BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING	AGENDA	SOUTH BRANCH
May 28, 2015	6:30 PM	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. PRESENTATION

A. Strategic Plan – Jeff Scott

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 April 22, 2015 Special Meeting
Recommendation: Approve the minutes of the April 22, 2015 special meeting of the Board of Library Trustees.

B. Approve minutes of April 22, 2015 Regular Meeting
Recommendation: Approve the minutes of the April 22, 2015 regular meeting of the Board of Library Trustees.

C. Approve minutes of May 7, 2015 Special Meeting
Recommendation: Approve the minutes of the May 7, 2015 special meeting of the Board of Library Trustees.

D. Revision to the All-Staff Meeting Calendar for 2015
Recommendation: Adopt a resolution to authorize the Director of Library Services to revise the All-Staff Meeting Calendar for 2015.

E. Contract Amendment: Unique Management Services, Inc.
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of $15,000 for a contracted not-to-exceed amount of $60,000.

F. Revisions to the Requesting Library Materials Policy
Recommendation: Adopt the resolution approving the revised Administrative Regulation regarding requesting library materials.

G. Revised Collection Development Policy
Recommendation: Adopt the resolution approving the revised Collection Development Policy for the Berkeley Public Library

H. Revised Patron Suspension Policy
Recommendation: Adopt the resolution approving the revised Patron Suspension Policy for the Berkeley Public Library

I. Review and Approve Berkeley Public Library Strategic Plan FY 15-18
Recommendation: Adopt a resolution approving Berkeley Public Library's FY 15-18 Strategic Plan.

* Public Comments - speakers allowed 3 minutes each

IV. ACTION CALENDAR

A. Recommendation to City Council on FY 2016 Library Tax Rate
Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2016 tax rate for the Library Services Tax at $0.1927 (19.27 cents) per square foot for dwelling units and $0.2913 (29.13 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth factor in California of 3.82%.

V. INFORMATION REPORTS

A. FY15 – 3rd Quarter Budget Report

B. May 2015 Monthly Report from Library Director

C. Library Operations Report

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

VI. AGENDA BUILDING

The next meeting will be a Special Meeting held at 12:00 noon on Thursday, June 3, 2015 at the **Central Branch Library, 2090 Kittredge Street,** Berkeley.

VII. 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 May 22, 2015.

//s//
Jeff Scott, 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 SPECIAL MEETING
Wednesday, April 22, 2015, 5:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees

A. Call to Order: 5:32 P.M.

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

Absent: None

Also Present: Jeff Scott, Director of Library Services; Rachel MacNeilly, ###; Kay Finney, ###; 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: none.

II. WORKSHOP

A. Central Teen Room Project

Christopher Noll and Alyson Yarus of Noll & Tam Architects and Planners provided an update on the Central Teen Room project (Attachment 1)

Members of the Teen Room project talked about their ideas for the Central Teen Room.

III. ADJOURNMENT

Adjourned at 6.01 P.M.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:
1) Central Teen Room Project Update.

Attachment 1

Berkeley Central Library Improvements

Schematic Design Update

BOLT 22 April 2015
5:30PM

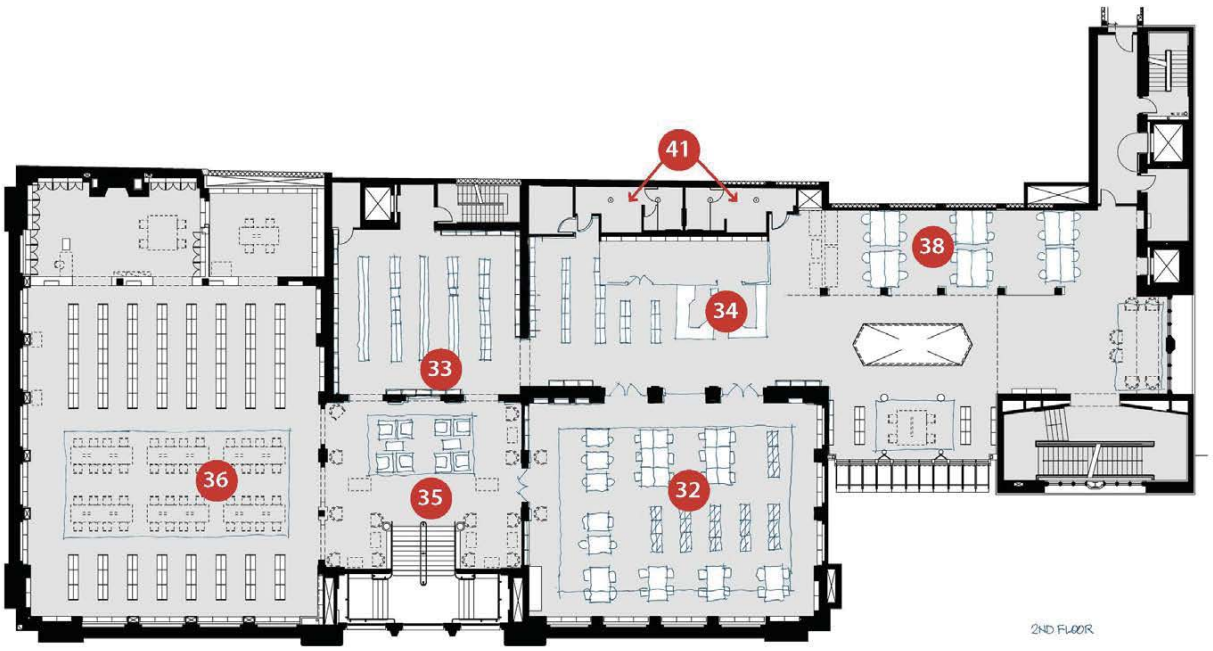
Chris Noll
Alyson Yarus

noll&tam
architects and planners

2014 Study

Scale 1/16" = 1'-0"

First Floor Changes



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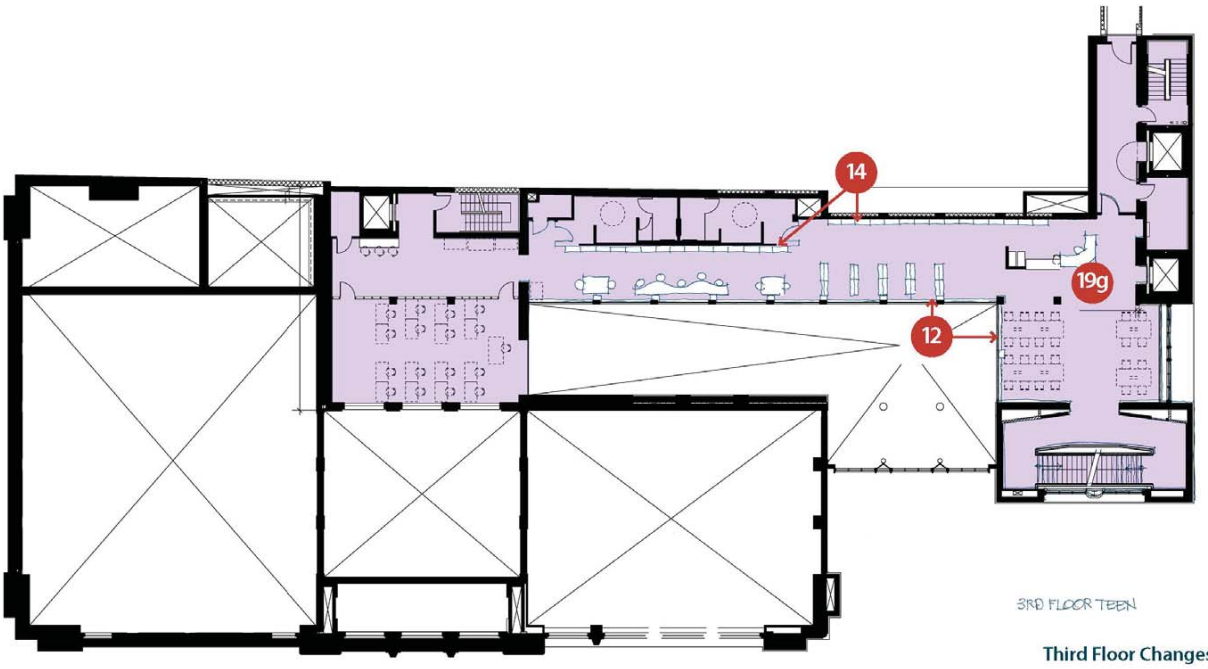
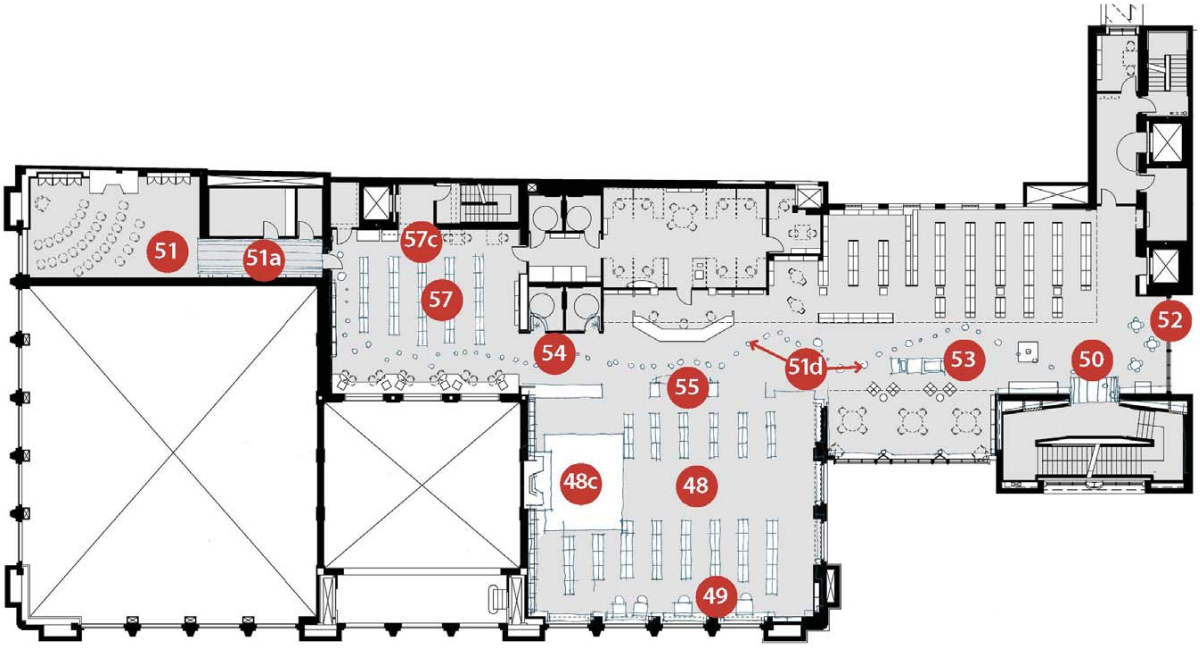
Second Floor Changes



Third Floor Changes
Teen Room Option C

Scale 1/16" = 1'-0"



Fourth Floor Changes

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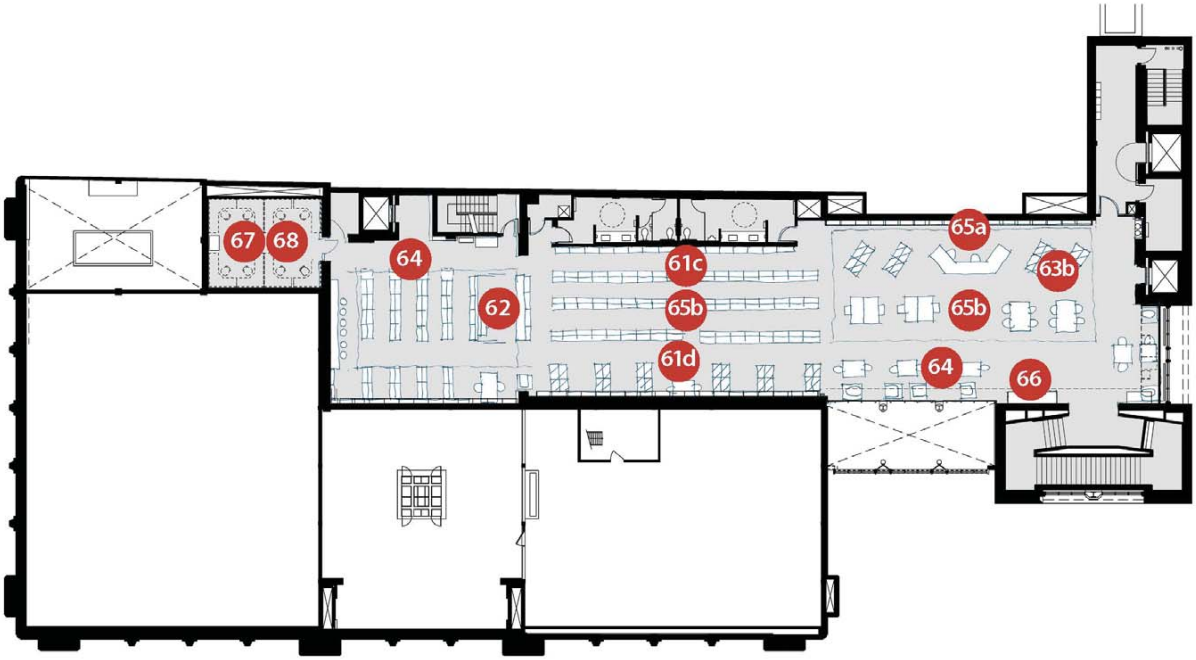
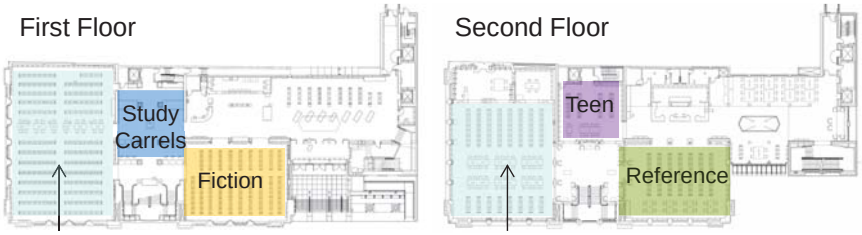


Scale 1/16" = 1'-0"

Fifth Floor Changes

Selected Scope - Teen Room Project

Attachment 1

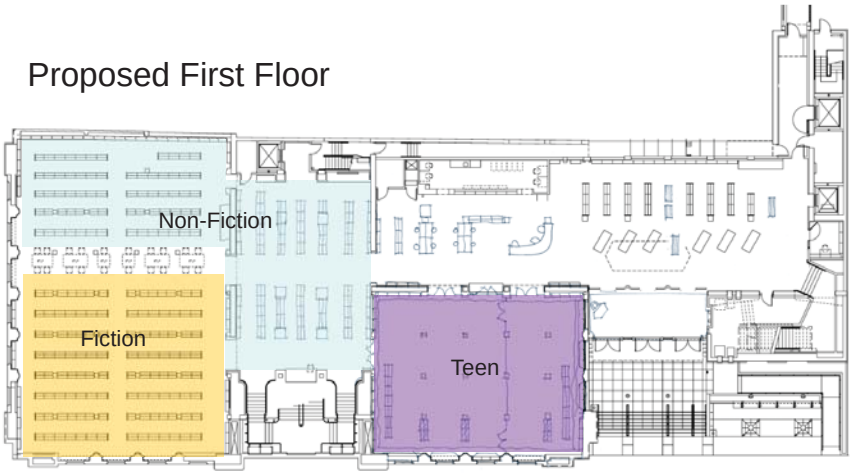


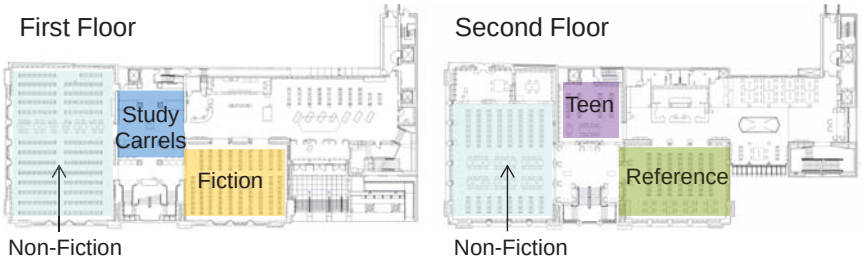
Existing Plans

First Floor
Teen Room

Entry Lobby
Improvements

Proposed First Floor



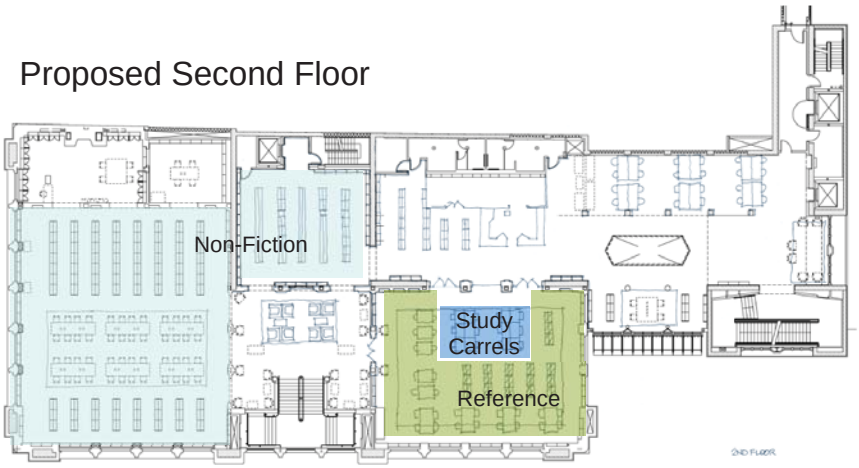


Existing Plans

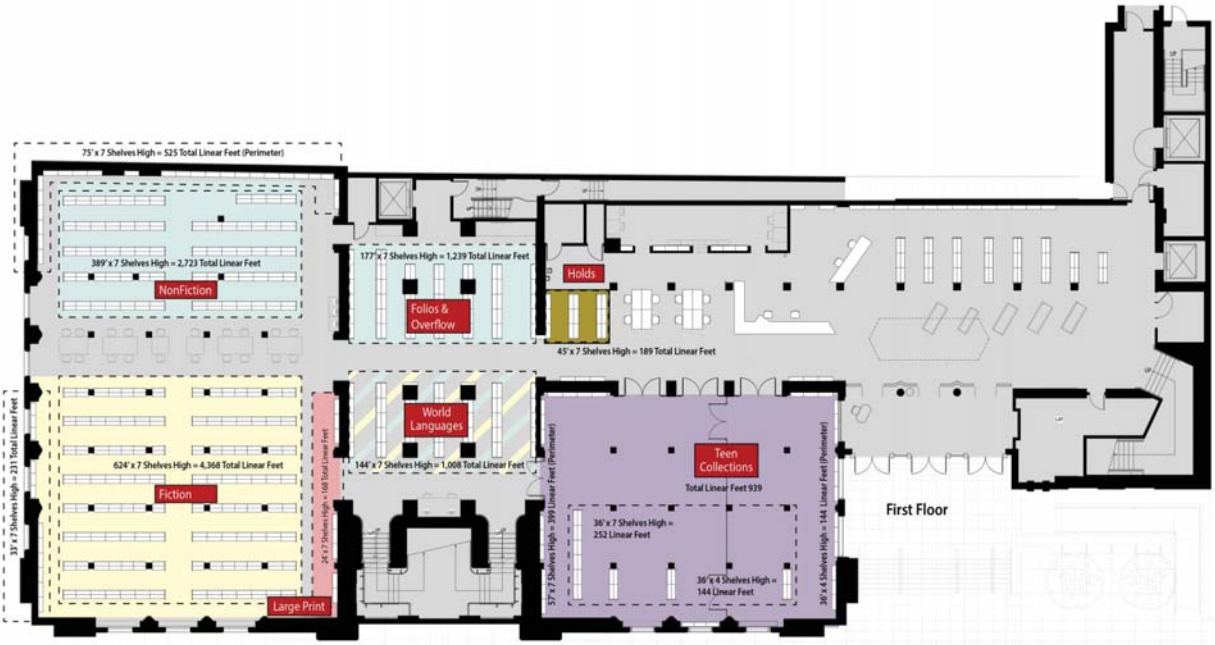
Reference
Room
Improvements

Opportunities
for Art

Proposed Second Floor



Collections



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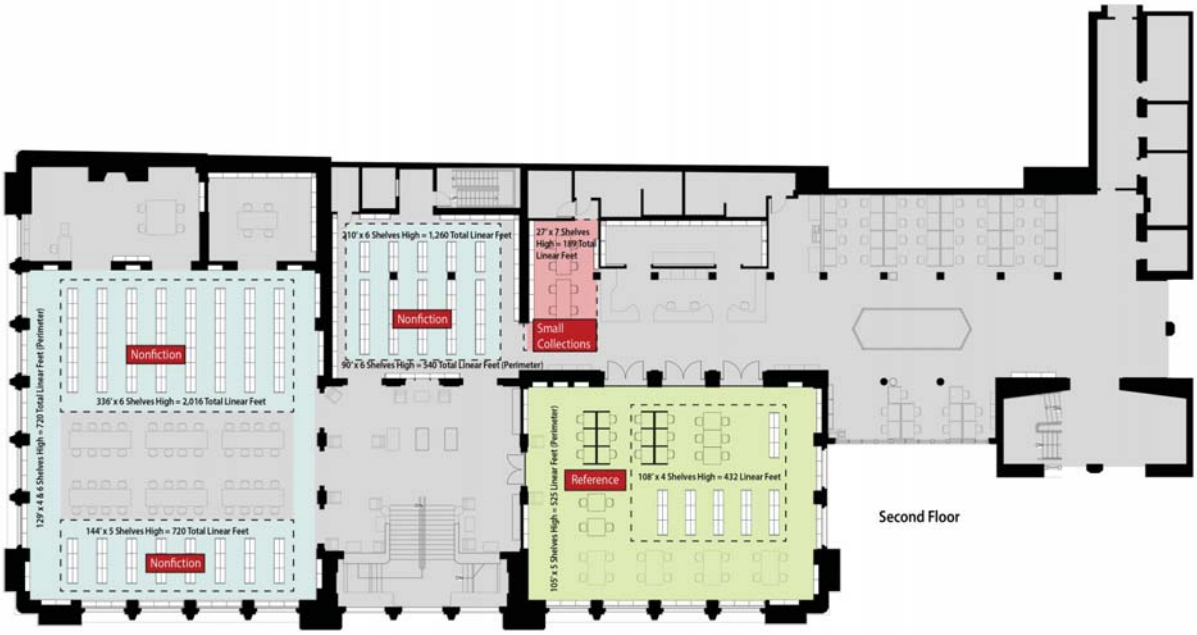
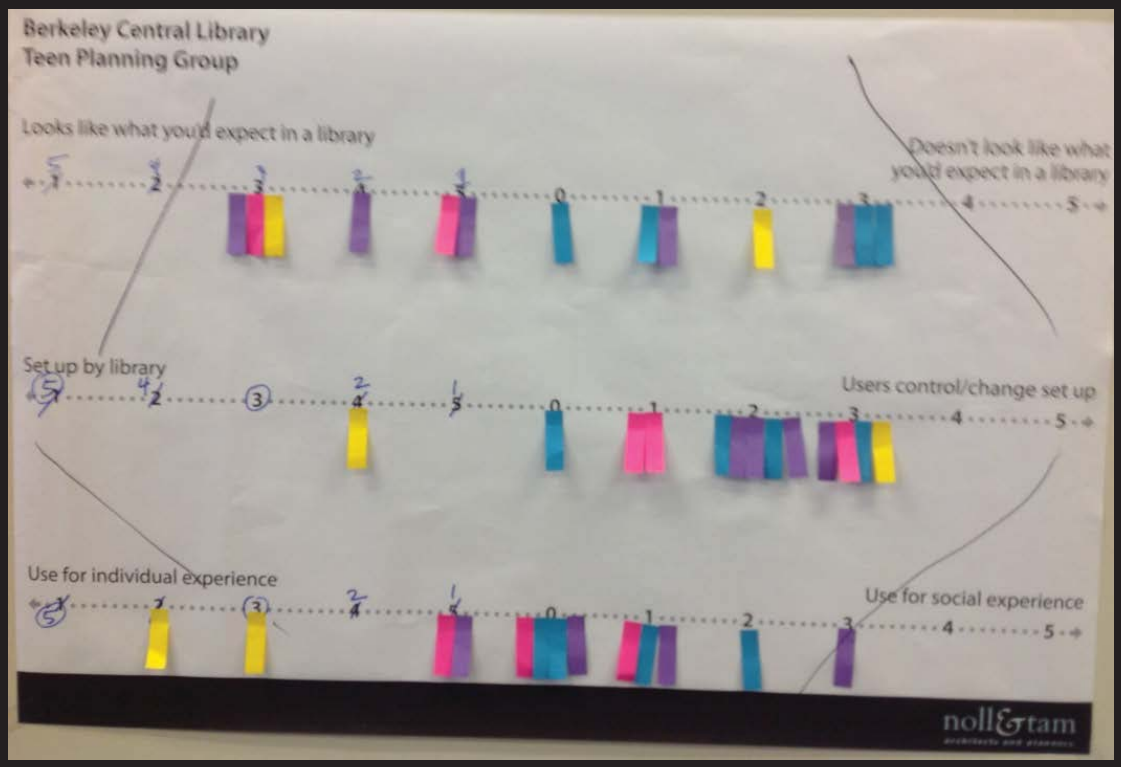


