



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING  
October 21, 2015

AGENDA  
6:30 PM

SOUTH BRANCH  
1901 RUSSELL STREET

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

## I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments
- 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 CALENDAR

- A. Update on Interim Director of Library Services and Director of Library Services Search – July Cole
- B. Programming Presentation - Sarah Dentan, Acting Library Director

## III. CONSENT CALENDAR

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

- A. **Approve minutes of September 09, 2015 Special Meeting**  
Recommendation: Approve the minutes of the September 9, 2015 Special Meeting of the Board of Library Trustees.
- B. **Approve minutes of September 09, 2015 Regular Meeting**  
Recommendation: Approve the minutes of the September 9, 2015 Regular Meeting of the Board of Library Trustees.
- C. **Approve minutes of October 2, 2015 Special Meeting**  
Recommendation: Approve the minutes of the October 2, 2015 Special Meeting of the Board of Library Trustees.
- D. **2016 Meeting Schedule for the Board of Library Trustees**  
Recommendation: Adopt a resolution approving the dates, times and locations for the 2016 regular meeting schedule for the Board of Library Trustees.
- E. **2016 Holiday Schedule for the Berkeley Public Library**  
Recommendation: Adopt a resolution approving the 2016 calendar of holidays for the Berkeley Public Library.
- F. **Authorization to Open the Central Library and All Branches One Hour Late to Allow Adequate Time for All-Staff Meetings**  
Recommendation: Adopt a resolution to open the Central Library and all branch libraries one hour later on January 29, April 29, July 29 and September 30, 2016 to allow adequate time for the all-staff meeting.
- G. **California State Library FY 2016 Baseline Grant Funds From The California Library Literacy Services (CLLS) Program**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to accept \$18,000 in awarded FY 2016 CLLS baseline grant funds.

## IV. ACTION CALENDAR

- A. **Amendment: Contract No. 9200, One Workplace L. Ferrari, LLC**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$100,000 for the procurement of furniture and associated delivery, temporary storage, and installation services for staff workstations and other related furniture

at the Central Library for an amended not-to-exceed value of \$490,000 for the period projected from February 18, 2013 through June 30, 2016.

**B. Contract No. 9563 Amendment: Noll & Tam Architects And Planners**

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$213,541, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the Contract's allowable not-to-exceed amount to \$355,416.

**V. INFORMATION REPORTS**

**A. Oral Update on South Signage Sub-Committee**

**B. 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 Regular Meeting held at 6:30 PM on Wednesday, November 18, 2015 at the **South Branch Library, 1901 Russell Street, Berkeley.**

**VII. ADJOURNMENT**

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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 this amended agenda for the special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website on October 16, 2015.

*[Signature]*  
//s//  
Sarah Dentan, Acting 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, September 9, 2015, 5:15 PM**

CENTRAL LIBRARY – 2090 KITTREDGE 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 can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>*

**A. Call to Order: 5:15P.M.**

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

Absent: Trustee Novosel

Also Present: Sarah Dentan, Acting Director of Library Services; Eve Franklin, Administrative Secretary.

**B. Public Comments: none.**

**Adjourned to Closed Session at 5:17pm.**

**II. CLOSED SESSION**

**PUBLIC EMPLOYEE APPOINTMENT-Pursuant to Government Code Section 54957**

**Title: Acting Director of Library Services**

**III. OPEN SESSION**

**Call to Order: 6:23 P.M.**

**A. Public Reports of actions taken pursuant to Government Code section 54957.1.**

The Board of Library Trustees voted to appoint Sarah Dentan as Acting Director of Library Services.

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

**B. Establish a Salary for Acting Director of Library Services**

From: Chair, Board of Library Trustees

Recommendation: Adopt a resolution within existing salary range for Director of Library Services.

Financial Implications: see report.

Contact: Abigail Franklin, Chair, Board of Library Trustees

Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R15-118 to establish a salary for Sarah Dentan as Acting Director of Library Services based on an annual salary of \$137,772.00 (\$66.24 per hour), effective September 10, 2015.

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

**IV. ADJOURNMENT**

**Adjourned at 6:25 P.M.**

**COMMUNICATIONS: None.**

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:** None.

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, September 9, 2015, 6:30 PM**

CENTRAL LIBRARY – 2090 KITTREDGE 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 can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

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

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

Absent: Trustee Novosel

Also Present: Sarah Dentan, Acting Director of Library Services; Alicia Abramson, Manager, Information Technology; Jay Dickinson, Circulation Services Manager; Rachel MacNeilly, Collections Services Manager; July Cole, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.

**B. Public Comments:** 26 Speakers.

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

1. **Tom Dufour** – spoke regarding Director Recruitment.
2. **Debbie Carton** – spoke regarding Collection Development.

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

1. **Winston Burton** -

**II. PRESENTATION CALENDAR**

**A. Library Operations Presentation** – Sarah Dentan

Sarah Dentan, Acting Library Director provided a presentation on Library Operations (Attachment 1)

**B. Collection Development Presentation** – Sarah Dentan

Sarah Dentan, Acting Library Director provided a presentation on Collection Development (Attachment 2) followed by Board discussion.

