



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
December 16, 2015

AGENDA  
6:30 PM

Tarea Hall Pittman  
South Branch  
1901 RUSSELL STREET

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

## I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments \*
- C. Report from Library employees and unions, discussion of staff issues  
Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees

## II. CONSENT CALENDAR

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

- A. Approve minutes of November 18, 2015 Regular Meeting  
Recommendation: Approve the minutes of the November 18, 2015 Regular Meeting of the Board of Library Trustees.
- B. Author's Dinner  
Recommendation: Adopt a resolution approving the arrangements in preparation for the eleventh annual Authors Dinner to be held on Saturday, February 6, 2016 at the Central Library.

## III. ACTION CALENDAR

- A. Universal Service Fund (E-RATE) Program (Alicia)  
Recommendation: Adopt a resolution authorizing the Director of Library Services to participate in and accept Universal Service Fund (E-Rate) program funding in fiscal year 2017.

## IV. INFORMATION REPORTS

- A. Tarea Hall Pittman South Branch Signage Subcommittee Update
- B. December 2015 Monthly Report from Library Director
- C. Library Operations
- D. Library Events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

## V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, January 13, 2016 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

## VI. ADJOURNMENT

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### Communication Access Information

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please call at 981-6195 (V) or 981-6345 (TDD) at least three business days before the meeting date.

\* Public Comments - speakers allowed 3 minutes each

**Please refrain from wearing scented products to this meeting.**

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 December 12, 2015.

//s//

Beth Pollard, Interim 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.

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Berkeley Public Library Administration Office located at 2090 Kittredge Street, 3<sup>rd</sup> Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at [www.berkeleypubliclibrary.org/about/board-library-trustees](http://www.berkeleypubliclibrary.org/about/board-library-trustees) and may be read at reference desks at the following locations:

Central Library - 2090 Kittredge Street  
Claremont Branch – 2940 Benvenue  
West Branch – 1125 University  
North Branch – 1170 The Alameda  
South Branch – 1901 Russell

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, NOVEMBER 18, 2015, 6:30 PM**

SOUTH BRANCH – 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 can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>*

**A. Call to Order: 6:31 PM**

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

Absent: None.

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

**B. Public Comments: 6 speakers.**

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

1. **Andrea Mullarkey** – Teen Librarian at South Branch. Comments from union staff don't appear in agenda packet or web site. Thank you for extension of Tool Lending Library hours, patrons and staff are very excited. Thank you for renaming South Branch, looking forward to answering phone calls with "Tarea Hall Pittman South Branch, this is Andrea, how can I help you."
2. **Isobel Schneider** – spoke regarding Strategic Plan, Berkeley Information Network (BIN) and Homeless Projects
3. **Debbie Carton** – spoke regarding Low Morale in Technical Services, restoration of Baker & Taylor access for librarian, call # changes and weeding of databases.

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

1. **Chair Franklin** – Welcome Interim Director of Library Services Beth Pollard
2. **Trustee Burton** – Reported the Library Signage Subcommittee met on November 5 and will continue to meet monthly. Next meeting date is December 3 starting at 6:30pm at South Branch Library.
3. **Trustee Novosel** – Reported on Library Signage Naming Subcommittee and asked community members to take a look at the exterior and interior of the branch with the thought of ideas for signage and displays.
4. **Trustee Moore** – Reported he received his save the date notice for the Authors Dinner and is looking forward to the event.

**II. PRESENTATION CALENDAR**

- A. Library Operations Presentation** - Sarah Dentan, Acting Deputy Director provided a presentation (Attachment #1)

### III. CONSENT CALENDAR

Action Items A and C were moved to the Consent Calendar.

Action: M/S/C Trustee Burton / Trustee Moore to adopt Resolution # R15-137 to approve Consent Calendar items as presented.

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

Abstentions: None.

#### A. Approve minutes of October 21, 2015 Special Closed Session Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 21, 2015 Special Closed Session Meeting as presented.

Financial Implications: None.

Contact: Beth Pollard, Interim of Library Services

Action: Adopted Resolution # R15-138

#### B. Approve minutes of October 21, 2015 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 21, 2015 Special Meeting as presented.

Financial Implications: None.

Contact: Beth Pollard, Interim of Library Services

Action: Adopted Resolution # R15-139

#### C. Approve minutes of November 6, 2015 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 21, 2015 Special Closed Session Meeting as presented.

