BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING       AGENDA       Tarea Hall Pittman
February 10, 2016     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. Presentation of East Bay Municipal Water District Water Smart Award

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 January 13, 2016 Regular Meeting
   Recommendation: Approve the minutes of the January 13, 2016 Regular Meeting of the Board of Library Trustees.

B. Accept And Appropriate Gift Funds In Support Of Berkeley Public Library Programs
   Recommendation: Adopt a resolution authorizing the acceptance of gift funds from the Alba Witkin Foundation through the Berkeley Public Library Foundation constituting payment implementation of the Berkeley Public Library’s early childhood initiative, Berkeley Builds Readers.

C. California State Library FY 2016 Grant Funds From The California Library Literacy Services (Clls) Program
   Recommendation: Adopt a resolution authorizing the Director of Library Services to accept the second and final payment of $41,167 of the FY 2016 CLLS grant fund award of $59,167.

IV. INFORMATION REPORTS

A. Update on Library Director Recruitment Process – Associate Human Resources Analyst July Cole
B. Tarea Hall Pittman South Branch Signage Subcommittee Update – Trustees Burton and Novosel
C. Library Operations – Acting Deputy Director Sarah Dentan
D. Library Director’s Report – Interim Director Beth Pollard
E. 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, March 9, 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 981-6195 (V) or 981-6345 (TDD) at least three business days before the meeting date.

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 February 5, 2016.

/bp/
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, 3rd Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at 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
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; Jay Dickinson, Circulation Armin Arethna, Andrea Mullarkey, Isobel Schneider, Eve Franklin.

B. Public Comments: 1 speakers.

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

1. Andrea Mullarkey – spoke regarding staff excitement and concerns regarding the Strategic Plan Update.

D. Report from Board of Library Trustees

1. Trustee Moore – reported he had attended the ALA Midwinter Conference in Boston. Looking forward to upcoming Authors Dinner.

2. Trustee Novosel – Looking forward to the Authors Dinner.

II. CONSENT CALENDAR

Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R16-001 to approve Consent Calendar items with corrections to the minutes of December 16, 2015.


A. Approve minutes of December 16, 2015 Regular Meeting

Corrections noted (Trustee Moore was absent at the December 16, 20915 meeting).

From: Interim Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the December 16, 2015 Regular Meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Beth Pollard, Interim of Library Services
Action: Adopted Resolution # R16-002
III. INFORMATION REPORTS

A. Tarea Hall Pittman South Branch Signage Subcommittee Update

Trustees Burton and Novosel provided a status report. The next meeting is scheduled for 2/4/2016

From: Acting Deputy Director of Library Services
Contact: Sarah Dentan, Acting Deputy Director of Library Services
Action: Received.

B. Library Strategic Plan Update

Interim Director Beth Pollard and Acting Deputy Director Sarah Dentan provided a presentation (Attachment 1.)

From: Interim Director of Library Services
Contact: Beth Pollard, Interim Director of Library Services
Action: Received.

C. Library Operations

Sarah Dentan provided a presentation (Attachment 2).

From: Acting Deputy Director of Library Services
Contact: Sarah Dentan, Acting Deputy Director of Library Services
Action: Received.

D. January 2015 Monthly Report from Library Director

From: Interim Director of Library Services
Contact: Beth Pollard, Interim Director of Library Services
Action: Received.

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

From: Interim Director of Library Services
Contact: Beth Pollard, Interim Director of Library Services
Action: Received.

IV. AGENDA BUILDING

- Measure FF Bond Funds Update
- Strategic Plan Update (May 2016)

V. ADJOURNMENT

Adjourned at 7:34 PM.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Strategic Plan Update Presentation - Sarah Dentan, Acting Deputy Director
2. Library Operations Presentation - Sarah Dentan, Acting Deputy Director
Literacy

Bolster LITERACY in all its forms to bridge the achievement gap

Strategies:

• Develop dynamic services, programs and collections that meet individuals’ and community needs and interests
• Develop strategies and services to support curriculum, educational preparedness and literacies for all generations
### How are we doing?