**III. CONSENT CALENDAR**

M/S/C Trustee Moore / Trustee Burton to adopt Resolution # R15-019 approving the Consent Calendar as modified (Action Calendar, Item B moved to Consent Calendar)

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

**A. Approve minutes of July1, 2015 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 1, 2015 Regular Meeting as presented.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-#020

Recommendation: Approve the minutes of the July 1, 2015 Regular Meeting of the Board of Library Trustees.

**B. Approve minutes of August 26, 2015 Special Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the August 26, 2015 Special Meeting as presented.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: Adopted Resolution # R15-021

Action Item B moved to consent calendar

**B. South Branch Library Signage Subcommittee**

Trustee Moore reported that per the City of Berkeley's [Commissions Manual](#); only commission members may become members of subcommittee. The subcommittee shall seek input and advice from the community. Meetings will be noticed and all interested community members will be invited to attend and provide feedback.

From: Chair, Board of Library Trustees

Recommendation: Adopt a resolution appointing Trustees Jim Novosel and Darryl Moore to the Library Signage Committee.

Financial Implications: none.

Contact: Abigail Franklin, Chair, Board of Library Trustees

Action: Adopted Resolution #R15-022

Adjourned at 9:15 P.M.

**COMMUNICATIONS:** None.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Library Operations Presentation
2. Collection Development Presentation



Summertime Fun at the Berkeley Public Library

## Central Library



↑ A different **West Edge Opera** program from the usual... the composer and the co-librettists told the story of their new (2014) opera, and the story behind it.



↑ **The Knitting Hour** is a multi-generational program.



↑ The **Magical Moonshine Puppet Theatre** presented puppet theatre for adults.

Summertime Fun at the Berkeley Public Library

# Central Library



↑ Koto player **Shirley Kazuyo Muramoto Wong** presented her documentary *Hidden Legacy: Japanese Traditional Performing Arts in WWII Internment Camps*.

A 3-monitor video display at the Reference Desk with images and expert discussions of amazing photos and unexpected discoveries coming from the New Horizons probe as it made a flyby of Pluto. ↓



↑ **Betty Reid Soskin** recalled Richmond and the Bay Area during World War II.

# Central Children's

Summertime Fun at the Berkeley Public Library



← **Emma Coleman** visits Willard Middle School to promote Summer Reading.



Participants ↑⇒ fold origami cranes at the multi-generational Peace Day event.



↑ A Summer Reading finisher's decorated reading log.





Summertime Fun at the Berkeley Public Library

# Library on Wheels

**Library on Wheels** brought the Library to Senior Centers and Farmers' Markets around town as well as special events such as the Berkeley World Music Festival, Third Thursdays and National Night Out.



# Berkeley READS

Summertime Fun at the Berkeley Public Library



↑ Awarded the "Spirit of the League" Award by the League of Women Voters of Berkeley/Albany/Emeryville.

Outreach table at Black Infant Health/Mother's Day event. ⇒



↑ "A Journey to Literacy: Adult Learners in Conversation" an Adult Learner Panel presentation at the Bay Area Book Festival was coordinated by Berkeley READS.

*Summertime Fun at the Berkeley Public Library*

## Claremont



← **Nikki Santiago** hosted a multigenerational maker program with a terrarium craft on **National Night Out**. The activity proved to be engaging for a range of participants, with toddlers to adults getting creative in the dirt.



↑ Local pianist and teacher **Brenda Becker** offered a series of 90-minute piano classes for seniors covering the basics.



**Michael Kwende** (a.k.a, Mr. Michael) has offered story time sessions at Bateman Mall Park. At each of the first two sessions, over two hundred children and caregivers gathered for stories, finger plays and sing-along. →

*Summertime Fun at the Berkeley Public Library*

## North Branch

**Village Rhythms Drumming** on the lawn was well attended by enthusiastic rhythm lovers. ↓⇒






←↑ North Branch and the **Bone Room** collaborated to bring **The Body Appropriate's** Stephanie Stewart-Bailey to an after-hours event that celebrated Mary Shelley, *Frankenstein*, and a discussion and lecture on the science of reanimation.



Summertime Fun at the Berkeley Public Library

## South Branch



↑ **Circus of Smiles** brought their upbeat silliness to the enjoyment of the large audience in attendance.

**Magical Moonshine Puppet Theatre** returned with a highly participatory puppet show that incorporated Spanish language. ↓



**String Figure Fun** brought in a small audience to learn traditional string games and tricks. ↓



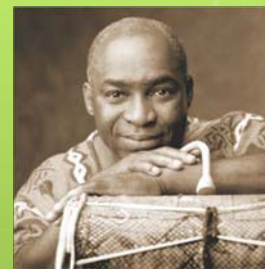
Summertime Fun at the Berkeley Public Library

## West Branch



↑ Award-winning local children's musician **Gary Lapow** shared songs and fun!

Professional goofballs from the **Mark & Dre Comedy (and Juggling Show)** provided lots of fun with hysterical banter, skillful juggling, stunts & carefully calculated chaos! ↓



↑ Percussionist **Onye Onyemaechi** provided a fun-filled, energetic, educational African drumming experience for the whole family!

## All Ages Summer Reading!

*Summertime Fun at the  
Berkeley Public Library*

This year, we expanded our popular Summer Reading Program to include adult participants!

At summer's close, we had:

- 1756 child readers
- 175 teen readers
- 438 adult readers
- 317 groups and/or families

41% of our participants completed and returned their reading log.

