activities supportive of kindergarten readiness & reading proficiency by 3rd grade • New branch meeting rooms & associated outreach, promoting youth & family activities

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

III. Service Response: Providing a Welcoming, Safe, Comfortable Environment

Strategic Goal #4: Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments

Initiative 4a: Move the Branch Library Facilities Master Plan forward to its next step, to provide space needed at branches for enhancing service

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Donna Corbeil	<ul style="list-style-type: none"> • Nov. 2008 election: passage of Measure FF bond • Development of continuation of service options • Project management firm Kitchell CEM hired • Program consultant hired, program space developed • Architect selection processes completed • CEQA process completed • Construction docs, bidding, permit review, & construction contracts awarded • BranchVan purchased, service launched • Construction begun at Claremont and North Branches • West & South branch EIR certified • West & South in Construction Document phase • Updates provided via Library website postings, City Council agenda items & presentations, and action items on the BOLT meeting agendas 	<ul style="list-style-type: none"> • Reopenings of Claremont & North • West & South closures & construction • Tool Lending Library temporary relocation • Reopening West and South • Bond program closeout

Initiative 4b: Implement a space planning project at the Central Library with the goal of making the first three floors easier to navigate, more user-friendly, and more accessible

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Completed	Doug Smith & staff work group	<ul style="list-style-type: none"> • RFP issued, planning consultants interviewed, contracted • Staff committee convened to coordinate data collection, community & staff input • Development of layout options • Presentation of options to staff, management, BOLT • Project manager, collection movers hired • Signage program developed • Implementation of selected options, on floors 1,2, & 3. 	<ul style="list-style-type: none"> • Signage installation, ongoing evaluation of staffing models @ service desks

Initiative 4c: Maintain BPL staff diversity through recruitment and staff development and training opportunities

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Jenifer Shurson	<ul style="list-style-type: none"> • Staff Development & Training Task Force: develop written plan including <ul style="list-style-type: none"> ○ Orientation: develop standard New Hire Orientation, include info about FoBPL scholarships ○ Competencies: for each classification ○ Promotion: develop promotional paths for employee advancement, promotional courses (Reference, Reader’s Advisory) introduced ○ Staff mentoring program launched ○ FoBPL scholarships publicized, awarded to staff MLS candidates ○ Presentation at all staff meetings • Schedule BPL attendance at ALA, CLA recruitment tables as needed • Enhance YouthWorks partnership, to expand employment of young Berkeleyans new to the workforce 	<ul style="list-style-type: none"> • Create a BPL Leadership Development Program • Develop a succession planning process • Partner with CoB to host EAP brown-bag sessions • Make staff trainings available via live & archived video

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

Initiative 4d: Develop a comprehensive safety/security plan to provide safer library environments

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Safety committee (Jenifer Shurson)	<ul style="list-style-type: none"> • Emergency handbooks completed and distributed to all locations, branch heads etc. briefed on contents, distributed master handbooks to managers • Procedures developed for working with Mobile Crisis Team, Homeless Outreach Team/Public Commons for Everyone, and the DBA-sponsored Berkeley Guides • BPL-specific Injury Prevention Guide developed, in partnership with Balance Health in Motion • Staff stretching program launched • Staff training at Emergency Volunteer Center • Fire & Earthquake drills held in all BPL facilities • Safety Committee launches Library Wellness Program training series • Ongoing updates to Emergency Handbook 	<ul style="list-style-type: none"> • Collection Disaster Plan • Update BPL Rules of Conduct • Launch staff walking program • Develop Difficult Situations Manual for Supervisors • Revise, automate, and make searchable Incident Reports • Partner with CoB Safety Committee to share security alerts • Develop orientation program for Volunteers and Youth Workers • Increase BPL participation in the downtown Property-Based Improvement District

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

IV. Service Response: Lifelong Learning – Satisfying Curiosity

Strategic Goal #5: A broader base of Berkeley residents are habitual library users

Initiative 5a: Develop and implement a plan for promoting the Library

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Doug Smith	<ul style="list-style-type: none"> • Staff working group convened to develop of new promotional material (“The Look” flyers) • Identified strategies & opportunities for internal & external marketing • Expanded BPL online news • Expanded BPL social media presence via Facebook, Twitter, Branch blog • Implemented efficiencies in online calendar development workflow • Developed, implemented Branch projects publicity plan • Reassigned key roles for publicity development & distribution 	<ul style="list-style-type: none"> • Convene Social Media Strategy Team, to clarify optimal audiences and channels, objectives, and procedures • BPL web page redesign • Launch a new BPL Library card campaign • Adopting a mobile app for BPL catalog access

Initiative 5b: Evaluate, prioritize and coordinate all library outreach activities and cultivate strategic community partnerships

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Megan McArdle, Rachel MacNeilly, Linda Sakamoto	<ul style="list-style-type: none"> • Identify/audit all current outreach activity (Outreach program, Children’s Services, Adult Reference) • Potential strategic community partnerships identified • Communication plan developed with BPL management team • Realignment of Outreach Specialist duties with Central Reference (FY 2011) • Partnerships established with community groups/organizations, with plans for delivering library services outside BPL facilities 	<ul style="list-style-type: none"> • New BPL Library card campaign • Utilize Pacific Library Partnership consortium’s museum partnership program (“Discover & Go” passes) • Continuation of partnering for co-sponsored programs

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

Strategic Goal #6: Adults frequent Berkeley libraries for their high quality programs

Initiative #6a: Expand and publicize high quality programs for adults

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
	Megan McArdle, Doug Smith	<ul style="list-style-type: none"> • Convened committee to develop grant applications for adult literary programs • Executed a variety of public events linked to Strategic Plan goals & funded by BPL Friends • Established educational track of public trainings focused on BPL's digital content, electronic resources, jazz appreciation, alternative wellness practitioners • Continued 5th floor lunchtime concert series 	<ul style="list-style-type: none"> • Nurture partnerships with organizations for co-sponsored programming • Evaluate means of increasing public events through consolidation of tasks

Initiative #6b: Develop the Central Library as a destination point, particularly in conjunction with the Downtown Berkeley Arts District

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Doug Smith	<ul style="list-style-type: none"> • Established partnerships for co-sponsored free events with downtown & other cultural institutions: JazzSchool, BAM/PFA, Downtown MusicFest, SF Shakespeare, Berkeley Arts and Letters, Berkeley West Edge Opera, Brava! For Women in the Arts, La Pena Cultural Center, Chanticleer Youth Outreach Choir, Aurora Theatre Company • Established the outdoor Kittredge Street plaza as an occasional venue for public performances • Expanded publicity for catalog lobby art & photography exhibits, co-sponsored by Friends of the Library • Continued popular hands-on crafts programs • New literary discussion series launched: Book Into Film 	<ul style="list-style-type: none"> • Update Bulletin Board Policy • Draft Exhibits policy • Develop permanent exhibit on the history of BPL in Berkeley's neighborhoods • Continue collaborations with partner organizations

V. Service Response: Public Access Technology

Strategic Goal #7: Patrons use with ease BPL's content-rich and accessible electronic resources

Initiative 7a: Enhance the library's web site for patron-friendliness, navigability and content

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
Ongoing	Alicia Abramson	<ul style="list-style-type: none"> • Streamlined user interface of the LibOnline PC reservation system • Expanded computer access by 7 hours/week per patron • Convened a catalog task force to review BPL's catalog, identify problems of access/usability, and areas of needed improvement • Conducted a user survey to better understand current use of the catalog & subscription resources, & identify areas of needed improvement • Identified areas where the implementation of two-way communication and/or social networking technologies could enhance community awareness of Library services and resources, and to facilitate community feedback • Launched & promoted BPL Facebook presence, expansion of assigned staff Facebook administrators • Acquired and implemented the III Millennium Encore search utility, enabling "federated" search capability of multiple resources. • Launched LibGuides web utility, a staff-created reference information aggregator • Branch project information-hub created • Evaluated web catalog redesign and new features • Established a staff committee to redesign BPL web site 	<ul style="list-style-type: none"> • Review and unify system-wide computer use procedures • Implement a redesign of BPL web pages • Develop an mobile web app to optimize BPL catalog access from handheld devices/smartphones • Establish an eBook collection through Overdrive • Enable public computer booking by telephone

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

Initiative 7b: Pending grant funding, partner with the City of Berkeley Information Technology division on a digital divide initiative, addressing the need for greater community access to computing resources

<u>Status:</u>	<u>Lead Staff</u>	<u>ACHIEVED 2008-2011:</u>	<u>NEXT:</u>
	Alicia Abramson	<ul style="list-style-type: none">• Conducted an audit of current availability of computer resource and training in the Berkeley community, beyond the walls of BPL• Upon non-receipt of grant funding, redirected this initiative to internal activities• Consolidated public computing activities at Central Library• Expanded patron technology education programming	<ul style="list-style-type: none">• Establish laptop cart program at newly opened branch libraries• Expand the number of computers available for public access at all locations• Provide iPads with accessible apps for patrons with communication challenges

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, September 14, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Darryl Moore
Vice Chair Winston Burton

Abigail Franklin
Julie Holcomb
Jim Novosel

I. PRELIMINARY MATTERS

A copy of the agenda packet and a digital recording of the meeting is accessible at http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php

A. Call to Order: 6:32 p.m.

Present: Trustees Burton, Franklin, Holcomb, and Moore.

Absent: Trustee Novosel.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Rachel MacNeilly, Neighborhood Services Manager; Jenifer Shurson, Human Resources Analyst; Eve Franklin, Administrative Secretary.

David Snyder, Berkeley Public Library Foundation

Steve Dewan, Project Manager, Kitchell CEM

B. Public Comments:

1. Peter Warfield – Spoke regarding Consent Item E (Contract Amendment: Bibliotheca ITG, LLC); Consent Item F (Dedication Signage for Branch Libraries); Consent Item G (Gift Funds from the Library Foundation)
2. David Snyder, Executive Director, Berkeley Public Library Foundation – spoke regarding Consent Item G (Gift Funds from the Library Foundation) as a grant on behalf of the donors to the Library Foundation for furniture, fixtures and equipment for the Branches. Thanked the Trustees for time and energy put in to settle the lawsuit. Appreciates recognition of trustees, city council members and elected officials on proposed dedication signage.

C. Report from library employees and unions, discussion of staff issues:

1. Brian Lee, Union Field Representative for SEIU 1021 – spoke in favor of Consent Item I (Librarian I Classification Revision) and urged the Board to approve it.

D. Report from Board of Library Trustees:

1. Trustee Holcomb – reported she and Trustees Franklin and Novosel had attended a very nice event at the Library History Room in early July that showed a historical map of Berkeley. Living across from the North Branch library, she's able to see the continual construction progress, it looks great.
2. Trustee Franklin – Reported involvement in Public Art process for South and West Branches along with Trustees Burton, Holcomb and Novosel. Trustees Burton and

Franklin and Burton attended the recent 4x2 Committee Meeting. We have a lot of support from the Friends of the Library and the Library Foundation

3. Chair Moore –Welcome back. We have a lot ahead of us in the next few months.

II. PRESENTATIONS

A. Kitchell CEM Quarterly Update

From: Project Manager

Contact: Steve Dewan

Action: Presentation made and discussion held. Handouts provided (attachment 1.)

III. CONSENT CALENDAR

Items E and F were pulled for discussion.

Action: M/S/C (Trustee Holcomb / Trustee Franklin to adopt Resolution# R11-055 to adopt the Consent Calendar items, A, B, C, D, G, H & I.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

A. Approve minutes of July 13, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the July 13, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-056 to approve minutes as presented.

B. Approve minutes of July 19, 2011 Special Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the July 19, 2011 special meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-057 to approve minutes as presented.

C. California State Library FY 2011/2012 Grant Funds from the California Library Literacy Services (CLLS) Program and from the Public Library Fund (PLF)

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2011/2012 CLLS and PLF grant funds.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-058.

D. FY11 Annual Closing Budget Report and FY12 Budget Amendment

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2012 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$9,076,791.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R11-059.

E. Contract Amendment: Bibliotheca ITG, LLC

Pulled for discussion.