Youth Design Team Process

Attachment 1



01 EXISTING

BERKELEY PUBLIC LIBRARY

02 SHELVES REMOVED

BERKELEY PUBLIC LIBRARY

03 DOORS ADDED

BERKELEY PUBLIC LIBRARY

04 DIVIDING WALL

BERKELEY PUBLIC LIBRARY

05 DIVIDING WALL - NANAWALL

BERKELEY PUBLIC LIBRARY

- SD 05

Berkeley Central Library - TEEN CENTER | noll&tam | 04/22/2015

06 MOBILE SHELVES

BERKELEY PUBLIC LIBRARY

- SD 06

Berkeley Central Library - TEEN CENTER | noll&tam | 04/22/2015

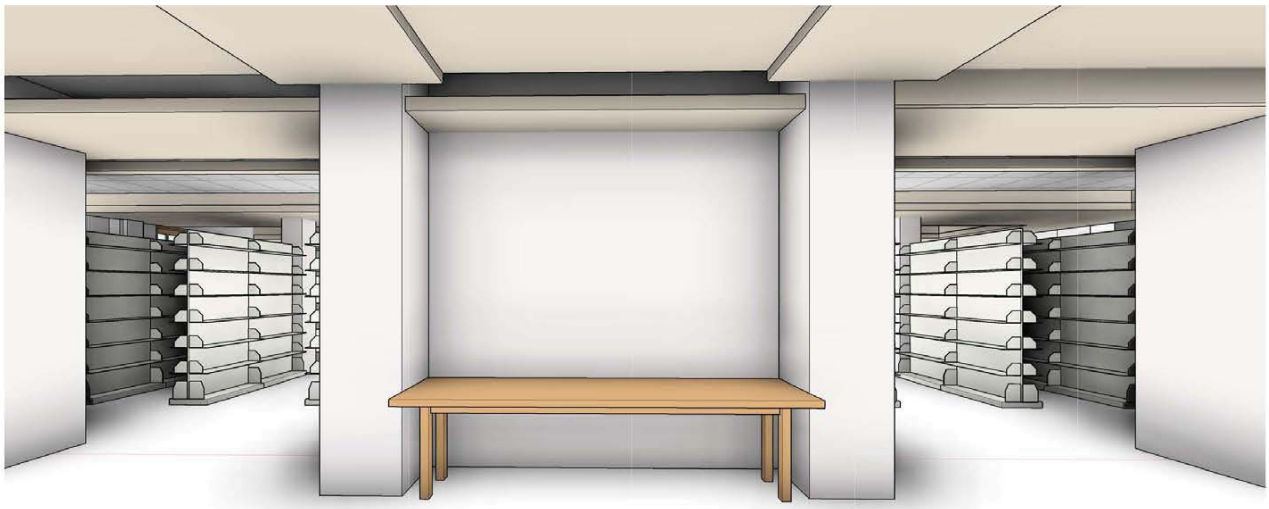
07 FURNITURE

BERKELEY PUBLIC LIBRARY

08 FURNITURE - OPTION

BERKELEY PUBLIC LIBRARY

09 BEFORE

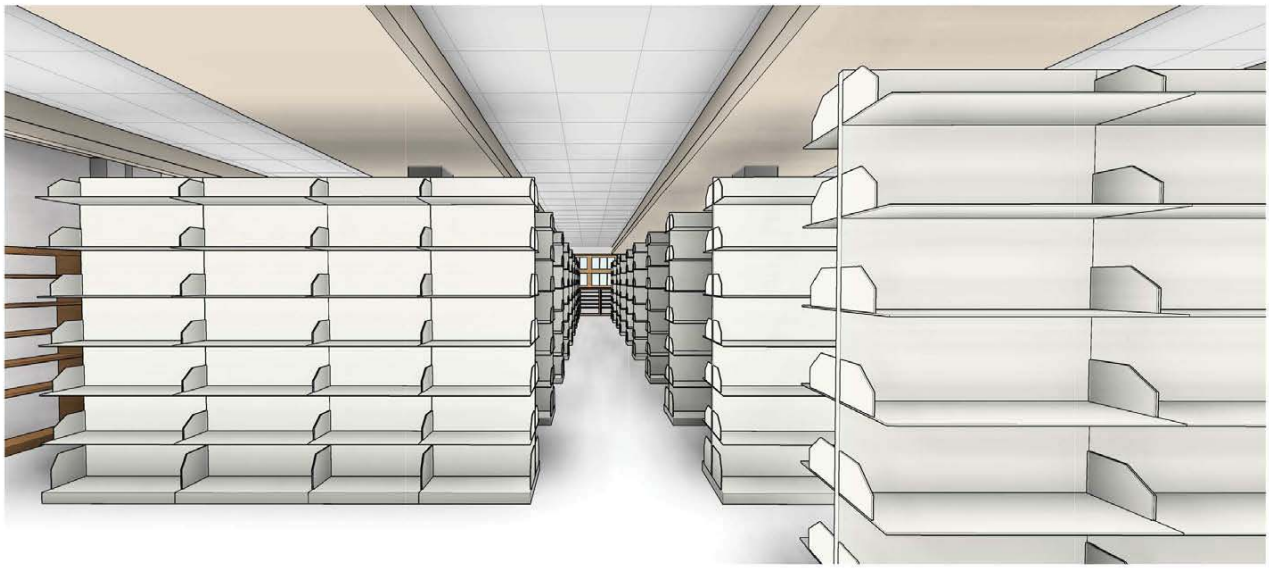


BERKELEY PUBLIC LIBRARY

10 AFTER

BERKELEY PUBLIC LIBRARY

11 BEFORE



BERKELEY PUBLIC LIBRARY

12 AFTER

BERKELEY PUBLIC LIBRARY

Youth Design Team

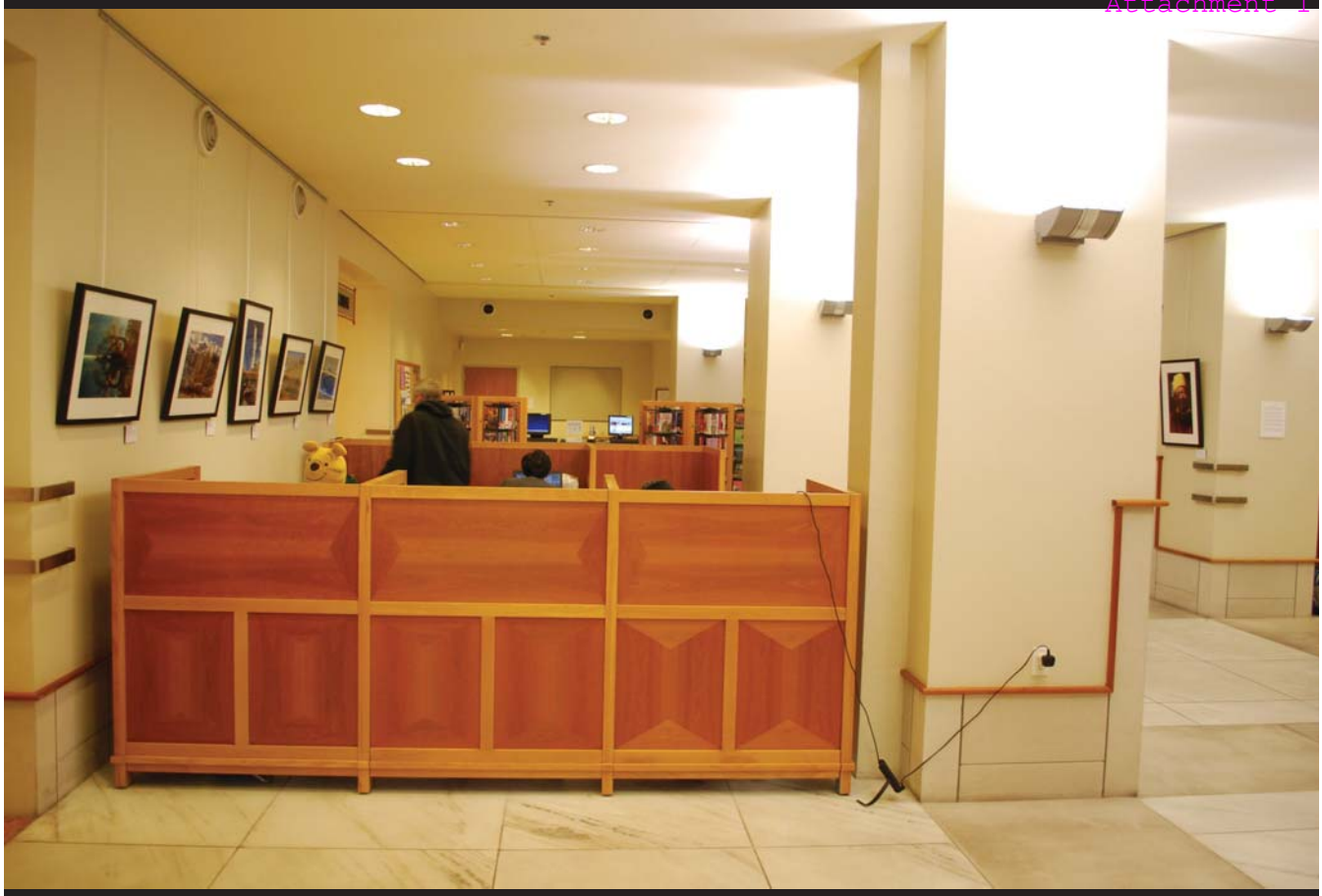
Main Entry

Attachment 1

Reference Room

Opportunities for Art

Attachment 1

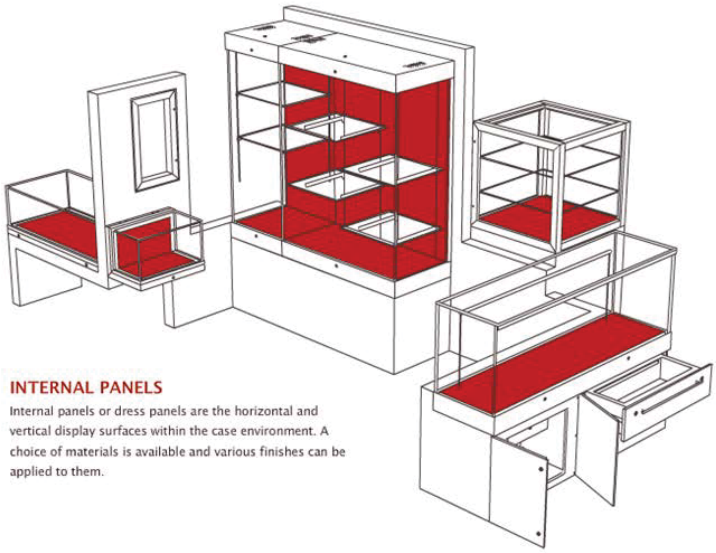


ANATOMY OF A SHOWCASE

A SHOWCASE IS A COMPLEX MACHINE. USE THIS GUIDE TO HELP YOU UNDERSTAND WHAT ALL THE BITS DO.

CLICKNETHERFIELD

- Internal panels
- Multi-bay
- Locks
- Soffit
- Structural panels
- Baseboard
- Glass joints
- Shelving
- Lighting
- Access
- Security
- System channels
- Frameless/all-glass
- Sealing
- Wall mounted
- Plinth
- Environmental control

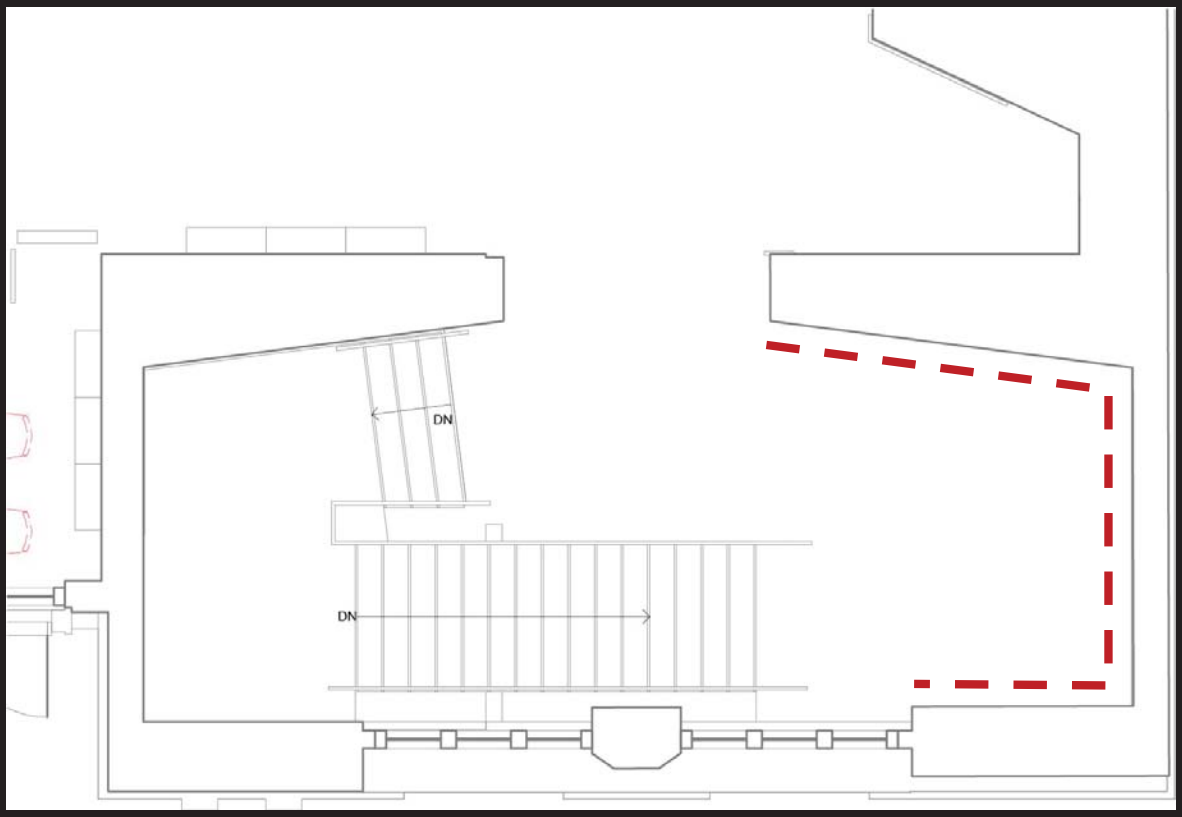


INTERNAL PANELS

Internal panels or dress panels are the horizontal and vertical display surfaces within the case environment. A choice of materials is available and various finishes can be applied to them.

Attachment 1

Attachment 1



Questions

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, April 22, 2015, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees

A. Call to Order: 6:33 P.M.

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

Absent: None

Also Present: Jeff Scott, Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments:

1. S. Omowale Fowles – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
2. Richie Smith – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
3. Ghanya Thomas – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
4. Julio Barba – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
5. Sean Dugar – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
6. Carole Kennerly– Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
7. Belva Davis – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
8. Abigail Tarail – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
9. Bianca Mallory – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
10. Debi McIntyre – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
11. Mary Wainwright – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
12. Steven Finacom – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
13. David Seegal – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
14. Nancy Bickel – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
15. Cathy Leonard – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
16. Willie Phillips – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
17. David Holler - – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
18. Bart Bull – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
19. Idella Melton – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
20. Lily Portman – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.

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

D. Report from Board of Library Trustees: None.

II. CONSENT CALENDAR

M/S/C Trustee Moore / Trustee Burton to adopt Resolution # R15-094 approving the Consent Calendar as presented.
Vote: Ayes: Trustees Burton Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

A. Approve minutes of March 11, 2015 Regular Meeting

From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the March 11, 2015 Regular Meeting as presented.
Financial Implications: None.
Contact: Jeff Scott, Director of Library Services
Action: Adopted Resolution # R15-095

III. ACTION CALENDAR REPORTS

A. Review Library Facility Naming Policy

From: Director of Library Services
Recommendation: Review and discuss the Library Facility Naming Policy
Financial Implications: None.
Contact: Jeff Scott, Director of Library Services
Action: Trustee Moore motioned, Trustee Burton seconded to suspend the rules of the Library Facilities Naming Policy. Motion failed.
Vote: Ayes: Trustees Burton and Moore Noes: Trustees Franklin, Holcomb and Novosel. Absent: None. Abstentions: None.

IV. INFORMATION REPORTS

A. Request to Rename the South Branch Update

From: Director of Library Services
Contact: Jeff Scott, Library Director
Action: Received.

B. Berkeley Public Library Foundation Update

From: Director of Library Services
Contact: Jeff Scott, Library Director
Action: Received.

C. March 2015 Monthly Report from Library Director

From: Director of Library Services
Contact: Jeff Scott, Library Director
Action: Received.

D. Library Operations Report

From: Director of Library Services
Contact: Jeff Scott, Library Director

Action: Received.

E. Library events

From: Director of Library Services
Contact: Jeff Scott, Library Director
Action: None.

V. AGENDA BUILDING

The next meeting will be a Special Meeting held at 6:30 PM on Thursday, May 7, 2105 at the South Berkeley Senior Center 2939 Ellis Street, Berkeley.

Future agenda items:

VI. ADJOURNMENT

Adjourned at 8:00 P.M.

COMMUNICATIONS:

1. Letters regarding renaming of the South Branch Library.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.

The League of Women Voters
Berkeley • Albany • Emeryville
2530 San Pablo Avenue, Suite F ♦ Berkeley CA 94702-2000
Phone: (510) 843-8824
E-mail: office@lwvbae.org
Website: http://lwvbae.org/

Tuesday, March 17, 2015

Abigail Franklin, Chair, and
Board of Library Trustees Vice-Chair Julie Holcomb, and
Winston Burton, Darryl Moore, Jim Novosel
c/o Jeff Scott, Director of Library Services, Secretary
bolt@ci.berkeley.ca.us

About: Honoring Tarea Hall Pittman in the name of the South Berkeley Library
For: Board of Trustees Meeting April 22, 6:30 pm at S.Berkeley Library

Dear Chair Franklin and Trustees,

On behalf of the League of Women Voters of Berkeley, Albany, Emeryville, I urge you to consider recognizing Tarea Hall Pittman [1903-1991] in the name of the South Branch Library. The packet assembled by Mr. Charles Austin contains much detailed documentation of Mrs. Pittman's achievements and importance, including the signatures of hundreds of Berkeley residents in support of his proposal to name the library after Mrs. Pittman. We list below a few strong reasons for such recognition.

- South Branch is the library in Mrs. Pittman's long-time neighborhood.
  Mrs. Pittman and Dr. William R. Pittman, the first African-American dentist in Berkeley, lived at 2930 Grove St. [now Martin Luther King Jr. Way] very close to the current library location. Both Dr. and Mrs. Pittman surely relied on libraries to achieve their advanced educations.
- Mrs. Pittman was an important African-American civil rights leader in Berkeley, the East Bay, California and nationally in the 1930's through the 1970's as a leader of the NAACP, the National Association for the Advancement of Colored People; the National Negro Congress; the Negro Education Council; and several associations of Women's Clubs, which were then important forces in the African-American community.
- Mrs. Pittman's long-running weekly radio program "Negroes in the News," on radio station KDIA, was an important source of positive news for and about the African-American community and informed her listeners about important civil rights issues and campaigns.
- Mrs. Pittman was a key leader who registered African-Americans to vote; led protests to persuade war industries to hire African Americans; pushed to integrate Bay Area communities and to desegregate the Oakland Fire Department, and led the NAACP's successful effort to pass the California Fair Employment Practices law.

Does Mrs. Pittman meet the Library's Facilities Naming Policy? The policy is at present very stringent, so that no proposed honoree could meet all of its criteria. We were glad to hear that the Trustees are considering making it less stringent.

Mrs. Pittman, we believe, meets several of the standards of the current policy. The hundreds of local residents who signed the petitions circulated by Charles Austin indicate that there is a "strong consensus among library users and residents of the neighborhood to change the name." The values Mrs. Pittman fought for are not "controversial" but important and enduring. Mrs. Pittman's actions, in particular her radio program, reflect the "mission of free and equal access to information for all" at a time when most mass media were not addressing or reaching the African-American community with information. We therefore believe it is in the "public interest" to recognize Mrs. Pittman, an early campaigner for African-American civil rights and equal opportunity in our community.

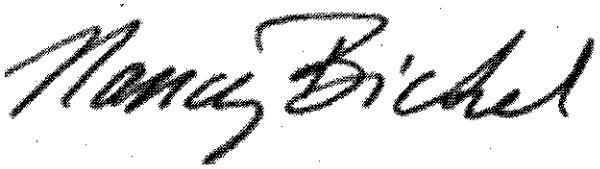
Mrs. Pittman transcends the Library's goals. She worked and achieved large goals of civil rights and fairness, which include, but are even broader than, support or work with or for the Berkeley Public Library. Public buildings like the Library, it seems to us, should be named for outstanding leaders in any field, not just those in the field to which the particular building is devoted.

Although she was well known as an important leader and spokesperson to and for the African-American community in her lifetime, Mrs. Pittman is not well known today. Recognizing her in the name of the Library would bring her to the attention of library users and Berkeley residents and visitors. Members of the African-American community would once again remember her as one of their leaders. Even more important, young people, African-Americans above all, but also young people of all ethnicities, orientations, and abilities, who come to study or do research or read in the library would wonder who she was and perhaps read the notices summarizing her accomplishments. In doing so, they would learn that they too could work for and achieve large and important goals.

We urge the Library Trustees to start the process outlined in your Naming Policy and if you find that there is strong support for such a name change, that you vote to recognize Tarea Hall Pittman in the name of the South Branch Library.

We would further urge the Board to find it in the public interest to waive the requirement that the proposer[s] of the change pay all costs associated with the change.

With many thanks for your consideration.



Nancy Bickel
President

SHOTGUN PLAYERS
(Break it Down.)

1901 Ashby Avenue, Berkeley California 94703
TEL 510.841.6500 FAX 510.841.7468
E-MAIL info@shotgunplayers.org
www.shotgunplayers.org

February 12, 2015

Berkeley Public Library
Board of Library Trustees:
Chair Abigail Franklin
Vice Chair Julie Holcomb
Winston Burton
Darryl Moore
Jim Novosel

RE: Re-naming South Berkeley Library in Honor of Tarea Hall Pittman

Dear Friends,

We are writing to express our support for the opportunity to re-name the South Berkeley Library branch in honor of Tarea Hall Pittman. Shotgun Players theatre, The Ashby Stage, is located one block away from the library. Everyone in the neighborhood is proud of the wonderful remodeling of the South Berkeley branch. What could be more fitting than to name the library after Ms. Pittman, who was central to the Civil Rights movement on the West Coast? Each person who enters the library will have the chance not only to learn about Ms. Pittman's accomplishments, but also to take inspiration from her work.

Tarea Hall Pittman attended UC Berkeley in 1923, and literally spent her entire life fighting for social justice. She organized protests at the Kaiser Shipyards to allow the hiring of African Americans; she was instrumental in the desegregation of the Oakland Fire Department in 1952; she lobbied for the California Fair Employment Practice Bill that was signed into law in 1959; and she served as the Director of the West Coast Region of the NAACP for many years. Re-naming our local library in honor of Ms. Pittman not only honors her legacy, but also gives a new generation the chance to learn how one person can truly make a difference.