*Summertime Fun at the  
Berkeley Public Library*

**Thank you Library Staff and  
Friends for celebrating our  
community of readers!**

COLLECTION  
MANAGEMENT

Berkeley Public Library Board of Library Trustees  
September 9, 2015

Collection Management

An Overview

## Collection management is:

- An ongoing process, which includes
  - Selection and acquisitions
  - Cataloging and processing
  - Use of collection
  - Review and Weeding
  
- Grounded in our BOLT approved Collection Development policy and supports our BOLT approved Strategic Plan

### 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.

- BPL Collection Development Policy, 5/28/15

- Relevant
  - Accurate and timely
  
- Engaging
  - Responsive to community requests and interest
  
- Appealing
  - Both content and format

## Our Collection

- Some statistics:
  - 550,000 items
  - 440,000 print books
  - 40,000 items added in 2014
  - 28,000 items added between January & July 2015
  - \$1.3 million budgeted for materials

## Centralizing Collection Management

### Some History

- 2006
  - “One specific question seemed to be whether it is common library practice to weed. The answer to that is an emphatic yes.”
  - “... failure to weed would result in making it difficult, for some, and impossible for many users to locate good and appropriately reliable and physically sound materials among the dated, dirty, misleading and redundant.”

Library Services Manager Francisca Goldsmith, 12/2006 report to BOLT



## Some History

- 2008
  - Look for ways to streamline the selection assignments
    - Consider whether the team process in selection is always the best use of [librarians'] time
  - “It appears that at present librarians at Berkeley focus on selection as an isolated activity, with weeding as something that should be done, but too easy to set aside.”

Nancy Crabbe – Library consultant

## 2013

- Many librarians say they do not have adequate time to devote to collection development, and that less deadline oriented tasks like weeding are often severely neglected
- Branch children’s librarians order individually for their locations, so we have a lot of duplication of effort, with 5 or more librarians considering each title
- The process is so prolonged that some titles are ordered 6 or more months after publication

## 2013 Recommendations

- One model going forward ... have fewer people involved and have them spend more of their time on collection development
  
- Weeding needs to be more consistently carried out at all locations

Collection Development and Teen Services Manager Megan McCardle, 2013

## 2013 Recommendations

- 2013
  - It's exciting...to explore all the choices that technology now provides that not only save time, but allow for doing a better job of selection. I absolutely believe that centralization is the way to go...

Library Consultant Cynthia Orr

## Why Centralize?

- Eliminates duplication of effort
- Allows for a holistic, analytical and contextual approach to the collection
- Frees librarian's time for face-to-face service to the community, in support of our BOLT approved strategic plan
- Provides for continuous collection review and maintenance
- Simplifies clerical processes for support staff, saving time and reducing errors

## Staff Input – Collection Development

- Centralized collection management relies on staff input
- Multiple channels for input
  - Annual collection surveys
  - Staff materials request form
  - Collection development librarians attend department meetings
  - Partner on lists of recommended books
  - Visit library branches & departments
  - Selectors open and accessible

## Staff Input – Collection Review

- Review lists are generated using
  - Publication date
  - Date of last circulation
- Staff worked collaboratively to develop review criteria for all sections
- Current model tested at branches and refined
- Collection Development librarians use staff generated criteria to generate review lists and inform review process

## Continuous Review, Evaluation, and Weeding

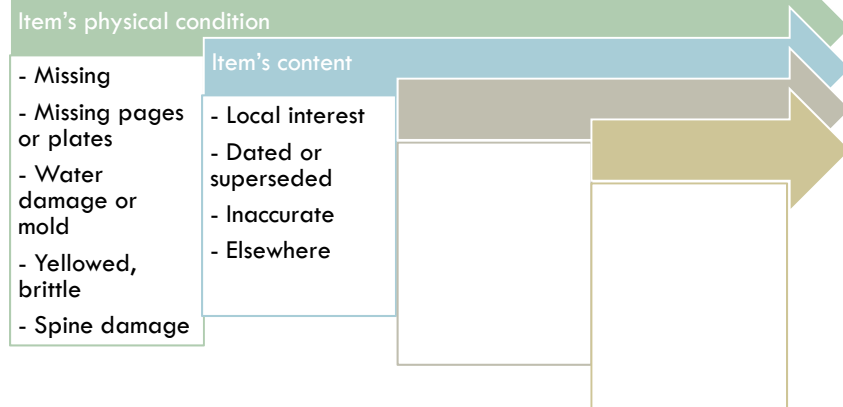
### CREW

Since its inception in 1976, *The CREW Method* has become the benchmark tool for weeding library collections.

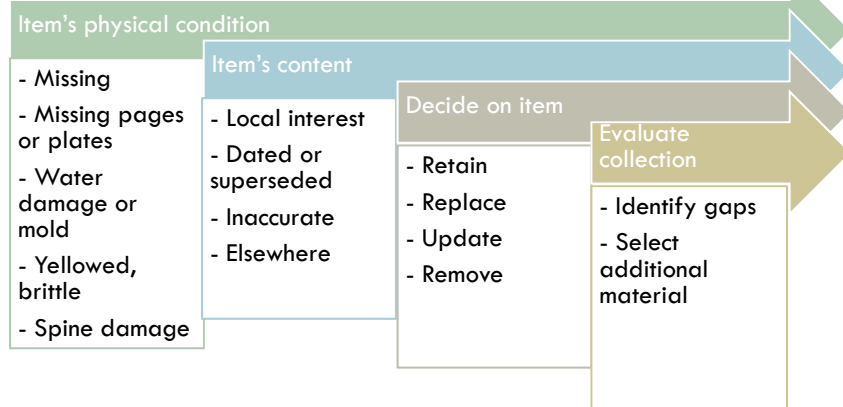
<http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15>



