



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
OCTOBER 9, 2013

AGENDA  
6:00 PM

Note: special start time

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 \*
- 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

## II. CONSENT CALENDAR

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

- A. [Approve Minutes of July 10, 2013 Regular Meeting](#)  
Recommendation: Approve minutes of the July 10, 2013 regular meeting of the Board of Library Trustees.
- B. [Approve Minutes of September 11, 2013 Regular Meeting](#)  
Recommendation: Approve minutes of the September 11, 2013 regular meeting of the Board of Library Trustees.
- C. [2014 Holiday Schedule for the Berkeley Public Library](#)  
Recommendation: Adopt a resolution setting the public service hours for all branches of the Berkeley Public Library for the period January 2014 through December 2014.
- D. [Authorization to Open the Central Library and All Branches One Hour Late to Allow Adequate Time for All-Staff Meetings](#)  
Recommendation: Adopt a resolution to open the Central Library and all branch libraries one hour later on January 31, May 30, August 29, and October 31, 2014 to allow adequate time for the all-staff meeting.
- E. [Contract Amendment: No. 8500 Bibliotheca ITG, LLC Request to Extend the Term of Services to June 30, 2014](#)  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8500 with Bibliotheca ITG, LLC for a revised expiration date of June 30, 2014 from October 28, 2013.

## III. ACTION CALENDAR

- A. [Formal Bid Solicitation and Request for Proposals for Central Library Interior Improvements](#)  
Recommendation: Approve the request to solicit proposals or invitation for bids that will be, or are planned to be, issued upon final approval by the Board of Library Trustees in regards to design services for identified interior infrastructure upgrades at the Central Library to enhance the safety and comfort of Library patrons.

## IV. INFORMATION REPORTS

- A. [October 2013 Monthly Report from Library Director](#)
  - i. Library Development
  - ii. Professional Activities
  - iii. Programs, Services and Collections
  - iv. Personnel
  - v. Branch Bond Program Update

\* Public Comments - speakers allowed 3 minutes each

- B. [Branch Hours Expansion Plan Update](#)
- C. [Library Budget Reserve Fund Update](#)
- D. **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 13, 2013** 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 3, 2013.

*//s//*

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

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

**COMMUNICATIONS**

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

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, July 10, 2013, 6:30 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair 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](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:38 P.M.**

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

Absent: Trustee Moore.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Alicia Abramson, Manager Information Services; Megan McArdle, Manager for Collections, Adult and Teen Services; Jenifer Shurson, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

**B. Public Comments:** None.

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

1. Andrea Mullarkey – spoke regarding Technical Services Workflow and Shelf Ready.

**D. Report from Board of Library Trustees:**

1. Trustee Franklin – Attended ALA Annual Conference in Chicago, the variety of programs was terrific.
2. Trustee Holcomb – Attended ALA Annual Conference. Learned that our teen librarian Jack Baur is known among librarians for his teen work. Recently used the Tool Lending Library for the first time, the staff were really helpful.

**II. PRESENTATION CALENDAR**

**A. Technical Services Workflow / Shelf Ready**

Alicia Abramson, Manager Information Services and Jenifer Shurson, Assoc. HR Analyst provided a presentation (Attachment #1.)

**III. CONSENT CALENDAR**

Action: M/S/C (Trustee Holcomb / Trustee Franklin to to adopt Resolution # R13-041 to adopt the Consent Calendar as presented.

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

Abstentions: None.

**A. Approve minutes of June 12, 2013 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the June 12, 2013 regular meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-042.

**B. Accept Gift Funds from the Berkeley Public Library Foundation in the Amount of \$200,000 Constituting Payment toward the Foundation's Branch Library Capital Campaign Pledge**

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 # R13-043.

**C. Fiscal Year 2013 Annual Gift Report**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2013 as required by CC Resolution No. 65,444-N.S.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-044.

**D. Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 14**

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2014 purchase agreements and approve payments to the specified vendors projected to exceed the Director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials and equipment.

Financial Implications: see report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R13-045.

**E. Contract Amendment No. 8500 Bibliotheca ITC, LLC**

From: Director of Library Services

Recommendation: Adopt a resolution to amend Contract No. 8500 with Bibliotheca ITG, LLC for the additional incremental amount of \$52,994 for the purchase of automated materials handling equipment and installation at the Central Library for an amount not to exceed \$900,000.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-045.

## **F. Salary Increase for the Director of Library Services**

From: Julie Holcomb and Abigail Franklin, Trustees

Recommendation: Adopt the resolution approving a \$.831 per hour merit salary increase, effective July 13, 2013, for the Director of Library Services based on the personnel evaluation conducted on May 29, 2013.

Financial Implications: see report.

Contact: Julie Holcomb and Abigail Franklin, Trustees

Action: Adopted Resolution # R13-046.

## **IV. ACTION CALENDAR**

### **A. Collections Disaster Recovery Plan**

Megan McArdle, Manager for Collections, Adult and Teen Services provided a presentation (attachment #2)

From: Manager for Collections, Adult and Teen Services

Recommendation: Adopt a resolution to approve the Library Disaster Plan as presented.

Financial Implications: see report.

Contact: Megan McArdle, Manager for Collections, Adult and Teen Services

Action: M/S/C (Trustee Holcomb / Franklin to adopt Resolution # R13-047.

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

Abstentions: None.

Trustee Novosel left at 7:33 P.M.

### **B. Library Work Plan FY 2014**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the Library Work Plan for the biennial budget period, FY 2014 and 2015.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution # R13-048.

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

Abstentions: None.

## **V. INFORMATION REPORTS**

### **A. July 2013 Monthly Report from Library Director**

Director Corbeil announced Deputy Director Douglas Smith's resignation.

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

### **B. Strategic Plan Update**

From: Deputy Director of Library Services

Contact: Douglas Smith, Deputy Director of Library Services

Action: Received.

**C. Public Access Technology**

From: Deputy Director of Library Services  
Contact: Douglas Smith, Deputy Director of Library Services  
Action: Received.

**D. Communication Plan Update**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

**E. 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, September 11, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Children’s Services Presentation

**VII. ADJOURNMENT**

Adjourned at 7:53 P.M.

**COMMUNICATIONS:** none.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Technical Services Workflow / Shelf Ready Presentation
2. Collections Disaster Recovery Plan

# LIBRARY TECHNICAL SERVICES

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Making Changes to Support Public Service Priorities

## Background

- Service priorities have evolved
- The budget is not unlimited
- Streamlining Technical Services has been successful for many other libraries

## Library Service Priorities

- Renovated branches
- Additional hours at branches
- A focus on programming and outreach
- Public Access Computing
- Expanded collections, including downloadable books, music, databases

## What does Technical Services Do?

- **Acquisitions:** Order materials, pay bills, receive materials
- **Cataloging:** Download cataloging records into Library Catalog and assign call numbers
- **Processing:** Final physical processing of books before we put them on the shelves

### Vendor Provided Shelf Ready Services

Books arrive ready to put on shelf:

- Mylar covers
- Barcodes
- Property Stamps
- Spine Labels
- Cataloging Record
- RFID Tags

### Outcomes

- Reduced time handling materials
- Fewer staff handling each item
- Opportunity to streamline workflow
- Staff time freed up to support other priorities

## The process

- Meetings
  - TS Staff, union, vendors, other Library systems
- Trainings
- Site visits
- Questionnaires / Shadowing
- Orientation & Skills Building

## Next Steps

- Continue to engage staff
- Finalize services agreement with vendor
- Work with staff & vendor to plan for implementation
- Report back to BOLT in the fall

# COLLECTIONS DISASTER RECOVERY PLAN

Presented to BOLT

July 10, 2013

In California, when we think  
DISASTER....

## We think Earthquake...



Japan,  
2011

What we should be worried  
about...

is WATER.