Over 1,000 persons have signed a petition in support of this effort to honor Tarea Hall Pittman. We hope that you will seriously consider this wonderful opportunity for our South Berkeley neighborhood.

Sincerely,

Patrick Dooley
Artistic Director
Shotgun Players
pdooley@shotgunplayers.org

Elizabeth Lisle
Managing Director
Shotgun Players
liz@shotgunplayers.org

Joanie McBrien
Director of Development
Shotgun Players
joanie@shotgunplayers.org

Dear Chairwoman Franklin,

My name is Anand Varma and I am a resident of Berkeley. I am writing to support the naming of the South Branch of the Berkeley Public Library after Tarea Hall Pittman out of respect for her contributions to the civil rights and social welfare movements in California and across the nation.

Thank You,

Anand Varma

Berkeley Bowl Marketplace
2020 Oregon Street, Berkeley, CA 94703
Telephone (510) 843-6929 • Fax (510) 843-0430 • www.berkeleybowl.com

March, 13 2015

Berkeley Library Board of Trustees
2020 Kittredge Ave
Berkeley, CA 94703

Dear Abigail Franklin:

We support the naming of the South Berkeley Library in honor of Tarea Hall Pittman for her contributions to human rights and social justice during the 20th century. Specifically she helped to organize people against discrimination during World War 2 in the Kaiser Shipyards and Oakland Fire department. She was on the radio KDIA for 42 years featuring (the good news) which focused on the positive aspiration aspect of minorities and women in the United States. We respectfully submit that you would honor the community by naming the south Berkeley Branch library in her honor.

With all respects,

Glenn Yasuda

Glenn Yasuda
President/Owner
Berkeley Bowl Produce Inc.
2020 Oregon St.
Berkeley, CA 94703
(510) 843-6929

Ujima means collective work and responsibility.

Ujima
Family Recovery Services

"Ujima was my start and my home. That's where I began to believe in something better than where I was. I wouldn't be where I am now without Ujima believing in me first."

March 27, 2015

Board of Library Trustees
Attn: Abigail Franklin, Chair
2090 Kittredge Street
Berkeley, CA 94704

Subject: Community effort to name the South Berkeley Library in honor of Terea Hall Pittman

Dear Chair Abigail Franklin,

I am writing to let you know how much of a difference it would make to the immediate and greater communities to name the South Berkeley Library in honor of Terea Hall Pittman.

Ms. Pittman was a twentieth century community leader in Berkeley for many years and a positive role model for those members of the community who have her and her accomplishments in their memory.

The naming of the South Berkeley Library would be a fitting tribute to her legacy. Thank you for your willingness to work with us. It means a lot to us.

Sincerely yours,

Rita B. Schank
Executive Director

Adminstrative Offices	The Rectory	Kids' Group Program	La CasaUjima	Ujima West	Ujima East	Rosemary Corbin House
1901 Church Lane	P.O. Box 6040	1901 Church Lane	P.O. Box 831	P.O. Box 5179	P.O. Box 8486	P.O. Box 5266
San Pablo, CA 94806	San Pablo, CA 94806	San Pablo, CA 94806	Martinez, CA 94553	Richmond, CA 94805	Pittsburg, CA 94565	Hercules, CA 94547
510.236.3139	510.236.3134	510.236.0399	925.229.0230	510.215.2280	925.427.9100	510.799.1570
510.236.3200 (fax)	510.236.3151(fax)	510.231.4833 (fax)	925.229.0233 (fax)	510.215.2283 (fax)	925.427.9102 (fax)	510.799.1866 (fax)

www.ujimafamily.org

Edmond A. Lester, Ph.D.
116 East Maple Street, Suite C
Compton, CA 90220
(202) 246-3300
EdLester37@gmail.com

ACADEY OF CONSUMER EMPOWERMENT, LLC

Berkeley Library Board of Trustees
2090 Kiterage Avenue
Berkeley California, 94704

March 23,2015

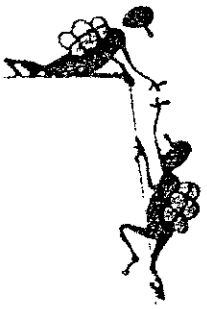
Dear Ms. Abigail Franklin:

It is with enorm ... es gratitude and pleasure with which I respond on behalf of my Board Members directive to illuminate the desire of our company and constituents to advocate naming the South Berkeley Branch Library in honor of Tarea Hall Pittman in recognition of the seventy years of relentless efforts contributed by her. Towards positively influencing social change for all United States Citizens experiencing sexism, racism, audism , and Gender Identity Challenges.

We strongly encourage you to seize this opportunity to honor and recognize the life and work Tarea Hall Pittman devoted to optimizing equal options for mankind! By naming the Library after Tarea Hall Pittman you will be validating and broadcasting the significance of her contributions.

Thank you in advance for consideration given to this valued Accomplishment .

Respectfully;
Edmond Lester, PHD
PRESIDENT/CEO



Ed Roberts Campus

February 27, 2015

Abigail Franklin, Chair
Berkeley Public Library
Board of Trustees
2090 Kittredge Street
Berkeley, CA 94704

Dear Ms. Franklin,

On behalf of the board of directors of the Ed Roberts Campus (ERC), I am writing to express our support for the campaign to rename the South Berkeley branch in honor of Tarea Hall Pittman.

The Ed Roberts Campus is located in South Berkeley and is honored to be a part of the neighborhood with the South Berkeley branch. The seven partners in the ERC have a long history of working for social justice here in the Bay Area and around the world. By naming the South Branch after Tarea Hall Pittman, you are not only honoring her significant contribution to the civil rights movement, you will be broadcasting your support for the continuing movement to end all forms of discrimination and segregation.

We strongly encourage you to take this opportunity to honor the life and work of Tarea Hall Pittman.

Sincerely yours,

Susan R. Henderson

Susan Henderson
President

3075 Adeline Avenue, Suite 220, Berkeley, CA 94703

CHURCH FOR TODAY
1449 CORNELL AVENUE
BERKELEY, CALIFORNIA 94702-1035

(510) 525-5181

March 31, 2015

Berkeley Public Library Board of Trustees
Abigail Franklin, Chair
2090 Kittredge Avenue
Berkeley, CA 94704

Dear Ms. Franklin and Trustees of the Berkeley Public Library,

I join with others who are requesting that the name of the South Berkeley Public Library be named after Tarea Hall Pittman as a tribute to her work as a pioneer in bringing news about African Americans in the Bay Area and beyond.

As someone who has lived in Berkeley for over 47 years, I remember well her radio broadcasts every Sunday morning. As a theological student and then as an Associate Pastor, many times I used to ride to the Church for Today with the late Reverend Dr. W. Hazaiah Williams who was the pastor at that church from 1956 until his death in 1999. We used to listen to Ms. Pittman and learn from her broadcasts. I know many others in our church did as well.

I feel it would be a great tribute to her to name one of the Berkeley institutions in her honor. This would allow the community to be reminded of her work as a pioneer who highlighted African Americans in the news for many, many years.

Sincerely,

William S. Kruse
Pastor

Sacred Arts & Living Center

A Teaching Chapter Affiliated with Centers for Spiritual Living
2301 Diamond Bar Court San Leandro, CA 94579
Rev. FranCione, Ph.D., Spiritual Leader

March 30, 2013

Berkeley Library Board of Trustees
Chair, Abigail Franklin
2090 Kittridge Ave, Berkeley, CA 94704

Dear Ms. Franklin and Trustees of Berkeley Library,

It is my joy for the Sacred Arts & Living Center to join others requesting that the name of the South Berkeley Public Library be named after Mrs. Tarea Hall Pittman.

As one who was born in Berkeley and spent many years living in the vicinity of and using the South Berkeley Public Library I feel a strong commitment to cherishing its legacy. Moreover, I am consciously aware of what it meant, as i was growing up, to have the Negro, Black, African American community always brilliantly exposed to timely news through the riveting weekly messages of Mrs Tera Hall Pittman - a friend and peer of my Mother. What pleasure and pride many of us, in our seventh decade and more, will have knowing that one of our own is being so acknowledged and cherished by naming one of our Berkeley institutions in Mrs. Pittman's honor. And, how wonderful it is to consider that through this action Berkeley will continue its history of being ethnically and culturally inclusive by taking this stand for equity and justice.

I welcome being invited to any announcement or celebration of this action taken.

In peace and high regard,

FranCione

Rev. FranCione
sacredartscenter@gmail.com

Dear Nancy,
From your recent letter:
"Does Mrs. Pittman meet the Library's Facilities Naming Policy? The policy is at present very stringent, so that no proposed honoree could meet all of its criteria."

"We urge the Library Trustees to start the process outlined in your Naming Policy and if you find that there is strong support for such a name change, that you vote to recognize Tarea Hall Pittman in the name of the South Branch Library."

As a longtime admirer and supporter of the League of Women Voters, I was taken aback by your recent letter to the Board of Library Trustees "re Pittman". Urging any governing body to disregard a policy that has been thoroughly discussed in publicly noticed meetings and approved by a public vote of that body (in this case a unanimous vote of the BOLT and also of the City Council in 2012, and again, after minor revisions, by unanimous votes of both bodies in 2014), is far from consistent with the League's reputation as an advocate for good governance. This policy was developed thoughtfully and transparently by the Board of Library Trustees, and without any particular proposal pending before it, which is the best way to develop policy that is fair and impartial and in the public interest. Policies such as the Library Naming Policy are created to support public trust in governance by making the basis for decision-making explicit, transparent and available to all, and it is important that they be seen to be implemented fairly, in accordance with the stated criteria.

As it is not in fact consistent with the principles of good governance to proceed as you have advised, and events have brought the BOLT Naming Policy into public discussion, the BOLT agreed at their March 11 meeting to place on the April meeting agenda an item for discussion of the current policy, to determine whether or not the Board feels that changing the policy may be warranted. And again, according to the principles of good governance, the question before the Board will not be, "shall the current policy be amended to allow the South Branch Library be named for an individual according to a particular proposal submitted to the Board which does not meet the criteria of the current policy", but "is it in the public interest to change the current Naming Policy to allow Berkeley Libraries to be named after individuals? Do we want to start naming libraries after individuals?" I do not know what the outcome of that discussion will be, but it is a significant question, since throughout the entire existence of the Berkeley Public Library (founded 1893), it has always been the practice "to name libraries according to their geographic location in the City and/or to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves." The way the current policy is written, removing the narrow criteria that allow for a rare exception to the longstanding practice/policy of naming our libraries only for their location would entirely eliminate that exception, but the policy could also be entirely changed to eliminate the overall requirement that libraries only be named for locations. Either way, it is the policy in general that will be addressed, and not this proposal in particular. Of course, if the policy is changed by a vote of the BOLT and then the City Council, the proposal which was the subject of your letter will be considered fairly and openly under those new criteria, just as any and all naming proposals submitted to the BOLT will be fairly and openly considered under the current or any future BOLT Naming Policy.

Sincerely,
Julie Holcomb

Scott, Jeff

From: Donald Lathbury <donald.lathbury@gmail.com>
Sent: Tuesday, April 21, 2015 9:07 AM
To: BOLT BOLT
Subject: East Bay Young Democrats on South Berkeley Library Renaming

Dear Board of Library Trustees,

I am writing to inform you that the Executive Board of East Bay Young Democrats has voted to support efforts to rename the South Berkeley Library in honor of the civil rights leader Tarea Hall Pittman.

Pittman's contributions to Bay Area culture and civic advocacy, spanning decades, are deserving of the recognition that comes with a library dedication. For 45 years, she hosted a radio program on KDIA radio called "Negroes in the News," helping to educate the African American community in Berkeley and throughout the Bay Area about current events relevant to the American black experience.

Mrs. Hall was also a powerful activist, working to secure good jobs for black workers at the shipyards and serving as an instrumental leader to secure the passage of the California Fair Employment and Housing Act, one of the landmark laws that helps the state crack down on illegal discrimination in the workplace and housing.

Pittman was a proud South Berkeley resident, and we think it's a testament to her lasting legacy that more than 2,000 community members have signed a petition in support of the name change.

On behalf of East Bay Young Democrats, I urge you to support renaming the South Berkeley Library in honor of Tarea Hall Pittman.

Sincerely,
Donald Lathbury
President, East Bay Young Democrats

Scott, Jeff

From: Franklin, Eve
Sent: Monday, February 23, 2015 10:59 AM
To: Scott, Jeff
Subject: Comment on South Branch Renaming

Laura Menard who has lived in South Berkeley for 45 year called to voice her concerns over the potential renaming of the library.

She's been very active in the South Branch Community and doesn't agree with the proposed name. She thinks the whole thing reeks of a very narrow agenda with a racial profile.

She said Charles Austin called her numerous times over the last few years to ask her to join their effort and that she always asked who Ms. Pittman was and what she did for the Library and he could never provide an answer.

510-849-4319

Eve Franklin, Administrative Secretary
Berkeley Public Library / Administration
2090 Kittredge Street
Berkeley, CA 94704
Phone: (510) 981-6102 **Fax:** (510) 981-6111
Email: efranklin@ci.berkeley.ca.us
Web: www.berkeleypubliclibrary.org

Scott, Jeff

From: Berkeley Public Library
Sent: Monday, February 23, 2015 9:07 PM
To: Franklin, Eve; Scott, Jeff
Subject: Your department has been chosen to handle message# 4984

Original message from Patron:

Name	Nate Brownlow
Message	Please don't rename the south branch library. I've lived in Berkeley my whole life, and the branch's names reflect the neighborhood of their location. This is the most inclusive naming policy. The neighborhoods and branches will last much longer than public sentiment about any individual.

View the message details and write a response by clicking this link.

If you would like someone else in your department to read and respond to this message, please simply forward this e-mail message to that person.

Note from the original department staff member (Jeff Scott):

BOARD OF SUPERVISORS

KEITH CARSON
Supervisor, Fifth District

April 17, 2015

Jeff Scott
Director
Berkeley Library Commission
2090 Kittredge Street
Berkeley, CA 94704

Dear Mr. Scott:

I am writing in support of renaming the South Berkeley Library in Honor of Ms. Tarea Hall Pitman. As someone who was born in Berkeley and the raised in South Berkeley the legacy of her accomplishments throughout the region are clearly worthy of this distinction.

The City of the Berkeley has a long history of the being ahead of the curve in numerous areas including education, diversity and civil rights. Tarea Hall Pitman's illustrious yet often unheralded accomplishments can provide inspiration, guidance and a pathway to success for many in our communities that come from challenging situations. Access to the public library can help to bridge the digital divide and provide access to information which is otherwise out of reach. Renaming the South Berkeley Library to honor Ms. Pitman is a fitting the tribute to her life and the current investments to improve the library system and make it more accessible to underserved communities.

The South Berkeley community is experiencing a critical revitalization; crucial to that success is a recognition of the struggles and achievements of the previous residents. I am adding my voice to the thousands of who recognize the value and significance of the reaming the South Berkeley Library to honor Ms. Tarea Hall Pittman and I am confident that the Commission will give this issue the strong consideration with it merits.

Sincerely,

Keith Carson

Keith Carson
Alameda County Supervisor, Fifth District

1221 OAK STREET SUITE 536. OAKLAND, CALIFORNIA 94612 510 272-6695 FAX 510 271-5151

March 29, 2015

Board of Library Trustees
Berkeley Public Library
2090 Kittredge Street
Berkeley, CA 94704

Dear Trustees:

My name is Tony Chapelle, and I'm writing from New York's Harlem, where I now reside. I'm a native Berkeleyan, raised on (Grove Street) Martin Luther King Jr. Way.

I'm writing to lend my strong support for the proposal to rename the South Branch library in honor of Tarea Hall Pittman. As you know, this proposal was approved unanimously by the Berkeley City Council and is now before you for adoption.

Mrs. Pittman was a neighbor who lived just seven or eight doors from us. She was larger than life. African Americans in Berkeley were proud of her struggle for our rights and to break discrimination. Her support for the Rumford Fair Housing Act may have been critical to its ultimate passage and adoption nationwide. She was also a stalwart of community pride. Youngsters like me could catch an impromptu lecture if Mrs. Pittman spotted us not conducting ourselves with decorum.

I owe no small thanks for my career to Mrs. Pittman, one of the first African American broadcasters I can remember. My family often listened to her KDIA Negro news broadcast and often discussed her reports. She gave voice to our local aspirations, a far cry from what other TV or radio outlets provided before 1968.

After Mrs. Pittman's example, I dared to report and produce news professionally. Since 1984, I've been employed by corporate media such as CNN and the Financial Times Group and with black agencies such as Johnson Publishing and Rainbow PUSH.

I left Berkeley in 1974 but return every year to spend time with my mother, brother and friends. Having been asked to support this effort, I heartily endorse it to stamp one of South Berkeley's most enduring institutions with the name of the individual who did more for South Berkeley than anyone I know. Please approve this naming proposal.

With respect,

Tony Chapelle

Tony Chapelle
238 West 132nd Street
New York, NY 10027

Scott, Jeff

From: midnightrose13@gmail.com on behalf of Carrie Katz <carrie@embodiedbeing.net>
Sent: Tuesday, April 21, 2015 4:22 PM
To: BOLT BOLT
Subject: Attn: Abigail Franklin; Support for renaming of the South Branch Library

April 11, 2015

Attn: Abigail Franklin

Dear Board of Library Trustees of the Berkeley Libraries,

We, the residents of 2915 Martin Luther King Jr. Way would like to voice our support for the renaming of the South Branch of the Berkeley Public Library to "The Tarea Hall Pittman Library". Many of us have lived and/or worked in South Berkeley for some twenty years, and know the neighborhood well.

Tarea Hall Pittman was not only a resident of South Berkeley for a time, but was also a changemaker of great magnitude for civil rights and for the African American community. The larger community of Berkeley in general has thus benefitted from her work, from her generation through ours and moving forward. South Berkeley is a wonderfully diverse neighborhood and it would be an honor to both Ms. Pittman and the changes she set in motion, as well as to the neighborhood as a whole, if the South branch would reflect these historical and positive changes by naming the library in her honor.

Sincerely,

Carrie Katz

Charna Cassell

Eilish Nagle

Susan San Tara

Eugenia Guidi

Dominique Lando

Matt Foley

Shir Dvir

Carrie Katz, Licensed Marriage and Family Therapist
www.embodiedbeing.net

Somatic (body-oriented) psychotherapy for relationship challenges, life transitions, depression, anxiety, recent or childhood trauma, and parenting concerns; individuals and couples; expressive arts therapy

Pandora's Vox: singing, voice, and songwriting support for "shower singers" and professional musicians
Groups and Individual work

510.594.4330

EAST BAY
COMMUNITY
LAW CENTER

April 10, 2015

RE: Naming of the South Berkeley Library for Tarea Hall Pittman

Dear Board of Library Trustees;

The East Bay Community Law Center is writing in support of naming the South Branch of the Berkeley Public Library for Tarea Hall Pittman.

Ms. Pittman serves as an example of the diverse population that has transcended through Berkeley's history, a history that should be celebrated and honored. Ms. Pittman was one of the first Bay Area Civil Rights leaders, and became nationally recognized through her efforts to publicize positive achievements of African Americans in her broadcast "Negroes in the News". She envisioned a society where all individuals would have equal access to opportunity, and she dedicated her life to advocating for the advancement of communities of color.

Often times, public libraries serve as the only available resource to African American and other minority youth for the advancement of their education. The hopes are that through the celebration of Ms. Pittman's life work, the library will further encourage and inspire the Berkeley community to continue to bring positive change to the world.

For the reasons stated above, we write in support of this change.

Sincerely,

Tirien Angela Steinbach
Executive Director
East Bay Community Law Center
A clinic of Berkeley Law School
2921 Adeline Street, Berkeley, CA 94703
510-269-6673 www.ebclc.org

JUSTICE THROUGH EDUCATION AND ADVOCACY

Alameda-Contra Costa Transit District

Joe L. Wallace, Ward 1
Representing Albany • El Cerrito • Richmond • San Pablo • El Sobrante, Kensington • North Richmond • Portion of Berkeley

April 8, 2015

Ms. Abigail Franklin, Chair
Berkeley Library Board of Trustees
2090 Kittredge Street
Berkeley, CA 94703

Subject: South Branch Library Renaming

Dear Chair Franklin and Members of the Board,

As a member of the African American community and representative of Berkeley, it is with great pride that I endorse the renaming of the South Branch Berkeley Library after the late Tarea Hall Pittman. Ms. Pittman was a long-time resident of Berkeley who tirelessly devoted decades of her life to encouraging a more informed community and to making her community stronger through education and activism.

In addition to her long-running radio show on KDIA-Oakland, which she hosted for 42 years, Ms. Pittman played an integral role in the social welfare and civil rights movements in the Bay Area. With persistent and tireless effort she sought to engage a community in her efforts towards attaining equal rights for minority citizens. From fair employment practices to fair housing and desegregation, the efforts of Ms. Pittman have helped to educate and illuminate an informed society.

Tarea Hall Pittman is a symbol of what Berkeley is all about because of her efforts to empower people through education which have helped to define everything that Berkeley is today – activism, leadership, diversity, and tolerance. It is because of her many sacrifices and contributions to the City of Berkeley, the Bay Area Region and beyond that I wholeheartedly endorse the renaming of the South Branch Berkeley Library after Tarea Hall Pittman. Thank you for your consideration.

Sincerely,

Joe L. Wallace
Director, Ward 1

cc: Mr. Charles Austin

1600 Franklin Street • Oakland, CA 94612 • **TEL** (510) 891-7284 • **FAX** (510) 891-4705 • www.actransit.org

Mrs. Jeanie L. Rucker
2757 Dohr Street
Berkeley, CA 94702
(510) 540-5820-phone (510) 540-7676-fax

April 12, 2015

Abigail Franklin, Chair, and Members of the
Berkeley Public Library Board of Trustees
2090 Kittredge Street
Berkeley, CA 94704

Dear Chair Franklin and Trustees:

It is a tremendous honor and privilege to support renaming the Berkeley Public Library South Branch to Berkeley Public Library Tarea Hall Pittman South Branch.

As a resident of Berkeley for nearly seventy-three years, I was privileged to witness some of the many achievements and contributions that Tarea Hall Pittman made to the City of Berkeley.

In my very first employment, in the summer of 1959, I gained a wealth of knowledge and skills working with Mrs. Pittman, Regional Director, of the Western Regional Office of the NAACP in San Francisco. Most important, I became intimately aware of the many civil rights issues that Mrs. Pittman addressed. She was a stalwart leader in addressing the injustices and inequalities in education, employment, and housing.

Mrs. Pittman's outreach was broad an impactful. Her radio broadcasts on KDIA served as a major source for listeners to gain awareness of an array of issues that benefitted the City of Berkeley, Bay Area communities, State of California, and indeed our nation.

Mrs. Pittman encouraged me to serve and mentored me as a Director on the Berkeley Board of Education and the Berkeley Library Board of Trustees. Serving in these capacities allowed me to be influenced up close and personal by her tenacity, selflessness, courage, and commitment as she continued her activism serving on many committees in several organizations.

Mrs. Pittman's interaction regarding the Berkeley Public Library South Branch (built in 1927) on Woolsey Street relocating (in 1961) to Russell Street was near and dear to her. Mrs. Pittman and her husband, Dr. William Pittman, lived and worked only a few houses from the Berkeley Public Library South Branch.

Mrs. Pittman had a continuum of effective efforts as a major supporter of all the ballot measures that supported funding for Berkeley Public libraries and public schools after funding was lost as a result of Proposition 13 and President Reagan's budget cuts.

Naming the Berkeley Public Library Tarea Hall Pittman South Branch provides the City of Berkeley a huge opportunity to combine the historical aspects of the past with activities of today for future leaders of tomorrow. It will honor her great work in our city as well as serve as a symbol of recognition for her peers who joined her in the quest for fair housing, desegregation of schools, and employment opportunities for all.

Therefore, it is without hesitation that I join Mr. Charles Austin and Berkeley citizens in strongly encouraging the Berkeley Public Library Board of Trustees to rename the Berkeley Public Library South Branch to Berkeley Public Library Tarea Hall Pittman South Branch.