## What is the review process?



## What is the review process?



## Maintaining local character

- Circulation tells us what our community is using
  - Holds
  - Link+ requests
- Patron & staff requests
- Collection Development Librarians aware of local literary and cultural scene
- Alert librarians to local authors, materials related to local interests
- Responsive and agile ordering

## The Library Catalog

- The Online Library Catalog was implemented in 1991
- In terms of the library collections, catalogs are designed to be an accurate reflection of the holdings of the library and not a historical database of items previously owned or removed
- BPL's catalog is maintained on a regular basis by Technical Services and Circulation staff who follow long established maintenance tasks
- Data, including weeded materials and long inactive patron records is periodically deleted from the system which is standard practice for many libraries
- Financial data in the system is retained as per the City of Berkeley's Record Retention Policy

## Library Statistics

The California State Library requests statistics from all public libraries annually. These are the 18 collections-related questions on the annual survey:

| Q#  | Question                                 | Q#   | Question   |
|-----|--|------|--|
| 601 | Children's Books Added                   | 611  | Total Online Audio Materials                       |
| 602 | Books Children Held as of June 30        | 612  | Total Physical Video Materials                     |
| 603 | Books Young Adult Held as of June 30     | 613  | Total Online Video Materials                       |
| 604 | Book Volumes Added                       | 614a | Databases - Local/Coops & Other                    |
| 605 | Book Titles Added                        | 614b | Databases - State                                  |
| 606 | Books Total Held as of June 30           | 614c | Databases - Total (#614a + #614b)                  |
| 607 | Government Documents in separate collect | 615  | Number of Current Print Serial Subscriptions       |
| 608 | Total Print Materials Held (#606 + #607) | 616  | Number of records in library catalog as of June 30 |
| 609 | Electronic Books                         | 617  | Children's Audio Materials held as of June 30      |
| 610 | Total Physical Audio Materials           | 618  | Children's Video Materials held as of June 30      |

To see the last 7 years of CA State Library statistics go to  
<https://www.library.ca.gov/lds/librystats.html>

## Statistics: Focus on Books

### Berkeley Public Library State Library Statistics 2011-2015

| Fiscal Year | Childrens Books | YA Books | All Books | All Print Materials | # Catalog Records |
|-------------|-----------------|----------|-----------|---------------------|-------------------|
| 2011-2012   | 151,859         | 15,478   | 452,316   | 452,316             | 370,088           |
| 2012-2013   | 158,359         | 16,756   | 470,990   | 470,990             | 391,495           |
| 2013-2014   | 149,869         | 16,397   | 463,916   | 463,916             | 391,616           |
| 2014-2015   | 153,463         | 18,557   | 442,443   | 442,443             | 447,749           |

## Removal of materials

- Friends of the Berkeley Public Library
  - Friends' sales benefit the Library
  - Friends have told us that Library discards difficult to sell
- Have now asked for a small portion of Library materials
- Formalizing materials flow through an updated Memorandum of Understanding

## Better World Books

- Only take books in good condition
- Funds from Better World Books go to Friends of the Berkeley Public Library
- Our MOU with the Friends of the Berkeley Public Library will clarify the process



## DR3/St. Vincent de Paul

- Library discards and Friends of the Library discards are currently comingled
- Sold in SVdP thrift stores on the West Coast
- Proceeds support services for vulnerable communities
  - 3 out of 4 star rating on Charity Navigator
- Local centers provide
  - free meals
  - court alternatives
  - drop-in centers
  - job training & transitional employment



Thank you.



**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES SPECIAL MEETING**  
**Friday, October 2, 2015, 11:00 am**

CENTRAL LIBRARY – 2090 KITTREDGE 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: 11:00 am.**

Present: Trustees Burton, Franklin, Holcomb, and Novosel. Trustee Moore arrived at 11:13am.

Absent: None.

Also Present: Sarah Dentan, Acting Director of Library Services; July Cole, HR Analyst; Eve Franklin, Administrative Secretary.

**B. Public Comments:** None.

**II. CLOSED SESSION**

**A. Public Employee Appointment – Pursuant to Government code Section 54957.**

**Title: Interim Director of Library Services**

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**

**City Negotiators: Abigail Franklin, Chair, Board of Library Trustees**

**Unrepresented Employee: Interim Director of Library Services**

**III. OPEN SESSION**

**A. Public Reports of actions taken pursuant to Government Code section 54957.1.**

No action taken.

**IV. ADJOURNMENT**

Adjourned at 1:34 P.M.

**COMMUNICATIONS:** none

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:** none.





**CONSENT CALENDAR**

October 21, 2015

**TO:** Board of Library Trustees  
**FROM:** Sarah Dentan, Acting Director of Library Services  
**SUBJECT:** 2016 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

**RECOMMENDATION**

Adopt a resolution approving dates, times and locations for the 2016 regular meeting schedule for the Board of Library Trustees.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the following year's regular meeting schedule during one of its last meetings toward the end of each year. These regular meeting dates currently fall on the second Wednesday of each month, except for August due to a meeting recess.