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Tutor.com to our community to support City of Berkeley’s 20/20 Vision</td>
<td>Completed 3 months ahead of schedule</td>
</tr>
<tr>
<td>Update Collection Development Policy and library practice to reflect library’s goal of responsive collections</td>
<td>Policy updated in FY15, operational changes effective FY16, Collection Advisory Team created to start 1/2016</td>
</tr>
<tr>
<td>Support City of Berkeley’s 20/20 Vision by providing college and career readiness</td>
<td>Relevant information included in monthly Teen newsletter; staff provide trainings and workshops for schools</td>
</tr>
<tr>
<td>Support City of Berkeley’s 20/20 Vision by having Teen Advisory Groups in place at each library location</td>
<td>Completed by April 2015</td>
</tr>
<tr>
<td>Develop trained volunteer program to enhance early literacy skills at local preschools and daycares</td>
<td>Grant funding received through Foundations for Berkeley Builds Readers. First training scheduled for January 2016</td>
</tr>
</tbody>
</table>

### How are we doing?

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot a book vending machine at a Berkeley preschool</td>
<td>Currently reviewing feasibility of project for FY2017</td>
</tr>
<tr>
<td>Together with local schools, create curated book lists</td>
<td>Actively in process with our book lists team</td>
</tr>
<tr>
<td>Develop and focus digital and streaming collections for youth</td>
<td>Created Teen and Children’s Reading Rooms on Overdrive, created Children’s emagazine collection, revised elibrary to highlight Teen and Children’s materials, increased materials in Overdrive for youth</td>
</tr>
<tr>
<td>Expand Books by Mail</td>
<td>Exploring avenues to increase reach of program</td>
</tr>
<tr>
<td>Expand shelf ready processing and Lucky Day offerings</td>
<td>Updating shelf ready and in-house processing for increased efficiency</td>
</tr>
</tbody>
</table>
Operational Efficiencies

Foster a culture of flexibility by optimizing OPERATIONAL EFFICIENCIES

Strategies:

- Be progressive, responsible, responsive and welcoming
- Be a central hub for congregation, shared experiences and innovation

How are we doing?

<table>
<thead>
<tr>
<th>Evaluate systems, processes and service models in all divisions with goals of streamlining workflow, improving services and increasing responsiveness to community needs</th>
<th>Revised work teams in Children’s Services, Collection Development and creation of Collection Advisory Team for January 2016 start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitate communication at all organizational levels</td>
<td>Four monthly newsletters to community, intranet contract being finalized, communication task force recommendations moving into practice with revision</td>
</tr>
<tr>
<td>Develop and train staff on customer service standards</td>
<td>BPL and COB trainings are regularly promoted in Library News and staff meetings. Staff are actively enrolling.</td>
</tr>
<tr>
<td>Staff required to attend four trainings annually</td>
<td></td>
</tr>
<tr>
<td>Implement recommendations of the Safety Audit report</td>
<td>Audit complete, BOLT approved updated Rules of Conduct, training for all staff early in 2016</td>
</tr>
<tr>
<td>Develop annual system-wide programming to reflect City’s cultural diversity</td>
<td>Calendar completed, programming implemented. Marketing, collection tie-in and promotions are in progress</td>
</tr>
</tbody>
</table>
How are we doing?

| Develop and implement staff improvement plan, inclusive of All Staff Day | Each employee is scheduled to receive annual performance review which includes development plan. All Staff Day planning underway for Spring 2016. |
| Create Human Resources Corner on Intranet | Awaiting intranet implementation |
| Identify and prioritize capital improvements: Central Teen Room and internal improvements | Teen Room project scheduled to begin Construction Document phase, TS and IT departments slated for furniture and space updates in early 2016 |

Marketing

Raise awareness of the Library through MARKETING

Strategies:

- Promote the Library’s value to our community
- Promote Library programs, services and collections to raise the Library’s profile
How are we doing?