Financial Implications: None.

Contact: Beth Pollard, Interim of Library Services

Action: Adopted Resolution # R15-140

Action Items A & C were moved to the consent Calendar

#### A. Expand Tool Lending Library Service Hours

From: Deputy Director

Recommendation: Adopt a resolution authorizing the Acting Director of Library Services to increase public services at the Tool Lending Library (TLL) during FY 2015 to 40 hours per week as a normal schedule, with one additional morning.

Financial Implications: see report.

Contact: Sarah Dentan, Deputy Director

Action: Adopted Resolution # R15-141

#### C. Appointment of Winston Burton to the Library Signage Subcommittee

From: Interim Director of Library Services

Recommendation: Adopt a resolution to appoint Winston Burton to the Library Signage Subcommittee to decide on the new sign for the South/Tarea Hall Pittman branch library.

Financial Implications: see report.

Contact: Beth Pollard, Interim Director of Library Services

Action: Adopted Resolution # R15-143

#### **IV. ACTION CALENDAR**

##### **A. Expand Tool Lending Library Service Hours**

Moved to Consent Calendar

##### **B. FY 2016 Budget Amendment (AAO2) and FY 2015 Closing Budget Results**

Dennis Dang, Acting General Services Manager (CoB) reviewed the report. Board of Library Trustee discussion.

From: Acting General Services Manager (CoB)

Recommendation: Adopt a resolution amending the FY 2016 Adopted Expenditures Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$165,528.

Financial Implications: see report.

Contact: Dennis Dang, Acting General Services Manager (CoB)

Action: M/S/C Trustee Moore / Trustee Holcomb to adopt Resolution # R15-142.

##### **C. Appointment of Winston Burton to the Library Signage Subcommittee**

Moved to Consent Calendar

##### **D. Accept the Library Signage Subcommittee Recommendation to Change the Name of the South Branch to Tarea Hall Pittman South Branch**

From: Interim Director of Library Services

Recommendation: Adopt a resolution to accept the recommendation of the Library Signage Subcommittee and formally recommend to City Council to change the name of the South Branch Library to "Tarea Hall Pittman South Branch."

Financial Implications: see report.

Contact: Beth Pollard, Interim Director of Library Services

Action: M/S/C Trustee Moore / Trustee Burton to adopt Resolution # R15-144.

##### **E. Board of Library Trustees' Officer Elections**

From: Interim Director of Library Services

Recommendation: Adopt a resolution to select Board Chairperson (President) and Vice-Chairperson (Vice-President) for a one-year term.

Financial Implications: none.

Contact: Beth Pollard, Interim Director of Library Services

Action: Adopted Resolution # R15-145

M/S/C Trustee Moore / Trustee Novosel to select Julie Holcomb as Chairperson (President)

M/S/C Trustee Burton / Trustee Moore to select Jim Novosel as Vice Chairperson (President).

Trustee Novosel left at 8:15 PM.

#### **V. INFORMATION REPORTS**

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

From: Director of Library Services

Contact: Beth Pollard, Interim Director of Library Services

Action: None.

#### **VI. AGENDA BUILDING**

- BIN Update
- Baker and Taylor information Report
- Strategic Plan Update (January 2016)

**VII. ADJOURNMENT**

**Adjourned at 7:47 PM.**

**COMMUNICATIONS:** none

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Library Operations Presentation - Sarah Dentan, Acting Deputy Director



October FY2016		
<b>Circulation</b>	98,320	
<b>Computer Usage</b>	16,336	
<b>Wireless Users</b>	6,601	
<b>Gate Count</b>	138,345	
<b>Information Requests</b>	24,989	
	<b>Events</b>	<b>Attendees</b>
<b>Library Programs</b>	176	4665
<b>Outreach</b>	46	1219

## BEST CIRCULATORS ADULT FICTION

1. The girl on the train (Hawkins)
2. All the light we cannot see (Doerr)
3. Go set a watchman (Lee)
4. The goldfinch (Tartt)
5. The Whites (Brandt)
6. Euphoria (Lee)
7. A god in ruins (Atkinson)
8. Purity (Franzen) *new*
9. The buried giant (Ishiguro)
10. Americanah (Adichie) *new*



