



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
January 4, 2017

AGENDA
6:30 PM

Tarea Hall Pittman South Branch
1901 RUSSELL STREET

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments**
- C. **Comments from Library Unions:**
 - i. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - ii. Public Employees Union, LOCAL 1
 - iii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- D. **Comments 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 9, 2016 Regular Meeting**
Recommendation: Approve the minutes of the November 9, 2016, Regular Meeting of the Board of Library Trustees.
- B. **Approve minutes of December 14, 2016 Regular Meeting**
Recommendation: Approve the minutes of the December 14, 2016, Regular Meeting of the Board of Library Trustees.

III. ACTION CALENDAR

- A. **Contract: Valley Power Systems, Inc.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract in an amount not to exceed \$170,000 with Valley Power Systems, Inc. for the provision and installation of a rooftop generator at the Central Library for the projected period from January 9, 2017 through June 30, 2017.
- B. **Contract Amendment: Unique Management Services, Inc.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of \$4,000 for a contracted not-to-exceed amount of \$64,000.
- C. **President and Vice President Elections** – Heidi Dolamore, Director of Library Services
Adopt a resolution to appoint President and Vice-President through the time of election in 2017.

IV. PRESENTATION CALENDAR

- A. **Technology** – Alicia Abramson, Information Technology Manager
- B. **YouthWorks** – July Cole, Human Resources Analyst

V. INFORMATION REPORTS

- A. **Monthly Library Director's Report** – Director Heidi Dolamore
- 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, February 1, 2017 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VII. 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.

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 30, 2016.

//s//

Heidi Dolamore, 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 records. **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.

- | | |
|---------------------------------------|-------------------------------------|
| 1. Catamaran Literary Reader | Last chance to make a year end gift |
| 2. Anthony lafrate | Automated reading suggestion |
| 3. Teresa Albro | Farewell to Berkeley Public Library |
| 4. Berkeley Public Library Foundation | It's not too late! |

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



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, November 9, 2016 6:30 PM

TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Julie Holcomb	Winston Burton
Vice Chair Jim Novosel	Abigail Franklin
	Darryl Moore

I. PRELIMINARY MATTERS

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

1. Call to Order: 6:30 PM

Present: Trustees Burton, Holcomb and Novosel.

Absent: Trustees Franklin and Moore.

Also Present: Heidi Dolamore, Director of Library Services; Sarah Dentan, Acting Deputy Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Rachel MacNeilly, Collection Services Manager; July Cole, Associate Human Resources Analyst; Armin Arethna, Librarian; Andrea Mullarkey, Librarian; Lisa Hesselgesser, Librarian; Rudy Tapia, Library Specialist; Eve Franklin, Administrative Secretary.

2. Public Comments: 1 speakers.

3. Comments from Library Unions:

1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speaker.
2. Public Employees Union, LOCAL 1 – 0 speakers
3. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers

4. Comments from Board of Library Trustees

1. Trustee Burton – Thank you for comments, I'm not going away yet.
2. Trustee Novosel – Spoke regarding results of local election and his hope that the library remains non-political. Recommended books "Altamont" and "Smoke Gets in Your Eyes".

II. CONSENT CALENDAR

Action: M/S/C Trustee Novosel / Trustee Burton to adopt Resolution # R16-044 to approve Consent Calendar items as presented.

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

A. Approve minutes of October 19, 2016 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 19, 2016 Special Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted Resolution # R16-045

B. Approve minutes of October 19, 2016 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 19, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted Resolution # R16-046

III. PRESENTATION CALENDAR

- A. Circulation** – Jay Dickinson, Circulation Manager & Rudy Tapia, Library Specialist provided a presentation. (Attachment 1)

IV. ACTION CALENDAR

- A. President and Vice President Nominations** – Heidi Dolamore, Director of Library Services

From: Director of Library Services

Recommendation: Adopt a resolution to appoint President and Vice-President for the remainder of 2016 and through the time of election in 2017.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: No action taken due to a lack of majority of the membership.

V. INFORMATION CALENDAR

- A. Monthly Library Director's Report**

Heidi Dolamore, Director of Library services provided a presentation on Library Values (Attachment 2).