Respectfully Yours,

Jeanie L. Rucker

Jeanie L. Rucker
Former Vice President
Berkeley Public Library Board of Trustees

African American/Black Professionals & Community Network

http://www.aabpcnetwork.com
aabpcnetwork@gmail.com

April 20, 2015

To whom it may concern,

The African American/Black Professionals & Community Network (AABPCN) is writing this letter in favor of the South Berkeley Library being named after Ms. Pittman. As you know she was a community member that was highly revered by most people that knew her.

Ms. Pittman was a longtime Berkeley resident whose life's work helped to make Berkeley a better place for all to live. Tarea Hall Pittman earned a M.A. in Social Welfare from U.C. Berkeley and she fought for Fair Employment Practices and legislation. She devoted her life to human rights and social justice in Berkeley and the East Bay.

Ms. Pitman deserves to have the South Berkeley Library named after her and the African American/Black Professionals & Community Network endorse the naming of the South Berkeley Library for Tarea Hall Pittman.

Sincerely,

Mrs. White

Chair of the AABPCN

From: Willie Phillips <willie.phillips4@gmail.com>
Sent: Wednesday, April 22, 2015 2:52 PM
To: Franklin, Eve
Subject: Support of Renaming Of South Berkeley Library to Tarea Hall Pittman

April 19, 2015

Wat Mongkolratanaram
Thai Buddhist Temple
1911 Russell Street
Berkeley CA 94703

We are pleased to add our support to the effort to name the library in our neighborhood after Tarea Hall Pittman.

Ms. Pittman's lifelong commitment to this community is truly an inspiration, and one that seems worthy of honor.

Her contribution to Berkeley and the world lives on, and thus it seems especially fitting that her name be attached to our library, a place of learning. We all learn when we encounter truth, and it is plain that Ms Pittman's life effort was to share truth with all. We hope to see her honored accordingly.

Wat Mongkolratanaram

Sincerely,
South Berkeley Community Housing

April 19, 2015
To the Berkeley Library Board:

The South Berkeley Community Housing Development Corporation (SBCHDC) enthusiastically supports the effort to name the South Berkeley library after Tarea Hall Pittman.

This extraordinary woman deserves this recognition, and the recognition that will follow as library patrons encounter her name and legacy in the future.

Ms. Pittman's lifelong commitment to informed action provides a tremendous example of an individual's mission to use information to create knowledge that will leave a community better than before, and we can say without qualification that Tarea Hall Pittman left Berkeley better than she found it.

"Negroes In The News" was created by Tarea Hall Pittman specifically to provide information about African-American achievement. Ms. Pittman did this at a time when the Berkeley Library did not provide access to important African-American newspapers and magazines, and thus did not properly serve the entire community. "Negroes In The News" was Ms. Pittman's entirely voluntary effort at addressing this lack of information, and it is fitting that the Berkeley Library Council now recognize her accordingly.

The legacy of Tarea Hall Pittman's advocacy lives on in the Berkeley of today, ensuring a racially diverse community exists. Now it is time to acknowledge her many contributions, and there can be no better way to recognize her commitment to knowledge than naming South Berkeley's library for this great African-American woman.

Respectfully yours,

George Pearson
President, SBCHDC

April 21, 2015

Re: Naming of the South Berkeley Library for Tarea Hall Pittman

As a child growing up in Berkeley, I remember Tarea Hall Pittman as a leading figure in the community, because she was the first African -American woman to broadcast over the radio to the Community in Berkeley. She was articulate informed and totally committed to the young and old people of color. She knew the importance of literacy, the ability to read and write, and how important it was to each child to learn to read about what was going on in the world around them.

She kept the entire community informed about what was important in their communities, so that they could make intelligent choices about how to keep their City functioning for people of color. As a result, we produced people like Frances Albrier, Ruth Acty, Matt Crawford and Thomas Berkeley, who excelled in the fields of politics, education, community services and the law.

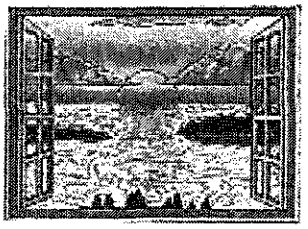
Tarea Hall Pittman richly deserves, a library named in her honor, for her outstanding presence and hare work which contributed to Berkeley become one of the know Cities in the United States,

Sincerely,

Jerri Lange

Berkeley Historical Society

Berkeley History Center
1931 Center Street, Berkeley
Tel. (510) 848-0181
Fax (510) 848-0181



MUSEUM • LIBRARY • ARCHIVES

Mailing Address
Main Post Office
P.O. Box 1190
Berkeley, CA 94701

April 22, 2015

Abigail Franklin, Chair, and Board of Library Trustees
Vice Chair Julie Holcomb, and Winston Burton, Darryl Moore, Jim Novosel
c/o Jeff Scott, Director of Library Services, Secretary
BOLT@ci.berkeley.ca.us

About: Honoring Tarea Hall Pittman in the name of the South Berkeley Library
For: Board of Trustees Meeting April 22, 6:30 pm at South Berkeley Library

Dear Chair Franklin and Trustees,

The Berkeley Historical Society voted in its March 9, 2015 board meeting to support the honoring of Tarea Hall Pittman in the name of the South Branch Library. Such recognition would partner the historic heart of the South Berkeley neighborhood with the South Branch Library enriching both.

The Berkeley Historical Society's mission is to celebrate the diversity of Berkeley people by keeping Berkeley's history a vital part of our lives. There is no better way than to make our history visible to citizens of Berkeley than through the name of historic people gracing local buildings and institutions. Without active celebrations such of this, Berkeley history would be lost to our future generations.

The honoring of Tarea Hall Pittman and her legacy is especially important because she embodies the rich culture of the South Berkeley Black community established by her along with other early Berkeley Black pioneers. Mr. C. L. Dellems, the great uncle of former Congressman and Oakland Mayor Ron Dellems, and an early civil rights leader in Oakland, said that Tarea Hall Pittman was the best known black woman in California from her emergence as a leader in early Black Women's Clubs starting in the 1930s; through her pivotal work for the NAACP in mobilizing and lobbying for equal access for employment, housing and education first at the local level in the 1920s and as the first woman Western Regional Director in the early 1960's and until her death in 1991. Newspaper accounts record that in the 1980's Mrs. Pittman was part of the Berkeley NAACP study on integration of Berkeley schools. She was on the road to speak locally and across California to let people know that although the Berkeley was the first city in the United States to voluntarily integrate their school system through busing, their work was not yet done.

Mrs. Pittman's 42 year program "Negroes in the News" on KDIA was the only comprehensive source of news for the local Black community before it was available in libraries. Young women wanted to sound like her.

Her enduring legacy is amplified through the Bancroft Library selection of Mrs. Pittman as part of the Earl Warren and the UC Black Alumni Club oral history series and educational pamphlets.

Her life's legacy reflects the ongoing social complexity and diversity of the South Berkeley community in which she lived for over 68 years. Having her history partnered with the South Branch Library will make her history and that of the community of the South Branch Library visible and celebrated daily.

On Behalf of the Berkeley Historical Society,

Phyllis M. Housel Gale

Phyllis M. Housel Gale, First Vice President
Curator, 2003 Early Berkeley Women Exhibit

NAACP
NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

Berkeley Branch NAACP
P.O. Box 613
Berkeley, CA, 94701

April 2, 2015

Berkeley Public Library, Board of Trustees
2090 Kittredge Street
Berkeley Ca 94704

To the Berkeley Library Board:

Members of the Library Board and the Berkeley community:

As President of the Berkeley Branch of NAACP and on the behalf of all our members, I am very proud to endorse the effort to have the South Berkeley Library renamed for Tarea Hall Pittman. It is fitting and just that Ms. Pittman is eternalized in exactly this way. Ms. Pittman's extraordinary "Negroes In The News" program, provided essential information to African-Americans at a time in our nation's history when even library access to historic African-Americans' publications was limited.

President Emeritus, Mr. Frank Brown, whom has been a member of our Berkeley NAACP Branch for over 60 years and other seniors in our local Branch, knew Ms. Pittman personally. Those that knew her enthusiastically support the re-naming of the South Berkeley Library in her name. Her incredible life needs to be eternalized actively and with the honor she deserves. When Ms. Pittman enrolled at the University of California, Berkeley in 1923 she was denied campus housing, leading her toward a lifetime of activism on behalf of others. She was integral in the great migration of African-Americans from the South during World War II and organized protests that led to Kaiser Shipyards and other war industries hiring African-Americans.

Her relation to the NAACP began when her father helped found the Bakersfield branch; in fact, she was a member during seven decades. She spent a number of years serving as Director of the West Coast Regain (1961-1965), and during that time worked to achieve Fair Employment Practice laws in Arizona, Alaska, and Nevada.

Upon her retirement from the NAACP in 1970, she continued to broadcast "Negroes In The News" as supported by the Negro Education Council. This program provided an essential service, informing our community on important issues of concern at a time when even the Berkeley library was not providing a full spectrum of African-American-created publications and periodicals to its users.

Again, the NAACP passionately urges the Library Board of Trustees to take action today and provide the legendary Tarea Hall Pittman the much-deserved respect by naming South Berkeley Library in her honor. Ms. Pittman's advocacy in demanding a fair and equitable treatment for the local African-American community is legendary. In our time, renaming the library in her honor will be a courageous act by this Board. This name change will be a worthy effort at rectifying the omissions of the past by raising the consciousness of the present and future.

Sincerely,

Mansour Id-Deen, President
Berkeley Branch of the NAACP

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0015
(916) 319-2015
FAX (916) 319-2115

DISTRICT OFFICE
1515 CLAY STREET, SUITE 2201
OAKLAND, CA 94612
(510) 286-1400
FAX (510) 286-1406

Assembly
California Legislature

TONY THURMOND
ASSEMBLYMEMBER, FIFTEENTH DISTRICT

COMMITTEES
BUDGET
EDUCATION
HEALTH
HUMAN SERVICES
LABOR AND EMPLOYMENT

SUB COMMITTEES
CHAIR: BUDGET SUBCOMMITTEE NO. 1 ON HEALTH AND HUMAN SERVICES
BUDGET SUBCOMMITTEE NO. 6 ON BUDGET PROCESS OVERSITE AND PROGRAM EVALUATION

April 22, 2015

Board of Library Trustees, Berkeley Public Library
Chair Abigail Franklin
Vice-Chair Julie Holcomb
Trustees Winston Burton, Darryl Moore and Jim Novosel
2090 Kittredge Street,
Berkeley, CA 94704

Subject: Letter of Support for renaming of South Berkeley Library for Tarea Hall Pittman

Dear Board of Library Trustees,

I am requesting your support for the renaming of the South Berkeley Library for Tarea Hall Pittman. As a longtime resident of South Berkeley, Ms. Pittman is considered a local hero and champion of the community in education, employment and housing. Sadly many of her own neighbors did not know of her groundbreaking achievements in assisting to desegregate the Oakland Fire Department and the Kaiser Shipyards or her lobbying for the California Fair Employment Practice Bill signed into law in 1959. The renaming of the library will ensure that Tarea Hall Pittman's accomplishments and achievements are not lost to history and that her name be synonymous with the value of education to our young people and African American community.

Now more than ever we must hold up positive images of successful women and minorities and nowhere else but the library, the great equalizer for learning, should this be more welcome. Though Ms. Pittman may have not been directly connected to the library and that in her time her assistance may not have been welcome as an African American, I have no doubt that she spent many hours in public libraries to become the woman and leader that she was.

I respectively give my support to the renaming of the South Berkeley Library and thank you for your consideration.

Sincerely,

Assemblymember Tony Thurmond, AD 15

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, May 7, 2015, 6:30 P.M.

SOUTH BERKELEY SENIOR CENTER – 2939 ESSEX STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees

A. Call to Order: 6:31 P.M.

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

Absent: None

Also Present: Jeff Scott, Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments:

1. S. Omowale Fowles – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
2. Harry Overstreet – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
3. Debi McIntyre – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
4. Bart Bull – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
5. Mansoor Id-deen – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
6. Max Anderson – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
7. Ben Bartlett – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
8. Willie Phillips – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.

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

D. Report from Board of Library Trustees: None.

II. ACTION CALENDAR REPORTS

A. Library Facilities Naming Policy

Board Discussion.

From: Director of Library Services
Recommendation: Adopt a resolution to approve revisions to the Library Facilities Naming Policy.
Financial Implications: None.
Contact: Jeff Scott, Director of Library Services
Action: Trustee Novosel motioned, Trustee Holcomb seconded to approve revisions to the Library Facilities Naming Policy with the addition of Procedures, Item 5, Naming Design Committee to be formed of two Trustees and, 2 Branch Library staff and 3 community members to consider name and signage design.
Vote: Ayes: Trustees Burton and Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

Board Discussion.

Action: Trustee Moore motioned, Trustee Burton seconded to reconsider previous vote on revisions to the Library Facilities Naming Policy.
Vote: Ayes: Trustees Burton and Moore. Noes: Trustees Franklin, Holcomb and Novosel. Absent: None. Abstentions: None.

Action: Trustee Holcomb motioned, Trustee Novosel seconded to approve revisions to the Library Facilities Naming Policy as follows:

- Strike the last sentence in Procedures, Item 3 "~~In all cases involving branch libraries, the geographic name of the facility shall precede any added honorific name.~~"
- Addition of Procedures, Item 5, A Naming Design Committee to be formed and comprised of two Trustees and two Library staff and three community members to consider name and signage design.

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

B. Renaming South Branch Library

From: Director of Library Services
Recommendation: Adopt a resolution approving the recommendation to City Council to rename the South Branch Library.
Financial Implications: None.
Contact: Jeff Scott, Director of Library Services.
Action: Trustee Holcomb motioned, Trustee Burton seconded to adopt a resolution approving the recommendation to City Council to rename the South Branch Library in honor of Tarea Hall Pittman.
Vote: Ayes: Trustees Burton and Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

III. AGENDA BUILDING

The next meeting will be a Special Meeting held at 6:30 PM on Thursday, May 28, 2015 at the South Branch Library, 1901 Russell Street, Berkeley.

IV. ADJOURNMENT

Adjourned at 7:36 P.M.

COMMUNICATIONS:

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.

CONSENT CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: REVISION TO THE ALL-STAFF MEETING CALENDAR FOR 2015

RECOMMENDATION

Adopt a resolution to authorize the Director of Library Services to revise the All-Staff Meeting Calendar for 2015.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

At the November 12, 2004 Board of Library Trustees Meeting authorized the Director of Library Services to open the Central Library and all branches one hour late on January 30, May 29, July 31 and October 30, 2015 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

CURRENT SITUATION AND ITS EFFECTS

Library staff propose to revise the All-Staff Meeting Calendar for 2015 by removing the July 31, 2015 date and replacing it with August 7, 2015.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution

Attachment 1

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

REVISE ALL STAFF MEETING CALENDAR FOR 2015

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; 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, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operation; 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; and

WHEREAS, the Board of Library Trustees approved the All-Staff Meeting Calendar for 2015 at the November 12, 2014 Board of Library Trustees Meeting; and

WHEREAS, Library staff propose to revise the All-Staff Meeting Calendar for 2015 as follows: remove the July 29, 2015 date and replace it with August 7, 2015.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to revise the All-Staff Meeting Calendar for 2015 as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 28, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Abigail Franklin, Chairperson

_____
Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

CONSENT CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: CONTRACT AMENDMENT: UNIQUE MANAGEMENT SERVICES, INC.

RECOMMENDATION
Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of $15,000 for a contracted not-to-exceed amount of $60,000.

BACKGROUND
The Berkeley Public Library contracts with Unique Management Services Inc., a collections services provider uniquely dedicated to the public library sector, to assist in the collection of fines and fees on patron accounts. The Library refers patron accounts to UMS only when a designated dollar value threshold has been reached. Currently the threshold is set to at least one billed item and fines and fees aggregating to $50 or more.

The contract with UMS valued at $45,000 is effective from July 1, 2011 through June 30, 2016. The contract was originally written to expire on June 30, 2014 and prior to expiration was extended to June 30, 2016 by letter on May 14, 2014 as provided by contract terms.

The total contract value inclusive of the requested amendment specified herein exceeds the spending limit of $50,000 for the purchase of services allowed to the Director of Library Services as enunciated in the Library's Purchasing Manual; consequently, this request is subject to the authorization of the Board of Library Trustees.

CURRENT SITUATION
At the time of the contract extension in May 2014, the not-to-exceed amount was not increased with the intent that a commitment for funding from the board would be requested closer to the time of use. At this time, the Library projects that an incremental funding amount of $15,000 would be sufficient to service this contract through to the June 30, 2016 expiration date. This projected amount is based on the average monthly invoice amount of approximately $1,000/month to date posted to the Unique Management Services Inc. services account.

FISCAL IMPACT
Funding for ongoing collection agency services is budgeted in the FY 2016 and FY 2017 Library Tax Fund.

FUTURE ACTION

No future action is necessary. Upon expiration of the contract on June 30, 2016, the Library will effect a new contract for like services.

Attachments

1. Resolution

Attachment 1

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.:

CONTRACT AMENDMENT: UNIQUE MANAGEMENT SERVICES, INC.

WHEREAS, the Berkeley Public Library contracts with Unique Management Services Inc., a collections services provider uniquely dedicated to the public library sector, to assist in the collection of fines and fees on patron accounts; and

WHEREAS, the contract, valued at $45,000, was originally set to expire on June 30, 2014 was extended through June 30, 2016; and

WHEREAS, the Library projects that an incremental funding amount of $15,000 would be sufficient to service this contract through to the revised June 30, 2016 expiration date; 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 amend Contract No. 8638 with Unique Management Services, Inc., for the provision of collection agency services for library fees and fines in an incremental amount of $15,000 for a contracted not-to-exceed amount of $60,000

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on May 28, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Abigail Franklin, Chairperson

_____
Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

CONSENT CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jeff Scott, Library Director

SUBJECT: REVISIONS TO THE REQUESTING LIBRARY MATERIALS POLICY

RECOMMENDATION

Adopt a resolution to approving the revised Administrative Regulation regarding requesting library materials.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The ability to request that a specific title be held for a patron at a preferred branch is common practice in public Libraries. Library patrons with an active Berkeley Public Library card can place a hold on any circulating item in the catalog themselves from inside the library via the catalog or remotely using the library website.

CURRENT SITUATION AND ITS EFFECTS

This updated policy reflects a simplified approach to placing holds. It includes Link + information.

FURTHER ACTION

None.

Attachments:

1. Resolution
2. Existing Requesting Library Materials Policy
3. Draft Revised Requesting Library Materials Policy

Attachment 1

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

REVISIONS TO THE REQUESTING LIBRARY MATERIALS POLICY

WHEREAS, on shelf holds have been available to Berkeley Public Library patrons for more than fifteen years; and

WHEREAS, the holds option has become a popular service used by patrons system-wide; and

WHEREAS, the Board of Library Trustees approved the existing Requesting Library Materials Policy at the January 9, 2008 regular meeting; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the revised Requesting Library Material Policy.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 28, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Abigail Franklin, Chairperson

_____
Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS

A.R. Number:	**10.17**
ORIGINAL DATE:	01/09/08
BOLT Resolution #:	R08-04
REVISED DATE:	n/a
PAGE:	1 of 1

SUBJECT: Requesting Library Materials

I. PURPOSE

The Berkeley Public Library will provide a service whereby patrons can request materials currently checked out to another borrower or on the shelves.

Utilizing the Library's automation system requested material will be captured, an electronic hold queue maintained and patron notification managed. The purpose of the service includes:

- To increase the use of the collection by providing a mechanism by which library card holders can place a reserve on popular titles or items currently checked out thus equalizing access to the collection. Previous to this service patrons would need to come in and search the shelves repeatedly until the item they wanted was available.
- As a collection management tool the list of titles on reserve and the number of people waiting alert staff to a possible need for additional copies.

One of the Library's goals is to fully utilize the potential of Innovative, the Library's Integrated Library System, to increase service to patrons. The holds or reserve system is a basic module in the software, which makes this a routine and mechanized task.

II. POLICY

Staff will develop borrower policies and internal procedures for implementation of this service. The procedures include managing the module in the online library system and producing relevant reports; intra-branch delivery; and patron notification. Borrower policies include limits on the number of active reserves an individual card holder can have at one time; the types or categories of materials that can be reserved; fees and fines related to placing and/or not canceling an active hold, the period of time an item will be held for a patron, and methods of notification.

Staff will also develop guidelines with directions for patrons regarding the service, including how to place a reserve themselves from the Library website.

Procedures will be periodically assessed, and necessary adjustments will be made to accomplish efficient and effective operations related to this service and to accommodate software changes and upgrades. Specific policy changes, such as an adjustment to limits and fine and fee changes, will be brought to the Board of Library Trustees.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Requesting Library Materials Policy

A.R. Number:	10.17
ORIGINAL DATE:	01/09/08
BOLT Resolution #:	R#08-04
REVISED DATE:	05/28/15
PAGE:	1 of 1

I. PURPOSE

The Berkeley Public Library provides a service whereby patrons can request materials currently checked out to another borrower, on the shelves or available through a partnering library.

The Library's automation system allows for an electronic hold queue to maintain lists of holds and notify patrons of their status. The purposes of the service are:

- To allow current library card holders to place a hold on titles or items currently checked out, equalizing access to the collection.
- To allow access for current library card holders to materials that our library may not hold, taking advantage of the Link+ consortium's greater collection.
- To inform collection development staff of popular materials in order to meet the community's needs and interests.

II. POLICY

Current library card holders can place up to 12 holds at any one time, provided their account is in good standing with less than $10 in fines.

Users select which Berkeley Public Library location to pick up their hold(s) when they place the hold through the library catalog. This pickup location can be changed until the item's status is 'in transit' by amending the hold pickup location in their library account. Hold pickup locations may not be changed once it is in transit to the selected pickup location.

Users can select email or phone notification that their hold(s) is (are) ready for pickup.

The library charges no fee to place items on hold.

Link+ items do have a fines and fee schedule that is distinct from Berkeley Public Library holdings, the lending policy can be found here:
https://www.berkeleypubliclibrary.org/library/borrowing-services#What_is_Link

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

CONSENT CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jeff Scott

SUBJECT: REVISED COLLECTION DEVELOPMENT POLICY

RECOMMENDATION

Adopt the resolution approving the revised Collection Development Policy for the Berkeley Public Library

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Libraries of all types and sizes often have policies governing the selection, maintenance and withdrawal of materials for their collections. These collection development policies reinforce the mission of a library. For staff, a policy serves as a guideline to help make informed and consistent selection and maintenance decisions about the collection. A policy provides continuity to collection goals regardless of staffing or funding changes. A collection development policy is also a document for the public, to help our community better understand our collection objectives and selection decisions.

CURRENT SITUATION AND ITS EFFECTS

This updated Collection Development Policy more accurately reflects the Library's mission in relation to collections.

The revisions made create a more succinct and clear document for both patrons and staff, and serve as a tool to continue to develop and shape a collection that is relevant, engaging and appealing.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution
2. Existing Collection Development Policy
3. Draft Collection Development Policy

Attachment 1

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

APPROVAL OF THE REVISED BERKELEY PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

WHEREAS, the collection of the Berkeley Public Library supports and helps to fulfill the library's mission; and

WHEREAS, the purpose of a Collection Development Policy is to define the criteria and principles by which library selectors make decisions about the selection and retention of resources and materials for the collection; and

WHEREAS, a collection development policy is a vital document for both staff and public to illustrate and inform our collection goals; and

WHEREAS, the policy covers topics such as gifts and donations, requests for reconsideration of material, selection criteria and selection responsibilities.

WHEREAS, the Board of Library Trustees of the City of Berkeley adopted the Berkeley Public Library Collection Development Policy at a BOLT meeting held on May 12, 2010.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the revised Berkeley Public Library Collection Development Policy as presented effective May 28, 2015.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on May 28, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Abigail Franklin, Chairperson

_____
Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

ORIGINAL DATE:	05/12/2010
BOLT Resolution #:	R10-035
REVISED DATE:	
PAGE:	1

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Collection Development Policy

LIBRARY MISSION

The collection of the Berkeley Public Library supports and helps to fulfill the library's mission:

- The Berkeley Public Library supports the individual's right to know by providing free access to information.
- The Central Library and four neighborhood Branch Libraries are committed to developing collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community.
- The Library supports independent learning, personal growth, and the individual's need for information.
- Helpful and expert staff welcome the opportunity to provide quality library services and programs.
- The Berkeley Public Library -- an institution shaped by Berkeley's traditions, characteristics, and environment -- belongs to the entire community.