## BEST CIRCULATORS ADULT NON-FICTION

1. Between the world and me (Coates)
2. Being mortal: medicine and what matters in the end (Gawande)
3. H is for hawk (Macdonald)
4. The life-changing magic of tidying up (Kondo)
5. The sixth extinction (Kolbert)
6. Modern romance (Ansari)
7. Why not me (Kaling) *new*
8. Dead wake: the last crossing of the Lusitania (Larson)
9. This changes everything: capitalism vs. the climate (Klein) *new*
10. Girl in a band (Gordon) *new*

## BEST CIRCULATORS CHILDREN'S MATERIALS

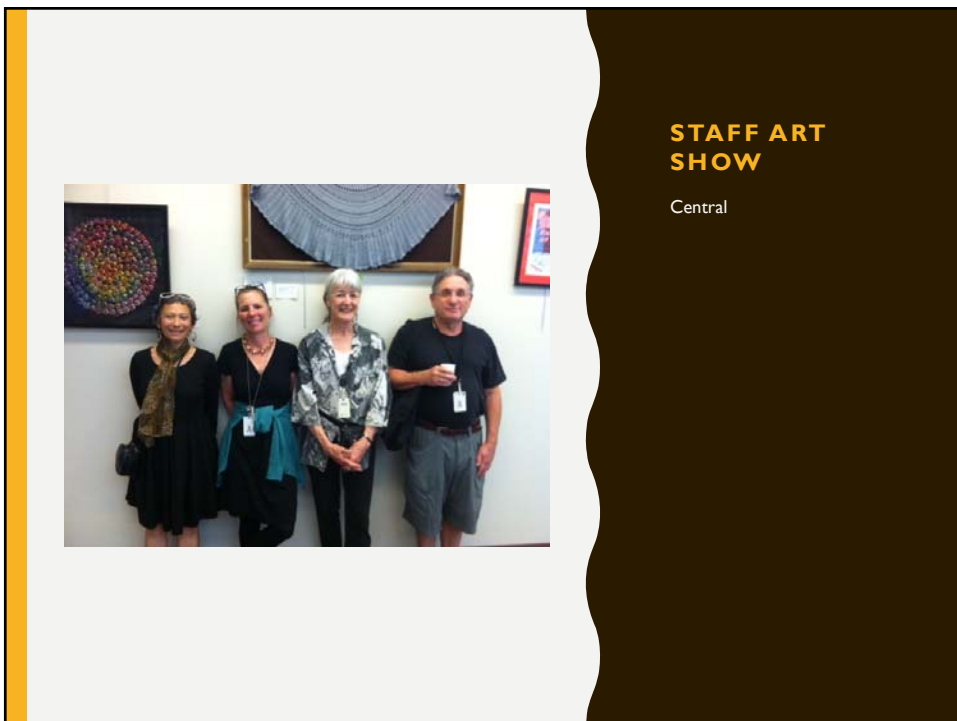
1. Diary of a wimpy kid: the long haul (Kinney)
2. Diary of a wimpy kid: hard luck (Kinney) *new*
3. The blood of Olympus (Riordan)
4. The house of Hades (Riordan) *new*
5. Goodbye Stranger (Stead) *new*
6. Ivy + Bean make the rules (Barrows) *new*
7. Thea Stilton and the dancing shadows (Stilton) *new*
8. Harriet the invincible (Vernon) *new*
9. Captain Underpants and the terrifying return of Tippy Tinkletrowsers (Pilkey) *new*
10. Diary of a wimpy kid: the third wheel (Kinney) *new*