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 8500 with Bibliotheca ITG, LLC for the purchase of equipment, including Automated Materials Handling System (AMH), Automatic Patron Material Return unit, electronic security gates and RFID readers; and services including, installation, project management, shipping, and related costs for the branch libraries in an amount not to exceed \$400,000 for a total contract not-to-exceed amount of \$847,006.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Franklin / Trustee Moore to adopt Resolution# R11-060.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

F. Approve Dedication Signage for the Branch Libraries to Memorialize the Completion of Measure FF Construction

Pulled for discussion.

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to authorize the manufacture and installation of permanent signage at the Branch Libraries acknowledging the completion of Measure FF funded improvements.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services.

Action: M/S/C (Trustee Franklin / Trustee Burton to adopt Resolution# R11-061 with modification as shown:

Under the dedication date add:

Financed by the people of Berkeley with Measure FF Funds, November 2008

Under Trustees add:

“and former Trustees Carolyn Henry-Golphin, Susan Kupfer, Ying Lee and Terry Powell”

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

G. Accept Gift Funds from the Library Foundation in the amount of \$100,000

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services.

Action: Adopted Resolution # R11-062.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

H. Contract: One Workplace L. Ferrari, LLC

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract with One Workplace for the purchase of furniture, fixtures and equipment and services including installation, shipping and delivery for the branch library bond projects at Claremont and North branch libraries for a contract amount not to exceed \$295,620.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services.

Action: Adopted Resolution # R11-063.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

I. Librarian I Classification Revision

Copy of Librarian I Job Specification with Revisions provided (Attachment 2.)

From: Human Resources Analyst

Recommendation: Adopt a resolution approving and recommending to the Personnel Board that it revise Librarian I classification to allow for non-competitive promotion from Librarian I to Librarian II through Personnel Action 9.03.

Financial Implications: None.

Contact: Jenifer Shurson, Human Resources Analyst.

Action: Adopted Resolution # R11-064.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

IV. ACTION CALENDAR

A. Naming of Branch Libraries

From: Director of Library Services

Recommendation: Adopt a resolution to establish a board subcommittee (Trustees Holcomb and Novosel) on developing a policy for naming library facilities.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services.

Action: Discussion and Adopted Resolution # R11-065.

Action: M/S/C (Trustee Burton / Trustee Franklin to adopt Resolution# R11-065.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. September 2011 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 12, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Strategic Planning Workshop

VII. ADJOURNMENT

Adjourned at 7:36 p.m.

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

1. Attachment 1 – Kitchell CEM Quarterly Report
2. Attachment 2 – Librarian I Job Specification with Revisions



Agenda

BOLT Progress Report
Branch Library Improvement Project

- **General Program Update**
 - Progress Since 06/08/11
 - Design Progress, Milestones
 - Permitting Milestones
 - Construction
- **Schedule Update**
- **Budget & Cost Control Update**

General Program Update – Progress Since 06/08/11

BOLT Progress Report
Branch Library Improvement Project

• **DESIGN PROGRESS, MILESTONES**

- Design Process:
 - Conceptual Design
 - Schematic Design
 - Design Development
 - Construction Documents

- SOUTH - 95% Construction Document level
- WEST - 70% Construction Document level



September 14, 2011

General Program Update – Progress Since 06/08/11

BOLT Progress Report
Branch Library Improvement Project

• **PERMITTING MILESTONES**

- SOUTH:
 - Submitted for **Building Permit** on 09/08/11
 - First review comments due 10/03/11
 - Approximately 2 revised applications anticipated

- WEST:
 - Scheduled to submit for **Building Permit** on 10/06/11
 - Final presentation to **Design Review Committee** in October



September 14, 2011

General Program Update – Progress Since 06/08/11

BOLT Progress Report
Branch Library Improvement Project

• **CLAREMONT CONSTRUCTION - MILESTONES**

- Construction Start: April 25, 2011
- Scheduled Substantial Completion: November 25, 2011
- Scheduled Final Completion: December 26, 2011

- As of August 25, 2012:
 - Contract Duration: 50% complete
 - Current Billing: 23%



September 14, 2011

General Program Update – Progress Since 06/08/11




BOLT Progress Report
Branch Library Improvement Project

• **CLAREMONT CONSTRUCTION ACTIVITIES**

- Interior framing
- Rough-in for mechanical, electrical, plumbing and fire sprinkler
- Site underground utilities
- Submittals ongoing



September 14, 2011

  **Claremont Branch Improvement Project** 


WEEKLY CONSTRUCTION UPDATE


Work scheduled to be performed the week of September 12, 2011:

- Interior rough framing (continued)
- Exterior rough framing (continued)
- Mechanical, electrical, plumbing and fire sprinkler rough-in (continued)
- Roofing (continued)
- Underground utilities on site

Work scheduled to be performed the week of September 19, 2011:

- Interior rough framing (continued)
- Exterior rough framing (continued)
- Mechanical, electrical, plumbing and fire sprinkler rough-in (continued)
- Roofing (continued)
- Underground utilities on site (continued)



 For any concerns related to construction activities, please contact the Construction Manager, Kitchell CEM, at (510) 992-8083 or ordnance@kitchell.com









General Program Update – Progress Since 06/08/11

BOLT Progress Report
Branch Library Improvement Project

• **NORTH CONSTRUCTION - MILESTONES**

- Construction Start: May 16, 2011
- Scheduled Substantial Completion: February 15, 2012
- Scheduled Final Completion: March 17, 2012

• As of August 31, 2012:

- Contract Duration: 39% complete
- Current Billing: 30%



September 14, 2011

General Program Update – Progress Since 06/08/11




BOLT Progress Report
Branch Library Improvement Project

• **NORTH CONSTRUCTION ACTIVITIES**

- Shotcrete installed at walls of new addition
- Installation of underslab utilities at new addition
- Pour of slab scheduled for 09/19/11
- Fire sprinklers installed at renovation area
- Plywood installation ongoing at roof of renovation area



September 14, 2011

  **North Branch Improvement Project** 


WEEKLY CONSTRUCTION UPDATE


Work scheduled to be performed the week of September 6, 2011:

- Placement of concrete at elevator pit and select site walls
- Installation of underslab membrane at new addition
- Installation of rebar at new slab at new addition
- Installation of waterproofing at the new shotcrete walls
- Inspection of the new fire sprinkler piping at the renovation
- Installation of insulation in the roof framing at the renovation

Work scheduled to be performed the week of September 12, 2011:

- Installation of rebar at new slab at new addition (continued)
- Placement of concrete at the slab for the new addition
- Installation of insulation in the roof framing at the renovation (continued)
- Installation of plywood at the roof of the renovation area



 For any concerns related to construction activities, please contact the Construction Manager, Kitchell CEM, at (650) 393-3656 or sdewan@kitchell.com.

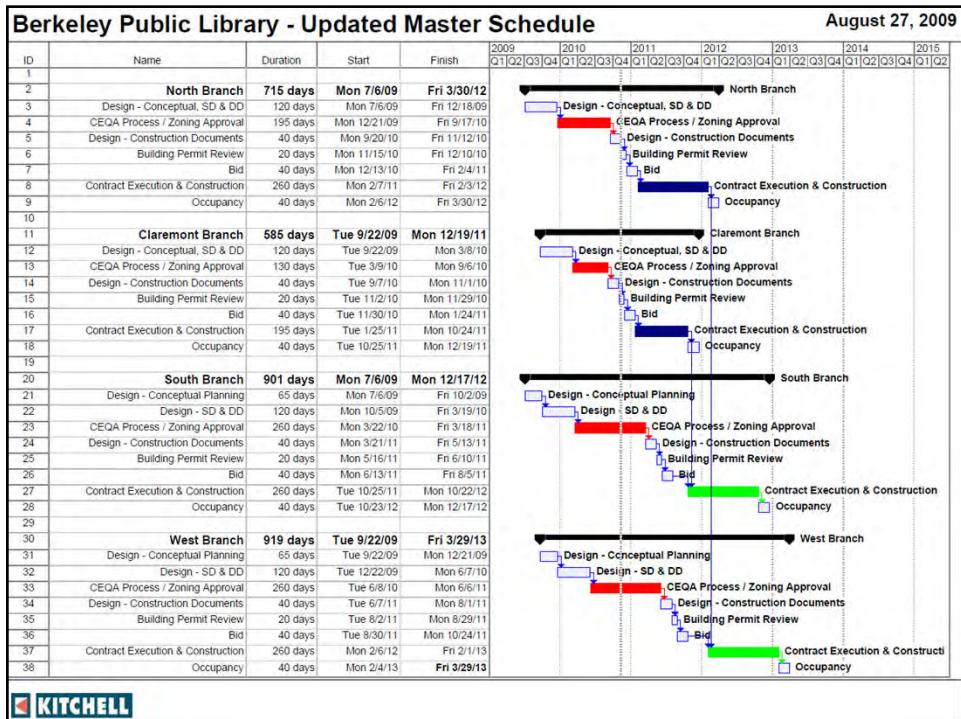


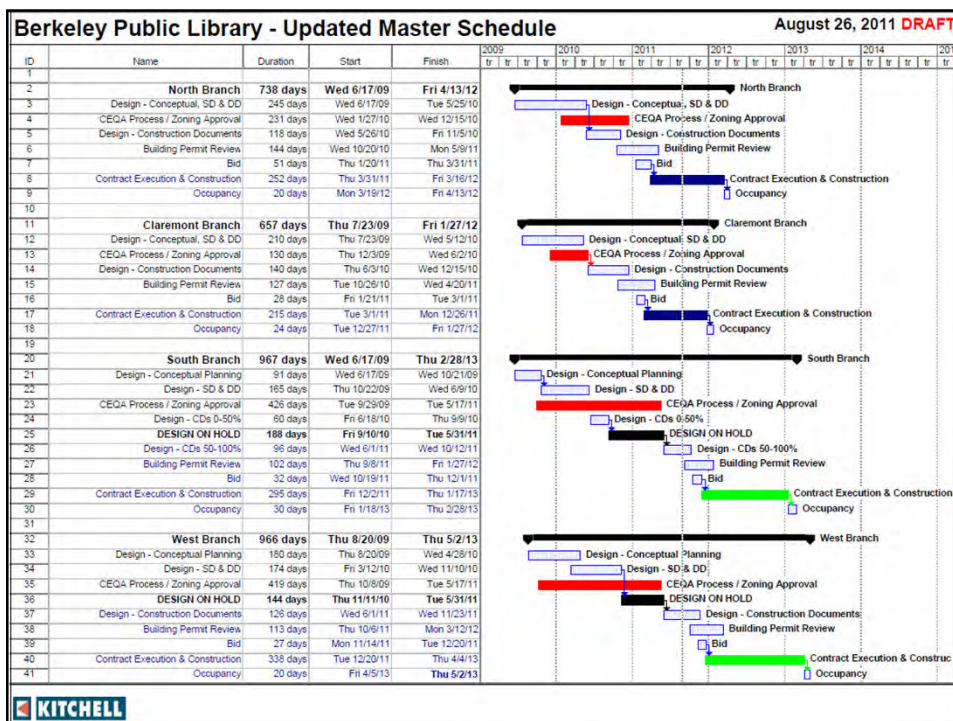












Schedule Update BOLT Progress Report
Branch Library Improvement Project

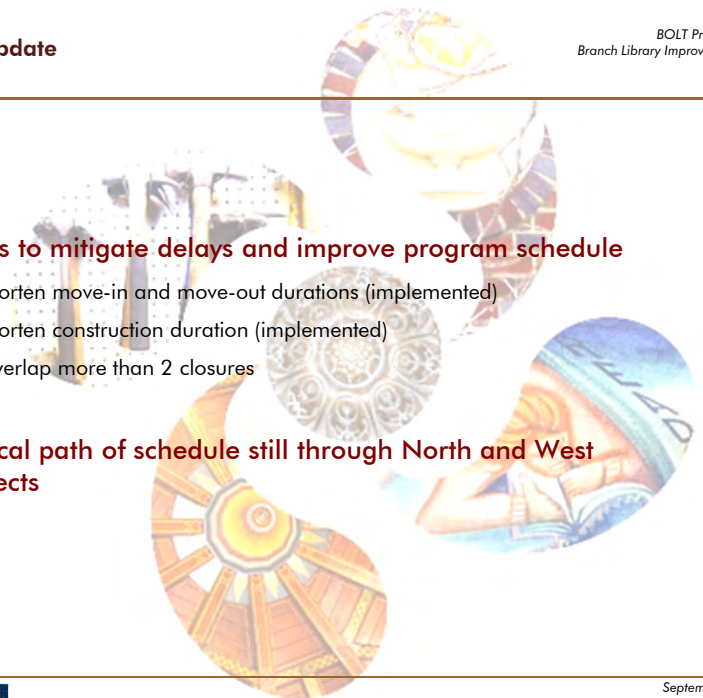
- **Impacted Master Schedule developed**
 - Program Completion date extended from 03/29/13 to 05/02/13
- **Unanticipated delays experienced to date:**
 - Bid protest for Claremont project
 - Re-bid of North project
 - Extended EIR process & lawsuit, Suspension of design activities