<table>
<thead>
<tr>
<th>How are we doing?</th>
<th>Systemwide statistical reporting structure in place, also moving towards implementing PLA's Project Outcome tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop outcome measures and evaluation tools to assess programs</td>
<td>Four monthly library newsletters in place, regular social media posts by team</td>
</tr>
<tr>
<td>Develop a comprehensive marketing plan</td>
<td>Four monthly library newsletters in place, regular social media posts by team</td>
</tr>
<tr>
<td>Brand and market programs on an annual schedule</td>
<td>Annual calendar now in place, have completed some coordinated promotions</td>
</tr>
<tr>
<td>Promote Library's free meeting spaces for community groups,</td>
<td>Currently promoted on Library website, very well used by community</td>
</tr>
<tr>
<td>Develop Early Literacy webpage for community</td>
<td>Exploring options for implementation</td>
</tr>
</tbody>
</table>

Partnerships

Leverage resources through PARTNERSHIPS

Strategies:

- Construct partnerships to offer inspired services, programs and collections of interest to all generations of users

- Construct partnerships to connect people to services and information
## How are we doing?

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish annual outreach schedule for City events</td>
<td>Library programming is scheduled monthly by theme, outreach events will be calendared likewise. Library On Wheels is very popular at outreach events</td>
</tr>
<tr>
<td>Reestablish Berkeley History Room hours</td>
<td>Currently examining options for staffing</td>
</tr>
<tr>
<td>Work with Berkeley History Partners to create systemwide programming</td>
<td>Library is reaching out to local organizations to develop leads for programming.</td>
</tr>
<tr>
<td>Provide tools for local organizations to network</td>
<td>Library actively participates in COB Homeless Task Force, Relaunch of Berkeley Information Network</td>
</tr>
<tr>
<td>Develop Tool Lending Library workshops and classes together with local organizations and businesses</td>
<td>Will begin first half of 2016</td>
</tr>
</tbody>
</table>

## How are we doing?

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Chromebook pilot program with BHS by October 2015</td>
<td>Explore options to implement in coming school year</td>
</tr>
<tr>
<td>Encourage staff to actively participate in local organizations and civic groups</td>
<td>Explore options for membership-based groups in the coming year.</td>
</tr>
<tr>
<td>Create History Room Development plan to include preservation, curation and digitization plans by January 2016</td>
<td>BHS yearbook digitization project near completion; History Room plan under development.</td>
</tr>
<tr>
<td>Develop a plan together with local language service providers to provide needed services</td>
<td>Explore for implementation in FY17</td>
</tr>
</tbody>
</table>
Technology

Use TECHNOLOGY to strengthen digital presence and bridge digital divide

Strategies:

• Connect people and services creatively through free access to information and resources

• Connect people to services and information through technology as a social equalizer

How are we doing?

| Develop internal and public tech-related trainings | Internal trainings offered by Library and COB, to be included also in Tech Plan |
| Increase bandwidth for staff and patrons | CENIC 1GB adoption effective November 2015, branches on Opt-E-Man |
| Conduct technology needs assessment to draft 3 year technology plan | Completed, staff review of plan to happen in January 2016, submit for BOLT approval in February 2016 |
| Establish monthly computer classes at branches | Currently not feasible at branches |
| Revamp access to digital content and devices | All locations checking out laptops, Central circulates ipads-one of our more popular services |
Conclusion

How did we do?
• Progress in all strategic areas
• Work ongoing
  Community
  Collaboration
  Conversation
• Next update: May 2016

Thank you and Happy New Year
November 2015

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>128,484</td>
</tr>
<tr>
<td>Computer Usage</td>
<td>14,232</td>
</tr>
<tr>
<td>Wireless Users</td>
<td>6,451</td>
</tr>
<tr>
<td>Gate Count</td>
<td>114,123</td>
</tr>
<tr>
<td>Information Requests</td>
<td>17,785</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Events</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Programs</td>
<td>153</td>
<td>3927</td>
</tr>
<tr>
<td>Outreach</td>
<td>33</td>
<td>804</td>
</tr>
</tbody>
</table>