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

- B. Report on Trustee Recruitment Process**

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

- C. Library Events**

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

VI. ADJOURNMENT

Adjourned at 7:31 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of November 9, 2016 as approved by the Board of Library Trustees

//s// _____

Heidi Dolamore, Director of Library Services, acting as secretary to BOLT

ATTACHMENTS:

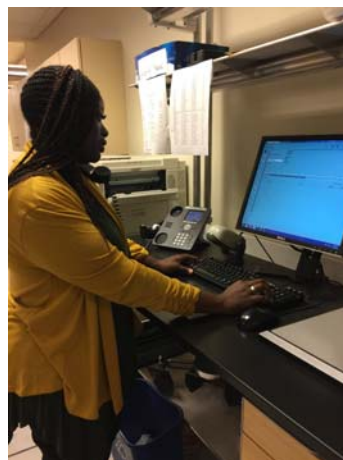
1. Circulation Presentation
2. Library Values Presentation



Circulation Services

Presentation by: Rudy Tapia and Jay Dickinson
November 9th, 2016

The primary task of Circulation Services is to make it possible for patrons to take materials home with them. We are responsible for checking items out to patrons, signing patrons up for library cards, and writing and implementing lending rules. We also shelve the books when they come back!



Service and Access

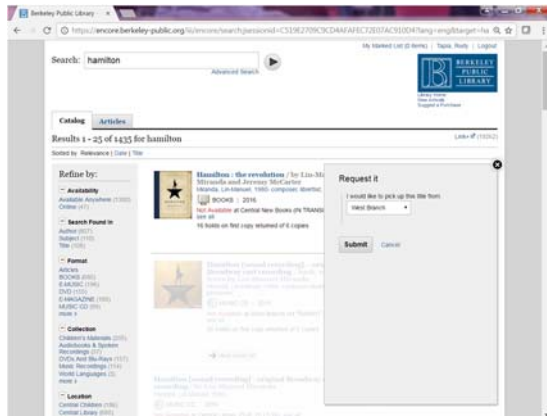
55% of the staff at Berkeley Public Library provide Circulation Services.

Circulation staff are the first to greet patrons when they walk in, and the last to wish them a good day when walking out.

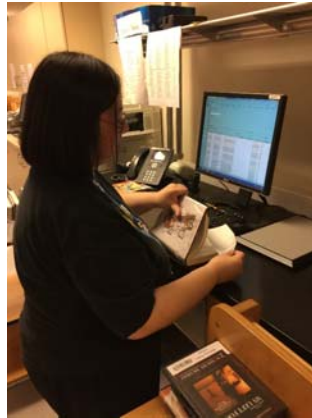


Service

We are a big part of how patrons experience our library and collection.



IT TAKES A VILLAGE



IT TAKES A VILLAGE



Access

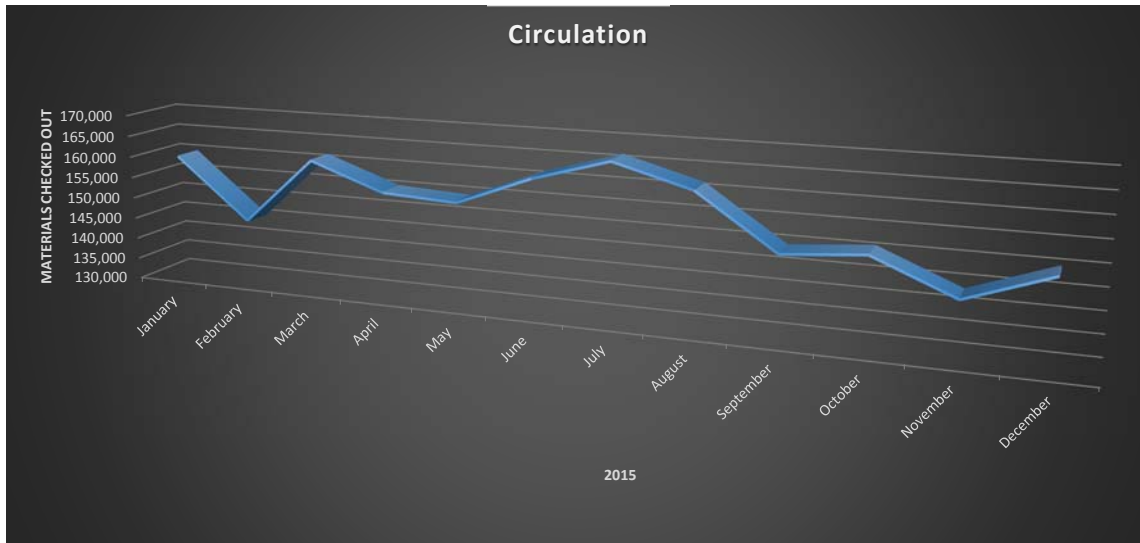
It's your collection. We are just taking care of it.