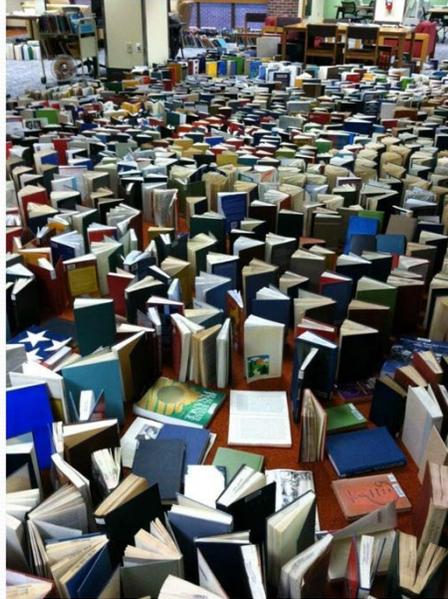


University of Hawaii, 2004



## What do we do?

Univ. of Nebraska-Kearny, 2013



## Goals of Library Collections Disaster Recovery Plan

- Collections only. Not meant to replace Emergency Handbook or General Disaster plan.
- Give staff facing a difficult and stressful situation tools to help them assess and salvage collections
  - Who should they call?
  - What should they do first?
  - Where can they find supplies?

## In the event of an **EMERGENCY**, people first!

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

## In the event of any emergency involving library materials, follow these general rules:

- TIME is critical.
- Think creatively and avoid making uninformed decisions, which could cause irreversible damage.
- Stabilize collections as soon as possible.
- Provide as ideal an environment as possible for all collections exposed to the disaster.

- Protect materials which have not been affected by the disaster to prevent additional damage.
- Select the recovery method(s) best suited to the collection and type of damage.
- Take photographs of major damage before beginning recovery efforts.
- Keep track of books sent for repair

“Disasters strike every area of the country, and disasters do not spare libraries. Usually there is little or no warning, and the best defense is a plan for effective response.” American Library Association



II Consent Calendar, Item A

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, September 11, 2013, 6:30 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair 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](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:36 P.M.**

Present: Trustees Franklin, Holcomb, Moore and Novosel.

Absent: Trustees Burton.

Also Present: Donna Corbeil, Director of Library Services; Sarah Dentan, Children's and Neighborhood Services Manager; Eve Franklin, Administrative Secretary.

**B. Public Comments:** None.

**C. Report from library employees and unions, discussion of staff issues:** None.

**D. Report from Board of Library Trustees:**

1. Trustee Holcomb – Looking forward to the presentation tonight. Looking forward to our whole community learning about the wonderful services we offer and collaborating with community partners.
2. Trustee Novosel – reported he visited a very unusual library this summer where you don't have to return the books. Its located in Nevada and is called the California Library.

**II. PRESENTATION CALENDAR**

**A. Children's and Youth Services Report**

Sarah Dentan, Children's and Neighborhood Services Manager provided a presentation (Attachment #1.) Board discussion followed.

**III. CONSENT CALENDAR**

Item A held to next meeting.

Item C moved to Action.

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution # R13-049 to adopt the Consent Calendar except for items A & C..

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

**A. Approve minutes of July 10, 2013 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 10, 2013 regular meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Held for next meeting.

**B. California State Library FY 2014 Baseline Grant Funds from the California Library Literacy Services (CLLS) Program**

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept \$10,000 of FY 2014 CLLS baseline grant funds.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-050.

**C. FY 2013 Annual Closing Budget Report and FY 2014 Budget Amendment**

Moved to Action Calendar.

**D. Amendment: Contract No. 9200 One Workplace L. Ferrari, LLC**

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF new West Branch Library for a revised contracted value not-to-exceed \$237,500.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-051.

**E. Amendment: Contract No. 8159, Harley Ellis Devereaux Architects**

From: Director of Library Services

Recommendation: Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8159 with Harley Ellis Devereaux, to provide additional services on the West Branch Improvement Project in an incremental amount of \$50,000 for a revised contracted value not-to-exceed \$838,194.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-052.

**F. Annual Report To The Berkeley City Council**

From: Director of Library Services

Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2011 through June 2012.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-053.

**G. Accept Gift Funds from the Berkeley Public Library Foundation in the Amount of \$200,000 Constituting Payment toward the Foundation's Branch Library Capital Campaign Pledge.**

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: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-054.

**H. Contract No. 7561 Amendment: Kitchell CEM, Inc.**

From: Director of Library Services

Recommendation: Adopt a resolution recommending City Council amend the existing Contract No. 7961 with Kitchell CEM, Inc. by increasing expenditure authority in the amount of \$50,000 for a revised total contract amount not to exceed \$1,523,580 for the provision of construction / project management services and LEED commissioning agent services for the branch library bond program.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-055.

**IV. ACTION CALENDAR**

**A. FY 2013 Annual Closing Budget Report and FY 2014 Budget Amendment**

From: Administrative and Financial Services Manager

Recommendation: Adopt a resolution amending the FY 2014 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$2,245,523.

Financial Implications: see report.

Contact: Dennis Dang, Administrative and Financial Services Manager

Action: Adopted Resolution # R13-056.

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

Abstentions: None.

**V. INFORMATION REPORTS**

**A. September 2013 Monthly Branch Improvement Report**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

**B. September 2013 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 9, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Reserve
- Project Labor Agreement
- Central Planning
- Website

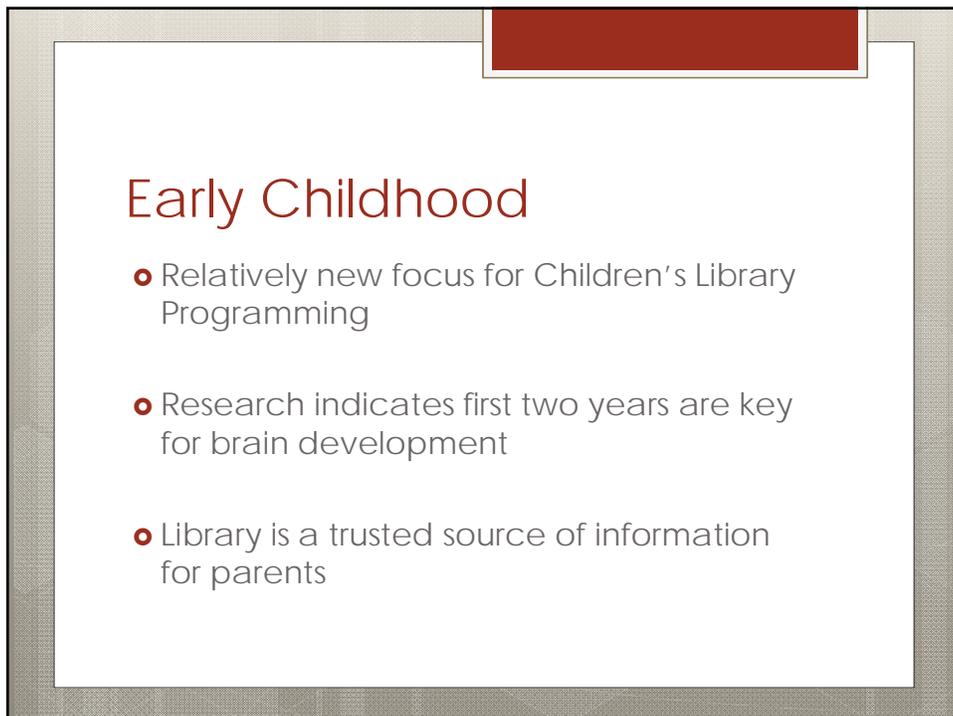
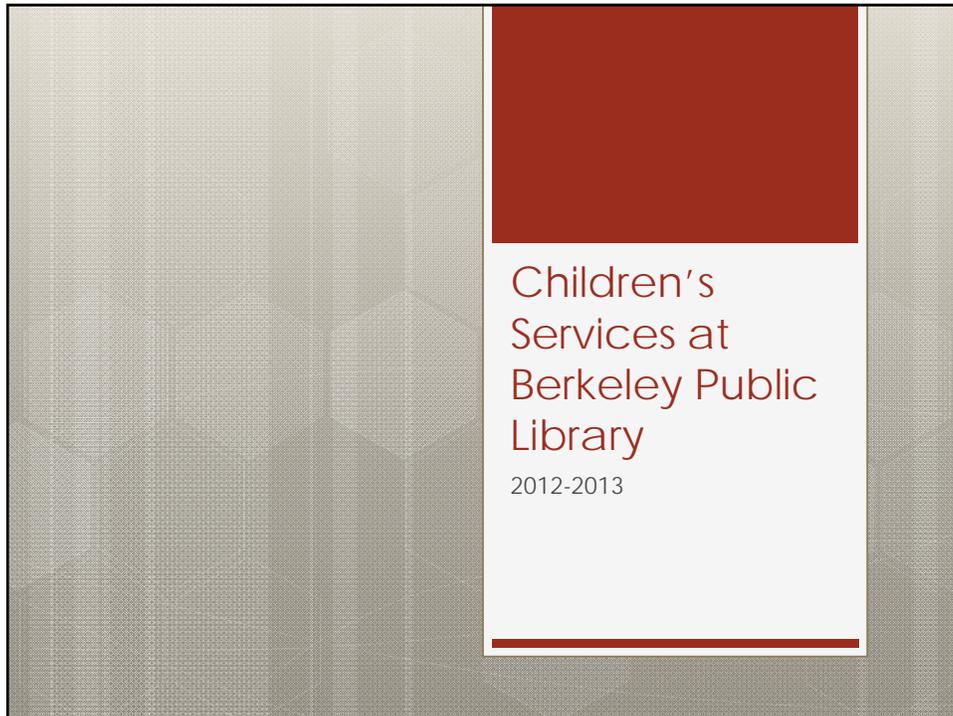
**VII. ADJOURNMENT**