**BEST CIRCULATIONS**

**ADULT FICTION**

2. *Go Set a Watchman*, Harper Lee
3. *All the Light We Cannot See*, Anthony Doerr
4. *A God in Ruins*, Kate Atkinson
5. *The Goldfinch*, Donna Tartt
6. *X*, Sue Grafton
7. *The Buried Giant*, Kazuo Ishiguro
8. *Purity*, Jonathan Franzen
BEST CIRCULATORS
ADULT NON-FICTION

2. Between the World and Me, Ta-Nehisi Coates
3. H is for Hawk, Helen Macdonald
4. On the Move: a Life, Oliver Sacks
5. M Train, Patti Smith
6. The Life-changing Magic of Tidying Up, Marie Kondo
7. My Life on the Road, Gloria Steinem
8. Modern Romance, Aziz Ansari
9. Between You & Me: Confessions of a Comma Queen, Mary Norris
10. Yes Please, Amy Poehler
11. Hunger Makes Me a Modern Girl, Carrie Brownstein

BEST CIRCULATORS
CHILDREN’S MATERIALS

1. Diary of a Wimpy Kid: Old School, Jeff Kinney
2. The Night before Christmas, Clement Clarke Moore (picture book)
3. Harry Potter and the Sorcerer’s Stone, JK Rowling
4. El Deafo, Cece Bell (graphic novel)
5. Waiting, Kevin Henkes (picture book)
7. The Princess in Black and the Perfect Princess Party, Shannon Hale
8. Diary of a Wimpy Kid: The Long Haul, Jeff Kinney
10. Sardine in Outer Space, Emmanuel Guibert (graphic novel)
PROGRAMS

December, 2015

PUPPET COMPANY PUPPET CIRCUS
School Break Activity for kids
South Branch
TEENS MAKE SOME THING & MAKERSPACES
Creative Teen and Multigenerational Programs
North Branch & Claremont

KNITTING HOUR & RECYCLED STATIONARY
Creative Adult and Multigenerational Programs
Central Library
MAGIC TOURNAMENT & PEN & PAPER GAMES

Door-busting Tournament @ North Branch
DIY Games @ Central

ESL CONVERSATION CLUB

White Elephant Gift Exchange
PROGRAMS

- Patty Enrado, *A Village in the Fields* – Author talk @ Central
- Banana Pianos – STEM activity @ Claremont
- Landlord/Tenant Rights Counseling @ South
- Tween Art, Music & Writing Club @ West
- Saturday Morning Meditation @ North
- Resume Workshop @ Central
- Erika Oba and Chris Bastian – Jazz @ Claremont
- LEGO in the Library @ Central

THANK YOU!
TO:               Board of Library Trustees  
FROM:            Sarah Dentan, Acting Deputy Director of Library Services  
SUBJECT:         ACCEPT AND APPROPRIATE GIFT FUNDS IN SUPPORT OF BERKELEY PUBLIC LIBRARY PROGRAMS  

RECOMMENDATION  
Adopt a resolution authorizing the acceptance of gift funds from the Alba Witkin Foundation through the Berkeley Public Library Foundation constituting payment implementation of the Berkeley Public Library’s early childhood initiative, Berkeley Builds Readers.  

FISCAL IMPACTS OF RECOMMENDATION  
The acceptance of this grant and gifts will have no negative impact on the library budget. Gift funds will be allocated to cover cost of contracts and purchasing associated with the training and equipping volunteers to provide quality early literacy programs to children in pre-schools across Berkeley, as well as to provide parents and caregivers information on early and family literacy programs offered by the Berkeley Public Library and Berkeley Reads.  