But wait...there's more



As goes Circulation, so goes the library



Circulation We're Everywhere!

There are staff providing Circulation Services at all branches of the library.

It's unlikely a patron will come into the library and not interact with someone from Circulation Services in some way. Even if they somehow manage to do that, if you handle materials, we are serving you.

Most patrons see the library as "a place that let's me take home free stuff." We make that happen!

Questions?

Library Values

November 9, 2016



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Adopted by Berkeley Public Library Board of Library Trustees on April 24, 1981.



<http://www.ala.org/advocacy/intfreedom/librarybill>



Interpretations of the Library Bill of Rights

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable.

The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves.

Libraries empower individuals to explore ideas, access, and evaluate information, draw meaning from information presented in a variety of formats, develop valid conclusions, and express new ideas.

Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all.

Libraries are a traditional forum for the open exchange of information.

The library plays a catalytic role in people's lives by facilitating their full participation in society.



<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>



California Library Services Act (1977)

The Legislature finds and declares that it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives... This... shall be accomplished by assisting public libraries to improve service to the underserved of all ages...

Definitions:

"Underserved" means any population segment with exceptional service needs not adequately met by traditional library service patterns; including, but not limited to, those persons who are geographically isolated, economically disadvantaged, functionally illiterate, of non-English-speaking or limited-English-speaking ability, shut-in, or institutionalized, or who are persons with disabilities.



California Education Code, Title 1, Chapter 4
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

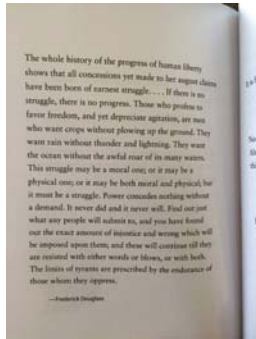


Image credits

liberty by john melven from the Noun Project





MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, December 14, 2016 6:30 PM

TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Julie Holcomb	Winston Burton
Vice Chair Jim Novosel	Abigail Franklin
	Sophie Hahn

I. PRELIMINARY MATTERS

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

1. Call to Order: 6:32 PM

President Holcomb welcomed Sophie Hahn and acknowledged Darryl Moore.

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

Absent: none.

Also Present: Heidi Dolamore, Director of Library Services; Sarah Dentan, Acting Deputy Director of Library Services; Alicia Abramson, Library Information Technology Manager; Jay Dickinson, Circulation Services Manager; Rachel MacNeilly, Collection Services Manager; July Cole, Associate Human Resources Analyst; Isobel Schneider, Librarian II; Debbie Carton, Librarian II; Tom Dufour, Librarian II, Leo Lopez, Library Aide; Andrea Mullarkey, Librarian II; Eve Franklin, Administrative Secretary.

2. Public Comments: 3 speakers.

3. Comments from Library Unions:

- SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers.
- SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speaker.
- Public Employees Union, LOCAL 1 – 1 speaker.

4. Comments from Board of Library Trustees

- Trustee Burton – Welcomed Sophie Hahn
- Trustee Franklin – Welcomed Sophie Hahn
- Trustee Holcomb – We're taking applications for Board of Library Trustee vacancy.
- Trustee Novosel – Welcomed Sophie Hahn, expressed appreciation to Darryl Moore.
- Trustee Hahn – I'm delighted to be here.

II. CONSENT CALENDAR

Item A held to next meeting

A. Approve minutes of November 9, 2016 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the November 9, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: None.

III. ACTION CALENDAR

A. Review and Possible Action on Budget Priorities for the FY2018 & FY 2019 Biennial Budget Cycle

From: Administrative & Fiscal Services Manager

Recommendation: Adopt a resolution adopting budget priorities for the Library for the FY2018 and FY2019 biennial budget cycle.

Financial Implications: None.

Contact: Dennis Dang, Administrative & Fiscal Services Manager

Action: Adopted Resolution # R16-050

M/S/C Trustee Hahn / Trustee Franklin to adopt budget priorities as amended for the Library for the FY2018 and FY2019 biennial budget cycle through the time of election in 2017. Priority 1 amended as follows: Better organizational health by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of collaboration, planning, evaluation, and evidence-based decisions

Vote: Ayes: Trustees Burton, Franklin, Hahn, Holcomb and Novosel. Noes: None. Absent: none. Abstentions: none.