I. PURPOSE

The purpose of this Collection Development Policy is to define the criteria and principles by which library selectors make decisions about the selection and retention of resources and materials for the collection of the Berkeley Public Library. It provides guidance to library staff making decisions about the selection, acquisition, management, promotion, and preservation of library materials for the collections of the Berkeley Public Library. It also serves to inform the public about the nature and purpose of the library's collections and the principles that guide our collection decisions.

II. POLICY

Goals and Scope of the Collection

The goals of the collection are to support the library's mission, by providing materials and resources that meet the informational, educational and entertainment needs of our community. Berkeley Public Library fully supports the American Library Association's guidelines for public access to information including: Library Bill of Rights (http://ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm)

Freedom to Read Statement (http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm).

Budget and space restrictions, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater Bay Area. Access to these collections is facilitated by our participation in LINK+ and through direct referrals.

Scholarly or research materials (including textbooks) are not collected, but a balance is sought to satisfy the rich and diverse needs of our patrons, both at the central library, and in our neighborhood branch collections.

Specific goals emphasized in our collections include:

- Early literacy and other initiatives for young children
- Support for students
- Lifelong learning for adults
- Recreational reading, listening and viewing for all ages
- General research, but especially in areas of local interest or subjects in high demand
- Artistic and creative resources
- Informational and fact-finding resources
- Occupational and professional development materials
- Informational and recreational reading and viewing needs of those whose use may be limited by disability, language or reading level
- Materials that reflect the diverse cultural, religious, racial, and ethnic backgrounds of our community residents, including materials in other languages

Responsibility for Selection and Maintenance of the Collection

The selection and maintenance of the library's collection, within the framework of a Library Board of Trustees approved selection policy, lies administratively with the Library Director, who delegates to appropriately trained and skilled staff members. The Berkeley Public Library manages the selection of materials through a coordinated system of shared responsibility among professional librarians. Selectors make choices based on a thorough knowledge of community interests, needs and current library holdings.

Selection Criteria

Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate materials for the collection. Gifts and purchases are selected for the collection using the same criteria.

- Significance and/or usefulness to the community
- Evaluation presented by critical reviews
- Comprehensiveness and depth of treatment: clarity, accuracy, objectivity, and organization of information
- Reputation and authority of author, artist, producer or publisher
- The contribution the work makes to a diversity of viewpoints
- Currency of information
- Production quality and suitability of physical format for library use, including issues related to durability and possible obsolescence of format
- Relationship to existing material in the collection
- Cost and availability
- Popular demand as related to above criteria
- In addition, electronic materials will also be subject to the following selection criteria
- Accessibility, both in the library and remotely

- Quality of access relating to product's ease of use and availability of online help
- Currency and frequency of product maintenance and updating

Suggestions for Purchase

The library encourages input from the Berkeley community concerning the collection. A suggestion for purchase may be made in person or online. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Gifts or Donations

Donations of materials are regularly presented to the library as possible additions to the collections. Donations must also meet the same criteria as purchased materials in terms of physical condition, currency, and appropriateness to the collection. The library reserves the right to decide the conditions of display, housing and access to the materials. Materials not added to the collection are not returned to the donor and may be turned over to the Friends of the Library for resale, with proceeds going to support the library. The Library always welcomes monetary gifts for collection enrichment. Donors may request that these funds be directed to particular collections or subject areas, but the library reserves the right to make the final selection decisions.

Requests for Reconsideration of Materials

Persons seeking the reconsideration of a title in the collection are asked to complete a "Request for Reconsideration of Library Materials" form, available at any library location. These requests will be reviewed by the Library Director, the Collection Management librarian, and any appropriate selectors in the area where the questioned material is housed. The decision about reconsideration will be communicated by letter from the Director.

Collection Maintenance

Maintenance of the library collection through constant re-evaluation by library staff ensures its continued usefulness and relevancy to the community. Those materials determined to no longer be of value are withdrawn from the collection. Condition, content, inherent value and use are the primary criteria used to determine the continued retention of materials in the collection. Specific evaluation criteria include:

- Age of materials and currency of the contents; whether the material is obsolete due to no longer being timely, accurate or relevant
- Condition of the items, including any damage
- Circulation of the materials, both through analysis of data from the library's circulation system, Link+ requests, and through in-house use analysis
- Relevance to observed and anticipated community needs and desires, including long-term local historical significance or interest
- Items that are unnecessarily duplicated

Withdrawn materials may be considered for replacement if they are still deemed necessary to the collection. Items identified as needing repair are evaluated for cost of staff time and availability of newer or better materials on a subject.

Reviewed by: _____

Director of Library Services Date

Approved by: _____

Chair, Board of Library Trustees Date

BERKELEY PUBLIC LIBRARY POLICIES

ORIGINAL DATE:	05/12/2010
BOLT Resolution #:	R10-035
REVISED DATE:	05/28/2015
PAGE:	1 of 2

SUBJECT: Collection Development Policy

I. PURPOSE

The purpose of this Collection Development Policy is to define the criteria and principles by which the library selects and retains resources and materials.

II. POLICY

Goals and Scope of the Collection

The Library is committed to developing collections, resources and services that meet the informational, cultural and recreational needs of our diverse community.

We support the library's mission through a collection that is:

- Relevant
- Engaging
- Appealing

The Library's community-driven collection is augmented by LINK+, a lending consortium comprised of public, academic and special libraries throughout California and Nevada.

We are a collection shared among five locations.

Our collection includes fiction and non-fiction materials and resources for all ages, supporting a community of readers and lifelong learners.

Responsibility for Selection and Maintenance of the Collection

The Library Director, with approval of the Board of Library Trustees, is administratively responsible for the collection. The Library Director delegates the tasks of selection and maintenance to Collection Development team.

Selection Criteria

Collection Development librarians, using available collection tools and knowledge of community trends, select and evaluate materials and resources for the collection. Gifts, purchases and e-resources are selected for the collection using the same criteria.

- Popular demand
- Currency of material
- Condition of material(format)
- Relationship to existing material in collection
- Accuracy and depth of content
- Cost and availability
- Reputation and authority of author, artist, producer or publisher
- Material's contribution to a diversity of viewpoints

Suggestions for Purchase
The library encourages input from our community. A suggestion for purchase may be made in person or online. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Gifts or Donations
Donations of materials are regularly presented to the library as possible additions to the collections. Donations must also meet the same criteria as purchased materials.

The library reserves the right to determine the conditions of display, housing and access to materials. Materials not added to the collection are not returned to the donor and may be given to the Friends of the Library for resale, with proceeds going to support the library.

The Library welcomes monetary gifts for collection enrichment. Donors may request that these funds be directed to particular collections or subject areas, the library reserves the right to make the final selection decisions.

Requests for Reconsideration of Materials
Persons seeking the reconsideration of a title in the collection are asked to complete a "Request for Reconsideration of Library Materials" form, available online. These requests will be reviewed by the Library Director, the Collection Management librarian, and librarians specializing in the content area. The decision about reconsideration will be communicated by letter from the Director.

Collection Maintenance
Maintenance of the collection through scheduled evaluation by library staff is critical to ensuring its continued usefulness and relevancy.

Evaluation criteria include:
- Age of materials and currency of material
- Condition of item
- Circulation of the material

Damaged materials will be considered for replacement.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

CONSENT CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: REVISED BERKELEY PUBLIC LIBRARY BEHAVIOR GUIDELINES AND PATRON SUSPENSION POLICY

RECOMMENDATION

Adopt the resolution approving the revised *Behavior Guidelines* and *Patron Suspension Policy*

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Library Board of Library Trustees adopted the *Library Rules of Conduct* in 1988, with revisions adopted in 1991, 2002, 2006, 2007, 2009 and lastly in 2012.

The Board adopted the *Patron Suspension Policy* which is linked to the Rules of Conduct in September 2002, with revisions in 2012.

Additionally, the City of Berkeley adopted its Administrative Regulation 1.15, governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in August 2010. In 2007 Library staff, in striving to bring Library policies into conformance with City policies, brought before the Board an Administrative Regulation modeled after the City A.R. 1.15 addressing the need to formalize Library policy with regard to establishing limits on unacceptable behavior in its facilities. The most recent revision was in November 2012.

CURRENT SITUATION AND ITS EFFECTS

As part of the Berkeley Public Library's Security Audit process, a committee was formed to review policies and procedures relating to security. This committee consisted of library staff from throughout the library system to ensure proper feedback. The committee met over several months and edited our current *Rules of Conduct* now known as *Behavior Guidelines* to make them easier for patrons to follow and easier for staff to enforce. The ultimate goal for a safer and more welcoming library.

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The Patron Suspension Policy contains direct references to the Rules of Conduct (Behavior Guidelines) and as those rules of conduct are being revised; the Patron Suspension Policy has been edited for consistency with the new Berkeley Public Library Behavior Guidelines. There are no substantive changes to the Patron Suspension Policy; by and large the changes made are typographical, and in the interest of consistency of language. In the instance where the language regarding Authorized Staff Members where application of the Berkeley Public Library Rules of Conduct is concerned, titles have been removed. The Library's internal Supervisor in Charge Policy defines which staff are authorized, and that policy is currently under review.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution
2. Existing Berkeley Public Library (Rules of Conduct) Behavior Guidelines
3. Draft Berkeley Public Library Behavior Guidelines
4. Existing Berkeley Public Library Patron Suspension Policy
5. Draft Berkeley Public Library Patron Suspension Policy

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.:

ADOPTION OF REVISED LIBRARY BEHAVIOR GUIDELINES AND PATRON SUSPENSION POLICY

WHEREAS, Library staff have developed procedures for employees to follow when encountering violations of behavioral rules in the context of the Library's mission to provide all Library patrons with a safe and rewarding experience; and

WHEREAS, the Board of Library Trustees of the City of Berkeley adopted the *Library Rules of Conduct* in 1988, with revisions adopted in 1991, 2002, 2006, 2007, 2009 and lastly in 2012; and

WHEREAS, the Board of Library Trustees of the City of Berkeley adopted the *Patron Suspension Policy* which is linked to the Rules of Conduct in September 2002, with revisions in 2012; and

WHEREAS, the City of Berkeley adopted its Administrative Regulation 1.15, Governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in 2012; and

WHEREAS, as part of the Berkeley Public Library's Security Audit process, a committee consisting of library staff from throughout the library system was formed to review policies and procedures relating to security; and

WHEREAS, the committee met over several months and edited the existing Rules of Conduct now known as Behavior Guidelines to make them easier for patrons to follow and easier for staff to enforce; and

WHEREAS, the Patron Suspension Policy contains direct references to the Rules of Conduct and therefore must also be updated to reflect the proposed changes to Behavior Guidelines; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the *Berkeley Public Library Behavior Guidelines* and the *Patron Suspension Policy* as revised, effective May 28, 2015

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 28, 2015:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

_____

Abigail Franklin, Chairperson

_____

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

NOTICE TO BERKELEY PUBLIC LIBRARY PATRONS
LIBRARY RULES OF CONDUCT

These rules of conduct are for the comfort, safety and protection of all library patrons and library staff. Library staff and library security guards will firmly and courteously enforce these rules. We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent or threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging, destroying, or theft of library property.

Any patron displaying any of these behaviors will be instructed to leave the library immediately. Police will be called and appropriate legal action will follow. **In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advanced warning or prior suspension.**

The following behaviors are also prohibited:

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances, exits, or walkways with bicycles, strollers, power cords, etc., or leaving animals or personal belongings unattended on Library property.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's comfort or safety.
- Entering library with animals other than service animals authorized by law.
- Entering library with items inappropriate to library use, including but not limited to bicycles, shopping carts, large trash bags, bedrolls, and strollers without children.
- Entering library with containers or packages which singly or collectively exceed 16"x18"x24".
- Riding skates, roller shoes, scooters, skateboards, or other similar devices.
- Smoking, eating, or drinking except for a nonalcoholic beverage in a bottle with a secure top.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Lying on the floor or sleeping.
- Unreasonable use of rest rooms, including laundering, bathing, and shaving.
- Inappropriate use of electrical outlets, including charging vehicles, wheelchairs or appliances.
- Leaving personal belongings unattended.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitute a nuisance to other patrons or staff.
- Failing to wear shirt/top, pants/skirt, and shoes.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to using electronic equipment or mobile telephones at a volume that disturbs others.
- Carrying weapons of any type.
- Petitioning, soliciting or selling merchandise or services without written permission from the Director of Library Services.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.

- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or during an emergency evacuation.

Any patrons displaying these behaviors will be addressed in the following manner:
FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.
SECOND VIOLATION: Library privileges suspended for one day.
THIRD VIOLATION: Library privileges suspended for seven days.
FOURTH VIOLATION: Library privileges suspended for up to one year.

If you observe anyone violating any of these rules of conduct, please inform either a security guard or a library staff member. Circumstances including the seriousness or continuing nature of the conduct may warrant immediate suspension of Library privileges. See the Patron Suspension Policy for further information.

Adopted by the Board of Library Trustees, 4/88. Revised 8/91, 9/02, 12/06, 12/07, 12/09, 11/12.

Berkeley Public Library Behavior Guidelines

Attachment 3

Berkeley Public Library seeks to create a welcoming environment that enables learning, reading, and seeking Library resources. The Library Board has adopted the following behavioral guidelines for the safety and comfort of all Library patrons and staff, and for safeguarding the Library's facilities and resources.

Any behavior that interferes with the reasonable use and operations of the Library is forbidden, and may result in the suspension of Library privileges**.**

The following behaviors are prohibited:

- Refusal to follow reasonable direction from Library staff or security guards
- Engaging in any illegal activity
- Assault, fighting or challenging to fight
- Engaging in or soliciting any sexual act
- Theft, damage, or destruction of Library property
- Harassing or threatening language or conduct toward library patrons or staff
- Carrying weapons of any type
- Sleeping
- Lying on floors or furniture
- Blocking entrances, exits, or walkways
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitutes a nuisance to other patrons or staff
- Riding skates, roller shoes, scooters, skateboards, or other similar devices
- Unreasonable or excessive noise that disrupts other patrons or staff (e.g. loud taking, screaming, playing audio equipment, banging on desks or computer keyboards)
- Inappropriate use of restrooms (e.g. bathing, washing clothes)
- Smoking in the Library or within 25 feet of doors and windows
- Bringing in excessive personal materials (all personal items together must be within 16x18x24), or leaving personal items unattended
- Failing to wear shoes, shirt/top, and skirt/pants
- Failing to abide by posted notices regarding reserved seating, or other reserved spaces
- Leaving a child (7 and under) unattended by a parent or other responsible caregiver.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers
- Bringing animals into the Library, unless they are service animals authorized by law
- Petitioning or soliciting in the Library
- Possessing, consuming or being under the influence of alcohol or illegal drugs
- Eating in the Library
- Drinking in the Library, unless bottles or cups have a secured lid
- Use of the Library computers in a way that interferes with a safe, welcoming and comfortable environment for other patrons and staff

In line with the Patron Suspension Policy, authorized Library staff may suspend persons who, advised of the behavioral guidelines above, fail to comply with them.

See the Patron Suspension Policy for further information/See the Unattended Children Policy for further information

BERKELEY PUBLIC LIBRARY

PATRON SUSPENSION POLICY

In order to provide and maintain a comfortable and safe environment for all patrons and library staff, the Board of Library Trustees has approved the Berkeley Public Library Rules of Conduct. Violation or repetitive violation of any of the rules of conduct may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial of access to, all Berkeley Public Library services and facilities for a designated period of time.

SUSPENSION PROCEDURES

In order to be fair and equitable in. the application of the Berkeley Public Library Rules of Conduct and to provide documentation of the enforcement of these rules, authorized library staff members [Authorized staff members are: Supervising Librarian, or library staff member designated as "in charge" of a library facility, Library Services Manager, Deputy Director or Library Director] shall apply the following procedures:

A. IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:

The following behaviors will not be tolerated:

- physical abuse or assault
- fighting or challenging to fight
- making violent or threatening statements
- Engaging in or soliciting any sexual act; and
- Damaging, destroying, or theft of library property.

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately. Police will be called and additional legal action may occur, as appropriate. **In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advance warning or prior suspension**. Library staff will notify Library Administration immediately, where a determination of the appropriate suspension period and procedures will be assigned by the Director or Deputy Director of Library Services.

All other prohibited behaviors will be addressed in the following manner:

FIRST VIOLATION: Initial warning and given copy of Library Rules of Conduct
SECOND VIOLATION: Library privileges suspended for the day
THIRD VIOLATION: Library privileges suspended for seven days
FOURTH VIOLATION: Library privileges suspended for up to one year

Circumstances, including the seriousness or continuing nature of the conduct may warrant immediate suspension of library privileges.

B. INITIAL WARNINGS:

When a patron has violated the Berkeley Public Library Rules of Conduct by displaying behavior that is more disruptive than violent or physically threatening, authorized library staff will handle these situations in the following manner:

1. Provide the patron with a copy of the Library Rules of Conduct. Explain to the patron that they are engaging in disruptive behavior, what that behavior is and the importance of abiding by the rules of conduct. The patron will be advised that further violations of the rules will not be tolerated and may result in their being asked to leave for the day.
2. The library staff member will fill out a Library Incident Report to document the incident and conversation with the patron. The Incident Report will be submitted to Library Administration.

C. SUSPENSION -1 DAY

1. If the patron continues *disruptive behavior* either the same day or another day, authorized library staff will reaffirm all previous conversations with the patron. regarding the behavior and instruct the patron to leave the facility for the day: Library patrons who feel the treatment is unfair will be offered the name and telephone number of the next ranking library staff member so that they may communicate their concerns.
2. Library staff will again document the incident with a Library Incident Report submitted to Library Administration.

D. SUSPENSION - 7-DAY:

Longer than 1-day suspensions will be issued if a patron continues *to display disruptive behavior* after receiving a one-day suspension. If *disruptive behavior continues* a patron may be suspended for a minimum of 7 days (one week) and a maximum of one year. Any suspension longer than 7 days will be issued in a minimum of one-month increments.

1. If a patron has been issued a one-day suspension for disruptive behavior and if *disruptive behavior continues either during the suspension period or afterwards*, a patron will then be suspended for seven (7) days.

2. When a decision is made to suspend a patron for 7 days or more, authorized staff must complete the "Notice of 7-Day Library Suspension" document.
3. A copy of the completed document must be provided to the patron. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with a copy of the completed document.
4. Authorized library staff will also complete a Library Incident Report and submit the report to Library Administration.
5. A patron will receive only one 7-day suspension *for disruptive behavior*. Any further suspensions for *disruptive behavior* will be for 1 or more months.
6. The patron will not be offered a formal hearing process for 7-day suspensions; however, they will be given the name and phone number of the appropriate Library Services Manager, Deputy Director and/or Director so that they may communicate their concerns by telephone or by submitting an appeal in writing.
7. To submit a written appeal the patron must complete the "Appeal of 7-Day Suspension" document. The patron must return the completed form to the suspending library within one working day from the date the suspension is issued.
8. The appeal will be reviewed by the Library Director, Deputy Director or Library Services Manager within one working day of submittal. If by a preponderance of the evidence it is determined that the suspension is unwarranted, the suspension will be withdrawn. The patron may call the designated staff member one day after submitting a written appeal to determine the status of the suspension.

E. SUSPENSION - 1-6 MONTHS:

1. If a patron has been issued a 7 day Suspension for *displaying disruptive behavior and disruptive behavior continues either during the suspension period or afterwards*, a decision will be made to suspend the patron for one to six months. Authorized staff must complete the "Notice of 1 - 6 Month Library Suspension" document.
2. A copy of the completed document and all accompanying forms must be provided to the patron.
3. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with the completed document and all accompanying forms.
4. Authorized library staff will also complete a Library Incident Report and submit it to Library Administration
5. Any patron suspended for one to six months has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will be comprised of the Library Director and/or Deputy Director, and/or appropriate Library Services

Managers and a library security guard. Appropriate library staff or patrons that were witnesses to the event may also be asked to appear.

6. To receive a hearing the patron must follow the directions on the “Notice of 1 – 6 Month Suspension" and "Request for Suspension Hearing" documents.
7. The patron must return the completed forms to the suspending library within seven working days from the date the suspension is issued.
8. All hearings are held at the Central Library. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
9. The decision of the Suspension Hearing Panel for all one to six month suspensions is final.

F. F. SUSPENSION - 7 MONTHS OR LONGER:

1. If a decision is made to suspend a patron for longer than 6 months, the Deputy Director or Library Director will complete a "Notice of Extensive Library Suspension" document.
2. A copy of the document and accompanying forms must be provided to the patron.
3. In the case of a minor (under the age of 18) the Library will attempt to provide the parent or guardian with a copy of the completed forms.
4. Any patron suspended for more than six months has the right to a hearing with the Extensive Suspension (ES) Hearing Panel. The ES Hearing Panel will be comprised of two (2) members of the Board of Library Trustees, and at least one other authorized Library staff member such as the Library Director, Deputy Director or Library Services Manager. A library security guard will also be present. Appropriate library staff or patrons who were witnesses to the event may also be asked to appear.
5. To receive a hearing the patron must follow the directions on the "Notice of Extensive Suspension for 7-12 Months" and "Request for Extensive Suspension Hearing" documents. In addition, the patron must return the Request for Hearing form to the suspending library within seven days of receiving the suspension. All hearings are held at the Central Library.
6. The decision of the ES Hearing Panel will be final.

Approved by the Board of Library Trustees
September 11, 2002. Revised November 14, 2012

BERKELEY PUBLIC LIBRARY POLICIES

ORIGINAL DATE:	09/11/2002
BOLT Resolution #:	R02-067
REVISED DATE:	05/28/2015
BOLT Resolution #:	
PAGE:	1 of 4

SUBJECT: Patron Suspension Policy

In order to provide and maintain a comfortable and safe environment for all patrons and library staff, the Board of Library Trustees has approved the Berkeley Public Behavior Guidelines. Violation or repetitive violation of any of the behavior guidelines may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial of access to, all Berkeley Public Library services and facilities for a designated period of time.

SUSPENSION PROCEDURES

In order to be fair and equitable in the application of the Berkeley Public Library Behavior Guidelines and to provide documentation of the enforcement of these guidelines, authorized library staff members shall apply the following procedures:

A. IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:

The following behaviors will not be tolerated:

- Engaging in any illegal activity
- assault, fighting or challenging to fight
- engaging in or soliciting any sexual act
- theft, damage, or destruction of library property; and
- harassing or threatening language or conduct toward library patrons or staff.

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately. Police may be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advance warning or prior suspension. The Director or Deputy Director of Library Services will determine and assign the appropriate suspension period.

All other prohibited behaviors will be addressed in the following manner:

<u>FIRST VIOLATION:</u> Initial warning and given copy of Library Behavior Guidelines
<u>SECOND VIOLATION:</u> Library privileges suspended for the day
<u>THIRD VIOLATION:</u> Library privileges suspended for seven days
<u>FOURTH VIOLATION:</u> Library privileges suspended for up to one year

Circumstances, including the seriousness or continuing nature of the conduct may warrant immediate suspension of library privileges.

B. INITIAL WARNINGS:

When a patron has violated the Berkeley Public Library Behavior Guidelines by displaying behavior that is more disruptive than violent or physically threatening, authorized library staff will handle these situations in the following manner:

1. Provide the patron with a copy of the Library Behavior Guidelines. Explain to the patron that they are engaging in disruptive behavior, what that behavior is and

the importance of abiding by the behavior guidelines. The patron will be advised that further violations of the rules will not be tolerated and may result in their being asked to leave for the day.

2. The library staff member will fill out a Library Incident Report to document the incident and conversation with the patron. The Incident Report will be submitted to Library Administration.

C. SUSPENSION – 1 DAY

1. If the patron continues disruptive behavior either the same day or another day, authorized library staff will reaffirm all previous conversations with the patron. Regarding the behavior and instruct the patron to leave the facility for the day: Library patrons who feel the treatment is unfair will be offered the name and telephone number of the next ranking library staff member so that they may communicate their concerns.
2. Library staff will again document the incident with a Library Incident Report submitted to Library Administration.