KITCHELL September 14, 2011

Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- **Ideas to mitigate delays and improve program schedule**
 - Shorten move-in and move-out durations (implemented)
 - Shorten construction duration (implemented)
 - Overlap more than 2 closures
- **Critical path of schedule still through North and West projects**



 September 14, 2011

Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- **Claremont Branch**
 - Projected Opening January/February 2012
- **North Branch**
 - Projected Opening April/May 2012



 September 14, 2011

Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- **South Branch**
 - Branch to close when Claremont opens
 - Anticipated closure – 1st Quarter 2012 to 1st Quarter 2013
 - Anticipated construction duration – 1 year
- **West Branch**
 - Branch to close when North opens
 - Anticipated Closure – 2nd Quarter 2012 to 2nd Quarter 2013
 - Anticipated construction duration – 1 year



September 14, 2011

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- **As of 08/31/11 - \$4,494,665 of the \$26.2M Bond Fund Expended – 17.2%**
- Current major expenses – Building permit fees & construction
- Current budget assumes keeping to Master Schedule - ***Schedule changes directly impact budget***



September 14, 2011

KITCHELL Period Ending 08/31/11

PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - April 4, 2011	Current Committed Costs	Expended to Date
NORTH BRANCH			
Hard Costs	\$ 4,282,000	\$ 4,815,000	\$ 894,750
Soft Costs	\$ 1,293,531	\$ 1,142,081	\$ 810,917
Project Contingency	\$ 418,939	\$ 7,389	\$ -
<i>Branch Total</i>	\$ 5,964,470	\$ 5,964,470	\$ 1,505,668
SOUTH BRANCH / TOOL LENDING			
Hard Costs	\$ 4,844,500	\$ 4,844,500	\$ 500
Soft Costs	\$ 1,437,046	\$ 1,457,292	\$ 632,284
Project Contingency	\$ 47,674	\$ 27,728	\$ -
<i>Branch Total</i>	\$ 6,329,520	\$ 6,329,520	\$ 632,784
WEST BRANCH			
Hard Costs	\$ 5,518,500	\$ 5,518,500	\$ 500
Soft Costs	\$ 1,371,183	\$ 1,402,382	\$ 526,337
Project Contingency	\$ 249,772	\$ 218,573	\$ -
<i>Branch Total</i>	\$ 7,139,455	\$ 7,139,455	\$ 526,837
CLAREMONT BRANCH			
Hard Costs	\$ 3,288,500	\$ 3,348,500	\$ 301,480
Soft Costs	\$ 1,039,577	\$ 1,043,572	\$ 831,308
Project Contingency	\$ 87,183	\$ 2,188	\$ -
<i>Branch Total</i>	\$ 4,394,240	\$ 4,394,240	\$ 932,767
TOTAL SITE COSTS	\$ 23,827,685	\$ 23,827,685	\$ 3,598,066
GENERAL PROGRAM SOFT COSTS			
Consultants	\$ 486,000	\$ 486,000	\$ 258,950
Program & Construction Management	\$ 996,990	\$ 1,092,990	\$ 485,614
Fees & Miscellaneous	\$ 503,982	\$ 407,982	\$ 152,045
TOTAL GENERAL PROGRAM COSTS	\$ 1,986,972	\$ 1,986,972	\$ 896,609
TOTAL PROGRAM & SITE COSTS	\$ 25,814,637	\$ 25,814,637	\$ 4,494,665
PROGRAM CONTINGENCY	\$ 185,363	\$ 385,363	\$ -
ADDITIONAL REVENUE - ALTERNATE FUNDING	\$ 200,000	\$ -	\$ -
TOTAL PROGRAM BUDGET	\$ 26,200,000	\$ 26,200,000	\$ 4,494,665

QUESTIONS? BOLT Progress Report
Branch Library Improvement Project

KITCHELL September 14, 2011



CITY OF BERKELEY

Librarian I

Class Code:
26050

DEFINITION

Under general supervision, performs professional library work involving reference services, library collections development, cataloging, services for children and youth or other special services; performs related work as assigned.

CLASS CHARACTERISTICS

Librarian I is the entry level class in the professional librarian series. Initially under close supervision, incumbents provide assistance and service to patrons in the central library or branch libraries or assist in the operation of technical processes and services while learning library policies and procedures. As experience is gained, duties become more diversified and are performed under more general supervision. This class is distinguished from Librarian II, in that the latter is the journey level class in the professional librarian series which performs more difficult librarian work involving complex services requiring a thorough grasp of reference sources and search techniques. The Librarian II class also requires a broader knowledge and familiarity with technical processes and services available to patrons.

Librarian I incumbents are expected to gain experience and demonstrate proficiency to successfully advance to Librarian II following the completion of two years of full-time equivalent service in the Berkeley Public Library. Incumbents may be promoted to Librarian II through a non-competitive personnel action in accordance with Section 9.03 of the Personnel Rules and Regulations.

EXAMPLES OF DUTIES:

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

1. Assesses patron needs and advises them in making effective use of library resources and services;
2. Assists patrons of all ages with reference questions and selection of books, magazines, records, cassettes, compact disks, pamphlets and other print and non print materials;
3. Orients patrons to library procedures and practices and specialized information sources, specialized library material collections, and similar services;
4. Under direction, prepares reading lists and bibliographies using computer equipment and programs;
5. Advises patrons and answers reference questions regarding specialized subject knowledge, such a art and music, young people`s literature and library materials, or special collections;

refers more difficult or complex questions to more experienced staff;

6. Assists in program planning and implementation, including outreach and public relations work;
7. Classifies, catalogs and processes books and other materials;
8. Provides professional assistance in selection of a wide range of library materials and in maintaining library collections;
9. Serves on project committees, attends meetings and library workshops;
10. Prepares displays and visual materials as needed;
11. Prepares a variety of written materials;
12. May assume lead responsibility for non professional staff; and
13. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Public library objectives, organization and procedures;
2. Patron advisory methods and practices;
3. Reference sources and search techniques;
4. Automated library information systems and tools;
5. Collection development, including book and materials selection and cataloging procedures.

Skill in:

1. Assessing library patron needs and providing accurate reference information;
2. Planning and implementing specialized programs, including performing outreach work;
3. Classifying, cataloging and processing a wide range of books and library materials using both manual and computerized procedures;
4. Establishing and maintaining effective working relations with a variety of library patrons and others contacted in the course of the work;
5. Maintaining accurate records and files;
6. Preparing clear, accurate and concise written reports and correspondence; and

7. Preparing effective displays and other visual materials.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

OTHER REQUIREMENTS

A valid California driver's license is desirable. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Must be able to work evenings and weekends.

Librarian I	
Classification Code	2605
Classification Established	12/1988
Classification Revised	7/1989
Classification Revised	10/2011
FLSA Status	Non-Exempt
Administrative Leave/Overtime	Overtime
Representation Unit	M
Probationary Period	6 Months
Workers' Compensation Code	8810



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

October 12, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: ANNUAL REPORT TO THE BERKELEY CITY COUNCIL

RECOMMENDATION

Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2010 through June 2011.

BACKGROUND

Each year staff prepares a draft annual report to the Berkeley City Council for Board discussion. Following any revisions staff submits the Report to the City Clerk for inclusion on the City Council's agenda as an informational report.

FISCAL IMPACTS

This report will have no fiscal impacts.

CURRENT SITUATION AND ITS EFFECTS

As proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings. In addition, reports and information, as requested on specific topics, are shared with the Council. In the past these reports have been both written and oral. The current document also includes the second annual report on significant branch library improvement activities and the use of Measure FF bond funds.

FUTURE ACTION

Once the draft annual report is approved by the Board, it will be submitted to the City Clerk as an informational item for the Berkeley City Council's agenda.

Attachments:

1. Resolution
2. Berkeley Public Library Annual Report to the Berkeley City Council



RESOLUTION NO.: 11-

**THE BOARD OF LIBRARY TRUSTEES APPROVES AND AUTHORIZES THE DRAFT ANNUAL REPORT TO THE
BERKELEY CITY COUNCIL FOR THE JULY 2010 – JUNE 2011 FISCAL YEAR.**

WHEREAS, as proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings; and

WHEREAS, each year staff prepares a draft annual report to the Berkeley City Council for Board discussion; and

WHEREAS, the Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the previous year; and

WHEREAS, the Annual Report is presented to the Berkeley City Council and the community to provide current information about the status and activities of the Public Library; and

WHEREAS, the current document also includes the second annual report on significant branch library renovation activities and the use of Measure FF bond funds, approved in November 2008.

NOW, THERFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves and authorizes the draft annual report for the July 2010 – June 2011 fiscal year.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 12, 2011.

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 Board of Library Trustees: **Annual Report to City Council**

Summary: This Berkeley Public Library Annual Report for Fiscal Year 2010-2011 is presented to the Berkeley City Council and to the Berkeley community in order to provide current information about the activities of the Public Library and its commitment to creating lasting public value. The Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the past year. The Library is dedicated to its mission of developing collections, resources, facilities, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community.

The Berkeley Public Library consists of the Central Library in the downtown district, four neighborhood branch libraries, and a tool lending library. The Library's authorized staffing during FY2011 was 165 employees, or 112.925 FTE. The Library's amended annual operating budget for FY2012 is \$15,434,453. Expenditures during FY2011 totaled \$14,739,739. In FY2011, the Library's total annual circulation (i.e. the number of items from the collection that were borrowed) was 1.96 million, the second consecutive year in which users borrowed materials close to 2 million times. The Library's collection includes over 600,000 items, including books, magazines, DVDs, CDs, audiobooks, and tools.