B. Pacific Library Partnership 2016-2017 Grant Program: Learning by Doing – Easy PC Building Workshop

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to accept and appropriate \$12,000 in FY 2016-2017 Innovation and Technology Opportunity Grant Program funds from the Pacific Library Partnership

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted Resolution # R16-051

M/S/C Trustee Franklin / Trustee Hahn to adopt a resolution authorizing the Director of Library Services to accept and appropriate \$12,000 in FY 2016-2017 Innovation and Technology Opportunity Grant Program funds from the Pacific Library Partnership.

Vote: Ayes: Trustees Burton, Franklin, Hahn, Holcomb and Novosel. Noes: None. Absent: none. Abstentions: none.

C. Berkeley Public Library's Commitment to Diversity, Equity, Inclusion, and Social Justice

From: Director of Library Services

Recommendation: Adopt a resolution to affirm Berkeley Public Library's commitment to Diversity, Equity, Inclusion, and Social Justice.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted Resolution # R16-052

M/S/C Trustee Novosel / Trustee Franklin to adopt a resolution to affirm Berkeley Public Library's commitment to Diversity, Equity, Inclusion, and Social Justice.

Vote: Ayes: Trustees Burton, Franklin, Hahn, Holcomb and Novosel. Noes: None. Absent: none. Abstentions: none.

IV. PRESENTATION CALENDAR

- A. Inventory Exploration and Human Centered Design** – Rachel MacNeilly, Collection Services Manager provided a presentation. (Attachment 1)

V. INFORMATION CALENDAR

A. FY17 – 1st Quarter Budget Report

From: Administrative & Fiscal Services Manager

Contact: Dennis Dang, Administrative & Fiscal Services Manager

Action: Received

B. Monthly Library Director's Report

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

C. Library Events

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

VI. ADJOURNMENT

Adjourned at 8:35 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of December 14, 2016 as approved by the Board of Library Trustees

//s// _____

Heidi Dolamore, Director of Library Services, acting as secretary to BOLT

ATTACHMENTS:

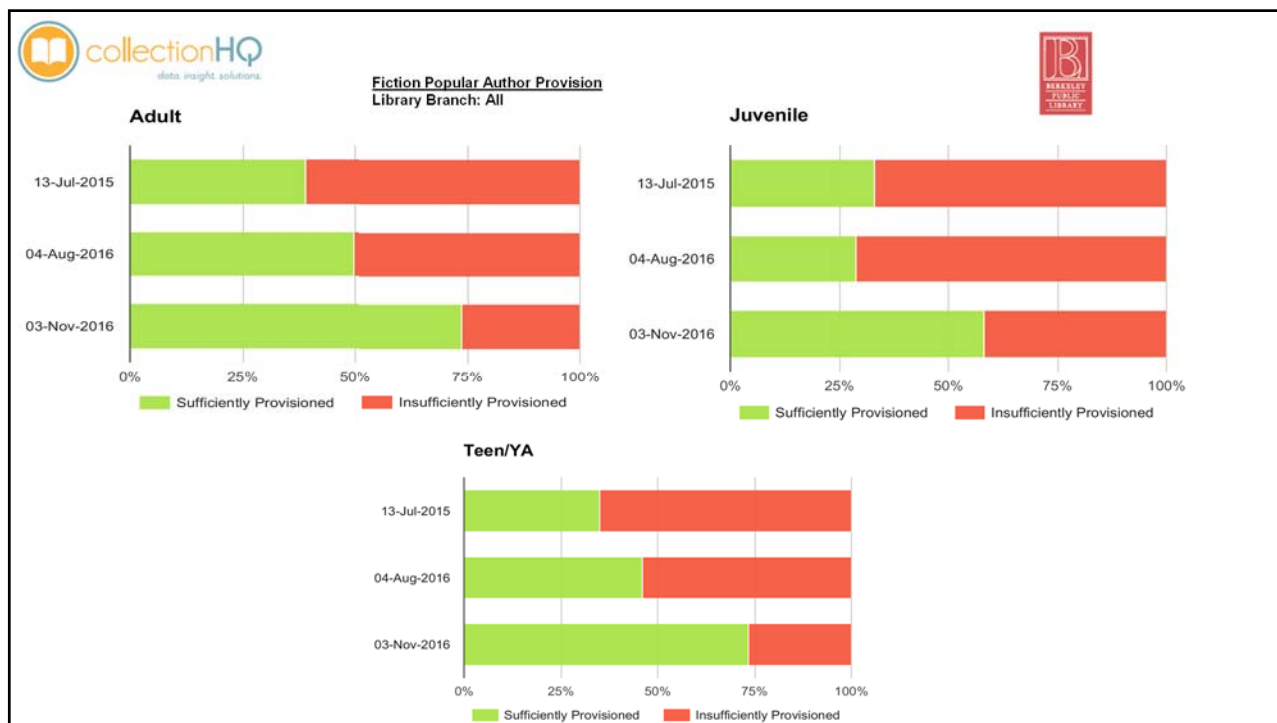
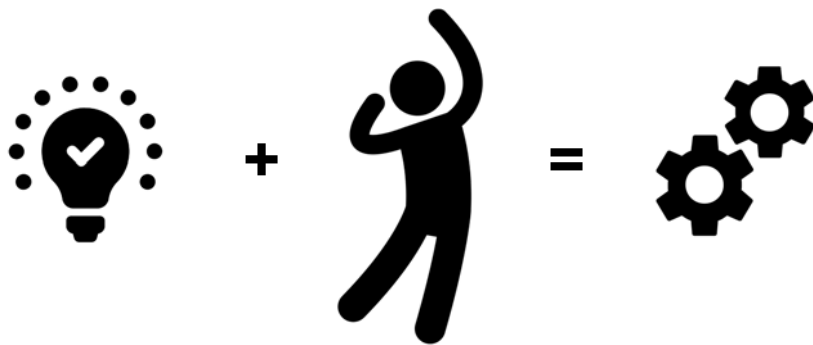
1. Inventory Exploration and Human Centered Design Presentation