D. SUSPENSION – 7 DAY:

Longer than 1-day suspensions will be issued if a patron continues to display disruptive behavior after receiving a one-day suspension. If disruptive behavior continues a patron may be suspended for a minimum of 7 days and a maximum of one year. Any suspension longer than 7 days will be issued in a minimum of one-month increments.

1. If a patron has been issued a one-day suspension for disruptive behavior and if disruptive behavior continues either during the suspension period or afterwards, a patron will then be suspended for 7 days.
2. When a decision is made to suspend a patron for 7 days or more, authorized staff must complete the "Notice of 7-Day Library Suspension" document.
3. A copy of the completed document will be provided to the patron. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and provide them with a copy of the completed document.
4. Authorized library staff will also complete a Library Incident Report and submit the report to Library Administration.
5. A patron will receive only one 7-day suspension for disruptive behavior. Any further suspensions for disruptive behavior will be for 1 or more months.
6. The patron will not be offered a formal hearing process for 7-day suspensions; however, they will be given the name and phone number of the appropriate Library Services Manager, Deputy Director and/or Director so that they may communicate their concerns by telephone or by submitting an appeal in writing.
7. To submit a written appeal the patron must complete the "Appeal of 7-Day Suspension" document. The patron must return the completed form to the suspending library within one working day from the date the suspension is issued.
8. The appeal will be reviewed by the Library Director, Deputy Director or Library Services Manager within one working day of submittal. If by a preponderance of the evidence it is determined that the suspension is unwarranted, the suspension will be withdrawn. The patron may call the library one day after submitting a written appeal to determine the status of the suspension.

E. SUSPENSION - 1-6 MONTHS:

1. If a patron has been issued a 7-day suspension for displaying disruptive behavior and disruptive behavior continues either during the suspension period or afterwards, a decision will be made to suspend the patron for one to six months. Authorized staff must complete the "Notice of 1-6 Month Library Suspension" document.
2. A copy of the completed document and all accompanying forms will be provided to the patron.
3. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with the completed document and all accompanying forms.
4. Authorized library staff will complete a Library Incident Report and submit it to Library Administration
5. Any patron suspended for 1-6 months has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will be comprised of the Library Director and/or Deputy Director, and/or appropriate Library Services Managers and, when appropriate, a library security guard. Library staff or patrons that were witnesses to the event may also be asked to appear.
6. To receive a hearing the patron must follow the directions on the “Notice of 1-6
7. Month Suspension" and "Request for Suspension Hearing" documents.
8. The patron must return the completed forms to the suspending library within 7 working days from the date the suspension is issued.
9. All hearings are held at the Central Library. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
10. The decision of the Suspension Hearing Panel for all 1-6 month suspensions is final.

F. SUSPENSION - 7 MONTHS OR LONGER:

1. If a decision is made to suspend a patron for longer than 6 months, the Deputy Director or Library Director will complete a "Notice of 7-12 Suspension" document.
2. A copy of the document and accompanying forms must be provided to the patron.
3. In the case of a minor (under the age of 18) the Library will attempt to provide the parent or guardian with a copy of the completed forms.
4. Any patron suspended for more than 6 months has the right to a hearing with the Extensive Suspension (ES) Hearing Panel. The ES Hearing Panel will be comprised of two (2) members of the Board of Library Trustees, and at least one authorized Library staff member such as the Library Director, Deputy Director or Library Services Manager. A library security guard will also be present. Library staff or patrons who were witnesses to the event may also be asked to appear.
5. To receive a hearing the patron must follow the directions on the "Notice of Suspension for 7-12 Months" and "Request for Extensive Suspension Hearing" documents. In addition, the patron must return the Request for Hearing form to the suspending library within seven days of receiving the suspension. All hearings are held at the Central Library.
6. The decision of the ES Hearing Panel will be final.

Approved by the Board of Library Trustees
September 11, 2002. Revised November 14, 2012

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

CONSENT CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jeff Scott, Library Director

SUBJECT: APPROVE BERKELEY PUBLIC LIBRARY FY 16-18 STRATEGIC PLAN

RECOMMENDATION

Adopt a resolution to approving the Berkeley Public Library FY 16-18 Strategic Plan.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

As part of a two year process, the Berkeley Public Library has created a new three year Strategic Plan framework.

CURRENT SITUATION AND ITS EFFECTS

This updated policy reflects a simplified approach to placing holds. It includes Link + information.

FURTHER ACTION

None.

Attachments:
1. Resolution
2. Berkeley Public Library Three Year Strategic Plan

Attachment 1

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

REVISIONS TO THE REQUESTING LIBRARY MATERIALS POLICY

WHEREAS, the Berkeley Public Library has been engaged in seeking community and staff feedback on services; and

WHEREAS, in order to best meet the needs of the citizens and patrons of the Berkeley Public Library; and

WHEREAS, the Board of Library Trustees has issued a need to create a strategic plan that defines how the library can best serve the community; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Berkeley Public Library FY 16-18 Strategic Plan.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 28, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Abigail Franklin, Chairperson

_____
Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

BERKELEY PUBLIC LIBRARY: FY2016-18 STRATEGIC PLAN

In January 2014, the Library commenced a year-long, community-driven information gathering and strategic planning process by engaging and conversing with Library staff, patrons, key neighborhood stakeholders and the general community to identify and prioritize services, resources and ambitions over the next three years.

KEY STRATEGIC DIRECTIONS

Three key strategic directions emerged from the data collected:

COMMUNITY – COLLABORATION – CONVERSATIONS

VISION and GOALS

As the Library enacts its three-year strategic plan, it will be guided by the vision and goals of:

Building COMMUNITY through COLLABORATION and CONVERSATIONS

- **Making a difference** in people's lives and neighborhoods **by building effective partnerships**;
- **Providing opportunities** and experiences for growth and enlightenment **through quality programs, services and technology**;
- **Celebrating** the Library's **positive impacts** in people's lives and neighborhoods; and,
- **Being entrepreneurial** in addressing community needs **through transparency, responsiveness, innovation and organizational efficiencies.**

INITIATIVES and STRATEGIES

To realize these goals over the next several years, the Library will embrace a spirit of flexibility as we examine our current organizational structure and enact changes that will permit us to focus our services in response to community desires and adroitly adapt how we provide those services while still maintaining our core responsibilities. Key initiatives and strategies have been identified to inform the Library's direction to realize its vision and meet its goals over the next three years.

- Bolster **LITERACY** in all its forms to bridge the achievement gap:
  - Strategy 1: Develop dynamic services, programs and collections that meet individuals' and community needs and interests
  - Strategy 2: Develop strategies and services to support curriculum, educational preparedness and literacies for all generations
- Foster a culture of flexibility by optimizing **OPERATIONAL EFFICIENCIES**:
  - Strategy 1: Be progressive, responsible, responsive and welcoming
  - Strategy 2: Be a central hub for congregation, shared experiences and innovation
- Raise awareness of Library through **MARKETING**:
  - Strategy 1: Promote the Library's value to our community
  - Strategy 2: Promote Library programs, services and collections to raise the Library's profile
- Leverage resources through **PARTNERSHIPS** for greatest impact:
  - Strategy 1: Construct partnerships to offer inspired services, programs and collections of interest to all generations of users
  - Strategy 2: Construct partnerships to connect people to services and information
- Utilize **TECHNOLOGY** to strengthen digital presence and bridge digital divide:
  - Strategy 1: Connect people and services creatively through free access to information and resources
  - Strategy 2: Connect people to services and information through technology as a social equalizer

FY 2016 – 2018 Berkeley Public Library Strategic Plan Framework

	INITIATIVES				
	Bolster **LITERACY** in all its forms to bridge the achievement gap	Foster a culture of flexibility by optimizing **OPERATIONAL EFFICIENCIES**	Raise awareness of the Library through **MARKETING**	Leverage resources through **PARTNERSHIPS** for greatest impact	Utilize **TECHNOLOGY** to strengthen digital presence and bridge digital divide
STRATEGIES	**1. Align Berkeley Public Library with the City of Berkeley 20/20 Vision for Berkeley's Children and Youth**	**3. Be a progressive, responsive, responsible and welcoming organization**	**5. Promote the Library's value to our community**	**7. Construct partnerships to offer inspired services, programs and collections of interest to all generations of users**	**9.Connect people and services creatively through free access to information and resources**
	2. Develop strategies and services to support curriculum, educational preparedness and literacies for all generations	**4. Be a central hub for congregation, shared experiences and innovation**	**6. Promote Library programs, services and collections to raise the Library's profile**	**8. Construct partnerships to connect people to services and information**	**10. Connect people to services and information through technology as a social equalizer**
	ACTIVITIES				
FY 2016	**1a. 20/20 Vision Focus on Student Support:** Review and Recommend Databases geared towards Teen College and Career resources. Provide Tutor.com with training and marketing into local schools by September 2015.	**3a. Be progressive Action Item:** Evaluate systems, processes and service models in all division operations, implementing improvements to streamline workflow, increase capacity and improve services to best be responsive to community needs and recommend Changes to BOLT by July 1, 2015	**5a. Promote Community Value:** Develop outcome measures and evaluation tools to assess programs, events, collections and services effectiveness, usage and ROI; and promote Library's positive impact on community and individuals' lives. Include Monthly Report to BOLT on all Library Activities from all divisions by July 1, 2015	**7a. Construct Partnerships Action Item:** Establish an annual outreach schedule for participation at City-wide events and host activities that increase neighborhood awareness and civic engagement, such as National Night Out, Bay Festival and pop-up libraries Programming Team will develop a list of Berkeley Events and coordinate Outreach by September 1, 2015	**10a. Connect Technology:** Develop Library Technology Team with IT and Adult Reference to provide internal and external training by September 1, 2015
	2a. Support Curriculum for All Generations Action Item: Review and revise the Library's Collection Development Policy and practices, inclusive of developing a plan that curates collections that respond to, anticipate and reflect community needs, interests and trends and recommend to BOLT by October 1, 2015	**3b. Be Progressive Action Item:** Facilitate communication at all organizational levels via new or revised, improved consistent in-person and online models to better link staff and community. Implement new Intranet for Staff by July 1, 2015	**6a. Promote Library Programs Action Plan:** Develop a comprehensive marketing plan, inclusive of a new logo and component to enhance virtual marketing through increased use of social media tools Action Item: Create Marketing Team by September 1, 2015	**8a. Construct Partnerships Action Item:** Re-establish Berkeley History Room Hours by September 1, 2015	**9a. Connect Technology:** Increase Bandwidth System-wide with help from CENIC Consortium by October 1, 2015.
	1b. 20/20 Vision College and Career Readiness Action Item: Liaison with High School to	**3c. Be Progressive Action Item:** Develop and train staff on customer service standards in order	**6b. Promote Library Programs Action Plan:** Brand and market programs for	**8b. Construct Partnerships Action Item:** Participate in Berkeley History networking opportunities to	**10b. Connect Technology:** Conduct a technology needs assessment, identify strategic technology

	provide regular training on Databases for students and teachers by October 2015	to exceed expectations of service, both internally and externally. Staff will be required to attend four trainings per year (webinar, in-person, or conference) by January 1, 2016	greater visibility and to better connect to community interests Action Item: Schedule Out Programming for year starting September 1, 2015	enhance programming and collections by September 1, 2015 Action Item: Work with Berkeley History Partners to present system-wide programming with a local history team throughout May, 2016	improvements and draft a three-year Technology Strategic Plan for the Library, inclusive of a training program for staff to learn new devices, software and applications by October 2015
	1c. 20/20 Vision Student Engagement: Action Item: Each Library branch will have one formal Teen Advisory Group to guide Programs, Services, and Collection Development by October 2015	**3d. Be progressive Action Item:** Implement recommendations in Safety Audit report, inclusive of establishing an Emergency Communication Plan to ensure timely dissemination of emergency information to all staff. Recommend changes to BOLT by July 1, 2015	**5b. Promote Community Value:** Develop outcome measures and evaluation tools to assess programs, events, collections and services effectiveness, usage and ROI; and promote Library's positive impact on community and individuals' lives. Create Quarterly Assessment Tool to review goals for all programs, services, and collections by January 1, 2016	**7b. Construct Partnerships Action Item:** Provide an online networking communications tool to Berkeley community organizations within the Berkeley Information Network (BIN) to enhance and create partnerships, collaboration, community, and publicity. Action Item: Send a representative to Homeless Task Force Meetings. Survey Homeless Taskforce to determine biggest needs in community. Action Item: Create a Berkeley Information Network Fair to invite community meetings on the City of Berkeley's most critical issues. Provide quarterly meetings and invite groups starting in October 2015.	**9b. Connect Technology:** Establish monthly Computer Classes at all branches by January 31, 2016
	1d. 20/20 Vision Focus on Kindergarten Readiness Action Item: Develop a trained volunteer program to enhance early literacy skills at Berkeley Pre-Schools and Daycares by January 1, 2016 Action Item: Create and produce a monthly Early Literacy newsletter including literacy tips & ideas for parents, as well as info on programs and materials by January 1, 2016	**3e. Be Progressive Action Item:** Develop an annual system-wide programming plan that is responsive to community interests, highlights BPL's resources and materials and reflects the City's cultural diversity Action item: Implement by September 1, 2015	**6c. Promote Library Programs Action Item:** Promote the Library's free meeting spaces, virtual services and programs digitally and through social media. Meet with local schools and non-profits to advertise space by January 1, 2016	**7c. Construct Partnerships Action Item:** Develop Tool Library Programs with regular classes by community groups on tools and promotion of tool selection by September 1, 2015	**9c. Connect Technology:** Revamp access to digital content and devices by circulating laptops or other mobile devices by January 2016.

	1e. 20/20 Vision Focus on Kindergarten Readiness Action Item: Pilot a Book machine Project at a select Berkeley Pre-school to provide proof of concept to enhance programs by January 1, 2016	**3f. Be Progressive Action Item:** Develop and train staff on customer service standards in order to exceed expectations of service, both internally and externally. Collection Development Team will develop training schedule on new collections and databases by January 1, 2016	**6d. Promote Library Programs Action:** Develop and launch an Early Literacy web-page for parents and caregivers by February 1, 2016	**7d. Construct Partnerships Action Item:** Develop Chromebook Pilot Project with Berkeley High School with a focus on lending laptops to underserved students by October 1, 2015	**9d. Connect Technology:** Conduct Technology assessment for equipment, tools, bandwidth, and staff to determine needs by January 2016
	1f. 20/20 Vision Focus on Reading Proficiency by the Third Grade Action Item: Work with School Media Specialists and local school administrators to develop curated lists tailored to curriculum needs. Provide lists by January 1, 2016	**3g. Be Progressive Action Item**: Develop and implement a staff development plan, inclusive of an All Staff Day event and training plan to provide employees with the tools to enhance their effectiveness Action Item: Develop plan by October 2015		**7e. Construct Partnerships Action Item:** Encourage staff participation and membership in business and civic associations, city-wide committees and regional organizations Action Item: Review local organizations, categorize, and offer to staff by January 1, 2016	
	2b. Support Curriculum for All Generations Action Item: Develop and Focus the Library's digital and streaming collections, especially high-demand content by January 1, 2016	**3h. Be Progressive Action Item:** Upon implementation of new BPL intranet create a Human Resources Corner on site. Staff will have access to most in-demand HR items and FAQs on key questions by December 31, 2015		**8c. Construct Partnerships Action Item:** Create History Room Development Plan in order to properly Preserve, Curate, and Digitize Berkeley History Room Items by January 2016	
				8d. Construct Partnerships Action Item: Review Language services and collections provided by the library and ensure consistent services. Outreach to local organizations that provide language services to mono-lingual non-English speakers by January 2016	
FY 2017	**2c. Support Curriculum for All Generations Action Item:** Expand the Books by Mail program to reach more home bound patrons through a promotional campaign and by working with local senior services agencies by June 1, 2016	**3i. Be Progressive Action Item:** Identify City of Berkeley core required trainings and ensure BPL staff is enrolled in these trainings to meet City standards by January 31, 2016	**6e. Promote Library Programs Action Item:** Develop a publicity campaign to promote the Library's digital resources to increase aware and use Develop marketing programs around e-resources ex. Database of the Week, Library Apps for your Phone, Your Library in More Places by July 1, 2016	**7f. Construct Partnerships:** Explore partnership opportunities with local agencies and community organizations for potential self-service kiosk sites in underserved and in high traffic areas of the City to enable 24/7 access to materials by July 2017	

	2d. Support Curriculum for All Generations Action item: Expand shelf-ready processing to other areas of the collections and expand the Lucky Day program to an online platform by June 1, 2016	**4a. Central Hub Action Item:** Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action; complete construction of new Central Library teen room. Develop Annual Review with recommendations by Facilities March 2016	**6f. Promote Library Programs Action Item:** Develop and offer an annual signature event that is branded and identifiable as the Library's and inspires community engagement, such as One City/One Book		
FY 2017	**1g. 20/20 Vision Focus on School Readiness Action Item:** Develop system-wide Early Childhood Service Plan for Implementation by July 1, 2016 Develop system-wide School Age Service plan by July 1, 2017	**3j. Be Progressive Action Item:** Maintain a balanced biennial budget, inclusive of maintaining budget reserve and illustrate stakeholders' ROI Recommend Annually to BOLT by April 30, 2016			
	1h. 20/20 Vision Focus on Student Support Action Item: Develop a series of inter-generational STEM programs in Library in partnership with local organizations by October 2016	**3k. Be Progressive Action Item:** Work with BPL management to host its' 2nd All Staff Development Day for May 2016			
	1i. 20/20 Vision Focus on Reading Proficiency by the Third Grade: Enhance Volunteer Program to expand literacy programming to local elementary Schools by January 1, 2018	**3l. Be Progressive Action Item:** Further develop the Library's volunteer program in ways that help the Library grow its services and programs and provide meaningful and fulfilling opportunities to engage the community's citizens. Assess Volunteer Program September 1, 2016		**8e. Construct Partnerships:** Make deposit collections of low-cost books available at WIC, public health, family shelters, and other organizations serving children and families by October 1, 2017	
	1j. 20/20 Vision Focus on Kindergarten Readiness Action Item: Expand Volunteer Programming to include story visits to WIC, public health, and other organizations serving children and families by October 1, 2017	**3m. Be Progressive:** Explore ways to increase energy savings and sustainability efforts in facility maintenance and improvement efforts and educate the public on the Library's "green" practices Action item: Circulate materials that assist Berkeley Residents in becoming more energy efficient by October 1, 2016	**5c. Promote Library Value Action Item:** Identify and target outreach to new and emerging populations groups in the City, especially attracting and growing the adult patron base of 18-24 year olds by offering and promoting targeted programs and events Develop Plan by July 1, 2018		

	2e. Support Curriculum for All Generations Action Item: Expand BerkeleyReads Partnership with the AB 86 North-Alameda County Consortium for Adult Education by June 1, 2017	**3n. Central Hub Action Item:** Designate Central Library public spaces for use as technology labs, digital zones and other maker spaces that engage residents in creating content and learning new digital skills. Review Space Needs at Central by July 1, 2017	**5d. Promote Library Value Action Item**: Develop new Marketing Plan	**7g. Construct Partnerships:** Analyze City demographics to identify underserved areas of the City and collaborate with local agencies to share spaces for and promotion of non- and traditional library services by July 2018	**9e. Connect Technology**: Begin process of new Three Year Technology Plan
	2f. Support Curriculum for All Generations Action Item: Track the number of patrons who achieved self-identified education and job preparedness goals by January 1, 2018	**3o. Be Progressive:** Explore communication formats for improved and increased public feedback on organizational performance and responsiveness Action Item: Review Counting Opinions interface to make the library more responsive to ongoing issues by December 31, 2017		**8f. Construct Partnerships:** Explore ways to enhance Berkeley History Room by July 1, 2018	
FY2018	**1k. 20/20 Vison Focus on School Readiness Action Item:** Continue to expand services to enhance School Readiness and Grade Level Reading by the Third Grade Reading Level based on success of pilot programs by July 1, 2018	**3p. Be Progressive:** Develop and implement training for all staff on the service needs of children, teens and families by June 1, 2018		**7h. Construct Partnerships:** Begin process of new Strategic Plan by January 1, 2019	
	2g. Support Curriculum for All Generations Action Item: Identify new or emerging electronic devices and digital platforms and formats to include as part of Library services and collections by July 1, 2018				

ACTION CALENDAR
May 28, 2015

To: Board of Library Trustees

From: Dennis Dang, Administrative and Fiscal Services Manager

Subject: RECOMMENDATION TO CITY COUNCIL ON FY 2016 LIBRARY TAX RATE

RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2016 tax rate for the Library Services Tax at $0.1927 (19.27 cents) per square foot for dwelling units and $0.2913 (29.13 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth factor in California of 3.82%.

FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Tax in FY16 is expected to be approximately $16,970,326 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2016:

Size in Square Feet	Annual Tax for Dwellings FY 2016	FY 2015
1,200	$231.23	$222.72
1,500	$289.03	$278.40
1,900	$366.11	$352.64
3,000	$578.07	$556.80
3,900	$751.49	$723.84
10,000	$1926.90	$1856.00

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to $436.98 in FY16 from $420.90 in FY15.

BACKGROUND

The Central Library and neighborhood branch libraries will have received approximately 98% of 2015 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of $0.1856 per square foot on all improvements to residential real property in the City of Berkeley, and $0.2806 per square foot on all improvements to industrial, commercial, and institutional real property.

The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

CURRENT SITUATION

Currently, Berkeley's Library Tax raises over $16.0 million per year and is indexed to either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by the 3.82% increase in the per capita Personal Income Growth factor in California which is greater than the 2.436% increase in the April 2015 San Francisco Bay Area Consumer Price Index. This recommended action will result in a rate increase from $0.1856 in FY15 to $0.1927 in FY16 on residential property and from $0.2806 in FY15 to $0.2913 in FY16 on industrial, commercial, and institutional property.

ALTERNATIVE ACTIONS

The alternative action of adopting the April 2015 San Francisco Bay Area Consumer Price Index of 2.436% would be a reduction of $226,228 in projected FY 2016 library tax receipts. This is not recommended due to increased cost factors for personnel, materials, programs, and infrastructure maintenance in the FY 2016 Library budget. Or from another perspective, adoption of the per capita Personal Income Growth factor in California would result in an increase to the Library Tax Fund of approximately $624,414 over currently projected FY 2015 receipts.

FUTURE ACTION

The Board's recommendation will be forwarded to the City's Acting Director of Finance for inclusion as a submittal to the City Council for action.

Attachments:
1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: R15-##

RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2016 TAX RATE FOR THE LIBRARY SERVICES TAX AT $0.1927 (19.27 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND $0.2913 (29.13 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE PER CAPITA PERSONAL INCOME GROWTH FACTOR IN CALIFORNIA OF 3.82%

WHEREAS, each year the City Council adopts an ordinance to establish the rate for the Library Services Tax, which supports the Library's operations; and

WHEREAS, the increase is based on either the per capita Personal Income Growth factor in California or the San Francisco Bay Area Consumer Price Index; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of a tax rate for Library Services, with a potential increase in the Library Services Tax rate based on either the per capita Personal Income Growth factor in California or the San Francisco Bay Area Consumer Price Index; and

WHEREAS, the per capita Personal Income Growth factor for California is 3.82% and the April 2015 San Francisco Bay Area Consumer Price Index is 2.436%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2016 tax rate for the Library Services Tax at $0.1927 (19.27 cents) per square foot for dwelling units and $0.2913 (29.13 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth factor for California of 3.82%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Regular Meeting held on May 28, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Abigail Franklin, Chairperson

_____
Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

INFORMATION CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative and Fiscal Services Manager

SUBJECT: FY15 – 3rd QUARTER BUDGET REPORT

INTRODUCTION

Library Q3 fiscal year 2015 results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 9-mos	YoY	Actual 9-mos	YoY
Library Tax (301)	$11,019,104	3.0%	$11,456,879	4.1%
Transaction Based Reimb (302)	$18,107	9.4%	$31,809	-18.0%
Grants (304)	$49,011	4.5%	$30,733	20.7%
Public Library (305)				
Gifts (306)	$112,855	20.0%	$113,730	-1.7%
Foundation (307)	$13,010	-96.7%	$64,838	-87.6%
Measure FF (308)	$1,009	-56.3%	$91,194	-97.0%

BACKGROUND

FY 2015 is the second year of the two-year biennial budget cycle encompassing fiscal years 2014 and 2015. The two year biennial budget was adopted by the Board of Library Trustees on May 29, 2013 by Resolution No.: R13-035. On May 20, 2014, by approval of Resolution No.: 14-030, the board updated the fiscal year 2015 budget to reflect current conditions. On September 3, 2014, by approval of Resolution No.: 14-051, the board accepted into the budget carried over prior-year encumbered values and, other budget adjustments as part of the first amendment to the FY 2015 Annual Appropriations Ordinance to the Gifts and Grants Funds. And on February 11, 2015 by approval of Resolution No.: 15-088, the board accepted into the budget gift and grant adjustments as part of the second amendment to the FY 2015 Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the third quarter, revenues stood at $11,019,104 representing an increase of 3.0% YoY, of which $2,268,968 was received in the third quarter from the County for library tax collections. The net year-over change in revenue, amounting to $318,477, was attributable to an incremental gain on library tax proceeds of $267,695, while revenue from library fines and other miscellaneous income was up by $50,779, of which $45,000 was proceeds from the sale of the BranchVan.