Adjourned at 7:40 P.M.

**COMMUNICATIONS:** none.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Children’s Services at Berkeley Public Library



## Materials, Spaces



## Library Cards

## Family Place - Space



## Family Place - Program



## Preschool

- Support development of pre-reading skills and behaviors
- Start the library habit young
- Many partnerships for delivering services to this age group



**Storytimes:**  
Baby Bounce &  
Toddler Tales

## Stories and Play



## Kindergarten Scientist



## Benefits for parents

- Parent Education during children's programs
- Parenting resources and materials
- Programs for parents
- Reducing isolation



## Family time





## Partnerships



The slide features a title "Partnerships" in a dark red font. Below the title are five logos arranged in two rows. The first row contains the California Head Start Association logo (a blue map of California with a yellow sun and a red and white striped box with an upward arrow), the Berkeley Public Schools logo (the word "Berkeley" in a large serif font above "PUBLIC SCHOOLS" in a bold sans-serif font, with "Berkeley Unified School District" in a smaller font below), and the Public Health logo (a circular emblem with "PUBLIC HEALTH" at the top, "Healthy People In Healthy Communities" around the bottom, and three stylized human figures in the center). The second row contains the logo for "the Y" (a stylized purple and red "Y" with "the" to its left and "YMCA" in small letters below) and the "2020 Vision" logo (the year "2020" in a large, light blue, semi-transparent font above the word "Vision" in a blue serif font, with "For Berkeley's Children and Youth" in a small font below).



## Elementary school

- Promoting reading for fun!
- Book Clubs & Author Visits
- Summer Reading

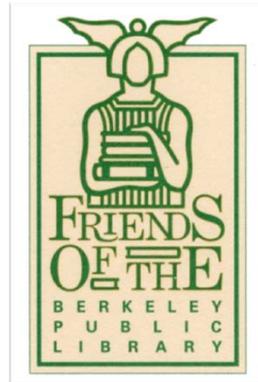
The slide features a title "Elementary school" in a dark red font. Below the title is a bulleted list with three items, each preceded by a dark red circle. The items are "Promoting reading for fun!", "Book Clubs & Author Visits", and "Summer Reading".

## Materials, Spaces

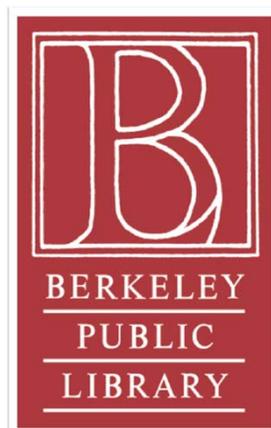


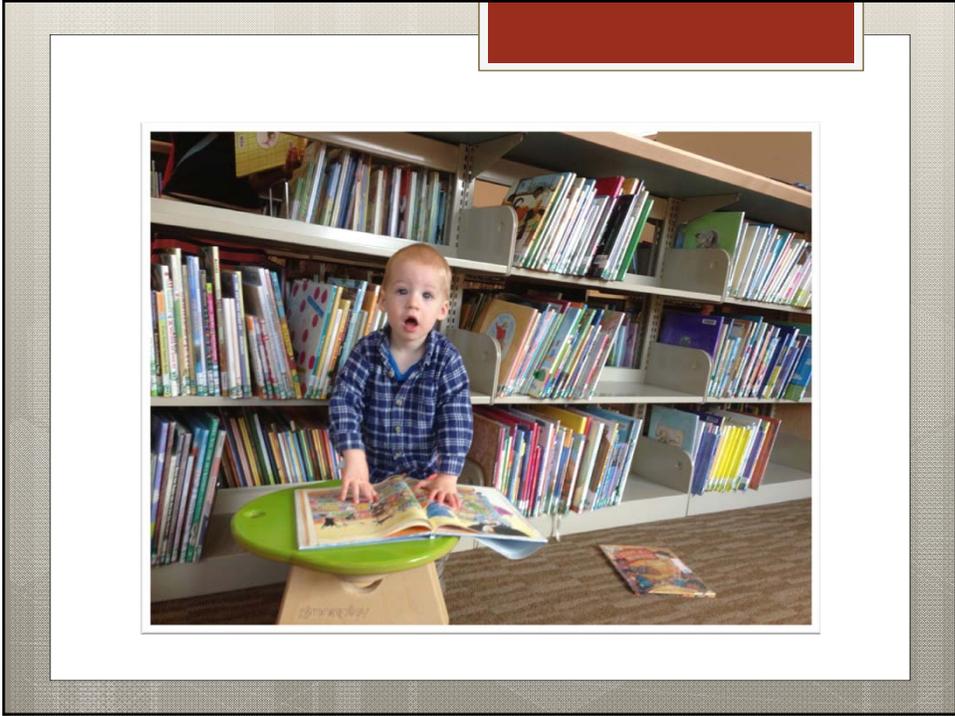


Made possible by ...



and...









**CONSENT CALENDAR**

October 9, 2013

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** 2014 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

**RECOMMENDATION**

Adopt the resolution approving the 2014 calendar of holidays for the Berkeley Public Library.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

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

**CURRENT SITUATION AND ITS EFFECTS**

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

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM.