I. Berkeley Public Library Staff Report: July 2010 through June 2011

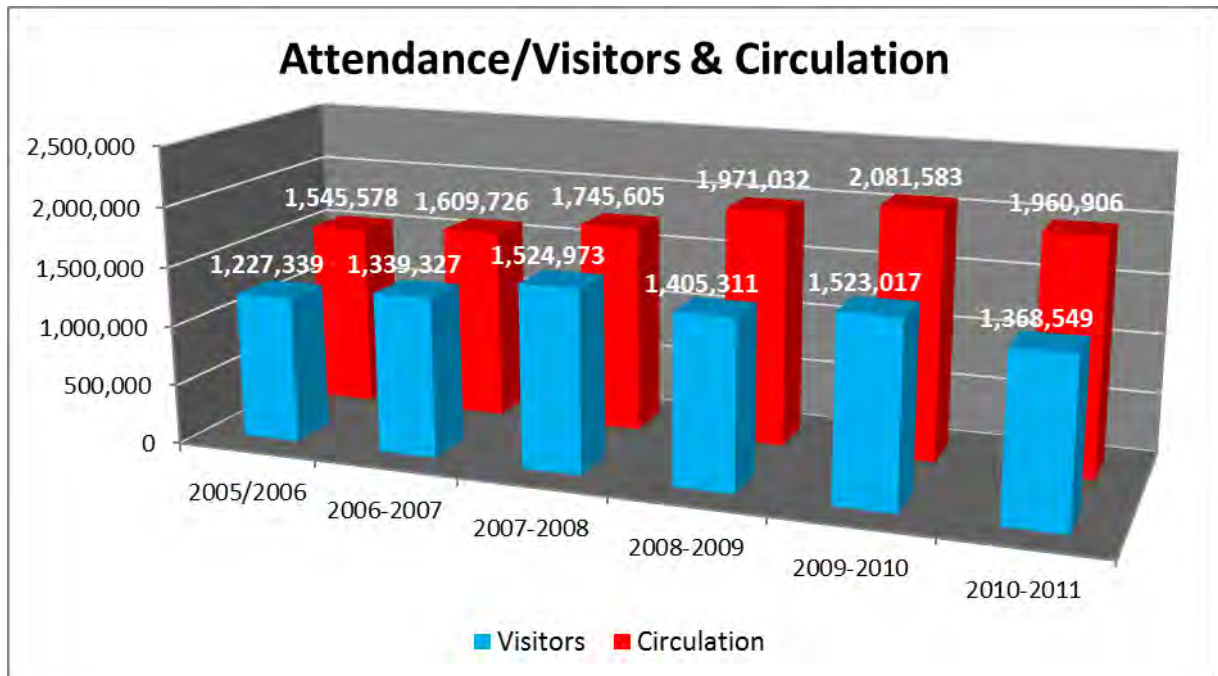
A Gateway to Knowledge and Talent, A New Type of Town Square: Statistical Highlights

The popularity of the Library and its services is still growing. The Library is a new type of town square where citizens find knowledge, free programs for kids and grownups, career and small business assistance, computers, and of course free books, movies, music, downloadable audio, and other materials. Through its innovative services, programs, and collection the Berkeley Public Library successfully represents the breadth of the community's interests and needs. The Library is listed among *Library Journal's* "Star Libraries".

During the current economic recession, libraries across the country are becoming more important to their communities as citizens borrow what they cannot buy, attend programs that don't require an outlay of cash, retool for a new career, hunt for new jobs, or simply enjoy a welcoming place to be. A recent USC/LA Times poll found that Californians' most preferred source for books was their local library. But times have not been kind to libraries across the nation. While many have had to cut staff and services in order to keep their doors open, the Berkeley Public Library has maintained and even expanded some of its activities. This is an institution that is building local value through the collective social capital resulting from residents coming together and enjoying their shared resources. This rings true at the Berkeley Public Library:

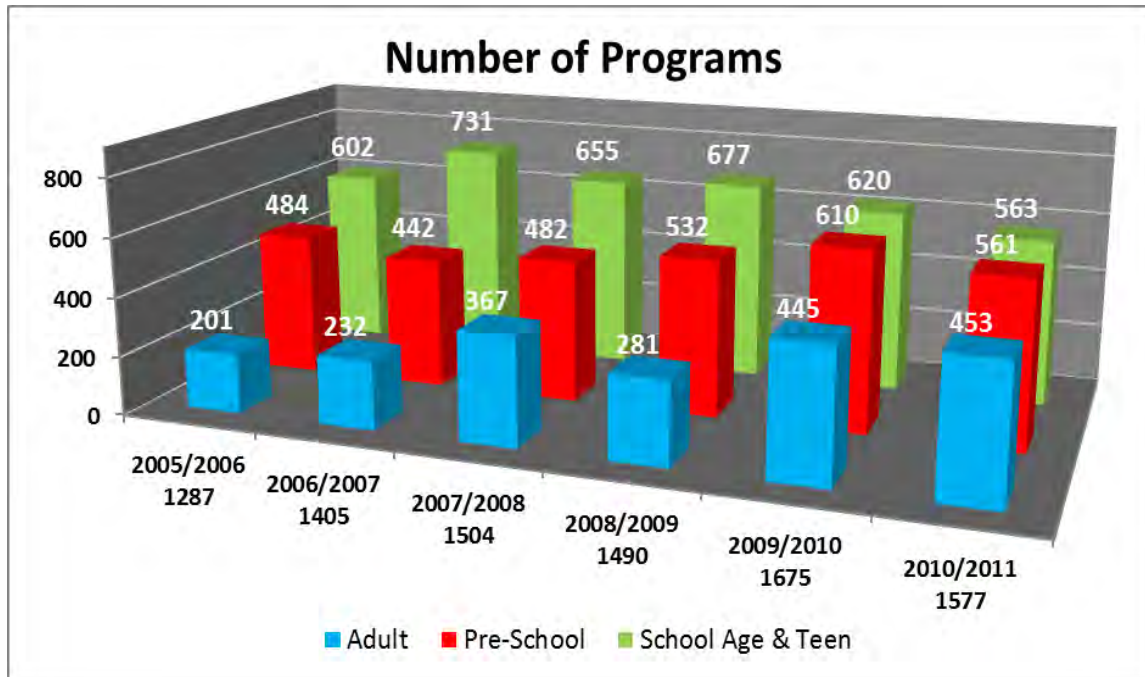
- During the 2010-2011 fiscal year 1,368,549 visits were made to the five Berkeley Public Libraries: *over twelve times* the entire population of Berkeley. The Library generates a tremendous amount of visitor foot traffic, which naturally often results in economic activity for neighboring businesses, throughout the city. Over 650,000 of these visits were at the Central Library, which is one of the downtown neighborhood's "anchor tenants".

- While down slightly from the year before due to temporary construction closures, circulation of Library materials remains at historically high levels: 1,960,906 books, recordings, movies, and tools were circulated to 94,718 registered borrowers in the past year—about 21 checkouts per patron and the second highest per capita checkouts, for a city of this size, in the state. The upward trend over several years (an increase of 27% since 2006) is profound.

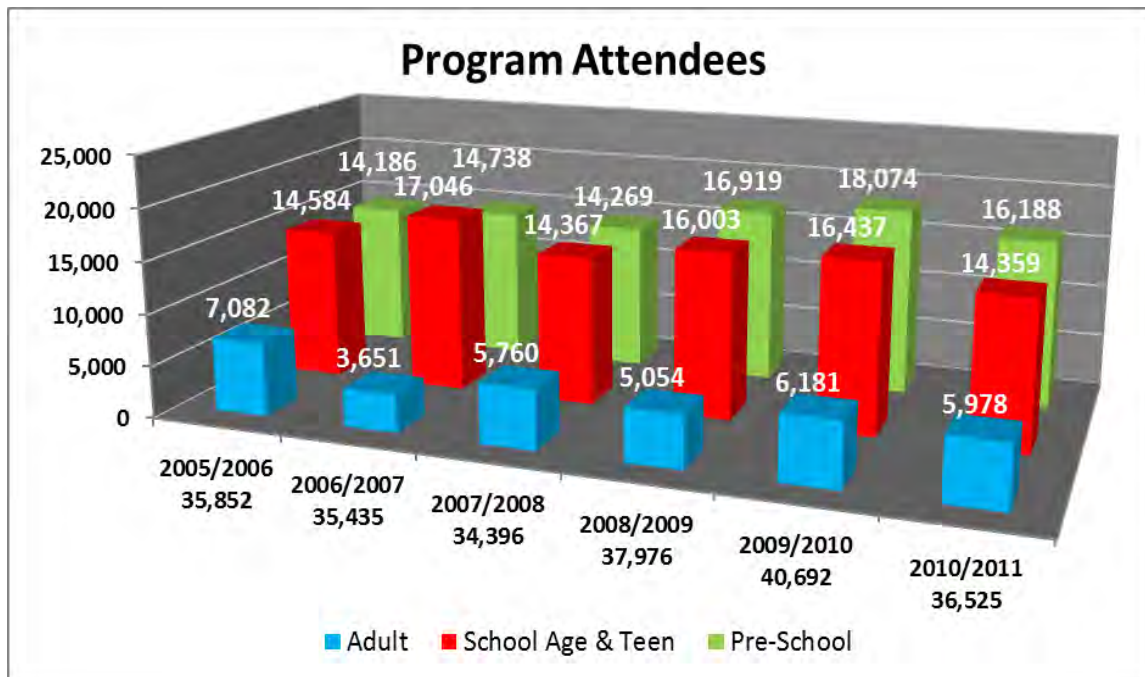


- With collections comprising over 600,000 items, the total materials available represents nearly 6 per resident, well over *double* the statewide average.
- Library materials are delivered upon request directly to users' most convenient location: last year, reserves for 220,133 different books, DVDs, CDs, audiobooks, and other hoped-for items were filled. This service continues to flourish, with ever greater usage with each passing year.
- A Library service beloved by many thousands is the Link+ cooperative lending project with dozens of other libraries: patrons seeking materials not owned by the Berkeley Library requested and received 23,118 items from other institutions.
- The Library held 1577 public programs at Library facilities and at other community locations, with a total of 36,525 persons in attendance. Of these programs, 1124 events were for preschool or school-age audiences, encouraging excellent reading habits and promoting lifelong library use among our younger citizens.
- As always, the citizens of Berkeley—be they students, seniors, small businesspersons, or anyone—look to their libraries as authoritative sources of information on every topic under the sun. This year was no exception as approximately 200,000 information requests were answered with accuracy and thoroughness by expert librarians.
- In tandem with the temporary construction closures at the Claremont and North Branches, the Library launched its **BranchVan** service to continue providing access to collections, reserves, and materials drop-offs in the affected neighborhoods.

Number of public programs:



Program Attendance:



Free Public Programs

All year long the Library is home to a dazzling array of cultural, literary, and artistic programs, enjoyed by over 36,000 persons. The Berkeley Public Library ranks #1 in per capita program attendance among California libraries serving populations this size. Many of these wonderful events would not have been

possible without the support of the Friends of the Berkeley Public Library, who gave grants totaling \$88,554 for program support:

- Cultural enrichment for a vibrant community:
 - Music: the Central Library is a hub of musical activity, and the past year was marked by many more entries in the ongoing series of free concerts loved by so many:
 - The Library continues its partnership with the Downtown Berkeley Music Festival, with a live performance by virtuoso roots musicians Eric and Suzy Thompson.
 - For many years, free lunchtime concerts have made the Central Library a true cultural destination for many Berkeleyans, and this past year continued this wonderful tradition with performances by jazz pianist Bill Bell, Chanticleer's Youth Choir, the mesmerizing Solstice and Spiritual Journey ensembles, and a Brazilian Choro group.
 - And the Library continued its association with the Berkeley West Edge Opera with free preview performance of G.F. Handel's *Xerxes*.
 - Patrons also learned more deeply about music during a series of jazz appreciation seminars taught by pianist Bill Bell.
 - The much-loved *Café Literario* series of lectures and discussions of books in Spanish continued at the West Branch Library.
 - Local *cineastes* enjoyed the yearlong "Book Into Film" series of screenings of films combined with discussions of their literary source material.

Children's Services

- Berkeley's children are at the center of the Library's mission. Last year was the third year in which Children's Librarians visited every 2nd grade classroom in the city to introduce children in this crucial age group to the worlds that are open to them with their library cards, and to help maintain the spark of excitement that comes with mastery of reading skills.
- The springtime *Read with Me* activities for children ages 0-5 continued with over 200 children participating, the most yet. This program builds early literacy skills for the youngest, as well as offering encouragement to their caregivers by helping them read with their young children. Prizes included t-shirts with a QR code linking mobile devices to the Library's web site.
- An ongoing grant from the Institute of Museum and Library Sciences is helping the Library team up with the Lawrence Hall of Science to offer science kits for school age children. These kits contain simple science activities that can be done with materials from home and a book on the corresponding topic. Many of these were checked out at this year's popular Science Festival at the Central Library.
- Other museum partnerships were continued with the Bay Area Discovery Museum and Berkeley's Habitot Children's Museum, and new a connection was made with the Contemporary Jewish Museum, to provide free passes that may be checked out from the Library.
- Berkeley families demonstrated their love for the Little Scientist programs, with classes filling up during spring and summer in this exploration of science for 3½ to 5 year olds.
- While free events for preschoolers are perennially popular, children's librarians also create programs to help continue the love of books and library attendance into elementary school and

beyond. Two book discussion groups, the 4th and 5th Grade Book Club and the Middle School Book Group continue to be well-loved, and there has been enthusiastic participation in gaming programs: *Family Games of Strategy*, and *Games Galore!* in the library, programs geared for children ages 7-13.