Library Tax Fund expenditures excluding encumbrances at $11,456,879 were 4.1% above the prior year period yielding a variance of $451,321 driven by $217,042 incrementally in higher labor spending for staff wages and $80,730 in PERS contributions. Major higher year-over non-labor costs were for library materials up $155,067 largely due to speedier acquisitions processing and payment, and upgrade and maintenance fees of $135,764 for the Innovative Interfaces integrated library system as well as for the Bibliotheca AMH and check-in/out equipment – note, the Bibliotheca equipment maintenance contract is multi-year with a greater share of annual subscription fees front-loaded in order to obtain discount pricing. Additionally, furniture costs were up year-over by $57,630 due to the continuing phased staff furniture replacement program at the Central Library.

Overall the Library Tax Fund is favorable to the Q3-FYTD percentage target of 75% for full budgeted expenses with savings generated from higher than anticipated salary savings and the rescheduling of Central Library teen room construction and other infrastructure improvements into fiscal year 2016.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts and estates such as the Alice Meyer Trust Fund, the Estate of Pauline Kolenda, and the DuPree Family Foundation. At Q3, year-over revenue was up $18,798, of which a bequest of $18,180 was received from the Estate of Pauline Kolenda. During the quarter the Friends of the Library gifted $46,200 fulfilling their fiscal year pledge for 2015 of $92,400.

Expenditures, net of encumbrances, at $113,730 dropped a slight 1.7% over the prior year. To date spending for programs and program supplies targeted the full range of Library patrons from Children and Youth, Art and Music, to Reference adult programming, and into the branch locations. Of total program spending to date in the Gifts Fund at $48,189, Children and Youth programs accounted for 40.7% of programming costs at $19,602. Spending on library materials at $62,862 at quarter-end was up $17,997 year-over due in large part to spending on Childrens materials funded by the Alice Meyer Trust.

ALL OTHER FUNDS

All Other Funds is typically composed of funding primarily from California State Library administered programs such as the Direct Book Loan Transaction Based Reimbursements (TBR) program (defunct), the Public Library Fund (defunct), the California Library Literacy Services program, and the Library Services and Technology Act; as well as the Foundation Fund (307) which is funded by support originating or sourced through the Berkeley Public Library Foundation such as the Raymond Family Foundation, and the Nello and Mary Jo Pace Trust.

The sole revenue source into the TBR Fund (302) remains usage from public-use photocopying which at $18,107 was up 9.4% or $1,549 from Q3 last fiscal year. Photo-copier revenues are included as part of this Fund's grouping to match with the associated expenditures which are in part supported by prior year's non-restricted State Library TBR receipts. The Grants Fund (304) has accepted to date $49,011 in receipts of which this amount was entirely attributable to the FY 2015 CLLS grant for adult literacy services. Receipts into the Foundation Fund (307) were made up of a $3,500 gift from the Raymond Family Foundation for BerkeleyREADS, and a final distribution of $9,510 from the Nello and Mary Jo Pace Trust for support of the North Branch.

All Other Funds expenditures at $127,380 were significantly down from last fiscal year's spending of $588,335; this favorability is characterized by the mid-year FY 2014 repurposing of the Foundation Fund. Last fiscal year's spending was in large part Fund (307) purchases for West Branch furnishings and equipment. To date spending in the Foundation Fund reflects much more limited branch approved FF&E expenditures concentrated on installation enhancements to the A/V systems in each branch's community meeting room, miscellaneous furniture purchases for South and West branches; and North Branch programming and utilities supported by the Nello and Mary Jo Pace Trust. The TBR Fund's variance down favorably year-over by 18.0%, reflects a mix of lower public photocopier monthly rental rates as a result of extending the Konica-Minolta contract to June 2016, timing of invoice payments, and to fees incurred for the return of excess equipment in FY 2014; however, Link+ program expenses offset some of the K-M favorability due to the implementation of higher contracted transportation rates. In the Grants Fund, the increase in spending is attributable to BerkeleyREADS; this fiscal year's grant award is $18,379 higher than that received in FY 2014, and as stipulated in this year's program rules issued by the State Library accepted awards must be fully appropriated in the 2015 fiscal year expenditures budget.

MEASURE FF FUNDS

The Measure FF Fund services the actual design, engineering, and construction needs for each of the four branches and is the repository for bond sale proceeds. All major architectural design and engineering contracts, and general contractor construction contracts have been completed and closed. Revenue into Fund (308) stands at $1,009 in interest income, of which $393 was received in Q3.

Although all major Measure FF Fund construction activities have been completed (see tables below), project costs of $91,194 have been incurred during the first nine months of FY 2015 encompassing final payout to West Branch Builders for West Branch construction, fees for evaluation to the Green Building Certification Institute for West Branch LEED certification, eligibility fees to the International Living Future Institute for the West Branch's candidacy for Net Zero Energy certification (awarded to West Branch on April 2, 2015 at a gala awards ceremony in Seattle, WA), repair and restoration of North Branch rotunda windows, and reconditioning and restrengthening of the North Branch trusses.

Project Management costs at March 30, 2015:

CC Authorized	Contracted w/ASAs	Site	Project Manager	Expended	Expended /CC Auth	Expended /Cntrctd
$1,523,580	$1,521,603	All	Kitchell CEM **closed**	$1,521,603	99.8%	100.0%

Architectural Design costs at March 30, 2015:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
$751,245	$748,860	NB	Architectural Res Grp **closed**	$728,619	96.9%	97.3%
$637,132	$627,145	CB	GEBT **closed**	$614,322	96.4%	98.0%
$893,500	$879,033	SB	Field Paoli Architects **closed**	$867,249	97.1%	98.7%
$838,194	$788,194	WB	Harley Ellis Devereaux **closed**	$756,909	90.0%	96.0%
$3,120,071	$3,043,232	Total	Architectural Design Services	$2,967,099	95.1%	97.5%

General Contractor construction costs at March 30, 2015:

CC NTE Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	Expended (excl. w/h)	Expended /CC Auth	Expended /Cntrctd
$4,760,000	$4,508,765	NB	BHM **closed**	$4,508,765	94.7%	100.0%
$3,300,000	$2,994,394	CB	Fine Line **closed**	$2,994,394	90.7%	100.0%
$4,963,000	$4,773,844	SB	Gonsalves & Stronck **closed**	$4,773,844	96.2%	100.0%
$5,985,000	$5,731,954	WB	West Bay Builders **closed**	$5,731,954	95.7%	100.0%
$19,008,000	$18,008,957	Total	Construction Services	$18,008,957	94.7%	100.0%

SUMMARY OF OPERATIONS EXPENSES

With the completion of the Branch Libraries Improvement Program – activities impacting primarily Funds 307 (Foundation Fund) and 308 (Measure FF Fund) – the Library's revenues and expenses budgets are reverting, at least temporarily, to a more normal form reflecting primarily library services and operations. This reversion will be impacted once the Central Library teen room and other improvements projects move into construction phasing in FY 2016. To date, the overall fiscal performance is consistent with the Library budgets.

A fiscal year-end financial report will be presented to the board upon availability of financial results.

Attachments:
1. Q3-FY 2015 Revenues by Fund
2. Q3-FY 2015 Expenditures by Fund

Attachment 1
Q3-FY 2015 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY — data as of:
REVENUE MAR FY15 — 16-Apr-15

		Berkeley Public Library								
		Lib Dscr	DL/ILL	Grants	Pub Lib	Gifts	Foundation	Mse FF	Rfse Coll	Revenue
Ele/Obj	Account Description	301	302	304	305	306	307	308	820	FY15
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								10,140	10,140
13-15	Library Tax	16,345,912								16,345,912
20-07	Library Svc&Constr Act			49,011						49,011
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-21	Tool Lending Fines	20,000								20,000
23-13	Friends of BPL					80,000				80,000
30-01	Interest-Investment Pool									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adjusted	**Berkeley Public Library**	**16,631,412**	**20,000**	**49,011**		**80,000**			**10,140**	**16,790,563**
01-01	Refund on Bills									
05-01	Over and Shorts	161								161
10-01	Collection by City	45,000							8,377	53,377
13-15	Library Tax	10,800,293								10,800,293
20-07	Library Svc&Constr Act			49,011						49,011
20-11	Library Fines	137,203								137,203
20-12	Link + Fines	1,154								1,154
20-15	Lost Book Fines	15,741								15,741
20-21	Tool Lending Fines	6,278								6,278
23-13	Friends of BPL	3				92,400				92,403
30-01	Interest-Investment Pool					315		1,009		1,324
65-01	Meeting Room Fees	180								180
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1	3,602,171	156,272	47,458	56,283	414,158	1,117,988	1,421,449		6,815,779
99-03	Donations					20,140	13,010			33,150
99-99	Miscellaneous Revenue	13,091	18,107							31,198
Actl+Upstd	**Berkeley Public Library**	**14,621,275**	**174,379**	**96,469**	**56,283**	**527,013**	**1,130,998**	**1,422,458**	**8,377**	**18,037,252**

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BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY15										9	75.0%
Berkeley Public Library + CoB				Actuals+Encumbrances						**YTD MAR**	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	DL / ILL	Grants	Gift	Fndtn	Mse FF	Actual	% RSV
Object	Description	FY15	FY15	301	302	304	306	307	308	FY15	Spent
11-01	Monthly Rated Employees	7,599,325	7,599,325	5,192,427						5,192,427	68.3%
11-03	Hourly and Daily Rated Empl	271,947	275,947	163,197		23,613			81	186,891	67.7%
11-04	Monthly Rated - Part Benefitted	147,903	147,903	55,229						55,229	37.3%
11-59	Reg Retro Gross Adjust.			811						811	
11-60	Excess Hours Pay			130,239			107			130,346	
12-12	General Summer Youth	11,296	11,296	5,966						5,966	52.8%
13-01	O/T-Monthly Rated Employee	6,771	6,771	719						719	10.6%
13-05	Holiday Pay	5,081	5,081								
Prsnl Svcs-Salaries and Wages		**8,042,323**	**8,046,323**	**5,548,588**		**23,613**	**107**		**81**	**5,572,389**	**69.3%**
20-11	Medical Insurance	1,222,558	1,222,558	790,728			45			790,773	64.7%
20-12	Dental Insurance	186,609	186,609	114,398						114,398	61.3%
20-13	Life Insurance	8,498	8,498	4,887						4,887	57.5%
20-21	Cash-in-Lieu	84,796	84,796	87,119						87,119	102.7%
20-31	Pers/Misc Other	2,426,091	2,426,091	1,675,401			34			1,675,435	69.1%
20-34	PARS (3.75%)	23,741	23,741	8,349		886				9,235	38.9%
20-36	SRIP	297,789	297,789	192,028			7			192,035	64.5%
20-40	Medicare Tax	110,047	110,047	77,247		330	1		1	77,579	70.5%
20-63	Retirement Med: Misc. Emp Medical Trusts	166,077	166,077	117,633			2			117,635	70.8%
20-71	Workers Comp: Workers Comp Charges	172,325	172,325	117,726		420	2		1	118,149	68.6%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,212						1,212	119.8%
20-87	Terminal Payouts-Misc.Emp	140,094	140,094	100,185			2			100,187	71.5%
20-90	Other Employee Benefits	296,655	296,655	206,188			4			206,192	69.5%
20-91	Commuter Check	19,964	19,964	11,583						11,583	58.0%
27-20	Fringe Benefits (Budget)	20,450	20,450								
Prsnl Svcs-Fringe Benefits		**5,176,706**	**5,176,706**	**3,504,684**		**1,636**	**97**		**2**	**3,506,419**	**67.7%**
20-99	Salary Savings	(256,243)	(256,243)								
Personal Services-Employee		**12,962,786**	**12,966,786**	**9,053,272**		**25,249**	**204**		**83**	**9,078,808**	**70.0%**

Attachment 2

Q3-FY 2015 EXPENDITURES BY FUND (1 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY15										9	75.0%
Berkeley Public Library + CoB				Actuals+Encumbrances						**YTD MAR**	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	DL / ILL	Grants	Gift	Fndtn	Mse FF	Actual	% RSV
Object	Description	FY15	FY15	301	302	304	306	307	308	FY15	Spent
30-12	Professional: Stipends		9,248	5,681						5,681	61.4%
30-35	Professional: Engnrng & Architecural Svcs	50,000	193,942	81,297					37,625	118,922	61.3%
30-38	Professional: Misc Prof Svcs	620,750	686,356	319,801			25,275	2,850	12,399	360,325	52.5%
30-39	Hazardous Materials Handling	2,000	2,000								
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	7,500	5,000						5,000	66.7%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	189,780	169,979						169,979	89.6%
30-44	Maint Svcs: Field Equip Maint	86,950	83,746	17,460						17,460	20.8%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000								
30-47	Maint Svcs: Software Maintenance	350,000	388,142	348,608						348,608	89.8%
30-51	Bank Credit Card Fees	4,500	4,500	2,990						2,990	66.4%
	Purchased Prof & Tech Svcs	**1,299,700**	**1,570,214**	**950,816**			**25,275**	**2,850**	**50,024**	**1,028,965**	**65.5%**
35-20	County/State/Fed Pymts.	5,000	5,000	4,559						4,559	91.2%
35-70	Fines/Violations		58	58						58	100.0%
	Grants & Gvrnmntl Payments	**5,000**	**5,058**	**4,617**						**4,617**	**91.3%**
40-10	Professional Dues and Fee	47,250	53,350	25,429					6,100	31,529	59.1%
40-20	Insurance	575	575								
40-31	Communications: Telephones	87,200	126,544	101,154						101,154	79.9%
40-33	Communications: Cellular	14,550	10,665	4,260						4,260	39.9%
40-41	Utilities: Water	32,500	35,500	25,000				4,000		29,000	81.7%
40-42	Utilities: Gas/Electricity	300,000	300,000	238,298				19,000		257,298	85.8%
40-43	Utilities: Refuse	34,252	33,252	13,542						13,542	40.7%
40-50	Printing and Binding	17,850	25,819	8,873			2,076			10,949	42.4%
40-61	Travel: Commerical Travel	2,000	4,446	1,458			446			1,904	42.8%
40-62	Travel: Meals & Lodging	3,000	14,236	6,809			759			7,568	53.2%
40-63	Travel: Registration/Admin Fees	20,600	21,099	12,875			237			13,112	62.1%
40-64	Travel: Transportation	4,500	3,740	1,126			471	44		1,641	43.9%
40-70	Advertising	16,044	17,054	5,820				121		5,941	34.8%
40-80	Books and Publications	16,000	18,300	18,301						18,301	100.0%
40-90	Other	197,500	115,479	229						229	0.2%
	Other Purchased Services	**793,821**	**780,059**	**463,174**			**3,989**	**23,165**	**6,100**	**496,428**	**63.6%**
50-10	Rental of Land/Buildings	1,500	2,100	768				300		1,068	50.9%
50-20	Rental of Equip/Vehicles	41,500	43,881		36,635		246			36,881	84.0%
50-30	Rental of Office Equipment & Furniture	10,000	10,657	6,157						6,157	57.8%
50-40	Rental of Software & Licenses	75	75								
	Rentals / Leases	**53,075**	**56,713**	**6,925**	**36,635**		**246**	**300**		**44,106**	**77.8%**

Attachment 2

Q3-FY 2015 EXPENDITURES BY FUND (2 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY15										9	75.0%
Berkeley Public Library + CoB				Actuals+Encumbrances						**YTD MAR**	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	DL / ILL	Grants	Gift	Fndtn	Mse FF	Actual	% RSV
Object	Description	FY15	FY15	301	302	304	306	307	308	FY15	Spent
51-10	Postage	47,000	47,500	16,553						16,553	34.8%
51-20	Messenger/Deliver	13,000	13,000		11,000					11,000	84.6%
Mail Services		**60,000**	**60,500**	**16,553**	**11,000**					**27,553**	**45.5%**
55-11	Office Supplies	31,450	32,137	21,325						21,325	66.4%
55-20	Field Supplies	175,721	252,385	141,190		702	23,023	1,042		165,957	65.8%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	10,855								
55-50	Food	1,500	13,964	3,952		1,000	4,651	724		10,327	74.0%
55-60	Library Materials	1,377,000	1,412,040	947,940			62,862	142		1,010,944	71.6%
Supplies		**1,597,671**	**1,721,381**	**1,114,407**		**1,702**	**90,536**	**1,908**		**1,208,553**	**70.2%**
60-20	Outside Janitorial Svcs	205,000	220,924	215,924						215,924	97.7%
Purchased Property Services		**205,000**	**220,924**	**215,924**						**215,924**	**97.7%**
65-70	Building - Existing Construction	650,000	688,124						76,161	76,161	11.1%
65-75	Building - New Construction	1,126,030	1,048,852						10,557	10,557	1.0%
Infrastructure		**1,776,030**	**1,736,976**						**86,718**	**86,718**	**5.0%**
70-41	Machinery and Equipment	72,342	68,577	6,348				1,227		7,575	11.0%
70-43	Furniture and Fixtures	75,000	156,529	112,683				32,974		145,657	93.1%
70-44	Computers & Printers	40,000	40,000	14,571						14,571	36.4%
70-47	Computer Softwares & Lic	25,000	45,987	41,857		4,000				45,857	99.7%
Property		**212,342**	**311,093**	**175,459**		**4,000**		**34,201**		**213,660**	**68.7%**
71-10	Small Equipment	25,500	24,245	11,187			316	625		12,128	50.0%
71-43	Mach & Equip: Furniture And Fixtures	50,000	55,537	1,928				7,561		9,489	17.1%
71-44	Mach & Equip: Computers And Printers	50,000	48,745	25,688						25,688	52.7%
71-47	Mach & Equip: Software & Licenses	20,000	7,755	7,555						7,555	97.4%
Property Under Cap Limit		**145,500**	**136,282**	**46,358**			**316**	**8,186**		**54,860**	**40.3%**
75-35	Mail Services	1,764	1,764	1,323						1,323	75.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	7,555						7,555	96.9%
75-60	City Parking Permits	500	500	500						500	100.0%
Internal Services		**10,064**	**10,064**	**9,378**						**9,378**	**93.2%**
99-01	Appropriations Ord #1		(29,379)								
99-02	Appropriations Ord #2		(56,408)								
99-11	Appropriations Ord #1 Offset Acct		29,379								
Balance Sheet Accounts			**(56,408)**								
Other Expenses		**6,158,203**	**6,552,856**	**3,003,611**	**47,635**	**5,702**	**120,362**	**70,610**	**142,842**	**3,390,762**	**51.7%**
Berkeley Public Library + CoB		**19,120,989**	**19,519,642**	**12,056,883**	**47,635**	**30,951**	**120,566**	**70,610**	**142,925**	**12,469,570**	**63.9%**

Attachment 2

Q3-FY 2015 EXPENDITURES BY FUND (3 of 3)

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BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: Director's Report

RECOMMENDATION

Receive monthly report from Jeff Scott, Director of Library Services.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

This is a report provided by the Director of Library Services on a Monthly Basis.

CURRENT SITUATION AND ITS EFFECTS

Update on Teen Renovation at Central AKA Inventing Your Library

Staff review of proposal set for June 24th at 9am. Design and Development Costs will be available for approval at the July 1st BOLT meeting. Project is currently slated to start March 2016.

Update on Security Audit

New Behavior Guidelines have been vetted and are available for your approval. Once approved, we will plan a series of trainings on the new guidelines. There will also be an update and training on how to use PITS (our security tool dealing with problem patrons). The City of Berkeley is updating their Emergency Manuals. This is expected to be completed by July and the Library will adopt this manual and adjust as necessary for library specific issues. I will update the board when we have more information on the manual.

Update on Strategic Plan

Presentation provided with plan for approval.

Organizational Chart Change

As part of the strategic planning process we will need to make some organizational chart changes. This is reflected in the budget workshop documentation. We are moving Technical Services away from information Technology and placing them with Collection Development. This will allow Collection Development and Technical Services work closely together on issues with the collection. Collection Development orders and tracks library materials and Technical Services processes and maintains the library's collection.

Further changes will have Adult Services report directly to the Director of Library Services to allow increased focus on Collection Development changes. This will also broaden Anwan Baker and Joy Shioshita's role in managing the Central Library.

We have also decided that Teen Services will be moved under Children's and Neighborhood Services to create a stronger focus on all youth services.

Lastly, we will have a proposal to centralize the collection development ordering. Currently, we have over 25 selectors at the library who each have to manage the technical ordering. It takes up about 20% of their time. The goal is to reduce the amount of technical ordering these selectors do to free up that time for other tasks in alignment with the strategic plan. We are currently working with selectors to develop a plan to reduce their workload while also allowing them to provide input and specialty for the collection. We will include subject specialists to continue to order for children's materials and graphic novels.

All involved have participated in a series of migration team meetings in order to aid in the changing of duties. Some of these meetings are on a weekly basis. So far, the transferring of duties has gone well. Some of the duties have already fully transferred over and we anticipate a full transfer to happen on the July 1st deadline.

Bond Funding Follow-up

I was informed that we can only use remaining Measure FF Bond funds on the branches. Budget Director Dennis Dang and I are working on a plan to use remaining funds.

Friends/Foundation Support

I have submitted the funding requests from the Friends and the Foundation for this year. We were notified just as the agenda was posted that we were awarded the full amount of our wish list request, — $97,628. The library is very grateful for the support.

FURTHER ACTION

No further action is needed.

Attachments: none.

INFORMATION CALENDAR
May 28, 2015

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: Library Operations Report

RECOMMENDATION

Receive monthly on Library Operations.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

This is a monthly report on library operations.

CURRENT SITUATION AND ITS EFFECTS

See attached reports.

FURTHER ACTION

No further action is needed.