**CURRENT SITUATION AND ITS EFFECTS**

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 6:30 p.m. at the South Branch Library, 1901 Russell Street. The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

**City Council:**

*Winter Recess – December 16, 2015 – January 18, 2016*

*January 19 and January 26, 2016*

*February 9 and February 23, 2016*

*March 8, March 15 and March 29, 2016*

*April 5 and April 26, 2016*

*Spring Recess – April 6 – April 25, 2016*

*May 10, May 24 and May 31, 2016*

*June 14 and June 28, 2016*

*July 12 and July 19, 2016*

*Summer Recess – July 20 – September 12, 2016  
September 13, September 20 and September 27, 2016  
October 18, 2016  
November 1, November 15 and November 29, 2016  
December 13, 2016  
Winter Recess – December 14, 2016 – January 24, 2017*

The proposed *2016 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

**FUTURE ACTION**

No further action is required.

**Attachments:**

1. Resolution
2. 2016 Proposed Board of Library Trustees Meeting Schedule

**BOARD OF LIBRARY TRUSTEES**

**Attachment 1**

**RESOLUTION NO.: R15-\_\_\_**

**APPROVAL OF THE REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board are currently held on the second Wednesday of each month at 6:30 p.m. at the South Branch Library, except for August when there is a meeting recess.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2016 regular meeting schedule for the Board of Library Trustees as once per month on the second Wednesday at 6:30 P.M. to be held at the South Branch Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on October 21, 2015.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**Berkeley Public Library  
Board of Library Trustees  
2016 Meeting Schedule**

| Regular Meeting Dates  | Location                                   |
|------------------------|--|
| January 13, 2016       | South Branch Library (1901 Russell Street) |
| February 10, 2016      | South Branch Library (1901 Russell Street) |
| March 9, 2016          | South Branch Library (1901 Russell Street) |
| April 13, 2016         | South Branch Library (1901 Russell Street) |
| May 11, 2016           | South Branch Library (1901 Russell Street) |
| June 8, 2016           | South Branch Library (1901 Russell Street) |
| July 13, 2016          | South Branch Library (1901 Russell Street) |
| {No meeting in August} |  |
| September 14, 2016     | South Branch Library (1901 Russell Street) |
| October 19, 2016*      | South Branch Library (1901 Russell Street) |
| November 9, 2016       | South Branch Library (1901 Russell Street) |
| December 14, 2016      | South Branch Library (1901 Russell Street) |

\* In lieu of October 12, 2016 meeting (Yom Kippur Holiday)





**CONSENT CALENDAR**

October 21, 2015

**TO:** Board of Library Trustees  
**FROM:** Sarah Dentan, Acting Director of Library Services  
**SUBJECT:** 2016 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

**RECOMMENDATION**

Adopt the resolution approving the 2016 calendar of holidays for the Berkeley Public Library.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

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

**CURRENT SITUATION AND ITS EFFECTS**

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

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM. On the occasion that a holiday falls on a weekend day the Library closes on both the actual holiday and the observed holiday day, such as the upcoming Christmas Day, Sunday, December 25, 2016. In this case, eligible employees will receive a paid holiday for one of the closed days. On the other day, for those employees normally scheduled to work both days, a schedule adjustment or other type of leave will be arranged in advance.

In 2016, because Christmas Eve, December 24<sup>th</sup>, falls on a Saturday, and because the federal, state and city governments observe the Christmas Day holiday on Monday Dec. 26, 2016, to observe the Christmas Eve holiday on Saturday Dec. 24, 2016 would necessitate a Library closure of three consecutive days. Such a closure presents an undesirably lengthy lack of library service to the community, in addition to creating heavy workloads for Library employees tasked with emptying book

drops, checking in material, shelving books, and scheduling. Because of this, it is recommended that the Library observe the Lincoln's Birthday holiday on Friday Feb. 12, 2016 in lieu of the Christmas Eve holiday observance in 2016 and close all locations at 5:00pm on Saturday Dec. 24, 2016.

The draft 2016 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

**FUTURE ACTION**

No future action is required.

**Attachments:**

1. Resolution
2. 2016 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2015 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2016 Holiday Schedule

# **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R15-\_\_\_**

## **APPROVAL OF THE 2016 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2016 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on October 21, 2015.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees



**Berkeley Public Library**

Attachment 2

**2016 Schedule of Holidays & Early Closings**

| <b>Date</b>                       | <b>Holiday</b>             | <b>Closure</b> | <b>Early Closing</b>                     |
|-----------------------------------|----------------------------|----------------|--|
| 1. January 1, 2016 (Friday)       | New Year's Day             | X              |  |
| 2. January 18, 2016 (Monday)      | Martin Luther King Jr. Day | X              |  |
| 3. February 12, 2016 (Friday)     | Lincoln's Birthday         | X              |  |
| 4. February 15, 2016 (Monday)     | President's Day            | X              |  |
| 5. May 20, 2016 (Monday)          | Malcolm X Day              | X              |  |
| 6. May 30, 2016 (Monday)          | Memorial Day               | X              |  |
| 7. July 4, 2016 (Monday)          | Independence Day           | X              |  |
| 8. September 5, 2016 (Monday)     | Labor Day                  | X              |  |
| 9. October 10, 2016 (Monday)      | Indigenous People's Day    | X              |  |
| 10. November 11, 2016 (Friday)    | Veterans' Day              | X              |  |
| 11. November 23, 2016 (Wednesday) | Thanksgiving Eve           |                | All Library locations to close at 6:00pm |
| 12. November 24, 2016 (Thursday)  | Thanksgiving Holiday       | X              |  |
| 13. November 25, 2016 (Friday)    | Thanksgiving Holiday       | X              |  |
| 14. December 24, 2016 (Saturday)  | Christmas Eve              |                | All Library locations to close at 5:00pm |
| 15. December 25, 2016 (Sunday)    | Christmas Day              | X              |  |
| 16. December 26, 2016 (Monday)    | Christmas Day Observed     | X              |  |