- This summer's Summer Reading Program theme was *One World, Many Stories*, with 1589 kids participating and receiving hundreds of free prizes, including a round-trip ride on the Oakland/Alameda Ferry, bowling passes, and a coupon for books from the Friends of the Berkeley Public Library Bookstore. Summer Reading events included interactive theatre program where kids acted out a Greek myth, Mexican games. This always-popular summertime activity helps local children and their families maintain strong reading skills between grades in an altogether fun way. We also have a dedicated cadre of Student Friends, volunteers from grades 6-8, who help librarians with a variety of tasks and projects every summer.

Teen Services

- The Library represents an important link between Berkeley's teens and City services, and the work of Berkeley's Teen Specialist Librarians helps to bridge this gap.
- Staff collaborated with local youth to produce a play written, directed, and starring teen patrons. A cast and crew of 15 teens was put together and rehearsed at the Library over the course of the summer. Two performances were held at the Willard Metal Shop Theater, with total attendance of 150.
- The Teen PlayReaders, a dynamic group of young performer-dramatists, met weekly all year.
- Library staff developed and shared a "Comic Book Club" collection with Berkeley Unified School District, raising grant funds to purchase multiple copies of 10 graphic novels to be used in joint book club projects at Willard, Longfellow, and Berkeley High.
- A popular weekly gaming program continues to bring teens into the South Branch Library, and the Chess Club continued at North Branch Library.
- Teen Specialists collaborated with the Public Health Division & BHS Health Center, bringing book discussion and craft activities to teen mothers at the Vera Casey Teen Parenting Program.
- Earphone English is a weekly event at King Middle School and Berkeley High, in which a librarian selects high-quality audio recordings of books that appeal to teens. Students listen to the stories while reading the accompanying printed book. Berkeley High English Language Learning teachers consistently brought their classes to the Central Library.
- Teen Services continued its outreach to 8th graders at the three middle schools, and Berkeley High, coordinating book clubs, book talks, and resume workshops for high school students.
- Many local teens wrote reviews of books they enjoyed, and posted them to an active, ongoing blog created by Teen Services librarians.
- Librarians designed and implemented a very successful summer reading program. Grand prizes - an acoustic guitar and a Samsung tablet computer - were greeted with enthusiasm.

Berkeley READS (Adult and Family Literacy)

Literacy is not a new area for the Berkeley Public Library. This issue has been approached with innovation and creativity by Library staff and volunteers. The Library's literacy program offers a variety of services to adults who want to improve their basic reading and writing skills. Most

students participate in one-to-one tutoring with trained volunteers; also available are family literacy programming for students with small children, computer-assisted learning, small group instruction, periodic workshops and student leadership opportunities.

- Berkeley READS was awarded \$46,808 from the 2010/2011 California Library Literacy Services (CLLS) Grant Program.
- Family Literacy Outreach story times, book distributions and early literacy workshops were conducted at nine outreach sites including all four Berkeley Head Start preschools, Women's Daytime Drop-In Center, Bahia and Centro Vida programs, Vera Casey Center Teen Parenting Program and three Berkeley Unified School District Early Childhood Development classes.
- Berkeley READS continued family literacy classes for parents and children (seeded as a FY2009 Berkeley Adult School partnership and funded in part by a community partner donation) providing direct-client service weekly on Wednesday evenings at the West Branch Library.
- A Berkeley READS student, Board President for VALUE (Voice of Adult Learners United to Educate), continued in her statewide leadership role by providing testimonials in front of two State Budget Committees at the State Capitol in Sacramento.
- A grant-funded Cultural Arts Literacy program continued in providing museum field trips (including in-kind docent tours and admission passes) and art workshops (conducted by tutors and learners); a literacy student wrote in reference to the Jewish Contemporary Museum trip----
"When I go to the museum, it's my first time on BART. I like that."
- At the 2011 Commission on Adult Basic Education National Conference, Berkeley READS coordinator and student moderator presented three adult learner panel presentations: *From Shame to Learner to Leader* and *Adult Learner Leadership Institute*, and a presentation focused on Cultural Arts Literacy in Educating the Whole Person.
- Health Literacy and Gardening project was expanded with in-kind donations including gardeners, supplies, consultation, volunteer labor and workshops from Victory Garden Foundation, Inc, Kitchen on Fire, numerous local nurseries and City of Berkeley /U.C. Berkeley's Berkeley Project Day.

Planning and Support

- The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. The Foundation has undertaken a multi-year capital campaign in the amount of \$3.5 million to fund the furniture, fixtures, equipment and other expenses associated with the Branch Library Improvement Program. Currently the Foundation has received pledges amounting to over half of the intended target goal, and made payments of \$350,000 to the Library. Fundraising committees comprised of community members from Berkeley's neighborhoods are actively working to raise funds in support of the Library's branch projects. Information about the Foundation's efforts is available at <http://bplf.org/branch-campaign>
- The Foundation's ninth Annual Authors Dinner at the Central Library on February 12, 2011, with local writer, economist and former US Secretary of Labor Robert Reich as Honorary Chairperson. Among the other 30 eminent authors recognized included Tobias Wolff, Dave Eggers, Raj Patel, Romney Steele, Sarah Houghteling, Noah Alper, Vendela Vida, and Thacher Hurd. Held in the Main Reading Room of the landmark Central Library, the Authors Dinner celebrates the Bay Area's uniquely vibrant literary community and raises funds which directly aid the Library. The

Fred and Pat Cody Award, created by local furniture maker Berkeley Mills, was awarded to Marion Abbott and Ann Leyhe, founders of Mrs. Dalloway's Literary & Garden Arts.

- The Library's other major support organization, the Friends of the Berkeley Public Library, generously furnished the Library with grants totaling \$88,554 in support of a wide variety of services and programs.

The Library as a Recession Sanctuary

In response to dramatic economic changes, Library business is booming as a "first responder" with services and programs providing the tools for economic stability. In Berkeley, checkouts and borrower counts have jumped as patrons eschew book, music and movie purchases and instead turn to the Library's free collections. Program attendance is up, as more Berkeleyans take advantage of the Library's many opportunities for free entertainment for all ages. Many thousands use Library computers and the high-speed WiFi networks.

The Library has also developed specific strategies to assist those in need:

- Hundreds of jobseekers and business owners received free advice and support in the extremely popular business seminar series, presented through a partnership with the Cal State East Bay Small Business Development Center. Topics in this exciting series included *Getting Certified and Doing Business with Government*, *Social Media*, *Successful Restaurants*, *Retail 101*, *Search Engine Optimization*, and—yum-- *Street Food Savvy*.

Other business and career-development events included:

- This recession has seen the rise of the "reluctant entrepreneur"—business start-ups by those laid off from paid employment—and the weekly one-on-one counseling sessions for dozens of new entrepreneurs from the Service Corps of Retired Executives (SCORE) are serving this new user group.
- Classes on searching for foundation grants, partnering with the Foundation Center.
- Regular job searching and career counseling workshops, conducted with the North Cities One Stop Career Center.
- The Library continued its partnership with the Berkeley Rent Board, hosting Landlord-Tenant counseling sessions with mediation specialists every month.
- Each week, in addition to the hundreds of individuals making use of the Library's free computers and broadband connectivity, those new to computers are taking advantage of the free *Basic Computing* classes to learn essential skills such as navigating the Internet, creating and using an email account, completing online employment applications, and drafting a resume. This year over 800 students attended these classes, expanding their tech skills for free.

Connecting the Disconnected

- The Library continues its frontal assault on the "Digital Divide"—the gap between those people with and those without effective access to digital and information technology. At its 73 computers dedicated to Internet and public computing 267,013 individual sessions were logged by Library users.
- For many Americans broadband access is something that exists only at their public libraries. The Library serves as the one place where they can send email, apply for jobs, use social networking sites, and conduct online business. A recent study found that over 40% of library patrons use

library computers for career and education needs. The Library is connecting this population with jobs, school, and the emotional support they need.

- The Library’s “electronic branch”—its web sites and the immeasurably rich electronic resources cardholders can access there—continues to be a vibrant conduit of knowledge and research information to the community. During the past year over 1 million visits were logged at www.berkeleypubliclibrary.org--roughly 3000 people every day of the year. More than 200,000 of these web visitors to the Library made use of the abundant resources accessible among the many subscription databases and e-books the Library provides free to cardholders, such as full-text journal articles, online career research, legal and computing e-textbooks, online test practice, and much more.
- The Library created *LibGuides*, a new web utility that permits staff Librarians to create finding aids on many difficult-to-research topics like consumer information, health and wellness, legal resources, and tax assistance.
- Additionally, staff launched a new series of free public trainings on the use of the abundant digital content available via www.berkeleypubliclibrary.org. Subjects include genealogical research, language instruction, exam prep, and small business resources.

II. Board of Library Trustee Proceedings & Activities

Trustee Appointments

The Chair and Vice-Chair elections occurred in November 2010; Susan Kupfer was elected Chair and Darryl Moore as Vice-Chair. At the May 11, 2011 meeting, elections were held to replace trustee Kupfer due to her pending term end, Trustee Winston Burton was elected Vice-Chair, both Trustee Moore and Burton are to serve through November 2011.

Trustee Susan Kupfer's second term ended on May 13, 2011; Trustee Carolyn Henry Golphin tendered her resignation effective May 13, 2011. As a result the Board undertook a recruitment process beginning in January 2011 to fill the vacancy, producing and distributing flyers announcing the upcoming vacancy and application process, and placed a paid ad in local media.

At a special meeting on April 13, 2011 the Board interviewed candidates for the upcoming trustee vacancies. Following discussion of the applicants the Board, by Resolution R11-032, the Board recommended to City Council the appointment of Jim Novosel and Julie Holcomb as the preferred candidate for a four-year term effective May 14, 2011.

Meetings

The Board set on November 10, 2010 the regular BOLT meeting time as the second Wednesday of the month, excepting the summer recess taken in August.

The Board held regular meetings on: July 14, 2010, September 15, 2010; October 18, 2010, November 10, 2010; December 8, 2010; January 12, 2011; February 16, 2011(Closed Session for annual personnel evaluation of the Director of Library Services); March 9, 2011(Closed Session for annual personnel evaluation of the Director of Library Services); April 13, 2011; May 11, 2011; and June 8, 2011.

The Board held one Special Session on March 17, 2011. Three Special Joint Closed Sessions with the Board and City Council were held on: September 20, 2010; December 13, 2010; and June 13, 2011.

Activities and Significant Decisions

Facilities

The Board approved the Library's participation in the Downtown Berkeley Property-based Business Improvement district (PBID) pending City Council approval.

Services

The Board set the 2011 Holiday Schedule for the library by Resolution R10-083 at the November 10, 2010 meeting.

The Board concluded the process begun in 2009 to replace the Library's self-check vendor with selection of Bibliotheca Inc. at the October 18, 2010 regular meeting when a contract was approved by Resolution R10-077. Implementation was successfully completed.

Fiscal

The Board adopted an amended FY2011 adopted budget of \$25,634,911, inclusive of Measure FF bond funds at the regular meeting of October 18, 2010 by Resolution 10-076. The

\$16,000,000 proceeds of the second and final sale of bonds authorized by Measure FF were appropriated by Resolution 10-091 at the December 8, 2010 meeting. The Library's operating budget for FY2012 is \$15,434,453.

At the December 8, 2010 regular meeting the Board began development of the biennial Library budget for Fiscal Year 2012 and 2013; Library budget priorities were set at the January 12, 2011 meeting; public discussion continued at the February 16, 2011 meeting; and a Library Budget Workshop was held by the Board at the March 9, 2011 regular meeting. A presentation of the proposed FY 2012 / 13 biennial budget and proposed budget balancing measures were discussed at the April 13, 2011 meeting and the Proposed Biennial budgets for fiscal years 2012 and 2013, including grant and gift awards was adopted on May 11, 2011 by Resolution 11-038. The Library FY 2012 / 2013 amended proposed budget was approved to reflect the increased tax revenues on June 8, 2011 by Resolution 11-045. The Library's 2012 /2013 Work Plan was adopted at the July 13, 2011 meeting.