Inventory Exploration and Human Centered Design

How might we apply human centered design principles to our exploration?

Human Centered Design is innovation inspired by people.



Should the library conduct an inventory?

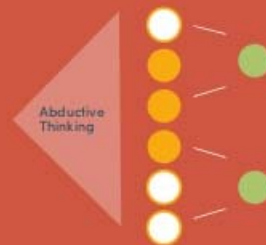
Business Thinking

Problem Solution



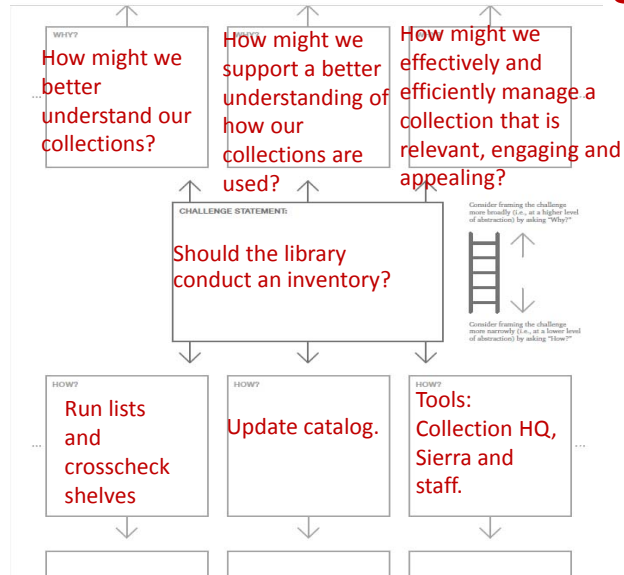
Design Thinking

Understand Problem Solution



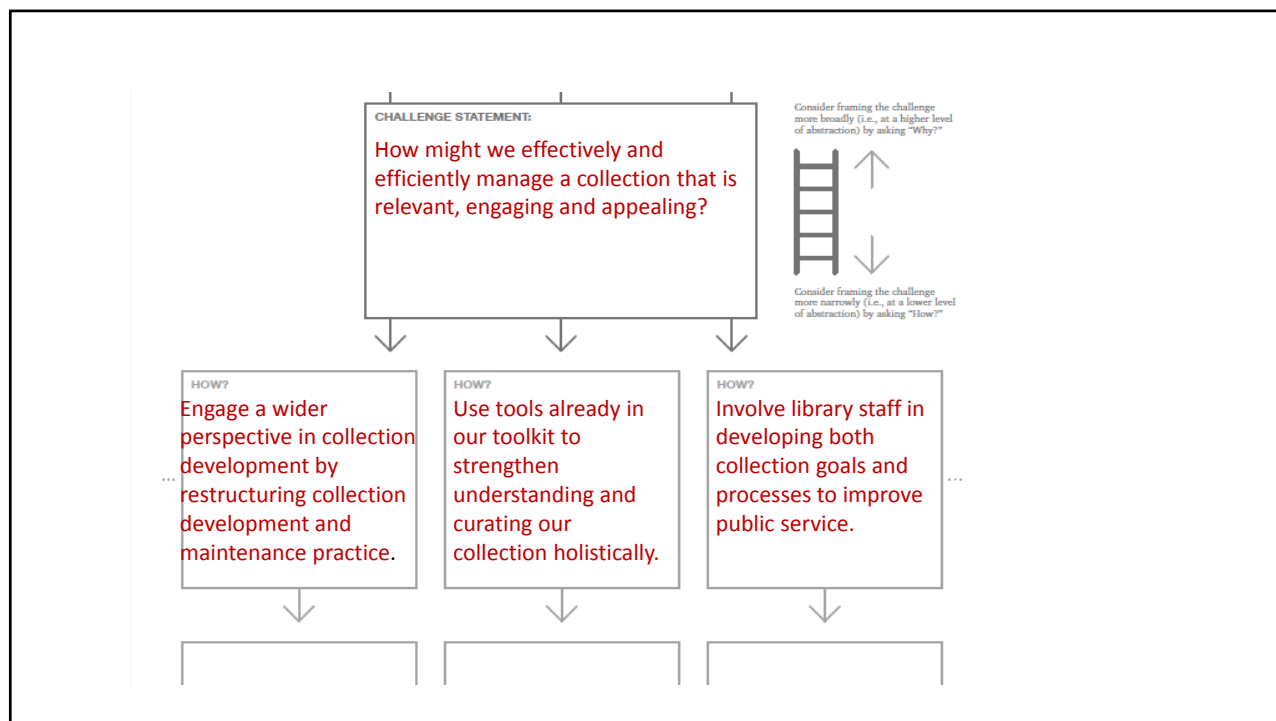
<http://www.slideshare.net/cathycracks/the-design-thinking-transformation-in-business>

Exercise: Abstraction Laddering



LUMA Institute

How might we effectively and efficiently manage a collection that is relevant, engaging and appealing?



Toolkit

- Engaged and skilled staff
- Flexibility to leverage staff knowledge to improve process
- Collection HQ, powerful analytic tool
 - Applied tools to better stewardship of budget and collection
 - Comparative to other library experiences
 - Shared vocabulary and measures
- Strong, consistent collection budget
- Variety of community supported formats in collection
- Engaging web presence that allows for responsive design
- Intranet to share information and support shared goals
- Community of readers
- Professional values

Professional values: American Library Association

Evaluating Library Collections: An Interpretation of the Library Bill of Rights

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves.

Evaluating Library Collections: An Interpretation of the Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary>

Benefits of Human Centered Design Approach

- Guide focus to larger goals of organization
- Include an inventory process and it's benefits
- Inclusive of staff perspectives and experience
- Leverages tools in our toolkit to expand knowledge and use industry benchmarks in a meaningful way across our collection
- Holistic approach to collection development and maintenance
- Fuller and richer benefits to collection and service to community

Our shared path forward:

Engage more perspectives in practice of choosing and evaluating materials.

Use high quality analytical tools to best cultivate collections that are relevant, engaging and appealing.

Strengthen collections in a way that is responsive to our community's wants and needs.

Provide strong tools to support staff in understanding shared collection goals and pathways to achieve them.



CONSENT CALENDAR

January 4, 2017

TO: Board of Library Trustees

FROM: Walter Johnson, Senior Building Maintenance Supervisor

SUBJECT: Contract: Valley Power Systems, Inc.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into a contract in an amount not to exceed \$170,000 with Valley Power Systems, Inc. for the provision and installation of a rooftop generator set at the Central Library for the projected period from January 9, 2017 through June 30, 2017.