The draft 2014 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
2. 2014 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2013 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2014 Holiday Schedule

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R13-###**

**Attachment 1**

**APPROVAL OF THE 2014 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2014 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on October 9, 2013.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



**Berkeley Public Library**  
**2014 Schedule of Holidays & Early Closings**

<b>Date - Holiday</b>
-----------------------

1. January 1, 2014 (Wednesday) – New Year’s Day
2. January 20, 2014 (Monday) - Martin Luther King Jr. Day
3. February 17, 2014 (Monday) - President’s Day
4. May 19, 2014 (Monday) - Malcolm X Day
5. May 26, 2014 (Monday) - Memorial Day
6. July 4, 2014 (Friday) - Independence Day
7. September 1, 2014 (Monday) - Labor Day
8. October 13, 2014 (Monday) - Indigenous People’s Day
9. November 11, 2014 (Tuesday) - Veterans’ Day
10. November 26, 2014 (Wednesday) – Thanksgiving Eve (close early)
11. November 27, 2014 (Thursday) – Thanksgiving Day
12. November 28, 2014 (Friday) – Day after Thanksgiving Day
13. December 24, 2014 (Wednesday) - Christmas Eve
14. December 25, 2014 (Thursday) – Christmas Day
15. December 31, 2014 (Wednesday) – New Year’s Eve (close early)



**Berkeley Public Library**  
**2013 Schedule of Holidays & Early Closings**

Attachment 3

<b>Date - Holiday</b>
-----------------------

1. January 1, 2013 (Tuesday) – New Year’s Day
2. January 21, 2013 (Monday) - Martin Luther King Jr. Day
3. February 18, 2013 (Monday) - President’s Day
4. May 20, 2013 (Monday) - Malcolm X Day
5. May 27, 2013 (Monday) - Memorial Day
6. July 4, 2013 (Thursday) - Independence Day
7. September 2, 2013 (Monday) - Labor Day
8. October 14, 2013 (Monday) - Indigenous People’s Day
9. November 11, 2013 (Monday) - Veterans’ Day
10. November 27, 2013 (Wednesday) – Thanksgiving Eve (close early)
11. November 28, 2013 (Thursday) – Thanksgiving Day
12. November 29, 2013 (Friday) – Day after Thanksgiving Day
13. December 24, 2013 (Tuesday) - Christmas Eve
14. December 25, 2013 (Wednesday) – Christmas Day
15. December 31, 2013 (Tuesday) – New Year’s Eve (close early)



## City of Berkeley 2014 Holiday Schedule

1. January 1, 2014 (Wednesday) – New Year’s Day
2. January 20, 2014 (Monday) – Martin Luther King Jr. Birthday Observed
3. February 10, 2014 (Monday) – Abraham Lincoln Birthday Observed
4. February 17, 2014 (Monday) – George Washington Birthday Observed
5. May 19, 2014 – (Monday) – Malcolm X Birthday
6. May 26, 2014 – (Monday) - Memorial Day
7. July 4, 2014 – (Friday) – Independence Day
8. September 1, 2014 (Monday) – Labor Day
9. October 13, 2014 (Monday) – Indigenous People’s Day
10. November 11, 2014 (Tuesday) – Veteran’s Day
11. November 27, 2014 (Thursday) – Thanksgiving Day
12. November 28, 2014 (Friday) – Day after Thanksgiving
13. December 25, 2014 (Thursday) – Christmas Day





**CONSENT CALENDAR**

October 9, 2013

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

**RECOMMENDATION**

Adopt a resolution to open the Central Library and all branch libraries one hour later on January 31, May 30, August 29 and October 31, 2014 to allow adequate time for the all-staff meeting.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

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

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

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

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

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak to each other about special projects, services and other relevant issues. These all-staff meetings allow the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to the Library staff having the ability to hear important information directly from their managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

#### CURRENT SITUATION AND ITS EFFECTS

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

#### FUTURE ACTION

No future action is required.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R13-0##**

**Attachment 1**

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW  
ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2014**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on **January 31, May 30, August 29** and **October 31, 2014** in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 9, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





**CONSENT CALENDAR**

October 9, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** CONTRACT AMENDMENT: NO. 8500 BIBLIOTHECA ITG, LLC REQUEST TO EXTEND THE TERM OF SERVICES TO JUNE 30, 2014

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8500 with Bibliotheca ITG, LLC for a revised expiration date of June 30, 2014 from October 28, 2013.

**FISCAL IMPACTS OF RECOMMENDATION**

None.

**BACKGROUND**

Bibliotheca is providing hardware, software, and services related to library material self-check, automated materials handling, and a materials security system at all Library locations under Contract No. 8500 (amended to #8500A on December 12, 2011; amended to #8500B on September 17, 2012) for the period from October 29, 2010 through October 28, 2013, at an initial not-to-exceed amount of \$447,006. Authorization for the contract was granted by the Board of Library Trustees on October 18, 2010 by BOLT Resolution No.: R10-077 in an amount not to exceed \$447,006. Funding was allocated for the provision of hardware, software, supplies and services related to self-check, materials security, and automated materials handling systems (AMH) – with staff noting the need for further study of automated materials handling equipment. At the time of the contract’s execution the Library made a best efforts estimation of a not-to-exceed valuation for services to be rendered during the contract’s duration.

Authorization to increase the contracted amount by \$400,000 and amend the contract to include the installation, delivery, configuration and provision of training services for the AMH systems at North and Claremont branch libraries in FY 12 was authorized by the Board of Library Trustees on September 11, 2011 in BOLT Resolution No.: R11-060; consequently, amending Contract No. 8500 to 8500A.

A subsequent amendment to the contract was effected as authorized by BOLT Resolution No.: 12-055 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries. There was no change to the contract’s not-to-exceed value.

To date, Bibliotheca has successfully fulfilled its vendor obligation to provide self-check, material security and related equipment and services for all locations of the Berkeley Public Library and automated materials handling systems (AMH) equipment and services for the North, Claremont, and South branch libraries. The AMH systems at North, Claremont, and South are installed and fully operational as stipulated per the contract, thus to date fulfilling core contract delivery obligations.

#### CURRENT SITUATION AND ITS EFFECTS

Contract No. 8500B with Bibliotheca extends from October 29, 2010 through October 28, 2013, at a BOLT approved amount of \$847,006.

At the regular BOLT meeting of July 10, 2013 the board passed Resolution No.: R13-046 granting the Director of Library Services the authority to increase the contracted amount by \$52,994 to a not-to-exceed value of \$900,000 thus allowing the contract's value to fully cover the expected purchase costs of procuring automated materials handling equipment for the Central Library. Consistent with this, the fiscal year 2014 budget includes an appropriation of \$100,000 in budget code 301-9101-450.70-41 to complete the Central Library's AMH equipment purchase by fiscal year-end. If additional funding is needed – but, not to exceed a revised NTE limit of \$900,000 – budgeted capital projects' monies in Department/Division 9150 (Library Administration: Capital Projects) will be accessed.

Funding for the self-check equipment, security gates, and AMH for the West Branch Library will remain unchanged with funding sourced from the proceeds of the Berkeley Public Library Foundation's *We ♥ Our Libraries* FF&E Capital Campaign Fund (307).

Inclusion of a complete automated materials handling system at each new branch library was integral to the architectural design at each facility such that the physical environment was conceived to foster and support the efficient delivery of library services to the greatest extent possible; and, now that the branch program is advancing towards the final site reopening of the four projects – the West Branch Library – the Library is expanding full system implementation to the Central Library with a targeted completion date to be no later than fiscal year-end 2014.

The ability of a fully functioning automated materials handling system to instantly process library materials, i.e., completing the check-in process and then pre-sorting them into staff designated categories allows for significant service improvements. The AMH systems assist staff in handling elevated flows in regards to library materials by automatically sorting them into a number of categories including items to be put in transit for delivery, those to remain in the library, and those to be processed to fulfill holds. Additionally, AMH systems reduce the number of times an individual staff member handles each item, and therefore results in materials moving quicker through the check-in, shelving, and delivery processes. And, similar to the experience at the three open branch libraries an AMH component added to the circulation system will allow more staff to have more time to interact with patrons, and facilitate a quicker turn-around on lending availability of returned materials; thus, enhancing overall library services.

#### Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R13-0##**

**CONTRACT AMENDMENT: NO. 8500 BIBLIOTHECA ITG, LLC  
TO EXTEND THE TERM OF SERVICES TO JUNE 30, 2014**

WHEREAS, on October 18, 2010 by BOLT Resolution No.: R10-077 the Board of Library Trustees authorized the Director of Library Services to execute Contract No. 8500 and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library locations of the Berkeley Public Library for an amount not to exceed \$447,006 for the period from October 29, 2010 through October 28, 2013; and

WHEREAS, at the time of contract execution staff noted the need for further study of automated materials handling equipment and 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 September 14, 2011 by BOLT Resolution No.: R11-060 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$847,006 for the purchase and installation of AMH and related equipment and services for North and Claremont branches; and

WHEREAS, on September 12, 2012 by BOLT Resolution No.: R12-055 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries; and

WHEREAS, on July 10, 2013 by BOLT Resolution No.: R13-046 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$900,000 for the purchase and installation of AMH and related equipment and services for the Central Library; and

WHEREAS, the Measure FF Branch Libraries Improvement Program is advancing towards completion, the Library is expanding full AMH system implementation to include the Central Library to be completed no later than fiscal year-end 2014; and

WHEREAS, Bibliotheca has successfully fulfilled its vendor obligation to provide self-check and material security and handling related services, hardware, software and supplies as contracted; 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 execute an amendment to Contract No. 8500 for amending the contracted Term of Services date to June 30, 2014.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 9, 2013 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

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Winston Burton, Chairperson

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





**ACTION CALENDAR**

October 9, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** Formal Bid Solicitation and Request for Proposals for Central Library Interior Improvements

**RECOMMENDATION**

Approve the request to solicit proposals or invitation for bids that will be, or are planned to be, issued upon final approval by the Board of Library Trustees in regards to design services for identified interior infrastructure upgrades at the Central Library to enhance the safety and comfort of Library patrons.

**FISCAL IMPACT**

The estimated cost is \$75,000. This expenditure is included in the FY 2014 Library Tax Fund budget and was appropriated inclusive to the adoption of the board approved Annual Appropriations Ordinance (Resolution No.: R13-056) on September 11, 2013. Appropriated funds have been set aside in budget code **301-9101-450.30-38**.

Although an overall project budget has yet to be determined, project funding will be limited within the confines of the Library's resources and be managed by the Library. Bond funds are not available for this project.

**BACKGROUND**

On June 10, 2008, the board adopted Resolution No.: R08-56 establishing the purchasing authority of the Director of Library Services for services at \$50,000. And, on October 14, 2009, the board adopted Resolution No.: R09-113 establishing the purchasing authority of the Director of Library Services for goods, materials, and equipment at \$100,000. Due to the nature of this request for services exceeding \$50,000, if the board accepts this request, the Library will proceed with procedural efforts to initiate bid or proposal solicitation within one week of the board's approval.

**CURRENT SITUATION AND ITS EFFECTS**

In early 2009 at the time of planning for the Measure FF Branch Libraries Improvement Program the Library engaged the services of Page + Moris, LLC, a design consultancy office, that included a study of usage at the Central Library and recommendations for interior facility enhancements. The final report

was completed in August that year and presented a range of findings and suggested responses. Based on the Library's then available resources and operational constraints some of the findings were implemented while others were left to be addressed at a future date. A report delivered to the board on the project is posted on the Library's website, under BOLT Past Meetings, Agenda Packets and Audio: Special Meeting, February 16, 2011 – Information Report item no. IV.D., Central Library Project Update.

Additionally, the Berkeley Public Library Strategic Plan 2008-2011, *Shaping the Future of Your Library*, (subsequently extended through 2013) included as a service response, "Providing a welcoming, safe, comfortable environment", "Strategic Goal "#4: Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments", and "Initiative 4e: Identify physical enhancements to make the Central Teen Room more welcoming to teen patrons".

Since this time staff has identified additional facility needs and opportunities beyond those identified in the Page + Moris study which remains relevant to the service environment at the Central Library. And, as the Page + Moris study was confined to the first three floors, opportunities for service enhancements via physical modifications outside of those floors were not included.

Now as the Measure FF program nears its completion the Library has an opportunity to refocus on the infrastructure needs at the Central Library and re-examine the recommendations and outstanding issues identified in the initial study (as well as those received from staff) but not addressed specifically in the changes considered or made. In addition, the fourth floor, children's services and the fifth floor, Art & Music areas will be included in a building scan to identify:

- Opportunities to improve the layout of collections and operations, including new furniture, types of seating, stack display types and arrangements, public service desk locations and configurations, and public computer configuration and placement
- Improved lighting that meets all applicable standards, including that for libraries
- Way-finding signage and visibility
- Interior finishes, including wall coverings and flooring
- Selection and specifications related to furniture and fixtures
- Options to address the need for quiet and group study areas
- Options to address the need for adequate and appropriate space to meet the needs of teens, youth, and their caregivers
- Deferred maintenance issues relevant to the public spaces and provision of service
- And, challenges and opportunities to prepare for the future by integrating flexibility as a goal in planning

Requested design services encompass developing alternatives and innovative solutions to improve interior public spaces within the existing square footage and without substantial structural modification. The Central Library building is a historical landmark and as such will require that the features and improvements made in the 2002 renovation and expansion be respected. The selected design must be a cost effective solution meeting stakeholder's requirements within budget and fiscal constraints. In addition, the Central Library cannot be closed for a significant period of time possibly requiring that project components be phased in to allow operation on some floors or parts thereof, while select areas are under renovation.

While recognizing that the various floors may operate semi-independently, providing specific services, all of the Central Library's public spaces and services are interconnected such that the Library is seeking

a holistic solution whereby design challenges are addressed comprehensively in order for this continuing project to be considered successful.

A total budget for the project has not been established and the selected design team will be expected to assist with identifying a range of solutions and projecting construction costs. With this request the Library intends to solicit a full package of design services even though it is likely that construction will be phased in extending perhaps beyond fiscal year 2014 subject to scope and cost.

#### RATIONALE FOR RECOMMENDATION

The City does not have the available in-house work force to perform the specialized services required for a project as described herein.

#### ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due to the specialized expertise required.

#### Attachments:

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R13-0##**

**FORMAL BID SOLICITATION AND REQUEST FOR PROPOSAL FOR CENTRAL LIBRARY AREA IMPROVEMENTS**

WHEREAS, on June 10, 2008, the Board of Library Trustees adopted Resolution No.: R08-56 establishing the purchasing authority of the Director of Library Services for services at \$50,000; and

WHEREAS, on October 14, 2009, the Board of Library Trustees adopted Resolution No.: R09-113 establishing the purchasing authority of the Director of Library Services for goods, materials, and equipment at \$100,000.; and

WHEREAS, in early 2009 the Library engaged the services of Page + Moris, LLC, a design consultancy office, that included a study of usage at the Central Library and recommendations for interior facility enhancements; and

WHEREAS, since completion of the Page + Moris study, staff has identified additional facility needs and opportunities beyond those identified in the study; and

WHEREAS, as the Measure FF program nears its completion the Library has an opportunity to refocus on the infrastructure needs at the Central Library and re-examine the recommendations and outstanding issues identified in the Page + Moris study (as well as those received from staff) but not addressed specifically in the changes considered or made; and

WHEREAS, due to the nature of this request for services exceeding \$50,000, acceptance by the board is required for the Library to proceed with procedural efforts to initiate bid or proposal solicitation; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to grant the Director of Library Services the authority to pursue a formal bid solicitation and Request for Proposal for Central Library Area Improvements design services at an estimated amount of \$75,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 9, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





**INFORMATION CALENDAR**

October 9, 2013

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** OCTOBER 2013 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

**INTRODUCTION**

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

**FISCAL IMPACT**

This report will have no fiscal impacts.

**INTRODUCTION**

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

**FISCAL IMPACT**

This report will have no fiscal impacts.

**LIBRARY DEVELOPMENT**

*Conferences / Staff Development*

The 2014 annual American Library Association conference is scheduled for June 26 through July 1, to be held in Las Vegas this year: <http://ala14.ala.org/>. A number of library staff will be attending.

In addition, the annual California Library Association Conference will be held in Long Beach, November 3-5, 2013: <http://conference.cla-net.org/>.

The bi-Annual Public Library Association conference will be held March 11 through 13, 2014 in Indianapolis. For more information go to: <http://www.placonference.org>.

**PROGRAMS**

One of the library's most popular services for community groups, clubs and non-profits are the meeting rooms. Recently the library created a brochure with the details of the current branches open and central

to simplify and put in one place all of the information needed to get started. A copy is attached (Attachment 1). Once West Branch is ready to open that location will be added and additional copies printed. The information is also available on the library's webpage.