BACKGROUND  
The Berkeley Public Library Foundation has demonstrated a strong history of support for the library, including working with foundations and individuals to fund specific initiatives. The Alba Witkin Foundation has donated these funds to the Foundation in support of Berkeley Public Library’s early childhood initiative, Berkeley Builds Readers.  
The Library makes an active effort to locate grant program funding that is consistent with the library’s mission and objectives to support the “cultural, informational, recreational, and educational needs” of the Berkeley community. Supporting kindergarten readiness is specified in the library’s strategic plan; studies show exposure to developmentally appropriate early literacy programming supports kindergarten readiness. Berkeley Builds Readers will allow us to expand opportunities for Berkeley’s children to have these experiences, even those children who are not able to come to the library.  
The Board of Library Trustees has in the past managed the acceptance and appropriation of all grants, and gifts, including substantial gifts, donations, and monetary awards designated for use by the library. These practices are part of the regular budget management process, including quarterly budget reports, the annual budget appropriation, and are consistent with the library’s grants and gifts policy and the directives that the board of library trustees approves the disposition of library funds.
CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library Foundation periodically extends funding to the Library realized through targeted applications to foundations. The current gift of $10,000 will improve and expand library services to young children, through the Library’s early childhood initiative Berkeley Builds Readers.

This recommendation to accept the $10,000 from the Berkeley Public Library Foundation Is Consistent With Passage Of A Resolution By The City Council on September 20, 2011 accepting the recommendation of the Board Of Library Trustees’ Resolution No. 11-051, delegating to the board the authority to accept any non-duly restrictive gift of funds, goods, or services to the library up to $200,000, and the annual reporting to the City Council of any gift in excess of $1,000.

An additional $6,200 will be granted by the Berkeley Public Library Foundation in FY2017, making the total gift in support of Berkeley Builds Readers $16,200.

RATIONALE FOR RECOMMENDATION

By accepting and appropriating the grant and gift funds noted herein, the Library will be able to honor the intent and wishes of the grantor/donor and fulfill identified community needs. Furthermore, the City Council’s delegation of authority to the Board of Library Trustees ensures that public noticing of gifts occurs on a regular basis, and annual reporting will ensure that the council remains well-informed regarding gifts to the Library.

Attachments:

1. Resolution
ACCEPT AND APPROPRIATE GRANT AND GIFT FUNDS IN SUPPORT OF BERKELEY PUBLIC LIBRARY PROGRAM

WHEREAS, the Berkeley Public Library regularly receives gifts from the Berkeley Public Library Foundation; and

WHEREAS, gift funds received from the Foundation for the purpose of supporting kindergarten readiness, and once accepted by the board will be allocated towards contracts and purchasing associated with the training and equipping volunteers to provide quality early literacy programs to children in pre-schools across Berkeley, in accordance with the Library’s purchasing policy; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council by passage of Resolution No. 65,444-N.S. delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to $200,000 that do not include unduly restrictive conditions on their use; and

WHEREAS, the Library makes an active effort to locate grant program funding that is consistent with the Library’s mission and objectives to support the “cultural, informational, recreational, and educational needs” of the Berkeley community; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the acceptance of $10,000 from the Berkeley Public Library Foundation and the allocation of these funds to support training and equipping volunteers to provide quality early literacy programs to children in pre-schools across Berkeley; and

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

AYES: ______________________________
NOES: ______________________________
ABSENT: ______________________________
ABSTENTIONS: ______________________________

_______________________________________________
Julie Holcolm, Chairperson

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

FROM: Raymond Westphal, Accounting Office Specialist III

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

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept the second and final payment of $41,167 of the FY 2016 CLLS grant fund award of $59,167.

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.

For FY 2016, the Library was awarded CLLS grant funding support totaling $59,167 of which a baseline program support payment of $18,000 was received and accepted by passage of BOLT Resolution No.: 15-129 on October 21, 2015.

BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continuously received this grant following a fiscal year schedule through to fiscal year 2015. The program’s Library staffing consists of a 1.0 FTE Library Literacy Program Coordinator, a 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 2016 – 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.

CURRENT SITUATION AND ITS EFFECTS

Of the Library’s $59,167 CLLS award for FY 2016, $18,000 has been received and accepted as authorized by BOLT Resolution No.: 15-129 dated October 21, 2015. The FY 2016 budget estimated revenue and expenditure amounts for a CLLS award based on the prior year’s activity attributable to the grant. The current award is favorable by $10,156 over fiscal year 2015. Acceptance and appropriation of this second and final payment of the FY 2016 CLLS grant award will be incorporated into the Library’s upcoming Annual Appropriations Ordinance #2 (AAO2) budget revision request for revenue and expenditures. The AAO2 budget revision is in accordance with instructions from the California State Library, in a letter dated November 3, 2015, that the fiscal year budget be revised to reflect use of the awarded funds. 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
AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO RECEIVE AND ACCEPT CALIFORNIA STATE LIBRARY FY 2016 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 determined a final FY 2016 CLLS award of $59,167 composed of a baseline award, a per capita amount per adult learner served in the prior year, and a match on local funds raised and expended for adult learning services; and