BACKGROUND

The existing rooftop generator set at the Central Library dates to the facility's renovation and expansion undertaken in the late 1990's that culminated in the Library's reopening in 2002. Since that time the generator as well as much of the facility's other physical plant equipment have remained relatively unchanged, not having required major repair and/or replacement. However, as much of the equipment has now been in heavy use for fifteen years the Library is expecting a ramp up in major physical plant maintenance and replacement expenditures. Specifically, the City's Public Works department has recently brought to the attention of the Library that the existing generator set (model name: Spectrum Detroit Diesel 135DSEJ) is non-compliant and cannot be permitted by the authorized enforcement agency, the Bay Area Air Quality Management District (BAAQMD). The installation date for the existing equipment is January 23, 2002 and is consequently subject to *Best Available Control Technology (BACT)* for all pollutants that have the potential to exceed 10 lb/day, in this case NO_x and CO. BACT for NO_x is 2.85 g/bhp-hr. According to the EPA family name applicable to the equipment in place, NO_x emissions are only certified at 6.20 g/bhp-hr. Therefore, the existing generator set doesn't comply with BACT regulations and must be replaced.

CURRENT SITUATION

Purchase, maintenance, and servicing expenses related to capital equipment attached to Library facilities, such as the subject rooftop emergency generator set, is the responsibility of the Library. However, inspection and permitting is handled through the City's Public Works department. In the most recent permit application reviewed by BAAQMD for the Central Library's existing emergency generator set, the agency advised the City that the equipment was non-compliant to current BACT standards and therefore ineligible for continued permitting. Public Works on behalf of the Library responded to the BAAQMD that based on that determination a new generator set would be procured. Subsequently, Public Works initiated a search for new equipment offering compliancy to BACT standards and located the UL2200 listed model VD150-02FT4 Tier 4 Final diesel powered generator set offered by Valley Power Systems, Inc. The BAAQMD has been advised that the Library will be installing the model VD150-02FT4 Tier 4 Final diesel powered generator set and Public Works will follow that with a new permit application.

FISCAL IMPACT

The Library has earmarked \$170,000 for this equipment purchase and installation in the FY 2017 revised budget.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Walter Johnson, Senior Building Maintenance Supervisor, 510-981-6178

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-0##

CONTRACT AMENDMENT: VALLEY POWER SYSTEMS, INC.

WHEREAS, purchase, maintenance, and servicing expenses related to capital equipment attached to Library facilities is the responsibility of the Library, and for equipment such as emergency generators, inspection and permitting may be accorded to the City's Public Works department; and

WHEREAS, in September 2016, the authorized enforcement agency the Bay Area Air Quality Management District (BAAQMD) board reviewed Public Works permit application for the Central Library's rooftop Spectrum Detroit Diesel 135DSEJ generator set and determined the equipment was non-compliant with existing BACT regulations and therefore ineligible for continued permitting; and

WHEREAS, Public Works on behalf of the Library responded to the BAAQMD that based on that determination a new generator set would be procured and installed a model – UL2200 listed model VD150-02FT4 Tier 4 Final diesel powered generator set offered by Valley Power Systems – with a follow-up new permit application; and

WHEREAS, The Library has earmarked \$170,000 for this equipment purchase and installation in the FY 2017 revised budget; 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 enter into a contract in an amount not to exceed \$170,000 with Valley Power Systems, Inc. for the provision and installation of a rooftop generator set at the Central Library for the projected period from January 9, 2017 through June 30, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on January 4, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

January 4, 2017

To: Board of Library Trustees
From: Jay Dickinson, Circulation Services Manager
Subject: Contract Amendment: Unique Management Services, Inc.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of \$4,000 for a contracted not-to-exceed amount of \$64,000.

FISCAL IMPACTS OF RECOMMENDATION

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

CURRENT SITUATION AND ITS EFFECTS

At the time of the contract extension in November, 2016, the not-to-exceed amount was not increased with the intent that a commitment for funding from the board would be requested closer to the time of use. At this time, the Library projects that an incremental funding amount of \$4,000 would be sufficient to service this contract through to the March 31, 2017 expiration date. This projected amount is based on the average monthly invoice amount of approximately \$1,000/month to date posted to the Unique Management Services Inc. services account.

BACKGROUND

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

The contract with UMS valued at \$60,000 is effective from July 1, 2011 through March 31, 2017. The contract was set to expire on December 31, 2016 and prior to expiration was extended to March 31, 2017, by letter on November 16, 2016, as provided by contract terms.

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

FUTURE ACTION

No future action is necessary. Upon expiration of the contract on March 31, 2017, the Library will effect a new contract for like services.

CONTACT PERSON

Jay Dickinson, Circulation Services Manager, 510-981-6174

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

CONTRACT AMENDMENT: UNIQUE MANAGEMENT SERVICES, INC.