The Board made a recommendation to Council to set the Library Services Tax rate for FY 2012 with a growth factor of 2.821% based on the San Francisco Bay Consumer Price Index (CPI) for April 2011.

Policy

Approval of:

- Use of Library Collections (Tools) by Library Staff
- General Records Schedule (GRS) amendments related to the library

Administrative Regulations adapted to the Library operating structure and adopted by the Board included:

AR 10.11: Gift / Donation Policy (Revised)

III. Significant Branch Renovation Program Activities, Measure FF

Since Berkeley's voters approved Measure FF in November 2008, the Berkeley Public Library has embarked on its building program to enhance library services and to improve accessibility, code compliance, and seismic safety in all the neighborhood branches to serve the neighborhood communities into the future. Information, current plans and project information, links to make a comment, and links to notices of past meetings are available at http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php.

In 2011 a blog was added to the Library's web presence for the construction phase of the North and Claremont branches, recent photos and information can be found at: <http://www.bplbranches.blogspot.com/>. In addition, weekly construction updates for each project are posted: http://www.berkeleypubliclibrary.org/about_the_library/documents/090511_BPL_North_Weekly_Construction_Update.pdf.

Staff developed options for continued service in neighborhood affected by temporary library closures, including children's programming and the acquisition of a BranchVan to provide access for reserves, returns and browsing. Information on services during the temporary closures,

including the BranchVan schedule is posted at:

http://www.berkeleypubliclibrary.org/about_the_library/branch_van_schedules.php.

As needed the Board has recommended to Council for approval contracts and contract amendments related to the implementation of the branch library bond measure and submitted informational reports on the status of related activities:

- BHM Construction for construction of the North Branch Library (following request to rebid)
- Fine Line Construction for the Claremont branch Library
- Contract Amendments – Rene Cardinaux, AIA, LLC; Field Paoli Architects; Architectural Resources Group Inc.
- Purchase from OBS, Inc. customized Sprinter book van (to provide mobile library services in impacted communities during construction)

CLAREMONT BRANCH

The branch is currently closed to the public, construction activities began on April 25, 2011. The current anticipated Final Completion date is December 26, 2011.

NORTH BRANCH

The branch is currently closed to the public, construction activities began on May 16, 2011. The current anticipated Final Completion date is March 17, 2012.

SOUTH BRANCH

A Use Permit for a new South Branch library was approved by City Council on May 17, 2011 and filled with the County on May 19. The project is in the Construction Document Phase. The public art selection process has commenced.

The Library began the search for a temporary alternative location for the Tool Lending library during construction.

WEST BRANCH

A Use Permit for a new West Branch library was approved by City Council on May 17, 2011 and filled with the County on May 19. The project is in the Construction Document Phase. The public art selection process has commenced.

An informational report on the status of the public art component of the first two projects was included on the regular City Council meeting of May 17, 2011.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 12, 2011

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: CONTRACT: Konica Minolta Business Solutions USA, Inc.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute an agreement and any amendments with Konica Minolta Business Solutions USA, Inc. for the provision of public use copiers, printers and related vending services for all locations of the Berkeley Public Library for the period of November 1, 2011 through October 30, 2014 in a total amount not to exceed \$95,000. This agreement shall replace the agreement the Library has with Ricoh Business Solutions, which expires on November 1, 2011.

FISCAL IMPACT

The total cost of the contract at \$95,000 will be partially offset by miscellaneous revenue generated from the copies, scans, and print jobs. Based on the recommended fees and the average use of the existing copy machines and printers, the anticipated revenue is approximately \$1,500 per month. The remainder of the cost will be supported by other funding available in the Transaction Based Reimbursements Fund (302).

BACKGROUND

As do most public and school library systems, the Berkeley Public Library currently and for many years has offered its patrons the ability to make photocopies from hard copy material, such as non-circulating reference books or periodicals, and to print content from public computers for a fee. In the most recent fiscal year, over 200,000 individual sessions were logged at the Library's public computers, and as many as a third of these sessions resulted in a print job. On average, the number of photocopies made at all five Library locations during the same period was between 5,000 and 6,000. In September 2007, the Library entered into an agreement with Ricoh Business Solutions for the provision of public printing and copying services at all five Library locations. The Library's contract with Ricoh was extended by the Director of Library Services in February 2011 to allow the Library to conduct a more in-depth review of its public copier needs as well as to survey the extent of copy services offered by other area library systems prior to the Library issuing a public Request for Proposals (RFP).



CURRENT SITUATION AND ITS EFFECTS

The Library released a competitive Request for Proposals – no. 11-10600, Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service – on July 20, 2011 to solicit proposals for providing public use copiers, printers and related vending services at all Library locations. Konica Minolta was selected by a review committee composed of Library staff based on the comprehensiveness of its proposal, the quality of the equipment and maintenance plan, the thoroughness of its implementation plan, and the positive reviews received from libraries and other organizations in California with current Konica Minolta copier contracts. Konica Minolta’s responsiveness in proposing equipment and services assured the Library that the company was able to fully meet the needs of the Library and its patrons. Among the services to be offered under the new contract will be the ability to scan directly to and from USB devices, and to scan to an email account – services not currently available at the Library, and much requested by patrons. Additionally, service options will allow patrons to scan in either color or b&w, and offer more options to duplicate material in digital formats resulting in less paper consumption and lower consumables costs to the Library. Because color scanning will be possible, the Library will discontinue providing hardcopy copies in color, reducing lease costs to the Library due to monthly lease charges on monochrome devices being lower than those on color devices.

RATIONALE FOR RECOMMENDATION

Three bids were received in response to Request for Proposal number 11-10600 “Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service” released on July 20, 2011. Two were identified as responsive and Konica Minolta was evaluated as the most complete and comprehensive to meet Library and patron’s needs.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R11-__

AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE A CONTRACT AND ANY AMENDMENTS WITH KONICA MINOLTA BUSINESS SOLUTIONS FOR THE PROVISION OF PUBLIC USE COPIERS, PRINTERS AND RELATED VENDING SERVICES FOR ALL BRANCHES OF THE BERKELEY PUBLIC LIBRARY FOR THE PERIOD OF NOVEMBER 1, 2011 THROUGH OCTOBER 30, 2014 IN A TOTAL AMOUNT NOT TO EXCEED \$95,000.

WHEREAS, on September 9, 2007 the Board of Library Trustees authorized the Director of Library Services to execute a contract with Ricoh Business Solutions to provide equipment leasing and maintenance servicing of public-use copiers at the Central Library and four branch library locations; and

WHEREAS, on October 30, 2011, the contract with Ricoh Business Systems expires for the provision of public use copiers, printers and related vending services; and

WHEREAS, as do most public and school library systems, the Berkeley Public Library currently and for many years has offered the public the ability to make photocopies from hard copy material, such as non-circulating reference books or periodicals, and to print content from public computers for a fee; and

WHEREAS, on July 20, 2011 the Library published competitive Request for Proposals number 11-10600 "Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service" to solicit proposals for providing public access multifunctional copiers and related vending services at all five branches; and

WHEREAS, Konica Minolta was evaluated as the most comprehensive of proposals received, the highest quality of equipment and maintenance plan offered, the most thorough implementation plan presented, and the positive reviews received from libraries and other organizations in California with current Konica Minolta copier contracts.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a contract and any amendments with Konica Minolta Business Solutions for the provision of public use copiers, printers and related vending services for all branches of the Berkeley Public Library for the period of November 1, 2011 through October 30, 2014 in a total amount not to exceed \$95,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 12, 2011 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

October 12, 2011

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: BULLETIN BOARD AND FREE PRINTED MATTER POLICY

RECOMMENDATION

Adopt the resolution approving the Bulletin Board and Free Printed Matter Policy for the Berkeley Public Library

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library facilities have various bulletin boards in publically accessible areas which are devoted to the provision of announcements of local community events and information. The provision of these bulletin boards is aligned with the Library's overall mission of providing services that meet the cultural, informational, and recreational needs of the community. Certain bulletin boards are reserved for the exclusive use by the Library to promote Library services and programs, while others are reserved for posting notices of Board of Library Trustees meetings and meeting cancellations in a time and manner consistent with the Brown Act.

CURRENT SITUATION AND ITS EFFECTS

While the Administrative Regulation 1.8, which addresses the official postings of Board of Library Trustees meetings, was updated and approved by the Board at its September 2008 meeting, the current policy in place governing the use of other Library bulletin boards was last updated in 1995 and reflects the locations and practices in place before the renovation and expansion of the Central Library, which re-opened in 2002. Over time, Library staff have strayed from that policy's prohibitions on commercial postings, and some bulletin boards contain many postings of private business cards and other commercial enterprises, creating an inadvisable impression of an endorsement of such enterprises by the Library and/or City of Berkeley. The new draft policy clearly prohibits postings that are devoted solely to the sale or advertising of commercial products or services. Additionally, Library staff are planning for the possible inclusion of electronic message boards in the signage programs of newly renovated branch libraries, and a staff task force is preparing procedures and guidelines for the use and



content of these message boards The older policy does not account for such technology; therefore these are included in the new draft policy.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
2. Draft Policy
3. American Library Association's policy statement Exhibit Spaces and Bulletin Boards



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

**RESOLUTION NO.: 11-____
BERKELEY PUBLIC LIBRARY BULLETIN BOARD AND FREE PRINTED MATTER POLICY**

WHEREAS, Berkeley Public Library facilities have various bulletin boards in publically accessible areas which are devoted to the provision of announcements of local community events and information; and

WHEREAS, the provision of these bulletin boards is aligned with the Library's mission of meeting the cultural, informational, and recreational needs of the community; and

WHEREAS; the current policy governing Library bulletin boards was last updated in 1995 and reflects locations and practices in place before the renovation and expansion of the Central Library; and

WHEREAS, some bulletin boards at present contain many postings of private business cards and other commercial enterprises, creating an inadvisable impression of an endorsement of such enterprises by the Library and/or City of Berkeley; and

WHEREAS, Library staff are planning for the possible inclusion of electronic message boards in the signage programs of newly renovated branch libraries.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the Berkeley Public Library Bulletin Board and Free Printed Matter Policy effective November 1, 2011.

ADOPTED by the Board of Library Trustees of the City of Berkeley during its regular meeting held on October 12, 2011 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
POLICIES**

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

SUBJECT: Bulletin Boards and Free Printed Matter Policy

I. PURPOSE

The Berkeley Public Library provides space on its public bulletin boards for announcements and notices of local community events and activities. This service is in keeping with the Library's mission to meet the cultural, informational, and recreational needs of the community. The Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council in 1991 and amended in 2004. The use of the Library's bulletin boards is subject to review by the Director of Library Services.

II. POLICY

A. Bulletin Boards and Distribution Areas Reserved for Use by the Berkeley Public Library: Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies.

B. Other Bulletin Boards and Distribution Areas:

The Berkeley Public Library recognizes its role as a source of community information. Because of space limitations, the Library must set limits and priorities for display or distribution of printed materials within the Library facilities. Community information bulletin boards may be used for posting the following types of information:

- Announcements of forthcoming or continuing cultural, social, or entertainment activities.
- Printed material sponsored by a nonprofit organization or agency.

All notices and posters must be approved and placed on the bulletin board by a library staff member. Staff may discard items not approved for placement and excess copies of any items received. Staff will follow publicly posted guidelines in making decisions about the physical placement and acceptable size of materials on bulletin boards. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

Items may be refused based on size and available space. The available space for posting is limited to the designated community bulletin boards.

The Library does not assume any responsibility or liability for items submitted for display on the bulletin board. The organization/individual assumes responsibility for any damage incurred.

Items will be removed from the bulletin boards by Library staff as they become dated or after thirty days, whichever occurs first. Items on bulletin boards reserved for use by the Library will be displayed as long as appropriate.

Library bulletin boards are in public areas through which patrons of all ages may pass. Posted items may not be libelous or obscene as defined by the U.S. Supreme Court, or advocate the violation of criminal laws.