WHEREAS, the Library has received and accepted the baseline award of $18,000 as authorized by BOLT Resolution No.: 15-129 dated October 21, 2015; 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 receive and accept the remaining FY 2016 awarded funds amounting to $41,167 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 regular meeting held on February 10, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________
Julie Holcomb, Chairperson

_______________________________________________
Beth Pollard, Interim Director of Library Services
Serving as Secretary to the Board of Library Trustee
TO: Board of Library Trustees
FROM: July Cole, Associate Human Resources Analyst
SUBJECT: Director of Library Services – Executive Search Process

RECOMMENDATION
For information only.

FISCAL IMPACT
There is no fiscal impact from this report.

BACKGROUND
The Director of Library Services position has been vacant since September 8, 2015. July Cole has been assigned by the Board of Library Trustees to begin the process of securing an executive search firm to support the Library with recruiting and hiring a permanent Director of Library Services.

CURRENT SITUATION AND ITS EFFECTS
Ms. Cole has begun the process of researching and discussing the Library’s recruitment needs with several executive search firms. The Library is in the process of reviewing requests for proposals with the anticipation that a firm will be selected within the next couple of weeks. The firm will provide assistance throughout the recruitment and selection process, which is estimated to take approximately four months.

FURTHER ACTION
No further action is needed at this time.
TO: Board of Library Trustees
FROM: Jim Novosel and Winston Burton, BOLT Members
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 February 4, 2016 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.

At the December 3, 2015 meeting of the Library Signage Subcommittee, the subcommittee identified a preferred concept for the new signage. The subcommittee also acknowledged permanent signage will take some time, and asked for temporary signage reflecting the new name.

At the January 7, 2016 meeting of the Library Signage Subcommittee, the subcommittee looked at initial design drawings and identified a design concept. The library is in an area zoned for residential use, and there are significant restrictions on signage.

Ashley Arnold shared four designs for temporary signage; the committee agreed on a preferred direction.
CURRENT SITUATION AND ITS EFFECTS

At the February 4, 2016 meeting of the Library Signage Subcommittee, we agreed that we are more accurately referred to as the Tarea Hall Pittman South Branch Memorial committee.

We received information from architect Avery Moore that indicated costs for manufacture, transportation and installation would be approximately $20,000. In light of that information, the subcommittee agrees we should secure $22,000 for this project, or $20,000 plus a 10% contingency.

We have attached Design Drawings for the memorial feature to this report.

FURTHER ACTION

A temporary memorial feature would be affixed to the Library, preferably on the Russell side of the building, as soon as feasible.

The Subcommittee, with guidance from staff, will work to identify funding sources in the amount of $22,000 to cover manufacture, transportation and installation of the memorial feature.

A final design will be brought to BOLT for approval.

The Subcommittee will ask BOLT to change its name to Tarea Hall Pittman Memorial Committee at a future meeting.

The Subcommittee will continue to meet, and will begin consideration of an informational memorial inside the library.

The Subcommittee will continue to report its work to BOLT.
Existing identity signage on south elevation

Channel to be painted all sides and back

Inside of channel letter to be

Reverse channel letter to be

1" round support tube painted

Aluminum raceway painted

Project: South Berkeley Library

REVISIONS: DATE:

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PACKAGE NOTES:
- All drawings and written materials appearing herein constitute original and unpublished work of Redmond Schwartz Mark ... Redmond Schwartz Mark Design Inc.- All drawings must comply with specifications noted at the beginning of this package.

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Channel to be painted all sides and back.

Inside of channel letter to be painted.

Reverse channel letter to be painted.

1" round support tube painted.

Aluminum raceway painted.