**PLAYREADERS**

Central



**STAFF ART SHOW**

Central



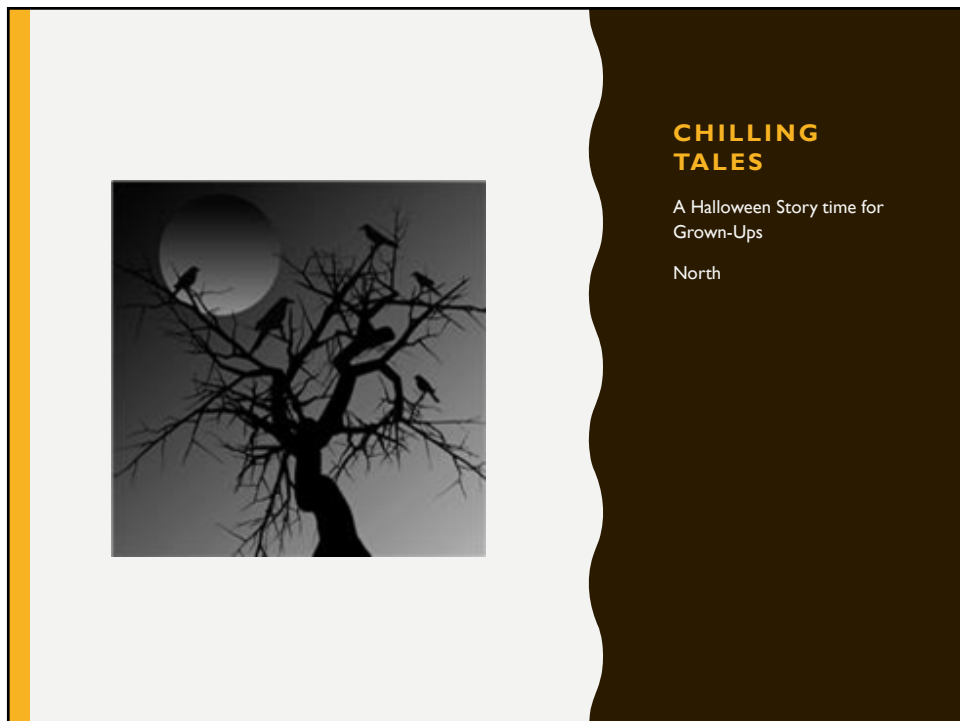
## MONDRIAN WINDOWS


Claremont Branch



## BACK TO THE FUTURE SCREENING



North





**WALKING  
DEAD DOLLS**

West



**CAITLIN  
DOUGHTY,  
LICENSED  
MORTICIAN &  
AUTHOR**

Smoke Gets In Your Eyes  
and Other Lessons from  
the Crematory

North



## SKELETON FESTIVAL

Central Children's Room



## PAWS TO READ

North



**PUMPKIN  
STORYTIME**

Claremont

*Thank You!*





**CONSENT CALENDAR**  
December 16, 2015

**TO:** Board of Library Trustees  
**FROM:** Sarah Dentan, Acting Deputy Director of Library Services  
**SUBJECT:** 2015 ANNUAL AUTHORS DINNER EVENT

**RECOMMENDATION**

Adopt the resolution approving the arrangements in preparation for the 14<sup>th</sup> annual Authors Dinner to be held on Saturday, February 6, 2016 at the Central Library.

**FISCAL IMPACT**

There will be no fiscal impact from this report.

**BACKGROUND**

For the past thirteen years in February, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

**CURRENT SITUATION AND ITS EFFECTS**

The 14<sup>th</sup> annual Authors Dinner is scheduled for Saturday, February 6, 2016 with a gala reception beginning at 6 pm, followed by a Silent Auction and dinner. The Foundation is expecting approximately 320 guests, and 30 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

1. Close the Central Library at 5:00 pm on Saturday, February 6, 2016. Public computers will shut down at 4:50 pm.
2. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm.
3. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 6, 2016.
4. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

**FUTURE ACTION**

No future action is required.

Attachments:

1. Resolution



# BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 15-\_\_\_

## APPROVAL OF THE ARRANGEMENTS FOR THE 2016 14<sup>th</sup> ANNUAL AUTHORS DINNER EVENT TO BE HELD ON SATURDAY FEBRUARY 6, 2016 AT THE CENTRAL LIBRARY

WHEREAS, over the past 13 years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the 14<sup>th</sup> annual Authors Dinner is scheduled for Saturday, February 6, 2016; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the eleventh annual Authors Dinner:

1. Close the Central Library at 5:00 pm on Saturday, February 6, 2016.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, February 6, 2016.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 6, 2016.
4. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 6, 2016.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 16, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Beth Pollard, Interim Director of Library Services  
pServing as Secretary to the Board of Library Trustees





**CONSENT CALENDAR**

December 16, 2015

**TO:** Board of Library Trustees

**FROM:** Alicia Abramson, Manager, Information Technology & Technical Services

**SUBJECT:** UNIVERSAL SERVICE FUND (E-RATE) PROGRAM

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to participate in and accept Universal Service Fund (E-Rate) program funding in fiscal year 2017.

**INTRODUCTION**

Among the Berkeley Public Library's range of services aimed at providing unfettered public access to information is the availability of free and unrestricted Internet access via a high-speed broadband network accessed by no-charge public-use computers or, by Library-provided or patron-owned devices.