Materials that support or oppose specific political parties, current candidates or ballot measures may be given to staff to be displayed or distributed at an election table during campaigns. All candidates are invited to provide materials for this table. The Library is not responsible for maintaining the materials on these tables, and takes no position on campaign issues. The Library reserves the right to not provide such tables due to space or staff constraints.

No items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services will be accepted.

Posting of a notice does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in the items.

In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials in accordance with the guidelines set forth in this policy. The Library reserves the right to decide the conditions of display, housing, and access to these materials. The Library is not responsible for maintaining the supply of these materials and reserves the right to dispose of any unsolicited free printed material based on available space.

In the event of the Library's decision to display or distribute or to not display or distribute any item, the appeals procedure is as follows:

- a. First, appeal in writing to the Neighborhood Services Manager in the case of a Branch Library or to the Deputy Director of Library Services in the case of the Central Library's bulletin boards;
- b. Second, to seek review of an appeal decision of the Neighborhood Services Manager or Deputy Director of Library Services, submit a request in writing to the Director of Library Services within seven (7) days of issuance the appeal decision. The decision of the Director of Library Services is final.

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



Exhibit Spaces and Bulletin Boards

An Interpretation of the Library Bill of Rights

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the [*Library Bill of Rights*](#): Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it.

Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004.

[ISBN 8389-7551-8]

Related Files

[Exhibit Spaces and Bulletin Boards](#) (PDF File)

Related Links

[Adobe Reader](#)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 12, 2011

TO: Board of Library Trustees
FROM: Doug Smith, Deputy Director of Library Services
SUBJECT: CONTRACT AMENDMENT: Ricoh Business Solutions

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 7605 with Ricoh Business Solutions for the provision of equipment leasing and maintenance services for public-use copiers at the Central Library and branch libraries by an incremental amount of \$5,000 for a total contract not-to-exceed amount of \$95,000.

FISCAL IMPACT

Funding for these services do not require a supplemental appropriation to the FY12 revised budget. The CMS number is **YHZ2B**.

BACKGROUND

Ricoh Business Solutions provides equipment leasing and maintenance services for public-use copiers at the Central Library and all four branch library locations under contract no. 7605 based on an original contracting period extending from April 1, 2008 through to April 1, 2011.

On February 16, 2011 in anticipation of the expiration of the original contract and with the intent to allow the Library time to conduct an in-depth review of its public copier needs as well as to survey the extent of copy services offered by other area library systems prior to the issuance of a public Request for Proposals (RFP) the Library extended contract no. 7605 to October 1, 2011. This extension was followed by an amendment to the contract authorized by BOLT Resolution No.: R11-028 adopted on April 13, 2011, which increased the not-to-exceed value to \$90,000 to cover contract funding up to the revised October expiration date. Then on August 29, 2011, subsequent to the conclusion of competitively bid RFP Specification No. 11-10600 "Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service" the Library executed a second extension to the contract expiration date for an additional one month period to November 1, 2011. This second extension was needed to allow time for the City Attorney's office to review proposed contract terms with Konica Minolta, the vendor selected to succeed Ricoh at the expiration of the Ricoh agreement.



CURRENT SITUATION AND ITS EFFECTS

Due to the contract's additional one month extension to November 1, 2011 executed to allow the time necessary for the City Attorney's office to review proposed contract terms with Konica Minolta – the selected vendor from competitively bid RFP Specification No. 11-10600 "Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service" – the Library must increase the not-to-exceed value on Ricoh's contract no. 7605 to cover the expected costs of the extended one month period. The Library projects costs for the additional month of service at approximately \$2,000; however, to allow for any unanticipated costs that may arise this request is set at \$5,000.

FUTURE ACTION

None.

Attachments:

1. Resolution



RESOLUTION NO.: R11-___

CONTRACT NO. 7605 AMENDMENT: RICOH BUSINESS SOLUTIONS FOR EQUIPMENT LEASING AND MAINTENANCE SERVICING OF PUBLIC COPIERS FOR THE CENTRAL AND BRANCH LIBRARIES

WHEREAS, on September 19, 2007 the Board of Library Trustees authorized the Director of Library Services to execute a contract and any amendments with Ricoh Business Solutions to provide equipment leasing and maintenance servicing of public-use copiers at the Central Library and four library branch locations of the Berkeley Public Library for an amount not to exceed \$75,000 for a three-year term; and

WHEREAS, at the time of contract execution the Library made a best efforts estimation of a not-to-exceed valuation for services to be rendered during the contract's duration; and

WHEREAS, on February 16, 2011 the Director of Library Services in conformance with Section 3. of the contract amended the contract term expiration date from April 1, 2011 to October 1, 2011; and

WHEREAS, on April 13, 2011 by authority granted by BOLT Resolution No.: R11-028 the contract's value was amended to a revised amount not to exceed \$90,000; and

WHEREAS, on August 29, 2011 the Director of Library Services in conformance with Section 3. of the contract and in response to the conclusion of competitively bid RFP Specification No. 11-10600 "Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service" amended the contract term expiration date from October 1, 2011 to November 1, 2011; and

WHEREAS, funds are available for equipment leasing and maintenance services in the FY12 revised budget; 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 Ricoh Business Solutions for the provision of equipment leasing and maintenance servicing of public-use copiers at the Central Library and the four branch library locations of the Berkeley Public Library for a revised amount not to exceed \$95,000 for the period from April 1, 2008 through November 1, 2011.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 12, 2011 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

October 12, 2011

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: NATIONAL FRIENDS OF LIBRARIES WEEK

RECOMMENDATION

Adopt the resolution commemorating the week of October 16-22, 2011 as National Friends of Libraries Week in honor of the Friends of the Berkeley Public Library and the support they offer the staff, services, public programs, and future endeavors of the Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Since the 1950s The Friends of the Berkeley Public Library have enhanced library services in Berkeley, by raising money from annual dues and from their two bookstores (staffed by more than 75 devoted volunteers), to support library programs, the purchase of library materials and support library staff with scholarships and stipends for professional conference attendance. In the current fiscal year, the Friends have awarded the Library with programming grants totaling \$75,000. Through the support of the Library, the maintenance of its two bookstores, its partnering and coordination with the Berkeley Public Library Foundation, the Friends have enhanced the Library's role and presence in the local community. The Friends and major supporters of the Library Foundation, having pledged \$150,000 to the Foundation's Capital Campaign in support of the neighborhood branch libraries. In recent years, the Friends' bookselling operations have become increasingly robust, with greater income streams resulting from the expansion of their charming Channing Way bookstore and refinements to the online sales process through Amazon.com.

CURRENT SITUATION AND ITS EFFECTS

ALTAFF, the Association of Library Trustees, Advocates, Friends and Foundations has set in motion the sixth annual Friends of Libraries Week celebration nationwide, an opportunity for libraries of all types to honor the work and dedication of their Friends groups. The staff and Board of Trustees of the Berkeley Public Library are well aware of the advocacy of the BPL Friends, and wish to gratefully acknowledge how the Friends stimulate the use of the Library's resources and services.



FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution



RESOLUTION NO.: 11-__

**PROCLAMATION OF APPRECIATION AND THANKS TO THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY
DURING NATIONAL FRIENDS OF THE LIBRARY WEEK**

WHEREAS, in accordance with its mission, The Friends of the Berkeley Public Library have supported and expanded the educational, cultural, and outreach programs of the Library, and worked with Library staff to build collections and stimulate community interest in the Library; and

WHEREAS, since the 1950s The Friends of the Berkeley Public Library have enhanced library services in Berkeley, by raising money from annual dues and from their two bookstores (staffed by more than 75 devoted volunteers), to support library programs, the purchase of library materials and support the professional development of library staff with scholarships and stipends for professional conferences; and

WHEREAS, the work of the Friends highlights on an on-going basis the fact that the Berkeley Public Library is a cornerstone of the community providing opportunities for all to engage in the joy of lifelong learning and to connect with the thoughts and ideas of others from ages past to the present; and

WHEREAS, the Friends understand the critical importance of well funded libraries and advocate to ensure that the Library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

WHEREAS, the Friends' gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; and

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Public Library Board of Library Trustees proclaims their great appreciation and thanks to the Friends of the Berkeley Public Library during National Friends of the Library Week, October 16-22, 2011, and urges everyone to join the Friends of the Library and thank them for all they do to make the Library and community so much better.

ADOPTED by the Board of Library Trustees of the City of Berkeley during its regular meeting held on October 12, 2011 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

October 12, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: RELEASE FORMAL BID SOLICITATION FOR THE SOUTH BRANCH LIBRARY (MEASURE FF)

RECOMMENDATION

Adopt a resolution to approve the request to release the invitation for bids for the South Branch Improvement Project in October 2011.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The South Branch Library project is nearing completion of all major pre-construction tasks; consequently, this project is projected to be released for general contractor construction bid solicitation in mid-October 2011.

On May 17, 2011, at a regular meeting of the City Council, hearings were held on the South and West branch library projects (<http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=62944>). Both library projects and the FEIR were approved unanimously by Council. At the conclusion of the public hearing the Council adopted - Resolution No. 65,280–N.S. certifying the Environmental Impact Report (EIR) and approving Use Permit No. 10-10000031 to allow demolition of the existing South Branch Library and construction of a new branch library.

The City received on September 8th from the projects' architect 95% construction documents for review. This was followed by an application for a building permit for the South Branch on the same date. First review comments are expected October 3, 2011. As presented at the August 26, 2011 regular meeting of the board in the Kitchell CEM bond program progress report and presentation, the Bid day documents will be released on or about October 19, 2011, with an anticipated bid close date of December 1, 2011 and contract execution and construction to follow.

In anticipation of the bidding of the South branch construction project staff has requested the City of Berkeley Purchasing Department assign specification numbers for each project. Following release of a project's request to bid – estimated to take 5 to 6 weeks – proposals will be reviewed and a recommendation developed for board consideration and recommendation to Council that the City Manager execute a contract. A notice-to-proceed will follow. The South Branch is anticipated to close upon the completion and re-opening of the Claremont Branch Library in the first quarter of 2012; construction is anticipated to be one year in duration.



BACKGROUND

On March 24, 2009, by resolution the City Council authorized the sale of the first series of Measure FF general obligation bonds valued at \$10M. This was followed by City Council authorization for sale on July 6, 2010 of the second and final series totaling \$16M – the balance of the approved \$26 Million bond amount. Acceptance by the board of the first bond sale proceeds into Fund 308 occurred on May 20, 2009. Similarly, the board approved by resolution acceptance of the proceeds of the second bond sale in order for the monies to be reflected in the program’s budget for allocation and subsequent expenditure. On December 8, 2010, the board approved the appropriation of \$16,000,000 in bond proceeds received from the second and final issuance of Measure FF authorized bonds into the FY11 expenditures budget, thereby fully allocating all eligible bond sale proceeds to the Measure FF Fund (308). Combined proceeds from the two series of bond sales net of expenses and premiums total \$25,964,575.

Estimated bid day costs for construction of the South Branch is \$4.3 million, excluding contingency and other project hard costs, for this report sourced from the sale of \$26M in bonds from Measure FF (Fund 308) as approved by the voters in November 2008.

RATIONALE FOR ACTION

Pursuant to Berkeley code section 3.04.090(E) the Library must recommend to the City Council the execution of contracts relating to the Measure FF improvement projects of the four branch libraries. Additionally, expenditure limitations applicable to the city manager for purchases in excess of \$100,000 for goods, and \$50,000 for services (Ordinances 6,875-N.S. and 7,035-N.S.) must be approved by the City Council. Therefore, following the conclusion of the solicitation for construction bids process and prior to contract execution the Library will return to the board for approval of a recommendation to Council of a recommended firm.