City of Berkeley
Berkeley Public Library

South Branch
Improvement Project

Tarea Hall Pittman South Branch Signage Subcommittee Update

Information

Item B

Attachment #1

South Berkeley Library – Building Identity

Overview

Scale: 2"=1'-0"

Scale: 3/4"=1'-0"

Scale: 1/2"=1'-0"

Scale: 1/8"=1'-0"

Scale: 1/4"=1'-0"

Scale: 1/2"=1'-0"
Fabricated aluminum letterform cabinet
Painted aluminum plate
Dimensional letterform pinned onto back plate
Painted aluminum raceway with pinned off letterform cabinets
Existing canopy structure

eB - Front; Letter Detail
Scale: 2"=1'-0"

eB - Front View
Scale: 1/2"=1'-0"

eB - Side View
Scale: 1/4"=1'-0"

eB - Section
Scale: 1/5"=1'-0"

eB - Location Elevation - South
Scale: 1/8"=1'-0"

Channel to be painted all sides and back.
Inside of channel to be pinned.
Reverse channel letter to be pinned.

Fabricated aluminum letterform cabinet
Painted aluminum plate
Dimensional letterform pinned onto back plate
Painted aluminum raceway with pinned off letterform cabinets
Existing canopy structure

South Berkeley Library – Building Identity
Existing

City of Berkeley
Berkeley Public Library
South Branch Improvement Project

Tarea Hall Pittman South Branch Signage Subcommittee Update
Attachment #1
TO: Board of Library Trustees  
FROM: Beth Pollard, Interim Director of Library Services  
SUBJECT: FEBRUARY 2016 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.

KUDOS TO LIBRARY EMPLOYEES
Thanks to Circulation Mail Aides Taoufik Abalil and Larry Fonteno who went the extra mile to return a Berkeley resident’s wallet that they found outside West Ranch, contents intact. The Library patron was thrilled when they brought it to her home, where they would not accept a reward. She contacted her Council Member who forwarded her appreciation to Library Administration. We are fortunate to have such thoughtful employees.

We had four Librarians attend the American Library Association (ALA) mid-winter conference: Andrea Mullarkey, Nikki Santiago, Alan Bern, and Erica Glenn. Erica is serving this year on the selection committee for the Caldecott awards.

CENTRAL LIBRARY/TEEN ROOM PROJECT
With the assistance of City of Berkeley Public Works, we are engaging the services of one of its project management firms, KPM Consulting, to help manage the Central Library/Teen Room project. They will work with the architects and Library staff on finalizing the plans and moving the project forward.

PERSONNEL
Finance: While the recruitment for the vacant Administrative & Fiscal Services Manager position is underway, Acting Senior Management Analyst Lucy Xie is working in Library Administration to supervise,
handle, and provide advice on fiscal matters. She will be present at the March BOLT meeting to support the agenda item regarding disposition of Measure FF funds.

Management: To help support management and line staff, I will be filling the vacant Library Services Manager position on a temporary basis. This will be an interim assignment, pending the organization design and hiring decisions of the (next) Director. I envision the Acting Deputy Director to continue to manage and provide direction for Neighborhood and Childrens’ Services, while this new Acting Manager will provide management support for Adult Services, Teen Services, Central Library, Homeless Task Force, and other duties as assigned.

Teambuilding Task Force: A team of Library employees will be assisting me with planning teambuilding activities. This may result in a proposal to BOLT for closed Library hours to allow broad participation.

ALL-STAFF MEETING
The BOLT-approved closure of Central and branches from 10 to 11 am on Friday, January 29th allowed all staff the opportunity to come together to hear various updates and to engage in conversation with one another in small groups about both technology and safety. The Friends of the Library provided breakfast treats.

LIBRARY - FRIENDS OF THE LIBRARY MEMORANDUM OF UNDERSTANDING
Sarah Dentan and I will be meeting this month with the Friends to discuss crafting a Memorandum of Understanding to guide our continued relationship into the future. We understand that such MOU’s are now fairly common between Libraries and Friends to clarify what used to be accomplished through informal verbal agreements.