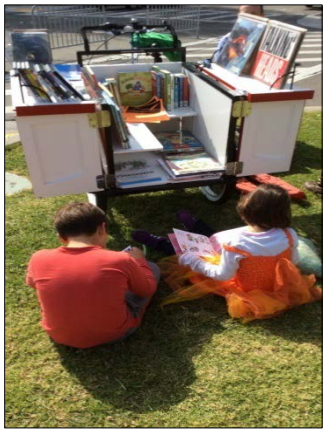
Attachments:

1) Adult Services Report
2) Berkeley READS Report
3) Central Children's Room Report
4) Claremont Report
5) North Branch Report
6) South Branch Report
7) April Statistics

Highlights

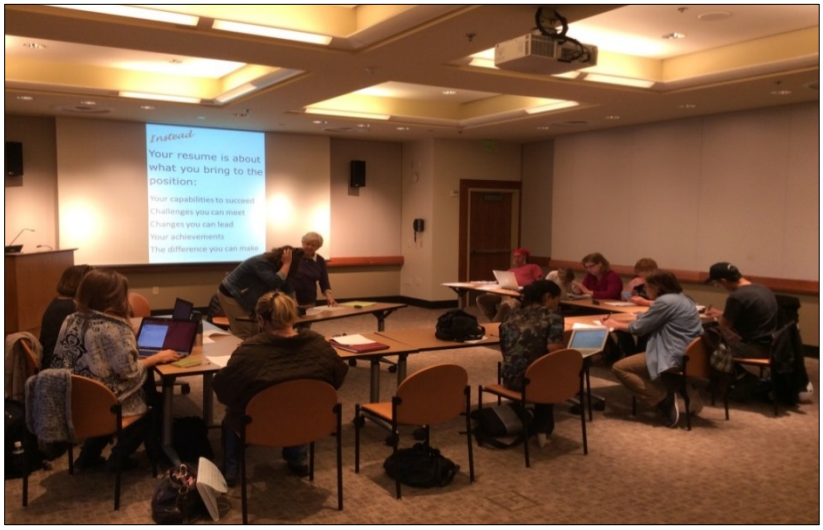
- **Poetry & Jazz: A Mashup Concert**. An exuberant audience of over 90 people confirmed that poetry is not only alive and well, but rocking, relevant and righteously rhythmic. The Word-Music Continuum (Kirk Lumpkin, poet, percussionist, bass) with special guest, Q.R Hand, opened the program with vivid thoughts about New Orleans and Hurricane Katrina while a single pulsing sound beat relentlessly in the background. Poet Avotcja's rolling recitation taught us the roots and greats of jazz like Coltrane, Monk, Gillespie and its African-American underpinning, while Val Serrant played the guitar and steel drums. Al Young, former California Laureate poet, brought us shining images of beauty, nature and improvisational wit with John Wiitala on bass. Phavia Kujuchagulia stepping out with her trumpet and backed by Ron Williams on guitar and Val Serrant on the melodious and expressive steel pans, wrapped up with a grand finale of a powerful poetic rap about issues of gender, respect, and spirituality that had the audience standing, swinging and shouting for more. Wow! What a way to celebrate poetry month. (**This program was sponsored by the Friends of the Berkley Public Library.)**


- **The Library on Wheels** did 5 events in April, making 24 Library Cards, checking out 61 library materials (Books, DVDs, CDs, and Vinyl), had 54 craft participants, an estimated 40 story time attendees, and had about 200 people stop by the bike. We made it to the North and South Berkeley Farmers' Markets as well as Cal Day, The Berkeley Bay Festival and the Family Bike Festival at Malcolm X Elementary School. (**The Library on Wheels is a Berkeley Public Library Foundation funded service.)**


- This is the 3rd year the **Cypress String Quartet** brought us a free concert that offers a sneak peek of their annual "Call and Response" concert. In this series, the Quartet performs two masterworks from the classical repertoire, and then commissions a contemporary composer to compose a world premiere inspired by those two works. This year the theme was "**Into the Nig**ht", and the composers were Beethoven, Bartok, and Phillippe Hersant. 92 patrons attended this concert.


- Marilyn Tullius of Delta Strategies led a **Resume' Writing Workshop** and provided tips on handling gaps in employment, how to focus a resume on a targeted job category, and becoming clear about the dilemmas of resume writing. Handouts covered tips and remedies for common resume' and cover letter concerns. Following the presentation, Marilyn held a Q&A and offered one-on-one advice. There were 18 attendees for this workshop.



- 22 patrons took part in the **Quilted Bookmark** workshop led by the Textile Mavens, Fern Royce and Catherine Durand. The Story Room was a buzzing hive of creative activity for the full two hours, and happy patrons left with their completed, practical and artistic creation(s). Participants were offered the chance to exhibit their work in the 34th Annual Quilt Show, which opens May 1st and runs through June 7th. 12 bookmarks stayed to join the show. (**This program was sponsored by the Friends of the Berkley Public Library.)**



General Information

- Debbie Carton gave a tour of the A&M department and demonstrated a few electronic resources, databases, Discover and Go and search techniques for classical music to 22 members of a Music Appreciation class that meets near North Branch, at the Northbrae Community Church. The participants were a lively and interested bunch, and asked lots of good questions- but mostly, they were blown away by the depth and breadth of what we have: "I had no idea there was so much here! I will certainly be back to Art & Music" was an often-heard comment. At least 6 of them got library cards.

- The Berkley History Room would like to thank the Friends of the Berkeley Public Library for sponsoring an exciting digitization project in the 2014/15 fiscal year. We are is the process of scanning most of the yearbooks in the BHR collection including the Berkeley High Yearbook's *Olla Podrida* from 1895 to 2012, the Garfield Jr. High's *Gleaner* 1921 to 1968 and its successor the Martin Luther King *Gleaner* 1969 to 2007, the West Campus Yearbook from 1965 to 1983, the McKinley Jr High's *Target* 1910 to 1916 and it successor the Willard Jr High *Target* 1916 to 2006, as well as the Burbank Jr High's *Wizard* 1919 to 1963. These books are all now in the possession of "Internet Archive," the agency we contracted to scan and host the digital images, images that will be freely shared via the internet.

- A major update of the Berkeley Gazette Obituary Index was done in April. We increased the database by about 50% (by adding some 20,000 records), and now includes obituaries of Berkeleyeans – famous and not – for the years 1894-1910, 1920, 1923, 1925, 1930-1942, 1951, 1955, 1959-1965, 1967, 1970-1971, 1977-1980 & 1982.

Highlights

- Center for Civic Design acknowledged BPL/ Berkeley READS as a community partner in their Voter Information Project in collaboration with the League of Women Voters of California-a presentation highlight was the story of a Berkeley READS literacy student who learned that he would be able to vote and how hard he had to work to read the Voter Bill of Rights to find this out; http://centerforcivicdesign.org/projects/how-voters-get-information/; project report-How Voters Get Information: Best Practices Manual for Official Voter Information Guides.
- The Berkeley Baby Book Project (newly seeded non-profit affiliate) selected Berkeley READS to be their first Community Member partner in providing the opportunity for 10 families (w/a child between 0-60 months) to be registered in the Dolly Parton's Imagination Library home book delivery service.

General Information

Berkeley READS logo redesign project was completed.

BERKELEY PUBLIC LIBRARY
BERKELEY READS
ADULT & FAMILY LITERACY PROGRAM

Researched new database program-LACES trial will continue through May. Adult Learner on Staff was selected by CLLS/State Library Adult Learner Leadership Institute (ALLI) Coordinator to be a workshop facilitator for May ALLI Northern California training.

Highlights

Fifteen members of the library's middle school book group welcomed author, Mitali Perkins to our monthly meeting. Ms. Perkins fielded questions from our avid readers and told tales of her life on the writing side of books. Kids discussed her novel, *Bamboo People*, proposing alternate endings and sequels, and posing provocative questions. The conversation flowed and could have easily overflowed our hour together while kids nibbled spring rolls and tangerines. Ms. Perkins also told us about her new book, *Tiger Boy*, coming out this month and gifted a copy to the Berkeley Public Library. It was an inspired and memorable meeting, made possible with the generous support of the Friends of the Berkeley Public Library.

Berkeley Public Library started celebrating Día de los Niños/Día de los Libros (Children's Day/Book Day) slightly early with a family story time attended by 32 at Central on Saturday, April 25. Emma featured books, songs and puppets in Spanish and English and finished with everyone making their own books. Día celebrations continued when Emma went to the South branch to lead 62 babies, toddlers and their caregivers in songs, books, puppets, and finger plays in English and Spanish and gave a new book to every child. This was followed by two more Día-themed baby and toddler story times with book giveaways at Central. Over 100 babies, parents, and babysitters came and sang, laughed, and discovered the answer to the mystery, *¿Dónde está Spot?* Día celebrations wrapped up with a visit to La Academia preschool in West Berkeley, where Emma again shared stories, songs and puppets with 20 children and teachers. Every child received a book of their own thanks to the support of the Friends of the Berkeley Public Library!

Lawrence Hall of Science presented an engaging inventors' workshop that allowed school-age kids to create "Wobble Bots"—simple, motorized robots that can draw, buzz, light up, or dance across a table. Materials included foam flotation noodles, plastic berry baskets, markers, batteries, masking tape, and google eyes.

Lawrence Hall of Science – WobbleBots

For National Poetry Month, library visitors created poems on a magnetic display board. Creations included:

- life/is/fighting/for time
- if a trip/gives life/go
- when life/don't care/for you/give it a honk

Poem in progress

General Information

In early April, janitorial staff cleaned the area rugs in Family Place and ones used during Saturday story times.

Erica Dean Glenn and Joy Shioshita attended the annual Institute hosted by the Association of Children's Librarians of Northern California. Ann Hotta attended the 6th Annual Northern California Summit on Children and Youth.

Highlights

An unprecedented 1,783 people attended preschool programming at Claremont Branch, the highest attendance rate in a single month this fiscal year. Circulation of children's materials increased significantly to 11,658 items, a record number of items borrowed in a single month this year and over half of the total circulation for the branch!

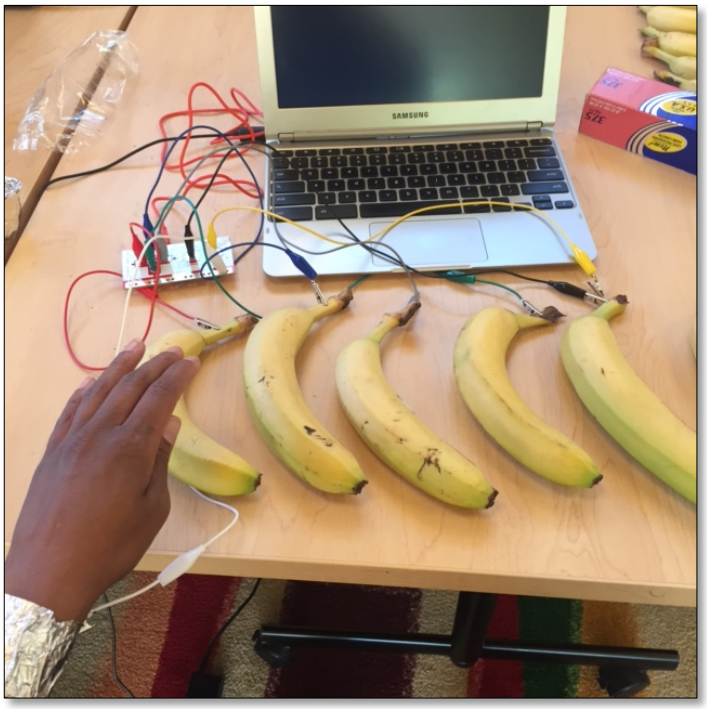
On April 3rd, San Francisco Opera returned to the Claremont Branch to present their Sing a Story program based on the old tale of Hansel and Gretel. The teaching artist who led the production filled the library with her enchanting operatic voice while she successfully recruited audience participants to sing, dress in costume and interact with props.

The Jewish Music and Poetry Project, a Berkeley-based music group, performed for a standing room only crowd on April 29th in celebration of National Poetry month. Their repertoire included works by poetess Marcia Falk, who read her poetry and composer William Ludtke, both Berkeley residents who joined us for the event. They ended with a modern composition based on Froggy Went a-Courting, the old English nursery song.

Poem in your pocket day was marked with two simultaneous poetry offerings, one pulled together by Jack Baur at North and shared throughout the system and one offered by the students of Peralta Elementary School, who printed and illustrated rolled scrolls containing poetry! We got a pretty box to hold them, too. Good fun.

Nikki held two programs in celebration of Words and Jazz month at the branch.

The first was a Teen Synth Jam. Participants built banana pianos using MaKey Makey invention kits and littleBits KORG synth kits. There were also iPads with various synthesizer apps and a 1987 Muppet Babies keyboard from Nikki's personal collection. The program was a noisy hit! Some of the participant's creations have been posted to Soundcloud as well.



Teen Synth Jam banana pianos

For the second Claremont Teen Words and Jazz program, Nikki collaborated with Roland Brown to have the Willard Middle School Jazz Band perform at the branch. Some members of the band are regulars at our weekly programs, so we were excited to host them. The 20 piece band went above and beyond our expectations! They wowed the crowd with such standards as Take 5 and Soulful Strut.

Willard Middle School Jazz Band

General Information

Nick Mastick, longtime member of the Claremont staff and frequent sub at Central, retired this month after 25 years of service.

We have a new carpet in our Children's area which should make seating during our weekly baby/toddlers programs more comfortable.

Vendors patched our roof and Maintenance repaired an area damaged by a leak in the Children's area this month.

Nikki and Linda attended a workshop on teen behavior hosted by PLP; Nikki attended an all-day Stem workshop.

Our regular adult programs (Read and Share, Lawyers in the Library and Poetry Circle) were held as scheduled. The book we discussed in the March Book Club, All the Light We Can Not See, got the 2015 Pulitzer Prize for fiction this month. Poetry Club drew two new members and Glenn reports that they discussed the content of the poems at this meeting and that this was a fun new addition to the format.

Shani went out with the Book Bike for the first time this month when she attended the Countywide- Bike event on 4/27- it was a blast and we connected with new faces and card holders who were quite taken with the Library on wheels!

Statistics

FY15-Branch	**April 2015**	
	events	**attendees**
Pre-School (0-4) @Library	19	1783
Pre-School (0-4) outreach	2	75
School Age (5-11) @Library	5	89
School Age (5-11) outreach	1	45
Young Adult (12-18) @Library	7	72
Young Adult (12-18) outreach	1	5
Adult @Library	4	56
Adult outreach	1	25
Senior @Library		
Senior outreach		
Computer usage	1,462	
Gate Count	36,901	
Circulation	20,944	
Meeting Room bookings	1	
Volunteer hours	8	
Information requests		
Circulation of Children's Materials	11,776	

Highlights

Children's

David Howd

North Children's had 23 events with 631 attendance.

Kenn Adams Adventure Theater had the kids doing improv – the audience are the actors. The kids and adults had a blast. It may be worth exploring for further programming – even adults!

Children's Librarian David Howd attended the Association of Children's Librarians of Northern California annual Institute. This year's theme: ***All Due Respect****: A Dialogue About Diversity, Equity, and Creating Safe Spaces for All Youth,* was both timely and powerful. Jacqueline Woodson — whose book *Brown Girl Dreaming* won this year's National Book Award for children's books and the Coretta Scott King award among others —was a featured speaker.

Teen

Jack Baur

In Library: 11 Events, 196 Attendees

Games: Continued weekly gaming program, which remains very popular and sought after. While the bulk of the attendees play (and effectively self-regulate!) on the Wii U, several rounds of the collaborative board game Forbidden Island were played this month. Additionally, Aldo Jackson (who runs the Games Count! nonprofit and has done several Magic: The Gathering programs with Children's services over the years) showed up to 3 of my Games meetings, with the intention of gauging local interest and ability in Magic to plan a tournament or training session down the road. He's been working with the kids here over the last couple of weeks offering advice on strategic deck-building.

Crafts: I planned a variety of craft programs to fit in with our "Words+Jazz" theme, with a variety of success. An attempt to engage kids in writing "formula" poems turned into making poems/collages from magazine cut-outs. An attempt at a magnetic poetry session resulted in little engagement during the actual session, but has resulted in some… interesting… works on the white board after I left the magnetic poetry kits out. Better received was the Synth Jam, in which participants improvised music on the littleBits Synth Kit, a Makey Makey banana piano, and a variety of music-making iPad apps. Excellent program.

Hip-Hop for Change: The non-profit Hip-Hop for Change engaged attendees in an introduction to the positive side of hip-hop culture and a rap-writing workshop. There were 18 attendees who mostly stayed for the full 2 hours, many rhymes were written, and the values of popular hip-hop were considered and questioned. Meanwhile, I wrote this:

> I used to know a girl and her name was Terry
> I met her one day down at the library
> She was in a jam and it sounded kinda hairy
> Had a paper that was due back in January
>
> But I saved her from her troubles just like a magic fairy
> Said "go in and get a card, girl, it's not so scary."
> Now she's got knowledge flowing like an estuary
> And she's feeling lucky just like Dirty Harry.

TAB: We had the first meeting of our nascent TAB group. The meeting had mixed results on its own – word of food offerings got out, so I had a very large crowd of kids who were just there for food and refused to engage in a non-sarcastic way. BUT, I was also able to identify the kids who are engaged and interested in having a useful dialogue, and plan on extending an invitation to just them next month. Good takeaways from the meeting included:

- The teens like games and food (DUH)
- There is a tension in the Teen Space between several different kinds of uses/users. Kids said they liked hanging out and talking to their friends and THE SAME kids said they thought it was too loud and they wanted better space to study.
- The teens feel like the furniture in the teen room doesn't allow enough flexibility for different uses/poor use of space
- Wanted more opportunities to help/volunteer
- Good ideas for future programs, including wire crafts, cooking, and costume parties

Volunteering: Based on the feedback that kids wanted more chances to volunteer at the library, the very next day I got them helping me sorting comics for Free Comic Book Day and folding Poem In Your Pocket Day books. 7 kids participated.

Adult**:**

In Library: 5 Event, 106 participants

MakerSpace: Twelve people participated in this month's Maker Space, and everyone made something! Crafts included decorating colorful plastic eggs as musical shakers with either beans or rice inside and duct tape art and jewelry.

Berkeley Verses: As part of Words+Jazz month I reached out to a couple local poets who put together a reading of poetry that was written by famous poets who lived in or passed through Berkeley. Much of the poetry was written about specific places in Berkeley. We scheduled the

event to immediately follow our Saturday jazz performance, which provided some good cross-mojonation. Twelve people came to the program, and everyone expressed their appreciation and asked that the library pursue more suchlike programming.

Jazz in the Library: North hosted the Eric Van James Trio in the main space on April 11 and April 25 to the great enjoyment of its patrons. The trio entertained the gathered (and passing through on their way to collect holds, use the computer, etc.) crowd to an assortment of jazz pieces, ranging from classics to contemporary as well as some original compositions.

"This is fun! It drew me into the library when I was just stopping by to drop off my books." - Patron browsing the stacks during the jazz performance

Author Event: Robin Sloan, author of the contemporary fable, Mr. Penumbra's 24-Hour Bookstore, entertained 15 lucky North patrons with a discussion of his work at the library's monthly book club.

Systemwide Programming:

Poem In Your Pocket Day: Jack Baur designed the booklets that got handed out for Poem In Your Pocket Day (12 variations), flyers for PIYPD, and coordinated their disbursement, primarily through the Teen Services department. He also produced 100 copies for Claremont and about 140 for North Branch, with the help of volunteers.

Free Comic Book Day: Jack also coordinated orders and deliveries for FCBD materials, and sorted the 1200+ comics we purchased for distribution at all the branches, Central Teen, and Central Children's. Also developed a variety of promotional materials and coordinated a Facebook blitz for the day. FCBD events will be happening across the system from 1-4pm on May 2nd.

School Outreach:

Outside Library: 6 events, 240 participants

Class Visits: Jack gave presentations to 5 8th grade classes in advance of their final projects for middle school. Went over library databases and their use, and for some classes was able to provide one-on-one assistance during their open research time at the King Middle School library. Good feedback from teachers, though next year we want to try to integrate database usage more closely into research assignments and introduce the databases earlier in the year.

Library Crafts: Jack and Andrea Mullarkey went to King Middle School for a Lunchtime Surprise button-making visit to promote FCBD. Saw about 90 kids over the 3 lunch periods.

General Information

Hired 14-hour Library Page, Kassandra (Kye) Ocasio-Pare and 14-hour Library Page John Holden. Kye began training on 4/27. John is scheduled to join the staff at North in mid-May.

Promoted Sabeen Khan from Library Aide to Library Assistant in a Not-To-Exceed capacity.

Statistics

FY15-North	**April**	
	events	attendees
Pre-School (0-4) @Library	12	462
Pre-School (0-4) outreach	5	104
School Age (5-11) @Library	6	114
School Age (5-11) outreach	0	0
Young Adult (12-18) @Library	11	196
Young Adult (12-18) outreach	6	240
Adult @Library	5	106
Adult outreach	0	0
Senior @Library	0	0
Senior outreach	0	0
Computer usage	1801	
Gate Count	29501	
Circulation	22371	
Meeting Room bookings	37	
Volunteer hours	9	
Information requests	4866	
Circulation of Children's Materials	3,175	

Highlights

This month included a fun outreach visit to the South Berkeley Farmer's Market children's and teen's librarians got to talk to community members of all ages and did a kid-friendly springtime craft.

General Information

South Children's Report:

<- We had several highlights to report this month. The first was our special guest program for April which was performer Amy Liz. She regaled a crowd with fun audience participation songs and got everyone moving.

South Branch Children's Librarian, the intrepid Librarian Josh, participated in the Berkeley Bay Festival. He did two story times that afternoon for a mixed crowd of parents and children of various ages. ->

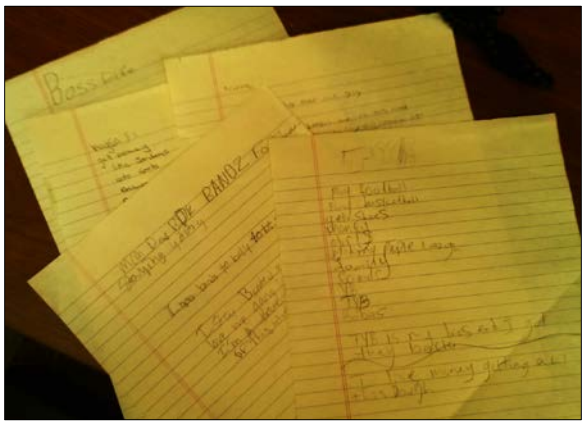
On April 28th we welcomed Librarian Emma Coleman from Central to Children's to South Branch for a special guest appearance. Emma led our weekly toddler program in a bilingual selection of songs and stories.

South Teens Report:

Regular programming continued and we did some special things, too.

In April we welcomed two teen volunteers who are helping with program preparation, teen room maintenance and teen services planning. Humberto and Freesia inspired teens to contribute many forms of poetry to the white board wall in commemoration of National Poetry Month.

For special events, Hip Hop For Change came through South Branch on April 9 in celebration of National Poetry Month. 17 teens learned about the history of Hip Hop, the structure of rap and then took a hand at writing their own raps and performing for each other.



Maker events continued this month and among other offerings we debuted the embossing kit that was recently purchased with Friends of the Library funds. Response from teens was very positive and this activity engaged teens who hadn't yet participated in a Make Some Thing event.

Adult/Seniors

We celebrated Poetry and Jazz here at South Branch during the month of April, this included and interactive display of Maya Angelou reading poetry during the inauguration of president Obama.

We also had a wonderful, artful poetry displays around the branch thanks to the efforts, of library special Angela McGowen. Our other specialist Juan Castille, made an impressive jazz display using vintage photos of jazz pioneers.

On the adult front, we had a couple of very fun and successful programs that took out of the building and in the places where our current and potential new patrons gather.

The first was a collaboration with the Ecology Center. Adam Broner of the Tool Lending Library and I joined Carrie Bennett and others on Saturday, April 18th at the Brower Center for an Earth Day Celebration. Adam brought along some tools and did onsite spring garden tool and repair consultation and was as actually repairing and sharpening gardening for some very appreciative patrons. We had a lot of people stop by to “Hey”, ask questions and take one on many fun and informative handouts we had.

Then on Sunday, April 26, I had the pleasure of joining Dan Beringhele and Shani Leonards for some two-wheeled outreach at the Berkeley Bike Festival at Malcolm X elementary school. It was important for me to attend as Malcolm X is located just a few blocks from the South Branch. People were thrilled to learn about the mobile library and that they could check-out books or get library card right on the spot. Beyond that, it was just great to see kids out playing and being active outdoors in a safe and engaging environment. Some many people complemented us on the "Book Bike" and told us stories our how BPL was enhancing the families' lives!

Statistics

FY15-South	April	
	events	attendees
Pre-School (0-4) @Library	11	376
Pre-School (0-4) outreach		
School Age (5-11) @Library		
School Age (5-11) outreach	1	50
Young Adult (12-18) @Library	9	75
Young Adult (12-18) outreach	3	127
Adult @Library	0	0
Adult outreach	3	162
Senior @Library	0	0
Senior outreach	2	80
Computer usage	1350	
Gate Count	14750	
Circulation	18300	
Meeting Room bookings	25	
Volunteer hours		
Information requests	2600	

Library Operations
April 2015 Statistics

Attachment # 7

FY15 - All Locations	events	attendees
Pre-School (0-4) @Library	57	3193
Pre-School (0-4) outreach	21	419
School Age (5-11) @Library	20	450
School Age (5-11) outreach	3	160
Young Adult (12-18) @Library	36	399
Young Adult (12-18) outreach	12	417
Adult @Library	39	836
Adult outreach	10	537
Senior @Library	1	6
Senior outreach	2	80
Computer usage	15057	
Gate Count	142515	
Circulation	143699	
Meeting Room bookings	132	
Volunteer hours	164.5	
Information requests	16219	
Wireless Users	6493	
Circulation of Children's Materials	14951	