The Library launched a new service, online magazines through a service called

Zinio: <https://www.rbdigital.com/berkeleyca/service/zinio/landing?>

If you haven't looked yet, it is available from the library's home page with your library card number - great for people on the run, with iPads, laptops or your home computer.

### *Program Highlights*

At the Central library drop in (free) job counseling and resume writing workshops continue.

The Claremont book club is continuing to meet. On September 25<sup>th</sup>, the club discussed the acclaimed 2012 novel *Code Name Verity*, written by Elizabeth Wein. The club is open to everyone and books are available at the branch.

### *Staff Art Show*

The 8th annual staff art show starts on October 16 at the Central Library. All staff is invited to participate. The wonderful variety of original talent is on display in the cases on the 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> floors and hung in the gallery space on the first floor. The reception will be held on Saturday, October 19, from 12:00 – 1:00 PM in the first floor gallery lobby.

## OPERATIONS & FACILITIES

### *AMH Central*

A 17 bin Automated Materials Handling machine will be installed in the Central Library sorting room during the week of October 28th. In preparation for the install some minor changes have been made to the room – two counters were removed from the East and West walls, and the Swerve designed staff work station is being split into two pieces, replacing the removed counters. 3 ranges of collapsible shelving were also removed, to allow for the carts in the room that will be displaced by the machine. Staff are preparing for the install by consolidating sorting carts, and a training team has been chosen. Training will take place for all Circulation staff members within the first 48 hours after install.

## PERSONNEL

### *Meet and Confer*

The meet and confer process regarding changes to the technical services unit of the library, to discuss impacts and consider alternatives to vendor shelf-ready services and to allow for the repurposing of staff to support service priorities has been concluded. As previously reported the library has been engaged in a meet and confer process with SEIU Local 1021 – Community Services unit regarding the expanded use of pre-processing and shelf ready services from our material processing vendors to increase efficiencies and enable us to reallocate staff resources from Technical Services to support identified priorities including; a greater focus on programming, expanded service hours, and more direct engagement of the community through outreach and collaborative efforts. Recently, the process which began last February was concluded following 6 meetings and much correspondence over the proposal's potential impacts and alternatives. The final plan with changes is scheduled to go into effect beginning October 7, 2013.

With the introduction of shelf-ready services, acquisitions, cataloging and processing tasks and routines will be revised; some technical services staff will be reassigned or transferred to other library divisions; materials testing with Baker and Taylor will begin; and the vendor will begin applying shelf-ready services to fiction orders.

A two phase approach is planned, with the second wave of changes anticipated to begin in December, with the vendor to take on the designated areas of non-fiction at that time and to complete the anticipated workflow changes and reassignments.

### *Recruitment*

Several significant recruitments were under way in August and September, with interviews for the Deputy Director conducted in September. The candidate selected to fill the vacancy is Suzanne Olawski, as you may recall Suzanne worked for the library several years ago as Manager of Branches, she left to accept an increase in responsibility at another library and we are very pleased to have her return to take up this opportunity. The Supervising Librarian, branch head for South Branch will be selected in October.

### CITY COUNCIL

On the regular City Council meeting of October 1, 2013 consent calendar for consideration:

5. [Annual Report on Gifts Received in Excess of \\$1,000 Aggregate Value](#)

From: Board of Library Trustees

Recommendation: Adopt a Resolution accepting the Library's annual gift report.

Financial Implications: None

Contact: Donna Corbeil, Commission Secretary, 981-6100

### OTHER

The City of Berkeley annual report has been released, it is available on the city' website at:

[http://www.ci.berkeley.ca.us/uploadedFiles/City\\_Manager/Level\\_3\\_-\\_General/2013%20Annual%20Report\\_Web%20Version\\_FINAL.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/City_Manager/Level_3_-_General/2013%20Annual%20Report_Web%20Version_FINAL.pdf)

The branch bond program / library were included this year under the theme of sustainability.

### BOND PROGRAM

#### *West Branch*

The library bond BLOG has some action shots of the West Branch tree installation which occurred on Friday, September 27, 2013, <http://www.bplbranches.blogspot.com/>. The tree is a Cork Oak; more on this species is at: [http://en.wikipedia.org/wiki/Cork\\_Oak](http://en.wikipedia.org/wiki/Cork_Oak)

The chain-link fence with slats was installed along the perimeter of the lot with our residential neighbors and the hotel. Now that the tree is in place the remaining permanent fencing (Dreamdex) will be put up to secure the rest of the site. Work continues with the substantial completion date as the end of October. The majority of furnishings have been ordered, this includes everything with a long lead time. All furniture is anticipated to be in place early December. No set date for opening has been determined, but is anticipated by the end of the calendar year.

Attachments:

1. meeting room brochure



### Eligibility

To reserve the Community Meeting Room, an individual or organization must:

- ◆ be a Berkeley-based individual or organization or show proof of regular operation or programs within Berkeley such as brochures, newsletters & website printouts showing programs in Berkeley.
- ◆ sign a non-discrimination statement.

### Applying to use a Community Meeting Room

- ◆ Applications are taken on a first-come, first-served basis.
- ◆ Applications must be submitted at least two weeks in advance but not more than 12 weeks in advance of your event
- ◆ A separate application is required for each event.
- ◆ Remember to include time for chair and table set-up and cleanup in your reservation.
- ◆ We are unable to hold a reservation without a completely filled out, signed and dated application.
- ◆ Email applications to the email address shown on the chart on the reverse or deliver to the library where you want to use the community meeting room.

### Applications are prioritized to the following uses:

1. Library sponsored events,
2. Government agencies serving the Berkeley community,
3. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley,
4. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, or educational series).

**Please note:** *the Library staff reserves the right to revoke permission previously granted.*

### Using the Community Meeting Rooms (CMR) at the Berkeley Public Library

- ◆ The CMR may only be used during the Library's open hours. Exceptions are: events sponsored by the Library, its official support organizations; another City of Berkeley department with City staff present, or (for the



Community Meeting Room at Central



Community Meeting Room at Central



Electronic Classroom at Central



Community Meeting Room at North



Community Meeting Room at South

West  
coming soon...  
anticipated opening  
3rd Qtr. 2013

Our Community Rooms can be set up to meet a variety of event needs.

October 2013



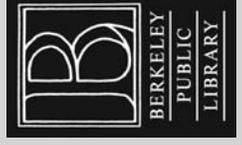
## Community Meeting Rooms at the Berkeley Public Library

The Berkeley Public Library is pleased to offer the *Community Meeting Rooms* at our Central Library, North, South and West Branches to local community groups, organizations and government agencies.

Please read this meeting room policy summary carefully before filling out an application to be certain your group is eligible to reserve the room.

The full community meeting room policy and the application form, along with additional information about booking the community meeting room, can be found at:

[http://www.berkeleypubliclibrary.org/community/book\\_a\\_meeting\\_room.php](http://www.berkeleypubliclibrary.org/community/book_a_meeting_room.php)



- ◆ purpose of hosting an official polling place) the Alameda County Registrar of Voters.
- ◆ CMR must be cleared as required 30 minutes prior to closing time. *See the chart to the right for details.*
- ◆ CMR use is limited to one time per month per organization.
- ◆ Your event must be open to the general public.
- ◆ Any flyers or other publicity for your meeting that includes the name and/or address of the Library, must state the following:  
 “Wheelchair accessible. Please refrain from wearing scented products to public programs.  
**PLEASE NOTE: This event is not sponsored by the Berkeley Public Library.** Groups and organizations may use meeting rooms when they are not being used for activities sponsored by the Library. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies or activities of any group or organization. For more information on meeting rooms at the Berkeley Public Library, visit [www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)”
- ◆ No items or services may be sold or advertised nor may the meeting sponsor charge a fee or ask for donations to attend.
- ◆ No smoking or burning of items including candles.
- ◆ For room capacity see the chart to the right however the exact number the room can accommodate depends upon configuration.
- ◆ Groups must provide their own special equipment and supplies. Please refer to the instructional pamphlet *Berkeley Public Library Community Meeting Room Guide* for guidelines and limitations on the use of the equipment in the CMR.
- ◆ If you cater food to your meeting, please meet the caterers outside the front of the library and escort them to the CMR. Library staff cannot provide assistance. All waste must be removed at the end of the event.
- ◆ Groups are responsible for set-up and break-down for their own use. Chairs and tables are to be stored as indicated by staff. We recommend you budget your time to allow for set-up and break-down.