For the Library to provide high-speed Internet access within available financial resources the Library participates in and has received pricing discounts since 2007 for telecommunications services through a program commonly known as "E-Rate."

The E-Rate program is described as follows:

*The schools and libraries universal service support program, commonly known as the E-Rate program, helps schools and libraries to obtain affordable telecommunications services, broadband Internet access and internal network connections.*

*Eligible schools, school districts and libraries may apply individually or as part of a consortium. Funding may be requested under five categories of service: telecommunications, telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and whether the school or library is located in an urban or rural area. The discounts range from 20 percent to 90 percent of the costs of eligible services. E-Rate program funding is based on demand up to an annual Commission-established cap of about \$2.3 billion.*

*The E-Rate program is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). Specifically, the USAC is responsible for processing the applications for support, confirming eligibility, and reimbursing service providers and eligible schools and libraries for the discounted services. USAC also ensures that the applicants and service providers comply with the E-Rate rules and procedures established by the Commission.*

E-Rate discounts are awarded on an annual basis to eligible libraries after the required application has been submitted. E-Rate discounts are based on the number of students in the local school district who are eligible for the National School Lunch Program. The Berkeley Public Library's current discount rate is 60%, meaning that the Library may receive discounts for eligible telecommunications costs of up to 60% of the total through the E-Rate program.

The E-Rate funding year cycle starts July 1 and ends on June 30. Applications are due during a filing "window" that generally starts in late December and ends sometime the following March. The application process requires the documentation of eligible ordered or to be ordered telecommunication services and is reviewed for validity and program compliance before a "Funding Commitment Decision Letter" is issued, thus indicating the review process has been completed.

The Library receives E-Rate funding in the form of discounts on telecommunication services which are applied (credited) directly to bills received from the Service Providers for telephone services and internet access. That is to say, the Library does not receive these funds directly.

### FISCAL IMPACTS

#### **Prior years E-Rate Discount Support**

Funding Year	Discount Commitment
2014-2015	\$28,371.60
2013-2014	\$31,024.80
2012-2013	\$37,549.80
2011-2012	\$47,990.66
2010-2011	\$48,987.00
2009-2010	\$47,088.65
2008-2009	\$47,088.65
2007-2008	\$44,848.59

### BACKGROUND

The Library has long provided free and unrestricted Internet access to the public at all BPL locations via a high-speed broadband network accessed by either no-charge public-use computers or, by Library-provided or patron-owned devices. During the two most recent fiscal year periods for which the Library applied for E-Rate, fiscal years 2014 and 2015, the Library paid (net of E-Rate discounts) \$63,496 and \$86,063, respectively, for telephone and Internet service. Confirmed funding commitments are received as credits to the Library's telecommunication invoices and are not necessarily applied to invoices within the associated committed funding year.

### CURRENT SITUATION AND ITS EFFECTS

As of October 23, 2015, the Library's has transitioned to the Corporation for Education Network Initiatives of California (CENIC) as the Service Provider for Internet access. The Library's agreement with CENIC authorizes CENIC to apply for E-Rate discounts on behalf of the Library for Internet service, while the Library will continue to file for E-Rate discounts for telephone services only starting in the 2016-2017 Fiscal Year and continuing thereafter.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 15-\_\_\_**

### **AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO PARTICIPATE IN AND ACCEPT UNIVERSAL SERVICE FUND (E-RATE) PROGRAM FUNDING IN FISCAL YEAR 2017**

WHEREAS, the E-Rate program administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) is a universal service support program offered to schools and libraries to assist such organizations in obtaining affordable telecommunications services, broadband Internet access and internal network connections; and

WHEREAS, since fiscal year 2008 the Berkeley Public Library has applied for and received funding support as invoicing discounts offered through the E-Rate program for telecommunication services, broadband Internet access and internal network connections that support the Library in its mission to provide free and unrestricted public access to information; and

WHEREAS, on March 8, 2013 the Library submitted an application for program funding support of \$31,024.80 for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, on March 24, 2014 the Library submitted an application for program funding support of \$28,371.60 for the period of July 1, 2014 through June 30, 2015; and

WHEREAS, the Library will submit an application for program funding support for the period of July 1, 2016 through June 30, 2017 in March 2016;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to participate in and accept any universal service fund (E-Rate) program funding received for fiscal year 2017; and in subsequent years.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 16, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Beth Pollard, Interim Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**INFORMATION CALENDAR**

December 16, 2015

**TO:** Board of Library Trustees  
**FROM:** Sarah Dentan, Acting Deputy Director of Library Services  
**SUBJECT:** UPDATE ON THE WORK OF THE TAREA HALL PITTMAN SOUTH BRANCH SIGNAGE SUBCOMMITTEE

**INTRODUCTION**

This report provides an update on the work completed at the December 3, 2015 meeting of the Tarea Hall Pittman South Branch Signage Subcommittee.