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

WHEREAS, the contract, valued at \$60,000, was set to expire on December 31, 2016 was extended through March 31, 2017; and

WHEREAS, the Library projects that an incremental funding amount of \$4,000 would be sufficient to service this contract through to the revised March 31, 2017 expiration date; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc., for the provision of collection agency services for library fees and fines in an incremental amount of \$4,000 for a contracted not-to-exceed amount of \$64,000

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

January 4, 2017

To: Board of Library Trustees
From: Heidi Dolamore, Director of Library Services
Subject: Election of Board President and Vice-President

INTRODUCTION

Each year, the Board of Library Trustees elects Officers for a term of one year. Following discussion, the Board will nominate Trustees to sit as President and Vice-President for the term beginning January 5, 2017 and ending following the next election, on or about the first meeting of the Board in October 2017.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

Each year, the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President. Officers serve in their role until the next election, typically held in October or November of each year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members President and another Vice-President for a term of one year, on or about the first meeting of the Board in October of each year.

Since 2009, the President and Vice-President have been re-elected to serve a second consecutive term. For more than 10 years with only one exception, the President has served as Vice-President prior to being elected President.

CURRENT SITUATION AND ITS EFFECTS

Regular President and Vice-President elections occurred in November 2015; at that time Trustee Holcomb was elected President and Trustee Novosel Vice-President. At the November 9, 2016, meeting of BOLT, Trustee Holcomb was nominated to serve as President and Trustee Novosel was nominated to serve as Vice-President for 2016-2017; in both instances the vote was 2 ayes and 1 abstention. As 3 ayes are required to take action, no action was taken.

Process

In October or November of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees President and Vice-President one-year term to the Board of Library Trustees. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

The election of officers is a public process, with the vote announced at the conclusion of voting. The upcoming term will commence January 5, 2017.

FUTURE ACTION

No future action is needed.

CONTACT PERSON

Heidi Dolamore, Director of Library Services, Library, 510-981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

APPOINTMENT OF A TRUSTEE TO SIT AS PRESIDENT AND A TRUSTEE TO SIT AS VICE-PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, each year the Board of Library Trustees must appoint a President and Vice-President to sit in those capacities for the following year; and

WHEREAS, the Board wishes to establish a consistent practice for this process to be followed in the current term and in the future, such that in October or November of each year, an open nominations process will occur, to be followed by election of Library Trustee President and Vice-President for a one-year term to the Board of Library Trustees; and

WHEREAS, nominations will be taken "from the floor", thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting and the term commencing January 5, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as President beginning January 5, 2017, through the time of the next election on or about October 2017, and to appoint _____ to sit as Vice-President for the same period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 4, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee



INFORMATION REPORTS

January 14, 2017

To: Board of Library Trustees
From: Heidi W. Dolamore, Director of Library Services
Subject: January 2017 monthly report from Director of Library Services

DEPUTY DIRECTOR RECRUITMENT

- Background check is underway, announcement forthcoming in late January pending successful background check
- Anticipated start date in February 2017

TAREA HALL PITTMAN SOUTH BRANCH

- Detailed status report is planned for February to allow time for further research and coordination with the Planning Department

PROGRAMS, SERVICES, & OPERATIONS

- Gallup Q12 employee engagement survey scheduled for January 9 to 25
- Library staff raised \$464 to purchase holiday gifts for a family of 4 as part of the City's Homeless Family Holiday Gift program
- New library card designs: 4 photos featuring nature scenes from around Berkeley, plus a new version of the ever popular tie-dye; new cards feature larger account numbers for ease of reading
- Director met with school district librarian in December
- Berkeley's most popular reads from 2016:
 - Children's fiction: *Harry Potter and the Sorcerer's Stone* by J. K. Rowling (666 check-outs)
 - Adult fiction: *Being Mortal: medicine and what matters in the end* by Atul Gawande (902 check-outs)
 - Children's nonfiction: *El Deafo* by Cece Bell (299 check-outs)
 - Adult nonfiction: *All the Light We Cannot See* by Anthony Doerr (1080 check-outs)
- Upgrades to network storage system and Virtual Server infrastructure completed; increase in storage space (1 TB to 20 TB) to accommodate digital content created for public programs, services, and operations; configuration of physical servers streamlined

CONTACT PERSON

Heidi Dolamore, Director of Library Services, 510-981-6195

Attachments: none.