**Central Library**  
2090 Kittredge Street

**Community Meeting Room Hours**

<u>Monday</u> 12 p.m. - 7:30 p.m.	<u>Tuesday</u> 10 a.m. - 7:30 p.m.	<u>Wednesday</u> 10 a.m. - 5:30 p.m.	<u>Thursday</u> 10 a.m. - 5:30 p.m.	<u>Friday</u> 10 a.m. - 5:30 p.m.	<u>Saturday</u> 10 a.m. - 5:30 p.m.	<u>Sunday</u> 1 p.m. - 4:30 p.m.
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- The **Community Meeting Room** will accommodate up to 110 people depending upon configuration. To check on availability, contact: Administration.  
P: 510-981-6119
- The **Electronic Classroom** will accommodate up to 20 students. **Please Note:** There are fees to use this room.  
For more information and to check on availability, please contact: Valerie Nelson  
P: 510-981-6129

Email: [BPLMeetingRoom@ci.berkeley.ca.us](mailto:BPLMeetingRoom@ci.berkeley.ca.us)

Email: [BPLEC@ci.berkeley.ca.us](mailto:BPLEC@ci.berkeley.ca.us)

**Branch Locations:**

**Community Meeting Room Hours**

<u>Monday</u> 10 a.m. - 5:30 p.m.	<u>Tuesday</u> 10 a.m. - 5:30 p.m.	<u>Wednesday</u> 12 p.m. - 7:30 p.m.	<u>Thursday</u> 12 p.m. - 7:30 p.m.	<u>Friday</u> 10 a.m. - 5:30 p.m.	<u>Saturday</u> 10 a.m. - 5:30 p.m.	<u>Sunday</u> Closed
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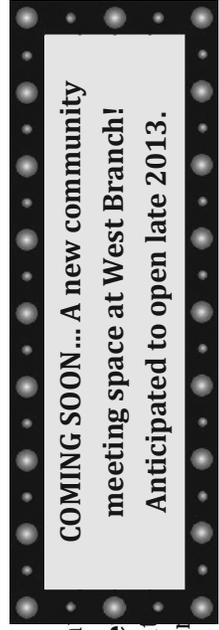
- **North Branch**  
1170 The Alameda  
The **Community Meeting Room** will accommodate up to 96 people depending upon configuration. To check on availability, please contact: Staff.  
P: 510-981-6256
- **South Branch**  
1901 Russell Street  
The **Community Meeting Room** will accommodate up to 110 people depending upon configuration. To check on availability, please contact: Staff.  
P: 510-981-6260

Email: [BPLCRNorth@ci.berkeley.ca.us](mailto:BPLCRNorth@ci.berkeley.ca.us)

Email: [BPLCRSouth@ci.berkeley.ca.us](mailto:BPLCRSouth@ci.berkeley.ca.us)

• **West Branch**

1125 University Avenue  
The **Community Meeting Room** will accommodate up to 110 people depending upon configuration. To check on availability, please contact: Staff.  
P: 510-981-6270



depending upon configuration.



**INFORMATION CALENDAR**

October 9, 2013

To: Board of Library Trustees  
From: Sarah Dentan, Neighborhood and Children’s Services Manager  
Subject: REPORT ON PROGRESS OF PREPARATION FOR EXPANSION OF BRANCH LIBRARY HOURS

**INTRODUCTION**

This report outlines preparations made ahead of the December 2, 2013 extension of Branch Library hours.

**FISCAL IMPACTS**

This report will have no fiscal impact.

**BACKGROUND**

As part of Strategic Plan and Biennial Budget discussions the board explored options related to increasing the open hours of the four branch libraries. At the regular February 2013 meeting staff reported on the results of a community survey and options. After considering various service scenarios the board approved at the regular board meeting in May a new operating schedule to take effect in FY 2014; resulting in an increase in branch hours from 48 to 52 hours per week at each of the facilities with one additional morning and one additional evening added to the permanent schedule. The expanded hours are:

Monday	10-6
Tuesday	10-8
Wednesday	10-8
Thursday	12-8
Friday	10-6
Saturday	10-6

This change is effective Monday, December 2, 2013.

SCHEDULES

Branch Supervisors have been working closely with branch staff to establish schedules that meet the library's needs while minimizing disruption for staff. All branch staff have now seen proposed schedules, as schedules have been presented at staff meetings and to staff individually. Adjustments are being made based on staff feedback, and final schedules will be disseminated soon.

COMMUNICATION

Staff is developing a communication plan to maximize the public's exposure to new hours. In addition to press releases, posters and postcards, we will be buying print and internet ads. Ad design is being completed now to meet press deadlines.



**INFORMATION CALENDAR**

October 9, 2013

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** Library Tax Fund Reserve – Value and Use

**INTRODUCTION**

This report addresses the Library Tax Fund (301) reserve amount established by BOLT Resolution No: 12-039 on June 13, 2012.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

As directed by the City Council the City maintains an established reserve fund of 8% of gross General Fund revenues equivalent to approximately 30-days of funding for City operations aimed to address one-time priority programs, smooth out economic swings, buffer the loss of state and federal revenues, and for the continuation of city services in the event of a catastrophic disaster.

Since (and perhaps before) the Board of Library Trustees adopted 2008's 5-Year Library Strategic Plan the Library has been charged with as one of its specific enumerated board priorities, the establishment of a City-like reserve fund. Over the years as a difficult economic environment seemed to preclude its establishment, the board and Library continued to maintain a dialogue that recognized its desirability as a response tool in the event of any unanticipated adverse circumstance. It was not until adoption of the FY 2013 budget after several years of moderate operational changes focused on expenditure containment did the Library feel reasonably comfortable, from a financial stand-point, to initiate a first step of setting aside \$500,000 for this purpose. Nonetheless, the Library as in many of its actions typically looks to the City as a guidepost – in this case an ~8% reserve – and remained committed to a goal of increasing the reserve to closer align with that of the City's set-aside percentage. As the fiscal year unfolded and the Library was increasingly confident of the balance between revenue and expenditures, upon the Library's request the board granted a further increase to the reserve value consequently meeting the 8% of revenues benchmark. And most recently, at the regular meeting of BOLT on September 11, 2013 Resolution No.:13-056 authorized an update to the reserve value at \$1,300,000 maintaining the 8% alignment with projected FY 2014 revenues.

Resolution history of the Library set-aside reserve is as follows:

- BOLT Resolution No.: 12-039 dated 13JUN12: Established a \$500,000 reserve amount as inclusive to the adopted FY 2013 budget.
- BOLT Resolution No.: 12-057 dated 12SEP12: Established a \$1,200,000 reserve amount – increase of \$700,000 – inclusive to the FY 2013 budget amendment.
- BOLT Resolution No.: 13-056 dated 11SEP13: Established a \$1,300,000 reserve amount – increase of \$100,000 – inclusive to the FY 2014 budget amendment.