The Library has brought forward to the Board and Council for approval all significant contracts for review and approval related to Measure FF expenditures as prescribed by ordinance. Integral to this process the Board of Library Trustees has hosted a series of public presentations by the design teams at each phase of the design process; and, projects are being executed in accordance with the Planning Department’s design approval process, including the application for *use permits* and *building permits*; hearings have been held before ZAB, and reviews completed by the Landmarks Preservation Commission. The next phase is bid preparation.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 11-___
REQUEST TO RELEASE FORMAL BID SOLICITATION FOR THE
SOUTH BRANCH LIBRARY PROJECT (MEASURE FF)**

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, The South Branch Library project is nearing completion of all major pre-construction tasks, including Council action to certify the Environmental Impact Report (EIR) and approval of Use Permit No. 10-1000031 to allow demolition of the existing South Branch Library and construction of a new branch library; and

WHEREAS, the architects have completed construction documents and submitted an application for a building permit; and

WHEREAS, Measure FF bond funds (308) have been allocated to the FY 12 budget for the project; and

WHEREAS, 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; and

WHEREAS, construction related services are included in the estimated project costs; and

WHEREAS, the total estimated bid day costs for construction cost for the South branch library are projected at \$4.3M, excluding contingency and other project hard costs; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.65-70 for the South Branch project.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution to approve the request to release the invitation for bids for the South Branch Library project.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 12, 2011 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

October 12, 2011

TO: Board of Library Trustees

FROM: Rachel MacNeilly, Acting Neighborhood and Children's Services Manager

SUBJECT: APPLY FOR AND IF SUCCESSFUL ACCEPT THE CALIFORNIA'S FAMILY PLACE LIBRARY PROGRAM IMPLEMENTATION GRANT FROM THE CALIFORNIA STATE LIBRARY

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and, if successful, to accept a grant of an amount up to but not to exceed \$15,000 from the California State Library to implement a Family Place Library Program in the Central Library of the Berkeley Public Library.

FISCAL IMPACTS OF RECOMMENDATION

Pending approval to apply and a successful application in the competitive grant process, the acceptance of the State Library's Family Place Library Program Implementation Grant would have a beneficial impact on the Library's Gift Fund of an amount not to exceed \$15,000.

BACKGROUND

Each year the California State Library receives a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services to support the development of California Libraries. The California Family Place Library Program is an LSTA-funded initiative helping public libraries develop family/early childhood spaces in children's services areas, promoting interactions between youngsters, parents and caregivers. Up to ten awards will be granted by the State Library in 2011/2012. "Family Place Libraries" is a national initiative originally created by the Middle Country Public Library in Centereach, NY. On a national scale, Family Place Libraries is a network of children's librarians nationwide devoted to the idea that literacy begins at birth, and that libraries can help build healthy communities by nourishing healthy families. The Family Place Libraries network currently includes more than 300 sites in 22 states and continues to grow. A Family Place in a library is a center for early childhood information, parent education, emergent literacy, socialization, and family support. Expanding the traditional role of Children's Services, a Family Place builds on the knowledge that good health, early learning, parental involvement, and supportive communities play a critical role in young children's growth and development. Core components include:

- A specially-designed, welcoming space within a Children's Services area for families with children aged 0-5.



- A five week Parent-Child Workshop that involves toddlers and their parents/caregivers featuring local professionals who serve as resources for parents, emphasizes the role of parents as the first teachers of their children, and teaches strategies for healthy child development and early literacy.
- Developmentally appropriate programming for very young children and their parents/caregivers.
- Collections of books, toys, music, and multimedia materials for babies, toddlers, parents, and service providers.

CURRENT SITUATION AND ITS EFFECTS

In early September 2011, the Berkeley Public Library Senior Librarian for Children's Services and the Acting Neighborhood and Children's Services Manager were invited to participate in a four-day training institute which provided theoretical grounding in family centered library services as well as practical training in the core competencies of the Family Place concept, in addition to orientation to this particular LSTA grant application process. The institute prepared attendees to implement the program locally and to share experiences and effective practices with other librarians from throughout the state.

Library staff wish to apply for the maximum allowable funding of \$15,000 for materials, equipment, contracted services, and supplies to support the creation of a Family Place in the Central Children's Room on the 4th floor of the Central Library. Funds would provide for collections appropriate for the target audience of children aged 0-5 and their families, age-appropriate play and manipulative equipment and its installation, and to develop a locally-grown Parent-Child Workshop utilizing Berkeley professionals. Implementation of a Family Place Library Program would be strongly supportive of the *2020 Vision for Berkeley's Children and Youth*, a citywide movement to ensure academic success and well-being for all Berkeley children by closing the achievement gap in Berkeley's public schools. Board authorization to apply and accept the LSTA grant funding will permit Library staff to submit the grant application by the October 24, 2011 deadline for the LSTA Family Place Implementation Application.

RATIONAL FOR RECOMMENDATION

By accepting and appropriating the funds received the Library will be able to honor the intent and wishes of the grantor/donor and fulfill identified community needs.

Attachments

1. Resolution



RESOLUTION NO.: R11-

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND IF SUCCESSFUL ACCEPT THE CALIFORNIA’S FAMILY PLACE LIBRARY PROGRAM IMPLEMENTATION GRANT FROM THE CALIFORNIA STATE LIBRARY.

WHEREAS the California State Library receives a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services to support the development of California Libraries; and

WHEREAS, The California Family Place Library Program is an LSTA-funded initiative helping public libraries develop family/early childhood spaces in children's services areas, promoting interactions between youngsters, parents and caregivers; and

WHEREAS, Library staff wish to apply for the maximum allowable funding of \$15,000 for materials, equipment, contracted services, and supplies to support the creation of a Family Place in the Central Children’s Room on the 4th floor of the Central Library; and

WHEREAS, Funds would provide for collections appropriate for the target audience of children aged 0-5 and their families, age-appropriate play and manipulative equipment and its installation, and to develop a locally-grown Parent-Child Workshop utilizing Berkeley professionals; and

WHEREAS, Implementation of a Family Place Library Program would be strongly supportive of the 2020 Vision for Berkeley’s Children and Youth, a citywide movement to ensure academic success and well-being for all Berkeley children by closing the achievement gap in Berkeley's public schools; and

WHEREAS, Board authorization to apply and accept the LSTA grant funding will permit Library staff to submit the grant application for the LSTA Family Place Implementation Application by the October 24, 2011 deadline; and

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, if successful, to accept a grant of an amount up to but not to exceed \$15,000 from the California State Library to implement a Family Place Library Program in the Central Library of the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 12, 2011 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

INFORMATION CALENDAR

October 12, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: OCTOBER 2011 MONTHLY BRANCH IMPROVEMENT PROJECT REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

SUMMARY OF WORK

Meetings held during this reporting period include:

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

COMMUNICATION

No updates at this time.

PROJECT UPDATES

Claremont

Updates are posted weekly on the Library's website

at: http://www.berkeleypubliclibrary.org/about_the_library/documents/11_08_29_BPL_Claremont_Weekly_Construction_Update.pdf



North

Updates are posted weekly on the Library's website

at: http://www.berkeleypubliclibrary.org/about_the_library/documents/082911_BPL_North_Weekly_Construction_Update.pdf

The BLOG, also accessible from the Library's website is updated regularly with pictures and project information, such as the narrative on our green features, for both construction projects

at: <http://www.bplbranches.blogspot.com/>

A staff committee has been formed to begin discussions of an opening celebration for the first two projects, both are expected to be completed and re-opened in the first quarter of 2012 – with the Claremont branch expected to open first. There will be more to come on this as we get closer to the completion but a celebration is planned, with refreshments, a ribbon cutting and music to commemorate this joyful occasion with the community.

South

The branch has installed a piece of Mr. De Staebler's work installed in 1976 in memory of John Ostwald, architect of the South Branch Library and President of the Civic Art Foundation at the time of his death. This project was made possible through a joint effort of the Berkeley Civic Art Foundation, the Civic Art Commission and Berkeley Public Library. Information on Mr. De Staebler's recent death is available at:

<http://www.nytimes.com/2011/05/25/arts/design/stephen-de-staebler-sculptor-dies-at-78.html>
<http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2011/05/17/BA1S1JGVEN.DTL>

With the assistance of the project architect, the library undertook a search for a firm with the expertise and experience necessary to remove the work, store it during the construction phase and to re-install it in the new branch at a later date. As a result a contract with Atthowe Fine Art Services of Oakland has been executed for this purpose; work will commence prior to the end of the year.

A separate report requesting permission to initiate a formal bid solicitation process is included in the consent calendar.

Public Art Process for West and South Branch Projects

Staffs are continuing to work together on the selection process for new art installations for the South and West branch projects with David Snippen, consultant and Mary Ann Merker, Civic Arts Coordinators. Utilizing *BayVan*, an online service, artists posted their application and samples of work which panelists then viewed. The panelists ranked the artists, by project, the finalist have been invited to make a presentation to the Library Visual Arts Selection Panel for the West or South Branch on Friday, November 4, 2011, at an all-day meeting to be held at the Central Library, community meeting room. Final recommendations are expected for consideration and possible approval at the November 2011 board meeting.

The three finalists for the Public Art for South and West branch libraries are:

West Branch

David Ruth

Masayuki Nagase

Ene Osterass-Constable



South Branch

Mildred Howard

Gina Dominguez

Joanna Poethig

They each will be given \$500 to make their model and to bring actual examples of the materials they would use to the Selection Panel meeting set for Friday, November 4. In addition, the models will be displayed in the respective branches prior to the November meeting to gather community comments for the panel to consider.

ATTACHMENTS:

None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

OCTOBER 12, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: OCTOBER 2011 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

PROFESSIONAL ACTIVITIES

The annual California Library Association conference will be held in Pasadena this year November 11-13, 2011, with more information available at: <http://www.cla-csla.org/>. Registration and hotel accommodations are now available.

The Public Library Association's 2012 Conference, March 13-17 in Philadelphia, is now open for registration and housing. For complete details, visit www.placonference.org. The PLA 2012 schedule is packed with education, inspiration and entertainment. Keynote speaker [Robert F. Kennedy Jr.](#) will welcome attendees at the Opening Session, while [Betty White](#) will send them off from the Closing Session. In between, [more than 125 education programs](#), engaging author events, unique networking opportunities and a bustling exhibits floor will keep attendees busy. There will also be lots to explore around conference host city Philadelphia.

Offered biennially, the PLA Conference is the premier event for public libraries, drawing librarians, library support staff, trustees, friends and library vendors from across the country and around the world. PLA's core purpose is to strengthen public libraries and their contribution to the communities they serve. Its mission is to enhance the development and effectiveness of public library staff and public library services.

PROGRAMS, SERVICES AND COLLECTIONS

Programming Highlights

The Library participated in the Solano Street parade this year; staff drove the **BranchVan** in the Solano Stroll morning parade event on Sunday, September 11th. Thanks to the Library Foundation for reserving a space for us and covering the admissions cost. Both the Library Foundation and Friends of the library had booths at this year's event.

Library Staff Art Show

Come see what the talented employees of the Berkeley Public Library do when they're not at work! The 6th Annual Berkeley Public Library Staff Art Show will take place from September 26 through October 24, 2011 at the Central Library, 2090 Kittredge Street in downtown Berkeley. Original artwork will be on display in the Kittredge Street windows and on the first and second floors. The show includes painting, collage, photography, ceramics, fiber arts, beading and other unique arts. Enjoy the creativity of the library staff on your next visit to the Central Berkeley Public Library.

FACILITIES/ OPERATIONS & PERSONNEL

Council Items

The Council approved on the consent calendar of the September 20, 2011 agenda:

[Delegate to the Board of Library Trustees Acceptance Authority for All Gifts to the Library and to Require Annual Reporting to Council on Gifts Received in Excess of \\$1,000 Aggregate Value \(PDF\)](#)

Adopt a Resolution:

1. Delegating to the Board of Library Trustees authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use; and
2. Delegating to the Board of Library Trustees authority to accept all gifts from the Library Foundation constituting payments toward the Foundation's branch library capital campaign pledge, and
3. Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular Meeting agenda.

Self-Check Update

The last month before we went live (May 2011), 58% of our checkouts system wide were done through self-check. Last month (August 2011) that number was up to 73%. This far exceed previous highs, And shows that patrons seem more inclined to use the new self-check system and that staff's efforts to publicize and assist patrons during the first few weeks of transition were effective.

Attachments: None