***2015 Schedule of Holidays & Early Closings***

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

1. January 1, 2015 (Thursday) – New Year’s Day
2. January 19, 2015 (Monday) - Martin Luther King Jr. Day
3. February 16, 2015 (Monday) - President’s Day
4. May 18, 2015 (Monday) - Malcolm X Day
5. May 25, 2015 (Monday) - Memorial Day
6. July 3, 2015 (Friday) - Independence Day (observed)
7. July 4, 2015 (Saturday) - Independence Day \*\*
8. September 7, 2015 (Monday) - Labor Day
9. October 12, 2015 (Monday) - Indigenous People’s Day
10. November 11, 2015 (Wednesday) - Veterans’ Day
11. November 25, 2015 (Wednesday) – Thanksgiving Eve (close early) \*
12. November 26, 2015 (Thursday) – Thanksgiving Day
13. November 27, 2015 (Friday) –Thanksgiving Holiday
14. December 24, 2015 (Thursday) - Christmas Eve \*\*\*
15. December 25, 2015 (Friday) – Christmas Day
16. December 31, 2015 (Thursday) – New Year’s Eve (close early) \*



## City of Berkeley 2016 Holiday Schedule

Attachment 4

1. January 1, 2016 (Friday) – New Year’s Day
2. January 18, 2016 (Monday) - Martin Luther King Jr. Birthday Observed
3. February 12, 2016 (Monday) - Abraham Lincoln Birthday Observed
4. February 15, 2016 (Monday) - George Washington Birthday Observed
5. May 20, 2016 (Friday) - Malcolm X Birthday
6. May 30, 2016 (Monday) - Memorial Day
7. July 4, 2016 (Monday) - Independence Day
8. September 5, 2016 (Monday) - Labor Day
9. October 10, 2016 (Monday) - Indigenous People’s Day
10. November 11, 2016 (Friday) - Veterans’ Day
11. November 24, 2016 (Thursday) – Thanksgiving Day
12. November 25, 2016 (Friday) –Day After Thanksgiving
13. December 26, 2016 (Monday) – Christmas Day Observed





**CONSENT CALENDAR**

October 21, 2015

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

**RECOMMENDATION**

Adopt a resolution to open the Central Library and all branch libraries one hour later on January 29, April 29, July 29 and September 30, 2016 to allow adequate time for the all-staff meeting.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

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

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

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

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

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

#### CURRENT SITUATION AND ITS EFFECTS

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

#### FUTURE ACTION

No future action is required.

Attachments:

1. Resolution

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R15-\_\_\_**

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on January 29, April 29, July 29 and September 30, 2016 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 21, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees







**CONSENT CALENDAR**

October 21, 2015

**TO:** Board of Library Trustees

**FROM:** Raymond Westphal, Accounting Office Specialist III

**SUBJECT:** CALIFORNIA STATE LIBRARY FY 2016 BASELINE GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to accept \$18,000 in awarded FY 2016 CLLS baseline grant funds.

**INTRODUCTION**

The California Library Literacy Services (CLLS) is a program of the California State Library whose mission is to enable Californians of all ages to reach their literacy goals and use library services effectively. CLLS is an important funding source for the Library's Berkeley READS literacy service, a CLLS program participant since 1987.

**FISCAL IMPACTS**

The annual CLLS grant has typically been provided in three parts: 1) a baseline amount applicable to the fiscal year's approved CLLS programs, including Adult Literacy and Families for Literacy – programs reflecting both the commitment and importance to the City of Berkeley and the State of California that all Californians attain their literacy goals and possess the capability to effectively use library services, and parts 2 and 3) a CLLS formula amount based on a per capita amount per adult learner served at BPL in the previous fiscal year, and a match on local funds raised and expended for adult literacy services reflecting the commitment to a continuing state/local partnership and an incentive for increased local support for adult literacy.

In FY 2015, the Library received \$49,011 in CLLS program support for library literacy services.

**BACKGROUND**

The Berkeley READS program was seeded in 1987 with CLLS funding and has continuously received this grant following a fiscal year schedule to fiscal year 2016. The program's Library staffing remains unchanged consisting of 1.0 FTE Library Literacy Program Coordinator, 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant funded through the Library Tax Fund. Staffing is further supplemented by additional contractual or project positions (typically funded by CLLS

grant support) – estimated at 1.00 FTE in FY 2013 – dedicated to adult and family literacy that may include a mix of a Family Literacy Instructor, a Computer Lab/ Drop-In Instructor, an Adult Learner-on-Staff, and a Tutor Trainer. In FY 2015, BPL’s total funding support –inclusive of grant and gift spending – directed to Berkeley READS was \$342,999.