#### CURRENT SITUATION AND ITS EFFECTS

The Library Tax Fund reserve was established under the basic guideline of the City's reserve that it represent 8% of gross General Fund revenues equivalent to approximately 30-days of funding for City operations in the event of an unanticipated adverse circumstance. The board may want to further explore and delineate appropriate uses – e.g., in FY 2013, the City used \$168,701 to fill a portion of a \$1.8M deficit – as well as discuss the format of the Library's Library Tax Fund reporting table that includes the reserve amount. As currently configured the table (Attachment 1) is designed to function as a working tool to be employed by the board in fulfillment of its mission to provide direction and oversight of the Library's operations. This table is supplemented by a host of other tables and schedules in the budget reports regularly provided to the board. On the other hand, the City Council budget report (Attachment 2) is summary in format and informational in purpose and provides top-line number guidance. Regardless of the reporting format the reserve at the Library is treated consistently with those of the City in that the reserve is held in its respective Fund.

#### FUTURE ACTION

The Library at the board's direction will modify reporting format if desired.

Attachments:

- 1) Example BPL: Library Tax Fund
- 2) Example CoB: Library Financial Summary

## EXAMPLE BPL: LIBRARY TAX FUND

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	\$ 1,540,808	\$ 2,267,968	\$ 3,068,245	\$ 3,068,245	\$ 3,068,245	\$ 3,093,824	\$ 2,680,512	\$ 2,509,163	\$ 2,653,707
<b>Revenues</b>									
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,870,770	\$ 15,870,770	\$ 15,999,834	\$ 16,188,185	\$ 16,188,185	\$ 16,188,185	\$ 16,511,949
Fines/Fees	254,985	210,984	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	10,500	10,500	10,500	10,500	10,500	10,500	12,000
<b>TOTAL REVENUE</b>	<b>\$ 14,909,060</b>	<b>\$ 15,488,692</b>	<b>\$ 16,156,270</b>	<b>\$ 16,156,270</b>	<b>\$ 16,285,334</b>	<b>\$ 16,473,685</b>	<b>\$ 16,473,685</b>	<b>\$ 16,473,685</b>	<b>\$ 16,798,949</b>
<b>Expenditures</b>									
<b>Operations</b>									
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,729,231	\$ 12,729,231	\$ 12,729,231	\$ 12,854,469	\$ 12,854,469	\$ 12,854,469	\$ 13,240,103
<b>Salaries, Wages, Benefits</b>									
less: Labor Vacancy Savings			253,691	253,691	253,691	256,243	256,243	256,243	275,000
Personnel	\$ 11,740,958	\$ 11,928,221	\$ 12,475,540	\$ 12,475,540	\$ 12,475,540	\$ 12,598,226	\$ 12,598,226	\$ 12,598,226	\$ 12,965,103
Non-Personnel	516,299	536,892	904,005	1,003,058	1,053,058	799,005	799,005	799,005	800,000
Library Materials (incl Tool Lndng)	859,099	990,423	1,152,000	1,152,000	1,227,000	1,277,000	1,277,000	1,277,000	1,500,000
Misc. Professional Services	232,389	249,284	318,600	472,042	472,042	293,600	293,600	293,600	300,000
Utilities+Telephone	329,620	284,052	509,402	551,344	551,344	459,402	459,402	459,402	450,000
Janitorial	157,763	161,230	200,000	203,182	203,182	205,000	205,000	205,000	210,000
Software Maintenance	238,126	154,770	325,000	340,182	340,182	350,000	350,000	350,000	350,000
Computer & Software Purchase >\$1K	66,121	37,014	65,000	90,924	90,924	65,000	65,000	65,000	75,000
Building/Infrastructure	20,364	325,259	150,000	224,587	400,000	175,000	175,000	250,000	250,000
<b>Subtotal:</b>	<b>\$ 14,160,739</b>	<b>\$ 14,667,145</b>	<b>\$ 16,099,547</b>	<b>\$ 16,512,859</b>	<b>\$ 16,813,272</b>	<b>\$ 16,222,233</b>	<b>\$ 16,222,233</b>	<b>\$ 16,297,233</b>	<b>\$ 16,900,103</b>
<b>Charges From Other Depts</b>									
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 18,110	\$ 18,110	\$ 18,110	\$ 18,812	\$ 18,812	\$ 18,812	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	13,034	13,034	13,034	13,096	13,096	13,096	14,000
<b>Subtotal:</b>	<b>\$ 21,161</b>	<b>\$ 21,270</b>	<b>\$ 31,144</b>	<b>\$ 31,144</b>	<b>\$ 31,144</b>	<b>\$ 31,908</b>	<b>\$ 31,908</b>	<b>\$ 31,908</b>	<b>\$ 34,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,181,900</b>	<b>\$ 14,688,415</b>	<b>\$ 16,130,691</b>	<b>\$ 16,544,003</b>	<b>\$ 16,844,416</b>	<b>\$ 16,254,141</b>	<b>\$ 16,254,141</b>	<b>\$ 16,329,141</b>	<b>\$ 16,934,103</b>
<b>Projected Surplus/(Shortfall)</b> {Rev - Exp}	\$ 727,160	\$ 800,277	\$ 25,579	\$ (387,733)	\$ (559,082)	\$ 219,544	\$ 219,544	\$ 144,544	\$ (135,154)
<b>GROSS FUND BALANCE</b> {Bal + Rev - Exp}	<b>\$ 2,267,968</b>	<b>\$ 3,068,245</b>	<b>\$ 3,093,824</b>	<b>\$ 2,680,512</b>	<b>\$ 2,509,163</b>	<b>\$ 3,313,368</b>	<b>\$ 2,900,056</b>	<b>\$ 2,653,707</b>	<b>\$ 2,518,553</b>
Annual Committed Reserve		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000
<b>Uncommitted Fund Balance</b>	<b>\$ 2,267,968</b>	<b>\$ 1,868,245</b>	<b>\$ 1,893,824</b>	<b>\$ 1,480,512</b>	<b>\$ 1,209,163</b>	<b>\$ 2,113,368</b>	<b>\$ 1,700,056</b>	<b>\$ 1,353,707</b>	<b>\$ 1,218,553</b>

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## EXAMPLE CoB: LIBRARY FINANCIAL SUMMARY

## BERKELEY PUBLIC LIBRARY FINANCIAL SUMMARY

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	FY 2015 Proposed
<b>EXPENDITURES</b>					
<b>By Type:</b>					
Salaries and Benefits	12,022,300	11,848,154	12,187,146	12,517,124	12,641,262
Services and Materials	3,785,598	3,960,686	3,546,285	4,344,152	3,336,556
Capital Outlay	1,431,215	7,758,755	3,437,980	4,395,731	641,267
Internal Services	9,936	17,264	10,564	10,564	10,564
Indirect Cost Transfer					
	<b>17,249,049</b>	<b>23,584,859</b>	<b>19,181,975</b>	<b>21,267,571</b>	<b>16,629,649</b>
<b>By Division:</b>					
Library Administration	3,836,027	3,700,118	4,075,711	4,593,600	4,219,418
Central Library	5,176,979	5,163,836	5,465,050	5,632,871	5,670,243
Branch Libraries	6,089,106	12,505,268	7,273,250	8,434,212	4,016,878
Technical Services	2,146,937	2,215,637	2,364,964	2,606,888	2,723,110
	<b>17,249,049</b>	<b>23,584,859</b>	<b>19,178,975</b>	<b>21,267,571</b>	<b>16,629,649</b>
<b>By Fund:</b>					
Library Fund	14,385,348	14,160,739	15,252,964	16,221,008	16,053,896
Direct Loan/Inter Library Loan	29,659	53,653	76,000	76,000	76,000
Library Services & Technology	39,785	31,345		22,846	5,000
Public Library Fund		1,320	34,930	34,862	34,862
Library Gift Fund	266,951	172,377	128,327	143,500	140,000
Library Foundation - FF & E/Donations	255	742,050	1,600,000	1,557,694	250,000
Measure FF - Branch Renovations	2,527,051	8,409,375	2,089,754	3,211,661	69,891
Other Funds		14,000			
	<b>17,249,049</b>	<b>23,584,859</b>	<b>19,181,975</b>	<b>21,267,571</b>	<b>16,629,649</b>
<b>General Fund FTE</b>					
<b>Total FTE</b>	113.78	109.70	109.18	109.18	109.18