**FISCAL IMPACT**

This report has no fiscal impacts

**BACKGROUND**

At the May 7, 2015 Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library in honor of Tarea Hall Pittman and encourage the citizens of Berkeley to reflect on her contributions to Berkeley and her political activism on local and national issues. Furthermore, BOLT voted to establish a Signage Subcommittee to determine the exact wording of the new name and how the new name shall be affixed to the library.

At the November 5, 2015 meeting of the Library Signage Subcommittee, the subcommittee recommended to change the name of the South Branch Library to "Tarea Hall Pittman South Branch" and developed several potential design directions for consideration.

**CURRENT SITUATION AND ITS EFFECTS**

At the December 3, 2015 meeting of the Library Signage Subcommittee, the subcommittee heard from Avery Moore, architect from Field Paoli, about the signage approval process for the branch during its original construction. Because the Tarea Hall Pittman South Branch is in a residential area, guidelines for signage are narrower than in a commercial district.

The subcommittee then reviewed five designs prepared by Ashley Arnold, based on discussions during the previous meeting. The subcommittee evaluated the designs on paper, and then went outside to better visualize signage options in context.

The committee unanimously agreed to explore options that use lettering mounted to the beam that runs along the roofline (like the current sign reading "LIBRARY") and that place the new name of the library prominently on the west side of the building.

#### FURTHER ACTION

The Library Signage Subcommittee will continue to meet, further honing the design of signage. A final design will be brought to BOLT for approval. While exterior signage is the subcommittee's first priority, the subcommittee will also consider options for recognition inside the library as well.

The Library Signage Subcommittee will continue to report its work to BOLT.



**INFORMATION CALENDAR**

December 16, 2015

**TO:** Board of Library Trustees  
**FROM:** Beth Pollard, Interim Director of Library Services  
**SUBJECT:** **DECEMBER 2015 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES**

**INTRODUCTION**

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

**FISCAL IMPACT**

This report will have no fiscal impacts.

**ORIENTATION**

Over the course of my first month, I have had various individual and group meetings with Library employees and other interested folks. What I have heard to date includes a passion for providing informed services to the community, being involved in some form or fashion in how/what decisions are made around performing and providing services, and pride in the work of serving a public with diversity of needs and interests. There is an amazing array of talent throughout the Library system. I have more to learn, which I will continue to do in providing you with interim management.

I want to thank the Trustees for this opportunity, and Library employees for the warm welcome.

**COLLECTION**

We are developing a staff Collection Services Advisory Team to review, discuss, and create suggestions regarding collection development, ideally with a balanced combination of classifications and locations. The charge of the Team is to collaborate, review, discuss, and create suggestions for our collections and their promotion, with an eye towards supporting a culture of collaboration around collections and how we promote, manage, and handle them. It is anticipated that the Team will begin meeting in January.

Progress has begun on reviewing the materials in the 900's section to ensure shelf space for new materials, with the participation of staff that work in that area.

All Librarians can access vendor Baker & Taylor's book reviews, and can request items to be purchased using the online webform as in years past. We are working on more clearly explaining the ways in which staff can see what materials are on order, with an eye towards making that information more visible.

CENTRAL LIBRARY PROJECT

With the transition in library management, commencing preparation of construction drawings for the first and second floor renovations at Central, which includes the new Teen Room, was temporarily paused. We anticipate forward movement on that work to begin in January.

MEASURE FF BOND MEASURE

Staff will be reviewing and reporting back to the Board regarding options for the fund balance that remains from the Measure FF bond measure that resulted in renovation of all the branches. Use for a new signage program for any of the branches does not appear to be one of those options; other funding could be tapped for this purpose.

PERSONNEL

We are in the process of working with the City on temporary services to fill in for Administrative & Fiscal Services Manager Dennis Dang while he is on provisional assignment in the City Finance Department.