CURRENT SITUATION AND ITS EFFECTS

The Library has received a CLLS award letter dated July 09, 2015 from the CA State Library confirming a fiscal year 2016 baseline award claim of \$18,000. This is a \$3,000 increase over the FY 2015 award. The FY 2016 budget includes estimated revenue and expenditure amounts for a CLLS award based on the prior year’s activity; and receipt of the \$18,000 baseline award would become a component of these budgeted amounts. Acceptance and appropriation of the announced baseline award is requested in order to comply with this fiscal year’s program rules that 100% of the year’s CLLS award be directed towards adult and family literacy programs and be expended or encumbered by June 30, 2016. With this vital funding support Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, and offer instruction in a variety of modalities best suited to the individual client.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**Attachment 1**

**RESOLUTION NO.: R15-\_\_\_**

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY  
FY 2015 BASELINE GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM**

WHEREAS, the California State Library administers program awards for the California Library Literacy Services (CLLS) Grant Program and for the Public Library Fund appropriation; and

WHEREAS, the CLLS program is an important funding source for the Berkeley READS adult and family literacy program; and

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

WHEREAS, the California State Library has announced FY 2016 CLLS baseline awards for claim, with the per capita amount per adult learner and the match on local funds components to follow in the fall, and it is budgeted in the FY 2015 revenue and expenditure budgets; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for and accept the eligible FY 2016 grant fund baseline claim amounting to \$18,000 extended by the California Library Literacy Services Grant Program to the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 21, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Abigail Franklin, Chairperson

\_\_\_\_\_  
Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**CONSENT CALENDAR**

October 21, 2015

**TO:** Board of Library Trustees  
**FROM:** Sarah Dentan, Acting Director of Library Services  
**SUBJECT:** AMENDMENT: CONTRACT NO. 9200, ONE WORKPLACE L. FERRARI, LLC

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$100,000 for the procurement of furniture and associated delivery, temporary storage, and installation services for staff workstations and other related furniture at the Central Library for an amended not-to-exceed value of \$490,000 for the period projected from February 18, 2013 through June 30, 2016.

**FISCAL IMPACT**

The total cost of the revised contract is valued at \$450,000. This expenditure is included in the FY 2015 Library Tax Fund expenditures budget and will be expensed through budget code **301-9101-450.70-43/71-43**.

**BACKGROUND**

Contract No. 9200 with One Workplace L. Ferrari, LLC had its origins from the issuance of Request for Proposals Specification No. 13-10717 released on December 17, 2012 seeking branch library furniture procurement and installation services for the South Branch Library. On May 14, 2013, to ensure design consistency across the branches, Contract No. 9200 was amended under authority of BOLT Resolution: R13-027 to include staff furnishings for the West Branch Library. A further contract amendment, solicited by Request for Proposals Specification No. 14-10770 released on July 12, 2013, was executed and dated September 19, 2013 with authorization pursuant to BOLT Resolution: R13-051 for public area furnishings at the West Branch Library.

At the conclusion of this Foundation funded (Fund 307) furnishings, fixtures and equipment (FF&E) program for the four branch libraries the Library commenced the effort to update staff furnishings in the Central Library that date to the Measure S Central Library Project completed in 2002. Consequently, on November 13, 2013 the board approved BOLT Resolution: R13-069 extending the purchase of furnishings and services to the Central Library followed by BOLT Resolution: R14-078 increasing the contract's authorized not-to-exceed value to \$350,000 and on July 1, 2015 the board approved BOLT Resolution: R15-115 increasing the contract's authorized not-to-exceed value to \$390,000.

The total contract value inclusive of the requested amendment specified herein exceeds the spending limit of \$100,000 for the purchase of goods 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 AND ITS EFFECTS

The Library identified a variety of office furniture needs at the Central Library and following an initial purchase authorized by BOLT Resolution: R13-069, R14-078 and R15-115, the Library seeks to expand that earlier limited purchase to other areas within the Central Library based on criteria of how assigned duties are performed and whether staff is assigned to work at a fixed point for the entirety of their workday. Areas conforming to these criteria and consequently covered by this request are Collections Services and Information Technology.

This contract increase will allow the Library to continue replacing current office furnishings dating from the 2002 Measure S Central Library major renovation and seismic retrofit project. In the twelve or so intervening years the furniture acquired at that time has experienced heavy use, with chairs broken and in disrepair, including worn parts and fabric. In addition, some workstations / desks do not meet current ergonomic best practices and/or standards, concerns of particular importance for staff dependent on adequate equipment and furnishings to complete their work safely and productively. The replacement / new pieces will be similar in design and style to that recently installed at the branches and will address both ergonomic and functional needs.

#### RATIONALE FOR RECOMMENDATION

One Work Place was the selected vendor in separate Request for Proposals conducted for the Claremont, North, South and West branch libraries and Central Library, and offers the most cost-effective and expedient furniture purchasing program at governmental rates for the range of purchases required by the Library.

#### ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R15-\_\_\_**

**AMENDMENT: CONTRACT NO. 9200, ONE WORKPLACE L. FERRARI, LLC**

WHEREAS, One Workplace has been the selected vendor in three request for proposals (Specification No. 14-10770, Specification No. 13-10717, and Specification No. 11-10606) and has demonstrated its ability to offer a cost-effective and expedient furniture purchasing program for the range of purchases required by the Library; and

WHEREAS, the Library has contracted with One Workplace for furniture procurement and installation services at all branch locations during the Measure FF Branch Libraries Improvement Program; and

WHEREAS, the Library has identified a variety of office furnishing needs throughout the Central Library; and

WHEREAS, the Library strives to ensure that staff have safe and functional equipment, including office workstations to ensure a safe and productive work environment; and

WHEREAS, on November 13, 2013 the board approved BOLT Resolution: R13-069 069 authorizing an initial purchase for new furnishings in some areas of the Central Library; and

WHEREAS, on December 14, 2104 the board approved BOLT Resolution: R14-078 increasing the contract's authorized not-to-exceed value to \$350,000; and

WHEREAS, on July 1, 2015 the board approved BOLT Resolution: R15-115 increasing the contract's authorized not-to-exceed value to \$390,000.

WHEREAS, prioritizing areas within the Central Library based on how duties are performed and whether staff in doing so is assigned to work at a fixed point for the entirety of their workday the areas of Library Finance, Collections Development, Public Relations, and Branch Management conform to this criteria and are to be covered by this phased purchase; and

WHEREAS, the value of Contract No. 9200 with One Workplace L. Ferrari, LLC exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services and is subject to board approval.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to grant the Director of Library Services the authority to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$100,000 for the procurement of furniture and associated delivery, and installation services for the Central Library for the period projected from February 18, 2013 through June 30, 2016 for an amended not-to-exceed value of \$490,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 21, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Abigail Franklin, Chairperson

\_\_\_\_\_  
Sarah Dentan, Acting Director of Library Services  
Serving as Secretary of the Board of Library Trustees







**ACTION CALENDAR**

October 21, 2015

To: Board of Library Trustees  
From: Sarah Dentan, Acting Director of Library Services  
Subject: CONTRACT NO. 9563 AMENDMENT: NOLL & TAM ARCHITECTS AND PLANNERS

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$213,541, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the Contract's allowable not-to-exceed amount to \$355,416.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding for this amendment is to be provided from 301 funds appropriated in the FY 2016 expenditures budget approved at the June 3 special Board of Library Trustees meeting per BOLT Resolution 15-109, for a total amount of \$1.2 million in further support of Central Library infrastructure needs.

**BACKGROUND**

On October 10, 2013, a Request for Proposals (RFP 14-10812) titled Central Library Area Improvements was issued; following a competitive solicitation and vetting process, the firm of Noll & Tam Architects and Planners was selected based on their extensive library building and design experience, with an additional enhancement due to the firm being a Berkeley based firm.

On February 12, 2014, the Board by Resolution R14-014 approved a contract and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural and design services for the Central Library Area Improvements project in an amount not-to-exceed \$80,000.

On July 23, 2014, the Board by Resolution R14-043 authorized the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners increasing the Contract's allowable not-to-exceed amount to \$141,875 and to extend the term of the Contract from June 30, 2015 to June 30, 2016.

**CURRENT SITUATION & ITS EFFECTS**

Noll & Tam Architects and Planners is providing programmatic, architectural and design services for the Central Library Area Improvements project. To date, the space study and conceptual design phase of

the project has been completed, as has schematic and design development. The design firm has consistently met their contractual agreement and been available for meetings and consultations as needed.

An amendment is needed for the design firm to move onto the next phases of the project inclusive of construction documents, bidding & negotiation, and construction administration. Services are to be completed within an agreed upon schedule and fees shall be paid on a monthly basis based on percentage of work completed.

Staff recommends an additional \$213,541, inclusive of a 10% contingency to execute project ASAs, for architectural schematic and design development services. The result will be a revised not-to-exceed amount of \$355,416.

Attachments:

1. Resolution

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R15-\_\_\_**

### **CONTRACT NO. 9563 AMENDMENT: NOLL & TAM ARCHITECTS AND PLANNERS**

WHEREAS, the firm of Noll & Tam Architects and Planners was selected in a competitive City of Berkeley RFP solicitation (#14-10812) solicitation to provide programmatic, architectural and design services for public area improvements at the Central Library; and,

WHEREAS, on February 12, 2014, the Board by Resolution R14-014 approved a contract and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural and design services for the Central Library Area Improvements project in an amount not-to-exceed \$80,000; and,

WHEREAS, on July 23, 2014 the Board by Resolution R14-043 approved an additional \$61,875, inclusive of a 10% contingency to execute project ASAs, for architectural schematic and design development services for a total not-to-exceed amount of \$141,875; and,

WHEREAS, to date, Noll & Tam Architects and Planners has completed the space study and conceptual design phase of the Central Library Area Improvements project; and,

WHEREAS, amendment is needed for the design firm to move onto the next phases of the project inclusive of construction documents, bidding & negotiation, and construction administration; and,

WHEREAS, at the June 3, 2015 special Board meeting, the Board of Library Trustees by adoption of BOLT Resolution 15-109 authorized appropriated FY 2016 expenditures budget funding of \$1.2 million in support of Central Library infrastructure needs; and,

WHEREAS, Library staff recommends an additional \$61,875, inclusive of a 10% contingency to execute project ASAs, for architectural and design services for a total not-to-exceed amount of \$141,875.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$213,541, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the Contract's allowable not-to-exceed amount to \$355,416 for architectural and design services.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 21, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees