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 the February 1, 2017 Regular Meeting

   Recommendation: Approve the minutes of the February 1, 2017, Regular Meeting of the Board of Library Trustees.

B. Approve minutes of the March 1, 2017 Regular Meeting

   Recommendation: Approve the minutes of the March 1, 2017, Regular Meeting of the Board of Library Trustees.

C. Resolution Notifying Completion of the Branch Library Improvement Project and Acknowledge Transfer of Remaining Bond Monies to the Library Debt Service Fund (714)

   Recommendation: Adopt a Resolution notifying the City Manager of the completion of the Branch Library Improvement Project, a project funded by the issuance of $26M in general obligation bonds to renovate, expand and make seismic and access improvements at four neighborhood branch libraries and to acknowledge transfer, by the City Treasurer, of all remaining monies from the capital project Measure FF Fund (308) to the Library Debt Service Fund (714).

D. Approval to Conduct Request for Proposals for (Bay-Friendly) Landscaping Services

   Recommendation: Approve the request for proposal that will be, or is planned to be, issued upon final approval by the Library. Any contract over the Director of Library Services’ threshold will be returned to the board for final approval.

E. Resolution to Support Library eBook Copyright Reform

   Recommendation: Adopt a Resolution to support library ebook copyright reform.

III. ACTION CALENDAR

A. Election of President

   Recommendation: Adopt a Resolution to elect a President to serve through the time of the next election in October 2017.

B. Trustee Vacancy

   Recommendation: Review and discuss Trustee candidates and adopt a Resolution recommending a candidate to City Council for appointment.

C. Library Ethics

   Recommendation: Adopt a Resolution to affirm the American Library Association (ALA) Code of Ethics and adopt an Ethical Conduct Policy.

D. Collection Management Policy

   Recommendation: Adopt a Resolution to update the Library’s Collection Development Policy and rename it the Collection Management Policy.
E. Transparency and Accuracy of Statistical Reporting
Recommendation: Adopt a Resolution to adopt a Statistical Reporting and Transparency Policy.

IV. PRESENTATIONS
A. FY18/19 Budget – Dennis Dang, Administrative and Fiscal Services Manager

V. INFORMATION REPORTS
A. Tarea Hall Pittman Signage Update (verbal report) – Sophie Hahn, Trustee
B. FY18/19 Budget Priorities & Service Initiatives – Heidi Dolamore, Director of Library Services
C. Conclusion of Confidential Personnel Investigation – Heidi Dolamore, Director of Library Services
D. Monthly Library Director’s Report – Heidi Dolamore, Director of Library Services
E. 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, May 3, 2017 at the Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.

VII. ADJOURNMENT

* * * * * * * * * * * * * * *

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 March 14, 2017.

/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.

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, February 1, 2017 5:00 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: 5:00 PM
   Present: Trustees Franklin, Hahn, Holcomb and Novosel.
   Absent: Trustee Burton.
   Also Present: Heidi Dolamore, Director of Library Services; Jay Dickinson, Circulation Services Manager; Rachel MacNeilly, Collection Services Manager; July Cole, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.


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 Novosel – Welcome Council member Ben Bartlett, recommended the book Public Library and Other Stories by Ali Smith
   2. Trustee Franklin – Attended the ALA midwinter Meeting in Atlanta. Good to see BPL staff there and hear excitement about new director.
   3. Trustee Holcomb – Attended the ALA midwinter Meetings. It was a great crowd of really smart people. How libraries can promote social discourse.

II. CONSENT CALENDAR

Action: M/S/C Trustee Novosel / Trustee Franklin to approve the consent calendar as presented.

A. Approve minutes of the January 4, 2017 Special Meeting
   From: Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the January 4, 2017 Special Meeting of the Board of Library Trustees.
   Financial Implications: None.
   Contact: Heidi Dolamore, Director of Library Services
   Action: Adopted resolution # R17-007 to approve minutes of the January 4, 2017 Special Meeting.
B. Approve minutes of the January 4, 2017 Regular Meeting

From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the January 4, 2017 Regular Meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services
Action: Adopted resolution # R17-008 to approve minutes of the January 4, 2017 Special Meeting.

C. Gifts

From: Administrative and Finance Manager
Recommendation: Adopt a resolution authorizing the Director of Library Services to accept and appropriate gift funds in the amount of $4,630.
Financial Implications: None.
Contact: Dennis Dang, Administrative and Finance Manager
Action: Adopted resolution # R17-009.

D. 2017 Annual Authors Dinner Event

From: Acting Deputy Director
Recommendation: Adopt a Resolution approving the arrangements in preparation for the 15th annual Authors Dinner to be held on Saturday, February 11, 2017 at the Central Library.
Financial Implications: None.
Contact: Sarah Dentan, Acting Deputy Director
Action: Adopted resolution # R17-010.

E. California State Library FY 2017 Grant Funds for California Library Literacy Services (CLLS) Program

From: Administrative and Finance Manager
Recommendation: Adopt a resolution authorizing the Director of Library Services to accept and appropriate in full the FY 2017 CLLS grant fund award of $61,534.
Financial Implications: None.
Contact: Dennis Dang, Administrative and Finance Manager
Action: Adopted resolution # R17-011.

F. Amendment: Contract No. 9200, One Workplace L. Ferrari, LLC

From: Administrative and Finance Manager
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of $15,000 for the procurement of furniture, delivery, and installation services for staff furniture at the Central Library for an amended not-to-exceed value of $405,000.
Financial Implications: None.
Contact: Dennis Dang, Administrative and Finance Manager
III. ACTION CALENDAR
   A. Trustee interviews and recommendation to City Council for trustee appointment effective March 24, 2017
      President Holcomb adjourned the meeting for five minutes at 5:55pm due to audience interruption.
      President Holcomb call the meeting back to order at 6:00pm
      From: Director of Library Services
      Recommendation: Trustees will conduct interviews during this meeting of candidates for the upcoming vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to the City Council. Packets of the candidate applications will be available for review by the public at the meeting.
      Financial Implications: None.
      Contact: Heidi Dolamore, Director of Library Services.
      Action: No action taken. Trustee interviews were deferred to a later date. Board discussion regarding questions for candidates.

   B. President and Vice President Elections – Heidi Dolamore, Director of Library Services
      Board discussion of process.
      M/S/C Trustee Novosel / Trustee Franklin to follow process as outlined in the report.
      M/ Trustee Hahn offered an alternate motion to allow for a roll call vote. There being no second, no action was taken.

      Trustee Hahn left the room at 6:15pm.

      From: Director of Library Services
      Recommendation: Adopt a resolution to appoint President and Vice-President through the time of election in 2017.
      Financial Implications: None.
      Contact: Heidi Dolamore, Director of Library Services
      Action: M/S/C Trustee Novosel / Trustee Franklin to nominate Julie Holcomb as President. There being only one nomination for the position of President, Julie Holcomb was elected President by acclamation.
      Absent: Trustees Burton and Hahn.
      M/S/C Trustee Franklin / Trustee Holcomb to nominate Jim Novosel as Vice President. There being only one nomination for the position of Vice President, Jim Novosel was elected Vice President by acclamation.
      Absent: Trustees Burton and Hahn. Adopted by resolution # R17-013.

      Trustee Hahn returned to the room at 6:17pm.

IV. INFORMATION CALENDAR
   A. Monthly Library Director’s Report
      Elliot Warren will start on February 14 as Deputy Director. Thanks to Sarah Dentan.
      From: Director of Library Services
      Contact: Heidi Dolamore, Director of Library Services
      Action: Received

   B. Library Events
      From: Director of Library Services
      Contact: Heidi Dolamore, Director of Library Services
      Action: Received
V. AGENDA BUILDING
   • Tarea Hall Pittman Signage Update

VI. ADJOURNMENT

Adjourned at 6:20 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of February 1, 2017 as approved by the Board of Library Trustees

//s// ______________________________

Heidi Dolamore, Director of Library Services, acting as secretary to BOLT
I. PRELIMINARY MATTERS

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

A. Call to Order: 5:02 PM

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

Absent: None.

Also Present: Heidi Dolamore, Director of Library Services; Elliot Warren, Deputy Director; Dennis Dang, Fiscal Services Manager; Sarah Dentan, Library Services Manager; Rachel MacNeilly, Library Services Manager; Alicia Abramson, Information Technology Manager; Jay Dickinson, Circulation Services Manager; July Cole, Associate Human Resources Analyst.

B. Public Comments: 16 speakers.

C. Comments from Library Unions:

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

D. Comments from Board of Library Trustees

1. Trustee Holcomb - presented Winston Burton with a token of appreciation.
2. Trustee Burton – Thanked Kriss Worthington for coming tonight and offering support. Spoke regarding signage sub-committee and maintaining diversity on BOLT.
5. Trustee Hahn – Thanked Winston Burton. Spoke regarding: an item on the March 14 City Council Agenda to support Senate Constitutional Amendment 3 to lower vote threshold for Library Bond Construction Projects; City of Berkeley Proclamation in Honor of Librarian Whistleblowers; Unions speaking and the percentage of employee workforce represented by each Union; Results of Employee Survey; and does BOLT have different rules from the Commissioners Manual on asking questions at public comment.
II. CONSENT CALENDAR
Trustee Hahn requested changes to Action Calendar, Item B.

A. Approve minutes of the February 1, 2017 Special Meeting
From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the February 1, 2017 Special Meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services
Action: None. Deferred to next meeting.

III. ACTION CALENDAR
A. Trustee interviews and recommendation to City Council for trustee appointment effective March 24, 2017
Eight Candidates were interviewed.

Meeting adjourned for a break at 6:10
Meeting called back to order at 6:20

From: Director of Library Services
Recommendation: Trustees will conduct interviews during this meeting of candidates for the upcoming vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to the City Council. Packets of the candidate applications will be available for review by the public at the meeting.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services.
Action:
M Trustee Hahn to recommend Diane Davenport to be appointed to the Board of Library Trustees.
M/S/C Trustee Holcomb / Trustee Franklin a substitute motion to recommend Judy J. Hunt be appointed to the Board of Library Trustees. Adopted resolution # R17-015 to recommend to the City Council of the City of Berkeley that the preferred candidate, Judy J. Hunt be appointed to the Board of Library Trustees beginning March 24, 2017.

Meeting adjourned for a break at 6:47
Meeting called back to order at 6:52

B. Signage for Tarea Hall Pittman South Branch
From: Director of Library Services
Recommendation: That the Board of Library Trustees rescind its action from February 10, 2016, and determine whether to reinstate the Signage Subcommittee.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services.
Action: Adopted resolution # R17-016 to direct Trustee Hahn to expedite the signage process.

IV. INFORMATION CALENDAR
A. FY17 – Half-year Budget Report
From: Administrative and Fiscal Services Manager
Contact: Dennis Dang, Administrative and 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

V. AGENDA BUILDING
   • THP Signage Report
   • First reading of the Budget (April)
   • Second reading of the Budget (May)
   • Report on Diversity
   • Report on costs of Video-recording of BOLT meetings

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 March 1, 2017 as approved by the Board of Library Trustees

   //s// _______________________________
   Heidi Dolamore, Director of Library Services, acting as secretary to BOLT
To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: Notifying Completion of the Branch Library Improvement Project and Acknowledge Transfer of Remaining Bond Monies to the Library Debt Service Fund (714)

RECOMMENDATION
Adopt a resolution notifying the City Manager of the completion of the Branch Library Improvement Project, a project funded by the issuance of $26M in general obligation bonds to renovate, expand and make seismic and access improvements at four neighborhood branch libraries and to acknowledge transfer, by the City Treasurer, of all remaining monies from the capital project Measure FF Fund (308) to the Library Debt Service Fund (714).

INTRODUCTION
On November 4, 2008, the voters of the City of Berkeley approved by a greater than 2/3 majority passage of Measure FF, a library bond measure approving the incurrence of $26,000,000 in bonded indebtedness to renovate, expand and make seismic and access improvements at the City’s four neighborhood branch libraries.

FISCAL IMPACTS
The Library will cease the initiation and execution of financial activity within the Measure FF Fund (308); and request that the City transfer remaining monies in the Fund to the Library Debt Service Fund (714).

The Measure FF Fund (308) was established as the repository for Measure FF proceeds and approved activity related to the Measure FF: Branch Library Improvement Project. Funds remaining in the Measure FF Fund (308) consist of remaining bond proceeds and earned interest amounting to $1,331,025 per the City’s financial tracking system (308-000-101.00-00 as of March 23, 2017).

BACKGROUND
Berkeley Municipal Code (BMC) Section 3.04.090(e) confers to the Board of Library Trustees the power and duty to “…recommend to the City Council the purchase or lease of real property and the erection, rental or acquisition of such building or buildings, room or rooms as may be necessary when, in its judgment, a suitable building, or portion thereof, has not been provided by the council;” and at a special meeting of the Board of Library Trustees on June 10, 2008, the board approved BOLT Resolution No.: 08-62 recommending to the City Council placement on the November 2008 ballot of a Library bond measure of $26M for construction projects to renovate, expand, and make seismic and access improvement at the four branch libraries.

On July 8, 2008, City Council approved Resolution No. 64,128-N.S. placing on the ballot City of Berkeley Bond Measure FF reading, “Shall the City of Berkeley issue general obligation bonds not exceeding $26,000,000 to renovate, expand, and make seismic and access improvements at four neighborhood branch libraries, but not the Central Library, with annual reporting by the Library Board to the City Council?”

On November 4, 2008, voters of the City of Berkeley approved by a greater than 2/3 majority – 67.99% for, 32.01% opposed – passage of City of Berkeley Bond Measure FF.
The City on behalf of the Library pursued two offerings: to accommodate the Library’s anticipated use of funds, and to secure a favorable financing environment.

On March 24, 2009, City Council approved Resolution No. 64,387-N.S. authorizing the issuance of $10,000,000 in general obligation bonds, series 2009; issued on April 29, 2009.

On July 6, 2010, City Council approved Resolution No. 64,970-N.S. authorizing the issuance of $16,000,000 in general obligation bonds, series 2010; issued on August 3, 2010.

**CURRENT SITUATION AND ITS EFFECTS**

The Measure FF Fund (308) records bond sale proceeds and services the design, engineering, and construction expenditures for each of the four branch libraries.

All Branch Library Improvement Project architectural design and engineering contracts, and general contractor construction contracts have been completed and closed. There are no further expenditures related to this project expected.

Total project receipts through FY 2017 are $26,504,335 with expenditures of $25,173,310; yielding a projected favorable adjustment of $1,331,025 to be applied in 2018 by a reduction to the debt service assessment for City of Berkeley property holders.

### Branch Library Improvement Project - COMPLETED

<table>
<thead>
<tr>
<th>Location</th>
<th>Date Closed</th>
<th>Date Opened</th>
<th>Days Out of Svc</th>
<th>Ending Sq Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claremont Branch Library</td>
<td>4/2/11</td>
<td>5/5/12</td>
<td>399</td>
<td>8,110 s.f.</td>
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<tr>
<td>North Branch Library</td>
<td>4/23/11</td>
<td>4/3/12</td>
<td>346</td>
<td>9,555 s.f.</td>
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<td>Tarea Hall Pittman South Branch Library</td>
<td>3/17/12</td>
<td>5/11/13</td>
<td>420</td>
<td>8,700 s.f.</td>
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<td>West Branch Library</td>
<td>5/6/12</td>
<td>12/14/13</td>
<td>587</td>
<td>9,339 s.f.</td>
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### Project Management Contract Costs - CLOSED

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<tr>
<th>CC Authorized</th>
<th>Contracted w/ASAs</th>
<th>Site</th>
<th>Project Manager</th>
<th>Expended</th>
<th>Expended /CC Auth</th>
<th>Expended /Cntrctd</th>
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<tbody>
<tr>
<td>$1,523,580</td>
<td>$1,521,603</td>
<td>All</td>
<td>Kitchell CEM</td>
<td>$1,521,603</td>
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### Architectural Design Contract Costs - CLOSED

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<th>Site</th>
<th>Designer</th>
<th>Expended</th>
<th>Expended /CC Auth</th>
<th>Expended /Cntrctd</th>
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<tr>
<td>$751,245</td>
<td>$748,860</td>
<td>NB</td>
<td>Architectural Res Grp</td>
<td>$728,619</td>
<td>96.9%</td>
<td>97.3%</td>
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<tr>
<td>$637,132</td>
<td>$627,145</td>
<td>CB</td>
<td>Gould Evans Baum Thornley</td>
<td>$614,322</td>
<td>96.4%</td>
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<td>$893,500</td>
<td>$879,033</td>
<td>SB</td>
<td>Field Paoli Architects</td>
<td>$867,249</td>
<td>97.1%</td>
<td>98.7%</td>
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<tr>
<td>$838,194</td>
<td>$788,194</td>
<td>WB</td>
<td>Harley Ellis Devereaux</td>
<td>$759,909</td>
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<td>96.4%</td>
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<td>$3,120,071</td>
<td>$3,043,232</td>
<td>Total</td>
<td>Architectural Design Services</td>
<td>$2,970,099</td>
<td>95.2%</td>
<td>97.6%</td>
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### General Contractor Construction Contract Costs - CLOSED

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<th>CC NTE Authorized</th>
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<th>Site</th>
<th>General Contractor (incl. escrow)</th>
<th>Expended (excl. w/h)</th>
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<td>Fine Line</td>
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<td>SB</td>
<td>Gonsalves &amp; Stronck</td>
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<td>100.0%</td>
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<td>$5,985,000</td>
<td>$5,731,954</td>
<td>WB</td>
<td>West Bay Builders</td>
<td>$5,731,954</td>
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<td>100.0%</td>
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<td>$19,008,000</td>
<td>$18,008,957</td>
<td>Total</td>
<td>Construction Services</td>
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<td>94.7%</td>
<td>100.0%</td>
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</table>
RATIONALE FOR RECOMMENDATION
With the completion of the Branch Library Improvement Project and it having been under budget, there remains $1,331,025 per Fund$ (308-000-101.00-00 as of March 23, 2017) in the capital project Measure FF Fund (308).

The Board of Library Trustees is requested to notify the City Manager that the project has been completed; and thereby as described in the Official Statements effect a request to the City Treasurer to transfer the monies projected at $1,331,025 in the Measure FF Fund (308) to the Library Debt Service Fund (714) “to be used for payment of Debt Service on the Bonds.” That is to say, on transfer of the remaining funds the City will adjust the 2018 debt service rate on both bond series, per the Debt Service Schedule applicable to each series, by netting out the transferred amount from the principal and interest due for 2018. In dollar terms, the total principal and interest payment due in 2018 of $1,616,813 would be reduced by the estimated final transferred amount and the remaining balance due would then be apportioned to all applicable properties within the City of Berkeley. Based on current values an approximation of the ending 2018 debt service assessment to property holders at $285,788 represents a savings of 82% from the non-adjusted scheduled payment of $1,616,813. The application of the savings to the upcoming year constitutes the most expedient and cost effective means with which to pass on the project’s savings in full to taxpayers without delay.

Attachments
1. Resolution
NOTIFYING COMPLETION OF THE BRANCH LIBRARY IMPROVEMENT PROJECT AND ACKNOWLEDGE TRANSFER OF REMAINING BOND MONIES TO THE LIBRARY DEBT SERVICE FUND (714)

WHEREAS, on November 4, 2008, the voters of the City of Berkeley approved by a greater than 2/3 majority passage of Measure FF, a library bond measure approving the incurrence of $26,000,000 in bonded indebtedness to renovate, expand and make seismic and access improvements at the City’s four neighborhood branch libraries; and

WHEREAS, on March 24, 2009, City Council approved Resolution No. 64,387-N.S. authorizing the issuance of $10,000,000 in general obligation bonds, series 2009; issued on April 29, 2009; and

WHEREAS, on July 6, 2010, City Council approved Resolution No. 64,970-N.S. authorizing the issuance of $16,000,000 in general obligation bonds, series 2010; issued on August 3, 2010; and

WHEREAS, all Branch Library Improvement Project architectural design and engineering contracts, and general contractor construction contracts have been completed and closed and no further expenditures related to this project are expected; and

WHEREAS, the Branch Library Improvement Project was completed under budget, and based on current values an approximation of the adjusted ending 2018 debt service assessment to property holders at $285,788 represents a savings of 82% from the scheduled payment of $1,616,813; and

WHEREAS, pursuant to the Official Statements, “...the City Manager will determine that the purposes for which the Bonds were authorized have been completed...;” and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby provides notification to the City Manager of the completion of the Branch Library Improvement Project, a project funded by the issuance of $26M in general obligation bonds to renovate, expand and make seismic and access improvements at four neighborhood branch libraries and to acknowledge transfer, by the City Treasurer, of all remaining monies from the capital project Measure FF Fund (308) to the Library Debt Service Fund (714).

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on April 19, 2017 by the following vote:

AYES: .
NOES: .
ABSENT: .
ABSTENTIONS: .

_______________________________________________
, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustees
To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: Formal Bid Solicitation and Request for Proposals for Issuance after BOLT Approval on April 19, 2017

RECOMMENDATION

Approve the request for proposal that will be, or is planned to be, issued upon final approval by the Library. Any contract over the Director of Library Services’ threshold will be returned to the board for final approval.

FISCAL IMPACTS OF RECOMMENDATION

Total cost is estimated at **$50,000** for an initial 3-year contract, plus two optional 1-year extensions.

Funding for fiscal years 2018 and 2019 will be provisioned in the adopted biennial budget on account line 301-9103-450-30-43. The contracted start date will be Monday, July 3, 2017.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Fund</th>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Bay-Friendly) Landscaping Services</td>
<td>301</td>
<td>Library Tax Fund</td>
<td>Estimated at $50,000</td>
</tr>
</tbody>
</table>

CURRENT SITUATION AND ITS EFFECTS

The Library, as the recipient of the City’s library services parcel tax, assessed for the support of usual and current expenses of providing City operated library services, is entrusted in that duty to maintain the physical plant inclusive of **(Bay-Friendly) Landscaping Services** of all City-owned library facilities. Consistent with Library practices, the Library fulfills its facility maintenance responsibilities in full accordance with City policies.

Upon the undertaking and completion of the Measure FF: Branch Library Improvement Project, the Library committed to put in place at all five Library locations Bay-Friendly landscaping practices, a landscaping methodology incorporating permeable pavers, reuse of on-site recycled materials, and the replacement of small lawns with drought-tolerant natives and bio-filtration planters. That said, Bay-Friendly landscape and site related elements were such essential landscape design components at the renovated North and Claremont branch libraries each facility was awarded a one-time grant, in FY 2012 and FY 2013 respectively, of $15,000 from Stopwaste.org. Bay-Friendly landscaping was integrated into the Library’s current landscaping contract with New Image Landscape Company instituted on July 1, 2012 and set to expire on June 30, 2017. Furthermore, the City is committed to the concepts and principles outlined by Bay-Friendly landscaping practices and is committed to implementing and maintaining such sustainable practices.

On June 10, 2008, the board adopted BOLT Resolution No. R08-56, amending the Director of Library Services’ purchasing authority for services to $50,000. And on October 14, 2009, the board adopted BOLT Resolution No. R09-94, amending the Director of Library Services’ purchasing authority for goods, materials, and equipment to $100,000. As a result, this required report by the Director of Library Services to the board is now for those purchases in excess of $100,000 for goods; and $50,000 for services. If BOLT does not object to this item being sent out for bid or proposal within one week of it appearing on the agenda, and upon final
notice to proceed from the requesting Library division, the IFB or RFP may be sent out to the potential bidder/respondent list.

BACKGROUND

On June 10, 2008, the board adopted BOLT Resolution No. R08-56, amending the Director of Library Services’ purchasing authority for services.

ENVIRONMENTAL SUSTAINABILITY

The Library reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City’s environmental policies. For each contract that is subject to board authorization. Staff will address environmental sustainability considerations in the associated staff report to the board.

Attachments

1. Request for Specification Number: (Bay-Friendly) Landscaping Services
### Landscape Maintenance for Library

<table>
<thead>
<tr>
<th>Name of RFP/RFQ/IFB</th>
<th>Approx. Bid Release Date</th>
<th>Approx. Bid Opening Date</th>
<th>Description of Goods/Services Being Purchased</th>
<th>Estimated Cost</th>
<th>Budget Code to be Charged</th>
<th>Funds in Acct. Yes / No</th>
<th>Dept. / Division</th>
<th>Name and Phone for Additional Information</th>
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<tbody>
<tr>
<td>Landscape Maintenance for Library</td>
<td>FRI, 28APR17</td>
<td>THU, 25MAY17</td>
<td>Bay Friendly Landscaping Services for 5 Library Locations CONTRACT IS <em><strong>FY 2018</strong></em> FUNDING IS IN UPCOMING BIENNIAL BUDGET</td>
<td>$50,000</td>
<td>301-9103-450-30-43</td>
<td>Yes TO BE IN FY18 &amp; FY19 BUDGET</td>
<td>Library</td>
<td>Walter Johnson x6178</td>
</tr>
</tbody>
</table>

**Date:** 15MAR17

**SPECIFICATION NUMBER:** Revised: March 2016

**Date issued:**

**Date to Council:**
To: Board of Library Trustees
From: Elliot Warren, Deputy Director of Library Services
Subject: Resolution to support library ebook copyright reform

RECOMMENDATION
Adopt a Resolution to support library ebook copyright reform.

FISCAL IMPACTS OF RECOMMENDATION
No fiscal impact.

CURRENT SITUATION AND ITS EFFECTS
Over the past three years, Congress, the Department of Commerce, and the Copyright Office have all begun investigating the need to “reform” the current Copyright Act in the face of rapidly evolving technology. The Library of Congress has initiated a Notice of Inquiry seeking public input regarding whether and how Section 108, the “library and archives exceptions,” should be amended to accommodate modern technology.

The Califa Group, a nonprofit library consortium of which Berkeley Public Library is a member, and RAILS, a membership library system in Illinois, have issued a Library Copyright Reform Statement about ebooks and are calling for libraries, library associations, publishers, readers, authors, and others to join as signatories to the statement.

BACKGROUND
Public libraries serve the public interest by providing access to a wealth of resources and preserving cultural heritage. Maintaining a balance in copyright law is critical if libraries are to continue in their role as stewards of the public good. The move from ownership to licensing affects the ability of libraries to serve the public and threatens the public good.

Copyright law promotes the public good through protecting the rights of both content creators (§106) and content users (§§107, 108, 109, 110). Current law could not and did not anticipate the rise of digital information and the licensing of e-publications. The pertinent provisions of the Copyright Act are based on the assumption that the acquirer of a copy of a work acquires ownership of that copy, e.g., when a library or an individual pays for a hard-copy book, the purchaser becomes the owner of that copy. However, the vast majority of e-publications are available only through licensing mechanisms in which the acquirer of a copy acquires only a limited right to access and use the copy but does not own it. Because licensing is a matter of negotiation between private parties, current law is inadequate to protect the public good in licensing situations. Where e-publications are concerned, licensing terms can severely threaten the ability of libraries and museums to continue serving as stewards of the public good.

The terms of the specific license applicable to any given “purchase” of an e-publication determine if the e-publication can be “rented” only for a limited number of months or checkouts, or for as long as the e-publication may be transferred to the platform of another approved third-party vendor. For the past ten years, libraries have
spent millions of dollars annually on licenses that allow patrons to access content that can be taken away or made inaccessible. In most cases, licensing terms presented to libraries are non-negotiable. The only choices a library has are to accept the licensing terms or to not provide users with access to that content; either we accept a license that restricts the public’s rights under the law, or we do not acquire the works, which then prevents the public access.

To be clear, libraries do not take issue with the licensing model for e-publication purchases; rather, our concerns are with licensing as the sole method for purchasing e-publications and the resulting loss of statutory protections of the public’s ability to access and use protected works that are applicable in ownership situations. Libraries do not oppose licensing per se. However, libraries do wish to ensure that the public has both increased statutory protection in the context of licensing and/or greater options in licensing terms than are now available.

The letter of the law must be amended to ensure that the spirit of the law is protected in the new digital environment. The purpose of statutory exceptions to a copyright owner’s rights and statutory fair use is to ensure that the constitutionally required balance continues. The move from ownership to licensing in the digital arena threatens this balance, as the most fundamental statutory exceptions for libraries, Sections 108 and 109, do not accommodate the licensing context, and Section 107 (fair use) is often overwritten in licenses that are not truly negotiable.

Interested parties must work together to ensure that, without treading upon the fundamental right to contract around the law, the fundamental protections afforded by the law to users continue in a licensing environment.

The role of libraries as stewards of cultural heritage is more important than ever in the digital world. When a printed publication goes out of print, copies may continue to be available to the public through libraries. However, when an e-publication ceases to be published, licensed copies can disappear. Libraries must have the option to “own,” or possess, copies of e-publications in perpetuity and to make them available to the public.

Furthermore, because e-publications are typically made available through the proprietary platforms of one or very few vendors, the public risks losing access to those e-publications should the vendor remove them from its catalog or when a library ceases doing business with that vendor. Absent library ownership of copies, libraries and the general public—current and future—have no assurance that any given work will continue to be accessible at all, or that a given version of a work will not simply disappear.

In Section 108, Congress recognizes the vital role libraries play in promoting the constitutional purpose of copyright law. Section 108 is intended to work in conjunction with the fair use doctrine by authorizing certain practices which may not otherwise qualify as fair use. These exceptions for libraries and archives were key to Congress establishing the necessary balance between the rights of copyright owners and information users in the pre-e-publication world. The letter of the law of the current Section 108 undermines meeting the spirit of that provision in a licensed environment.

ENVIRONMENTAL SUSTAINABILITY
No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION
To provide the perspective of the damage created to the public good by our current situation, it is imperative that libraries be fully represented in discussions about reforming copyright law and any efforts to do so.
Knowledge cannot be expanded for the public good when the copyright holder can turn off access based on licensing terms that undermine the public’s rights to use protected works. The Constitution directs Congress to maintain a balance between the exclusive rights granted to copyright holders and limitations on those rights. This balance has been lost in the context of licensing e-publications. Congress needs to act to re-establish this balance, and libraries must be included in the process.

ALTERNATIVE ACTIONS CONSIDERED
None.

CONTACT PERSON
Elliot Warren, Deputy Director, Library Services, 510-981-6195

Attachments:
1: Resolution
WHEREAS, the purpose of copyright law as stated in the Constitution is to encourage the expansion of knowledge for the public good; and

WHEREAS, the Constitution empowers Congress to achieve this purpose specifically by maintaining a balance between granting exclusive rights to creators and placing limitations on those rights; and

WHEREAS, libraries, the public good, and the law’s purpose are adversely affected by the current Act, in light of its silence on modern digital formats and the issues raised by the move to licensing; and

WHEREAS, the issues and challenges presented by the Copyright Office cannot be adequately addressed simply by amending Section 108; and

WHEREAS, the Library of Congress has initiated a Notice of Inquiry seeking public input regarding whether and how Section 108, the “library and archives exceptions,” should be amended to accommodate modern technology; and

WHEREAS, the Constitution directs Congress to maintain a balance between the exclusive rights granted to copyright holders and limitations on those rights; and

WHEREAS, this balance has been lost in the context of licensing e-publications.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley calls on the Library of Congress to reestablish the balance between rights granted to creators and limitations on those rights.

BE IT FURTHER RESOLVED that the Library of Congress ensure that libraries are fully represented in discussions about reforming copyright law.

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

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________
, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee
To: Board of Library Trustees (BOLT)

From: Heidi Dolamore, Director of Library Services

Subject: Election of Board President

RECOMMENDATION
Adopt a Resolution to elect a President to serve through the time of the next election in October 2017.

FISCAL IMPACTS OF RECOMMENDATION
No fiscal impact.

CURRENT SITUATION AND ITS EFFECTS
At the April 4, 2017 meeting of Berkeley City Council, Council voted to request the resignation of BOLT President Julie Holcomb and Vice-President Jim Novosel. Trustee Novosel submitted his resignation on April 5, 2017. Trustee Holcomb did not resign and was removed at noon on April 5, 2017. Consequently, both offices of President and Vice-President are now vacant.

Recommended action: Elect a President at the April 19, 2017 BOLT meeting; elect a Vice-President at the first meeting with a full five-member Board (expected date: June 2017). If the President is absent from a BOLT meeting prior to the election of a Vice-President, the remaining members will elect one of their members to act as temporary president for the duration of the meeting.

The election of a President is key to maintaining an effective and functional BOLT. The Vice-President serves in a support capacity, and although it is unusual to sustain a vacancy in the office of Vice-President, BOLT’s current circumstances are highly unusual. A two-month vacancy in the office of Vice-President would not disrupt the continued functioning of BOLT, and holding the Vice-President election in June would allow for participation from a full and complete board of five members.

If the Board does not take action to elect a President at the April 19, 2017 meeting, the Board must appoint a temporary presiding officer to serve as chair for the duration of that meeting.

BACKGROUND
Elected officers assist in providing structure to BOLT meetings in a way that ensures meetings are productive and allow for the intellectual input of all Trustees in determining how well the Library is meeting its obligations to the community.

§3.04.040 of the Berkeley Municipal code regulates organization of the Board:

The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year.
The President and Vice-President are required to complete training within 60 calendar days from the date of election. You may view the training online at [http://www.cityofberkeley.info/Clerk/Commissions/Commissions_Training_Workshop.aspx](http://www.cityofberkeley.info/Clerk/Commissions/Commissions_Training_Workshop.aspx). An Affirmation of Completion must be filed with the City Clerk Department. The training provides information to assist officers in performing their duties and covers many topics including the role of commissions and staff, conduct of meetings, the Brown Act, conflict of interest, Americans with Disabilities Act (ADA) compliance, and Board procedures. While not mandatory for Trustees other than the Chair and Vice-Chair, completion of training is encouraged for all Trustees.

Due to the legal and procedural complexities of the President’s duties, it is customary, although not required, that the President will have prior experience serving as Vice-President of BOLT.

The President, or in their absence, the Vice-President, is responsible for:

- Presiding at meetings.
- Appointing Trustees to temporary subcommittees and informal bodies subject to the approval of the full commission.
- Approving the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by Trustees or staff.
- Signing correspondence on behalf of the Board.
- Representing BOLT before City Council with the formal approval of BOLT by motion and vote.
- Approving BOLT reports to Council.
- Calling special meetings or cancelling regular meetings. A quorum of BOLT may also call a special meeting.

The President and Vice-President are also expected to participate in an agenda review session with the Library Director and Deputy, typically held during regular business hours two weeks prior to a public meeting of BOLT.

ENVIRONMENTAL SUSTAINABILITY
No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION
The election of a President is essential for BOLT to engage in effective governance.

ALTERNATIVE ACTIONS CONSIDERED
BOLT may wish to consider electing a temporary President to serve until the current Trustee vacancy is filled; a permanent election could then be held by the full Board.

CONTACT PERSON
Heidi Dolamore, Director, Library Services, 510-981-6195

Attachments:
1: Resolution
WHEREAS, Berkeley City Council voted to request the resignation of BOLT President Julie Holcomb and Vice-President Jim Novosel; and
WHEREAS, Trustee Novosel submitted his resignation on April 5, 2017; and
WHEREAS, Trustee Holcomb did not resign and was removed by City Council at noon on April 5, 2017; and
WHEREAS, the offices of President is now vacant; and
WHEREAS, the election of a President is essential for BOLT to engage in effective governance; 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 immediately.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley appoints __________ to serve as President beginning at the conclusion of voting, through the time of the next election in October 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 19, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee
To: Board of Library Trustees
From: Heidi Dolamore, Director of Library Services
Subject: Trustee vacancy

RECOMMENDATION
Review and discuss Trustee candidates and adopt a resolution recommending a candidate to City Council for appointment.

FISCAL IMPACTS OF RECOMMENDATION
No fiscal impact.

BACKGROUND
At the March 1, 2017 regular meeting of BOLT, Trustees interviewed many qualified applicants with an interest in serving on the Board of Library Trustees. Both newly appointed Trustees, Diane Davenport and Judy Hunt, were present in the audience for the interviews and heard statements from applicants. An audio recording of the interviews is available on the Library’s website: https://www.berkeleypubliclibrary.org/about/board-library-trustees.

Interview start times for the audio recording are noted below:

   Jeff Chang 45:55  
   Monica Jones 1:22  
   Libby Perkins 1:30:40  
   John Selawsky 1:42:02  
   Lindsey Simard 1:50:45  
   Anyaluz Zamost 1:59:54

In addition to the six candidates listed above, the following candidates remain eligible for appointment to the Board of Library Trustees:

   Ellie Goldstein-Erickson  
   Ronald Heglin

Ellie Goldstein-Erickson and Ronald Heglin declined the opportunity to participate in interviews at the March 1, 2017 BOLT meeting. Conor Dale withdrew his application.

BOLT resolution R07-49 updated and revised the Responsibilities of the Berkeley Public Library Board of Library Trustees; this document identifies the legal authority and responsibilities of Trustees, general qualifications for Trustees, a Trustee’s role as liaison between the general public and the Library, and desirable experience for Trustees. Most importantly, a Trustee’s responsibility is to represent the Berkeley community. As stated in the Responsibilities...:
It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

General qualifications include an interest in and enthusiasm for the Library, a steadfast belief in intellectual freedom and privacy, and ability to analyze business and administrative procedures. Desirable experience includes an involvement in community organizations, an understanding of local government, and an interest in long-range planning.

CURRENT SITUATION AND ITS EFFECTS
As a result of actions taken at the April 4, 2017 meeting of Berkeley City Council, a vacancy currently exists on the Board of Library Trustees.

Berkeley Municipal Code calls for a Board of Library Trustees consisting of five members. The public’s interest in good governance is best served by a complete Board of five members. Given the abundance of qualified candidates still eligible for appointment, it is preferable to select a candidate to recommend for appointment from the existing applicant pool, rather than delay appointment by three or more months to conduct a new recruitment.

Preferred timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May 16 or 30</td>
<td>Council vote on BOLT recommendation</td>
</tr>
<tr>
<td>June 7, 2017</td>
<td>New Trustee’s first BOLT meeting</td>
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</table>

This scenario facilitates the appointment of a Trustee prior to City Council’s summer recess and BOLT’s August recess.

Alternative A

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>April 21-May 19</td>
<td>Recruitment open</td>
</tr>
<tr>
<td>June 7</td>
<td>BOLT meeting – interviews and recommendation</td>
</tr>
<tr>
<td>July 11 or 25</td>
<td>City Council vote on BOLT recommendation</td>
</tr>
<tr>
<td>September 6, 2017</td>
<td>New Trustee’s first BOLT meeting</td>
</tr>
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</table>

This scenario allows for one week advance notice to applicants confirming their interview date of May 3; this may not be sufficient advance notice to allow all potential applicants to participate in interviews.

Alternative B

<table>
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<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>April 24-May 22</td>
<td>Recruitment open</td>
</tr>
<tr>
<td>July 5</td>
<td>BOLT meeting – interviews and recommendation</td>
</tr>
<tr>
<td>September 12 or 26</td>
<td>City Council vote on BOLT recommendation</td>
</tr>
<tr>
<td>October 4, 2017</td>
<td>New Trustee’s first BOLT meeting</td>
</tr>
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</table>

This scenario places Trustee interviews at the regular July meeting of BOLT. Due to the proximity to the July 4 holiday, some candidates may not be able to participate in interviews. BOLT may choose to hold interviews on a different date in July; however this still delays the new Trustee’s first meeting until October 2017.
Following the preferred timeline, BOLT will determine a recommended Trustee candidate to refer to City Council by engaging in a brief informal discussion at the April 19, 2017 meeting, with consideration given to the role and responsibilities of Trustees established by BOLT resolution R07-49. Discussion will be followed by a motion to recommend a candidate, discussion of the motion, and vote on the motion. Once a motion is made to recommend a candidate, the motion must be resolved before entertaining a new motion. Thus, if the initial recommendation is not affirmed by a majority of Trustees (three members), the process of proposing a motion will continue until a majority decision is affirmed.

BOLT’s recommendation will be referred to City Council. A majority vote of all the members of the City Council is required to appoint a member to the board. The new Trustee’s appointment will commence immediately following action by City Council and will extend through 2020 in order to preserve the staggered term dates established in the Berkeley Municipal Code.

ENVIRONMENTAL SUSTAINABILITY
No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION
Berkeley Municipal Code calls for a Board of Library Trustees consisting of five members.

ALTERNATIVE ACTIONS CONSIDERED
Direct staff to initiate a new recruitment and delay appointment of a new Trustee by three months or more.

CONTACT PERSON
Heidi Dolamore, Director, Library Services, 510-981-6195

Attachments:
1: Resolution
2: Trustee Responsibilities
3: Applications/Supplemental Questionnaires
RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY REGARDING THE PREFERRED CANDIDATE TO FILL THE CURRENT VACANCY ON THE BOARD OF LIBRARY TRUSTEES

WHEREAS, a Trustee vacancy currently exist as a result of actions taken at the April 4, 2017, meeting of Berkeley City Council; and

WHEREAS, a qualified Trustee applicant pool still exists as a result of a recruitment conducted earlier this year; and

WHEREAS, six applicants remain eligible for appointment; and

WHEREAS, conducting a new recruitment would delay appointment of a new Trustee by three months or more; and

WHEREAS, all current members of the Board of Library Trustees heard statements from applicants during the regular meeting on March 1, 2017; and

WHEREAS, the Board thoughtfully reviewed application materials and interview statements from the eligible candidates during a meeting on April 19, 2017; and

WHEREAS, the Berkeley Municipal Code calls for staggered terms for Trustees, with one Trustee going out of office each year; and

WHEREAS, the Board recommends Council set the conditions for this appointment with effective dates of May 17, 2017 to May 16, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends to the City Council of the City of Berkeley that the preferred candidate, ______ be appointed to the Board of Library Trustees beginning May 17, 2017 and ending May 16, 2020.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on April 19, 2017.

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________
, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee
Responsibilities of the Berkeley Public Library Board of Library Trustees

“There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration.” – Andrew Carnegie

Overview
The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well-managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

Legal Authorities and Responsibilities
Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

Role as liaison between the general public and the Library
It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

General Qualifications
- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community.
- Experience with books and libraries
- Willing and able to work with management, staff and the union.

Practical background and/or direct experience in one or more of these areas is desirable:
- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning
- Personal experience in one or more of these areas:
- Education
- Architecture/Construction
- Accounting/Finance
- Business
- Personnel management
- Technology
- Law/Government
- Humanities
- The Arts

• Availability and openness to the public.
NAME: Jeff Chang

RESIDENCE ADDRESS: Berkeley 94703

BUSINESS NAME/ADDRESS: Prospect Sierra Middle School

980 Avis Dr. El Cerrito 94530

EMAIL ADDRESS: 

OCCUPATION/PROFESSION: librarian

HOME PHONE: BUSINESS PHONE:

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Board of Library Trustees

Name of board/commission: 

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

Prospect Sierra Middle School Librarian 5 years
Westtown (West Chester, PA) Lower School Librarian 2 years

I work as a private school librarian, but am also very interested in public librarianship and am a lifelong public library user and advocate of free and open access to information and programming.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Rogers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Britt Anderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julia Chambers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Applicant: Jeff Chang Date: 1/13/17

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

*The City of Berkeley’s Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk’s Department at 981-6900, or visit our website at http://www.cityofberkeley.info/Clerk/Home/Conflict_of_Interest_Code.aspx.
SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
   On a personal level, I am an avid public library user. I have lived in several states and had probably more than 30 library cards. Before I became a librarian I delivered library books in Western MA to more than 100 libraries. I have always felt welcome in libraries, enjoy the materials, and being in the spaces. In library school, I studied to be a children’s public librarian. For my first librarian job I fell into a position at a private Quaker school outside of Philadelphia and currently work as a private middle school librarian, but I will always be interested in public librarianship and would like to help make thoughtful decisions based on the needs of the community and my vast experience as a public library patron.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
   Knowledge of the library’s mission, operations, and patron usage are important in planning the direction of the library. Dedication, responsibility, and effective communication are also important, which I have demonstrated over time in my library positions. I have balanced budgets, managed volunteers, taught instructional classes, and led several school wide events, many of which have been innovative including the annual Edible Books Festival. Flexibility, creativity, and being a team player are also useful traits which I believe I’ve reliably demonstrated at my jobs, taking on new initiatives and events, and covering for and assisting colleagues in areas which may not be related to my position as librarian.

3. Provide examples of current or previous community service and leadership roles.
   Last year a colleague and I started the Middle School Diversity Council (MSDC) for our students. We meet weekly and discuss issues about race and equity, and last year led a school wide interactive school wide survey event. This year I led a group to bring One Drop of Love, a one woman show exploring the intersections of race, class, and gender to our school. It was several months of planning and the first time the creator, Fanshen Cox DiGiovanni, had ever performed for a middle school audience. I helped design the curriculum to prepare students for the performance. I’ve volunteered for The Prison Books Project, Project Homeless Connect, Meals on Wheels, Habitat for Humanity, America Reads, and many more organizations.

4. What do you see as the Library’s role in the community now and in the future?
   I think the public library’s role in the community is as vital as ever, and expanding. It is a beloved third space that is, and should remain open to all, including patrons who are homeless or disenfranchised. It is increasingly important for providing access to the internet and computers and community services, as well as traditional services such as research assistance and materials lending (books, dvds, audiobooks, music, etc.). Ideally, in my opinion it should be the central hub and heart of the community.

Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk

G:\Admin Assistant\BOLT\Vacancies\Application and information\BOLT Trustee Supplemental Questions 24OCT2016.docx
Jeff Chang

Berkeley, CA 94703

LIBRARY EXPERIENCE

Middle School Librarian • Prospect Sierra • El Cerrito, CA • August 2012-present
• Teach library curriculum for 5th grade students, support research for 6th-8th grade students
• Overseas annual library budget of $12,000 for collection development and programming
• Coordinate annual Used Book Fair fundraiser for collection development
• Introduced and hosted annual Edible Books Festival
• Coordinated and hosted author visits including Steve Sheinkin, Gene Yang, Alex Gino, Marie Lu
• Started OverDrive e-book collection
• Updated barcodes and check out systems
• Supervise parent volunteers

Lower School Librarian • Westtown School • West Chester, PA • August 2010-2012
• Teach library curriculum for PreK-5th grade students, including advanced OPAC use, web search strategies, Noodlebib citation tool, author studies, introduction to comic books, instruction on databases, reference resources, read alouds, book scavenger hunts, etc.
• Collaborate with classroom and special teachers for research projects and other project work
• Overseas annual library budget of $7,800 for collection development and programming
• Coordinate annual Book Fair at local book store fundraiser for collection development
• Supervise eight parent volunteers at check-out desk, shelving, and assisting with library curriculum as needed
• Introduced and hosted annual Edible Books Festival
• Coordinated and hosted annual author visit
• Planned and implemented cross divisional Chinese New Year program with Upper School Mandarin teacher
• Primary cataloging and call number assignment for new materials

Graduate Hourly Assistant, Cataloging and Metadata Department, University of Illinois at Urbana-Champaign • May 2010-August 2010
• Copy catalog extensive collection of children’s literature, update records to AACR2 standards.
• Assign Library of Congress subject headings, genre headings; export records into Voyager system.

Technology Assistant Volunteer, Urbana Free Library • Urbana, IL • April 2010-July 2010
• Provide computer support and instruction for teen/adult computer lab.
• Assist with basic computer literacy, email, social networking, filling out online forms, scanner, and printing functions.

Graduate Assistant, Bulletin of the Center for Children’s Books • University of Illinois at Urbana-Champaign • August 2008-June 2010
• Wrote reviews for various types of children’s literature from picture books to young adult
• Updated and maintained website on a monthly basis
• Scheduled, supervised five volunteers in receiving, sorting, and special projects related to daily operations
• Logged thousands of incoming books into database, coordinated review assignments for 8 reviewers, responded to phone/email queries from patrons and publishers
• Mailed and faxed all reviews for each issue to publishers prior to publication
• Proofread for entire issue of children’s literature review journal published 11 times annually

Practicum Student, Champaign Public Library • Champaign, IL • May 2009-August 2009
• Provided reference service in Children’s Department of Champaign Public Library, a starred library as rated by Library Journal Magazine
• Collaborated with children’s librarian and co-led story time program for 30 pre-school children and related programming activity
• Worked on collection development project for local elementary school to develop science curriculum for 3rd and 4th graders as part of a grant, spending allowance $2,500
YOUTH INSTRUCTION

Volunteer Teacher, West-Prep Program • Valhalla, NY • 1998
- Taught three creative writing courses in conjunction with English curriculum at alternative high school program

Resident Advisor and Teaching Assistant, Summer Institute for the Gifted • Newton, PA • 1999
- Oversaw two floors of 12 counselors and more than 100 campers
- Teaching assistant for junior high school and high school English courses including creative writing and SAT verbal preparation

Volunteer Teaching Assistant, St. John Vianney’s School • Fairy Meadow, Australia • 1995
- Teaching assistant for two grade one classrooms

Volunteer Teaching Assistant, Keira Technology High School • Fairy Meadow, Australia • 1995
- Teaching assistant for grade seven classroom

America Reads Volunteer • Northampton, MA • 2000-2001
- Tutored elementary school students in conjunction with YMCA afterschool program

EDUCATION/HONORS

Master of Science in Library and Information Science • University of Illinois at Urbana-Champaign • May 2010

Master of Fine Arts in Creative Writing • Sarah Lawrence College • Bronxville, New York • May 2000

Bachelor of Science in Print Journalism • University of Illinois at Urbana-Champaign • May 1996

University of Wollongong • Wollongong, Australia • Study Abroad Exchange Program 1995

Graduate School of Library and Information Science Fellowship Recipient

Beta Phi Mu Library Honor Society
Phi Kappa Phi Honor Society
Golden Key International Honour Society

YOUTH DEVELOPMENT

Chess Instructor, Westtown School • West Chester, PA • 2010
- Taught eight week after school chess program for grades 2-5

Assistant Coach for Men’s and Women’s Tennis Teams, Sarah Lawrence College • Bronxville, NY • 1999-2000
- Coached Women’s team to second place conference finish with three individual singles champions

Volunteer Classroom Assistant, Greyson Family Inn Day Care Center • Yonkers, NY • 1999-2000
- Classroom aid for children ages 18 months to 4 years old

Volunteer Assistant Soccer Coach, SLO Fame • San Luis Obispo, CA • 1997-1998
- Assistant coach for girls 12 and under club soccer team, state cup qualifier

Senior Counselor, Camp Hi-Rock • Mt. Washington, MA • 1993
- Counselor for overnight YMCA summer camp, tennis, creative writing, and arts and crafts instructor, worked with children ages 7-15

Counselor, YMCA Day Camp • DeKalb, IL • 1991, 1992
- Counselor for summer day camp, responsible for all daily programming, worked with children ages 5-12

ADDITIONAL SKILLS/RELEVANT COURSEWORK

- Familiar with Follett Destiny, Horizon, OCLC Connexion, Children’s Literature Database, Ingram, Baker & Taylor, etc.
- MS Office Suite, Filemaker Pro
- Animoto, Flip camera and software
- Basic Photoshop Elements
- Basic XHTML, CSS, SeaMonkey: collaboratively created Holocaust Museum web site and Comic Book Resource Guide for librarians
- iMovie 08/hd: filmed and edited three short movies for graduate level art course
- Courses: Reference, Cataloging, Youth Services, Children’s Literature, Young Adult Literature, Storytelling, Web Design, Library Marketing, Writing with Video, Library Buildings
APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: Ellie Goldstein-Erickson

RESIDENCE ADDRESS: Berkeley 94703

BUSINESS NAME/ADDRESS: Berkeley High School
1980 Allston Way Berkeley 94704

EMAIL ADDRESS: 

OCCUPATION/PROFESSION: Teacher Librarian

HOME PHONE: 

BUSINESS PHONE: 

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):
Name of board/commission: Board of Library Trustees
Name of board/commission:

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:
As a devoted library patron since my childhood and a school teacher librarian with 44 years of experience, I believe libraries are the great equalizers in our society. Access to books, technology and professional assistance provides all citizens with the information & expertise they need in both their personal & professional lives. Library trustees help the institution meet these goals.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME
Alexandra Provence
Rosemary Hardy
Ted Schultz

ADDRESS

PHONE NO.

Signature of Applicant: 
Date: 1/12/17

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests - FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at http://www.cityofberkeley.info/Clerk/Home/Conflict_of_Interest_Code.aspx.
SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
   As both a user of public libraries since childhood and a school teacher librarian for 44 years, I believe libraries are the great equalizers for citizens. Libraries provide access to information, technology and reading for all purposes. I would like to help the Berkeley Public Library maintain and strengthen its position in our city.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
   A library trustee must consider the needs of the patrons and staff in order to ensure the organization operates efficiently. Resources and programs that meet the goals of each department to serve its constituents of every age and level will support the library as an essential pillar of the community.

3. Provide examples of current or previous community service and leadership roles.
   As a teacher librarian in the Bay Area in 3 different school districts and at every grade level, I have served students and teachers for their curricular needs. In addition I have collaborated with the public librarians in each city to be sure we are aware of each other’s programs and communicate them to our students. I served two terms as the Vice President for Governmental and Legal Affairs for the California School Library Association, leading advocacy efforts at both local and state levels. During my term we worked with legislators to develop model standards for school libraries, which were approved by the California state Department of Education. We also educated legislators on the value of making online subscription databases available to students.

4. What do you see as the Library’s role in the community now and in the future?
   Technology had become the main source of information for a majority of our citizens. Having access to that information has grown in importance for our city and country to have a well-informed electorate. In addition, literacy skills are crucial for both recreational and work-related purposes. Public libraries must continue to provide these services.

Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk

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APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS
CITY OF BERKELEY
CITY CLERK DEPT

NAME: Ronald Heglin
RESIDENCE ADDRESS: Berkeley 94705
BUSINESS NAME/ADDRESS:
EMAIL ADDRESS:
OCCUPATION/PROFESSION: ARTIST
HOME PHONE: BUSINESS PHONE:

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):
Name of board/commission: LIBRARY BOARD/COMMISSION
Name of board/commission:

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:
MCP BERKELEY UCC (MASTER CITY PLANNING)
WORK AS URBAN PLANNER
ATR (ART THERAPIST REGISTERED)
WORK IN FIELD OF MENTAL HEALTH

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:
NAME: RICHARD SILBERG ADDRESS: BUSINESS PHONE: BERKELEY 94703
NAME: TIM PERKINS ADDRESS: BUSINESS PHONE:
NAME: OBAN SMITH ADDRESS: BUSINESS PHONE:

Signature of Applicant: Ronald Heglin Date: 1/10/17

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

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SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”,
candidates are requested to provide additional information to assist the Board of Library Trustees in their
process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.

Please see the four additional
sheets for responses to these
four questions!

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate
those qualities?

3. Provide examples of current or previous community service and leadership roles.

4. What do you see as the Library’s role in the community now and in the future?

Please return this form and the Application for Appointment to Berkeley Boards and Commissions
to the Office of the City Clerk
Rosalie Heglin
Supplemental Questionnaire
Board of Library Trustees

Question 1

Just as books have a "slow fuse" in relation to their impact on our lives, the librarians have an impact often underestimated in our lives and especially in the context of present day media. I have loved the librarians in my life and am concerned about the continuation of their role in the future in balance with non-print information.
Question 2.

An effective Trustee should be able to be open to all communities that use the library and to be able to imagine new programs for existing users as well as potential users. The Trustee must have the ability to work in a commission setting with and the various communities that support the library. The Trustee should be knowledgeable, thorough, and cooperative.
Question 3

I have worked in government as an Urban Planner and have an experienced view of how public facilities can serve the public. I have extensive experience working with community groups and institutional commissions. As an artist I am an registered (ATR) ART THERAPIST with experience in the field of Mental Health.
Ronald Heclin
Supplemental Questionnaire
Board of Library Trustees

Question 4

The public library is part of the "commons" and the "commons" should expand and not shrink. The Berkeley community has been generous in supporting the library system. The public must know and appreciate the present resources the library provides. However, the context in which knowledge and information exist is changing and there are various groups of clients who have special needs or clients who need to be identified. Part of the future role of the library will be to address new information technologies while maintaining the historical and present grandeur of the library tradition that we all share.
APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: Monica Jones

RESIDENCE ADDRESS: Berkeley, California, 94702

BUSINESS NAME/ADDRESS: Lights of Tomorrow (non profit for youth)
p.o. box 3606, Berkeley, California, 94703

EMAIL ADDRESS: 

OCCUPATION/PROFESSION: Retired Parole Agent II/Non Profit Founder

HOME PHONE: BUSINESS PHONE: 

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):
Name of board/commission: Berkeley Library Trustee
Name of board/commission: Children, Youth, and Recreation Commission

List any qualifications (work experience, education, attributes and training) which you feel would provide positive
to the work of the commission and the reason why you are interested in being appointed:
25 years in Corrections (12 years as a Correctional Officer/13 years as a Parole Agent); 11 years as a public
school volunteer in the Greater Sacramento and Bay Area; Bachelor of Arts Degree (1990), from San Francisco
State University (Liberal Arts); Various certificates of training related to my profession and volunteerism.
Leadership positions at State and local levels as Vice President and Chapter Presidents; (See attached).

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME ADDRESS PHONE NO.
Lana Adlawan 
Kelly Arris 
Carole Kennedy 

Signature of Applicant:  Date: 1-4-17

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

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Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form
700 is a public document. For more information, please contact the City Clerk’s Department at 981-6900, or visit our website
at http://www.cityofberkeley.info/Clerk/Home/Conflict_of_Interest_Code.aspx*
SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
   I believe this is a natural progression for me as a person who regularly utilizes the library to engage community members. I think I can help in the area of outreach and whatever areas my skills can be utilized.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
   First and foremost, I believe that one has to have a desire to engage and work with people from differing backgrounds and levels of life experiences. My life work both professionally and in my community work has prepared me for this and any role for which I pursue. I have held leadership positions at the State level in community based organizations and in my profession in law enforcement.

3. Provide examples of current or previous community service and leadership roles.
   This year I was elected to serve on the Board of the Correctional Officers Retired Chapter Board; I am the Past State Vice President of the Black Correctional Officer’s Association, I am the Past Vice President of the Sacramento Chapter of the Black Women Organized for Political Action, I am the Past School Site Council President for Leroy Green Middle School (Sacramento), I have various awards and certifications in safety trainings and leadership; I founded and operate a non profit for youth-serving 11-24 year olds with a mission to empower them to succeed in life by providing the tools, skills, and knowledge to transition from middle school, high school, and on to college. I facilitate life skill training seminars to empower youth and adults.

4. What do you see as the Library’s role in the community now and in the future?
   Starting as a young age, I gravitated to my community libraries to escape things that were going wrong in my home. I developed a love of reading. The library was a place for me to do homework, and get lost in other worlds through books. There are many roles of a library, including a place to engage community members and encourage a love of words.

Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk

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City Clerk's Office
Berkeley, CA

Dear Sir or Madame,

I am writing to apply for the position of Berkeley Library Trustee, advertised on your website. I am enclosing my resume and this cover letter.

The opportunity presented in this listing is very appealing to me, and I believe that my strong outreach experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- My excellent written and communication skills
- I strive for continued excellence
- I provide exceptional contributions within my community on behalf of parents and youth
- I performed duties as a program manager and case manager for over 14 years as a Parole Agent II in Corrections
- I am passionate about working with diverse communities to build a better community for everyone

With a BA degree in Liberal Arts, I have a well rounded background on social issues that impact persons from different cultures and socio-economic backgrounds.

Please see my resume for additional information on my experience.

I can be reached anytime via email at [redacted] or my cell phone, [redacted]

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Monica Jones
MONICA R. JONES

OBJECTIVE: to work with an organization that strives to improve the service for the community in which it serves.

EDUCATION

San Francisco State University
Bachelor of Arts Degree, Liberal Studies, May 1990

EMPLOYMENT

Lights of Tomorrow non-profit for youth, Founder April 2009-present

- Mission is to empower youth ages 11-24 to succeed in life by providing them the tools, skills, and knowledge to transition from middle school and on to college.

Alameda County Court Appointed Special Advocate (CASA) March 10, 2015-present.

- Appointed by the court to advocate for the best interest of a child who has been abused or neglected.

Parent Liaison, August 1, 2011 to June 20, 2012

- Facilitate parent/school communications
- Encourage parent involvement
- Foster trust
- Foster higher academic achievement through collaboration
- Empower parents through education about the school systems

Retired Parole Agent II October 2010

California Department of Corrections and Rehabilitation
Division of Adult Parole Operations
Residential Multi-Service Centers
Woodland and Sacramento
Parole Agent II, (Specialist), September 2006- October 2010

- Provide initial orientation and ongoing training to Contract staff pursuant to CDCR rules, laws, policies, and procedures.
- Determine eligibility for placement and refer parolees who are homeless or in need of stable housing who could benefit from this program.
- Track referrals on a monthly basis.
- Review monthly contractor invoices for accuracy and reimburse for services received.
- Monitor contract compliance through site visits.
- Schedule and facilitate quarterly meetings.
- Provide mental health treatment through Parole Outpatient Clinic for Correctional Clinical Case Management System (CCCMS) parolees and Enhanced Outpatient Parolee (EOP) parolees.
- Ensure effective communication between Parole and Agent of Record.

California Department of Corrections and Rehabilitation
Division of Parole Operations
Program Develop Unit
Parole Planning and Placement Program
SCC-Jamestown
Parole Agent II, (Specialist), January 2006 – September 2006

- Review risk assessments results in central files to prepare release plans.
- Conduct one to one interviews with inmates to prepare release plans.
- As lead site advisor, provide direction, guidance, and training to Parole Service Associates assigned to the program.
- Secure release list from the institution records data bases within mandated time frames.
- Provide contracted social workers and field units with inmate pre-release information.
- Participate in meetings with institution staff to assess program functionality and resolve issues affiliated with the program.
- Case conference with program staff on inmate release plans.
- Access and enter information into data bases such as, but not limited to: IPTS, LEADS, OBIS, and CLETS.

California Department of Corrections and Rehabilitation
Division of Parole Operations
Region I, Sacramento Florin Unit
Parole Agent I, July 2001- January 2006

- Supervised parolees classified as Second Strikers.
- Obtain random drug testing.
- Make referrals to employment and other community resources.
- Made collateral contacts with service providers and family members on a monthly basis.
- Submit case reviews every ninety days on parolee’s progress or status within the community.
California Department of Corrections and Rehabilitation
Division of Adult Parole Operations
Region II, Oakland 2 Parole Unit

- Supervise adult parolees newly released to the community from state correctional facilities.
- Obtain random drug test from parolees.
- Make employment and other program referrals.
- Conduct investigations and write reports for alleged parole violations.
- Submit case reviews on a quarterly basis and annual discharge reviews.
- Acts as Officer of the Day on rotating basis

Certificates
And Trainings

- Leadership Training
- Equal Employment Counselor
- Post Trauma Counselor
- Conflict Management
- Interact (Performance Problem Solving for Managers)
- Classroom Presentation Skills
- Criterion Reference Training
- From Jails to Jobs, Employment Success With Offenders

Organizations

- California Correctional Peace Officers Association (CCPOA)
- Correctional Peace Officer’s Foundation (CPOF)
- California Crime Victims (CCV)
- Black Women Organized for Political Action (BWOPA)
- Black Child Development Institute Sacramento Chapter (BCDI)
- Parent Teacher Association (PTA)
APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: Elizabeth Hadzima Perkins

RESIDENCE ADDRESS: Berkeley, 94707
Street City Zip

BUSINESS NAME/ADDRESS: Cooley LLP
101 California Street 5th Floor San Francisco 94111
Street City Zip

EMAIL ADDRESS: 

OCCUPATION/PROFESSION: Lawyer

HOME PHONE: BUSINESS PHONE:

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):
Name of board/commission: Berkeley Public Library Board of Trustees
Name of board/commission:

List any qualifications (work experience, education, attributes and training) which you feel would provide positive
input to the work of the commission and the reason why you are interested in being appointed:
Please see attached Supplemental Questionnaire.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME ADDRESS PHONE NO.
Grace Yang Berkeley, CA 94702
Jennifer Urban Berkeley, CA 94720
Kerry Birnbach Oakland, CA 94618
Jen Barnett
Signature of Applicant: Perkins Date: 01/22/2017

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

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Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form
700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website

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Updated 12/23/14
SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
   See attached Supplemental Questionnaire responses.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
   See attached Supplemental Questionnaire responses.

3. Provide examples of current or previous community service and leadership roles.
   See attached Supplemental Questionnaire responses.

4. What do you see as the Library’s role in the community now and in the future?
   See attached Supplemental Questionnaire responses.

Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk.

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Attached Supplemental Questionnaire for the Berkeley Board of Library Trustees

Libby Hadzima Perkins (Libby)  
1606 [Redacted], Berkeley CA 94707

1. Describe your interest in serving as a Library Trustee.

I’ve been an avid library user and reader my whole life and am deeply connect to the mission of libraries. I’ve been a Berkeley resident for the past 5 years but most of this time has been spent as a graduate student at UC Berkeley. As a student, I had easily available access to the UC library system (which I regularly used) but had limited exposure to the Berkeley Public Library system. Since graduating a year and a half ago, I’ve been blown away at how much the Berkeley Public Library has to offer. I look forward to walking up to the North Branch library on Saturday mornings to pick up the books I’ve put on hold for my upcoming book club or heading over to the tool lending library to begin my next repair project on our house.

In an era where information is readily available online, I fear that communities will dismiss the importance of libraries as essential social institutions. As a young working professional, I have been looking for a way to contribute locally to Berkeley as my family and I settle in Berkeley. I would like to dedicate time to serving as a fiduciary and steward of this important social institution and believe that my skill set would make me well-qualified to do so. There are a lot of ways that I can contribute to Berkeley but I believe in the library’s mission, want to support this important institution and want to help shape how libraries evolve their services and role in an era of rapidly changing technology.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?

I believe the following qualifies are necessary for an effective Trustee:

- **An ability to understand the role of policy, to develop policy, to think through the policy-making process and to define the appropriate level of decision-making authority.** As a lawyer by training, I understand and appreciate, at a high level, how policy is developed and implemented. I have been involved in policymaking over the course of my career from developing environmental policy for my state congressperson to studying renewable energy policy in my early career and while in law school. Currently I work at Cooley LLP, a large law firm in San Francisco, where I advise startup companies and entrepreneurs grow their businesses. In particular, I work regularly with corporate boards helping them to implement corporate governance practices, which involves determining whether decisions should be made at the board or officer level. This understanding and experience in evaluating where decisions should be made in an organization is key in developing effective policies. As a board member at Girls, Inc. of the Island City, I developed policies for the board around corporate giving and gift management.

- **Strong facility with financial information to oversee budget and planning processes.** I have a strong financial background having working in investment roles in renewable energy investing and portfolio management. Specifically, I previously worked at Cambridge Associates where I consulted with leading nonprofits and institutions in managing their endowments for long term planning (my clients’ assets totaled $4.8B but varied largely in size
from >$1B+ endowments to smaller multi-million dollar portfolios). I also have a finance background through my MBA from the Haas School of Business and currently am regularly involved in reviewing financial information for my startup and public company clients.

- **Willingness to hear multiple viewpoints and an ability to represent the community.** This is hard to summarize on paper but I deeply respect and value the opinion of others. As a lawyer by training, I have been trained in how advocate for the interests of others. As a corporate transactional lawyer, I advocate for my client’s interests but I am in the business of getting deals done. This requires deep listening skills and an ability to alter my stances as I learn incorporate new information. My temperate is certainly more of a mediator than a litigator.

- **Energy and enthusiasm to support the mission.** Mentioned above but I am deeply committed to the mission of libraries as institutions. As noted below – I’ve studied how U.S. copyright law supports the mission of U.S. libraries and through my advocacy work in international contexts I’ve grown to deeply appreciate the U.S. library system as a vehicle for knowledge dissemination. Finally, as a young working professional in the early stages of a demanding career, it is hard to find the time for civic engagement but my demographic needs to be more civically engaged to bring new ideas to our social institutions. I am committed to finding time to meet the legal responsibility of being a trustee of this important public institution.

- **Practical board experience.** While a graduate student at UC Berkeley, I served on two different local East Bay boards through the Hass School of Business’s Board Fellows Program. Through this program I served two one-year appointments on local boards (Playworks in Oakland and Girls, Inc. of the Island City) where I integrated into the existing board, participated in all board meetings, had a board mentor and took on a discrete project for the organization. This experience gave me valuable exposure to board governance, processes and politics. As one of the rare joint JD/MBA alumni from UC Berkeley, I bring a blend of business and policy experience. Finally, my husband is a high school math teacher in Richmond, CA and we are committed to the mission of education (and I have learned a lot about education vicariously through him).

3. **Provide examples of current or previous community service and leadership roles.**

The following are several examples of my community and leadership experience:

- Active pro bono corporate practice at Cooley LLP. This has involved representing low income entrepreneurs and giving presentations on business law to low income entrepreneurs through the Lawyers Committee for Human Rights Legal Services for Entrepreneurs Program (including one recent one at the Berkeley Public Library!).

- Involvement in the social enterprise law community where I work with other lawyers at leading law firms to develop corporate structures for social enterprises.

- Former law clinic student at the Berkeley Law Samuelson Law, Technology and Public Policy Clinic – the country’s leading clinical program on in technology law and the public interest. While a student at the Samuelson Clinic, I represented the American Library Association (ALA) and the Association of Research Libraries (ARL) to developed advocacy materials highlighting how flexibility of the fair use doctrine under U.S. copyright law aids U.S. libraries fulfill their public missions. I presented my findings at the World Intellectual Property
Organization (WIPO) conference in Geneva and Global Congress on IP and the Public Interest in Brazil.

- Former law clinic student at the East Bay Community Law Foundation’s Clean Slate Program where I represented low income East Bay residents in cleaning up their criminal records to apply for jobs and housing.
- Former board member – Girls Inc. of the Island City (through the Board Fellows Program).
- Former board member – Playworks (through the Board Fellows Program).
- Co-organizer of the Women in Leadership Conference at UC Berkeley Haas School of Business – a conference of 500+ women in their early professional careers focused on leadership.

4. What do you see as the Library’s role in the community now and in the future?

The Library’s role today is critical as a social institution for many members of our community. Every time I visit a Berkeley Library I am struck by the variety of services the Library provides Berkeley residents. I see people using the library as remote offices while they look for employment or study for upcoming entrance exams to college or graduate schools. I see people using the Library as career and professional services organizations and taking advantage of the range of seminars and professional services available. For our homeless population, the Library is a sanctuary where they can escape the weather and access resources to address the challenges of homelessness. For our Berkeley parents, the Library can be a source of new friends, family time together and even babysitting. For our new homeowners, the Tool Lending Library provides the gateway into the adventures of home repair. To me, beyond simply access to content, the Library serves an essential role as a physical space for knowledge gathering, sharing and community building.

There is some skeptical out there (especially in the Bay Area I feel) about how effectively public institutions can deliver services. Some have the view that the private sector is better at delivering these services. Why do we need public transportation when we have Uber? Why do we need libraries when we have Amazon? However, I disagree. I see a tremendous opportunity to leverage the power of technology with the physical assets of libraries to build stronger communities and access to knowledge. In a world where in-person social dialogue is on the decline (just read Robert Putnam’s Bowling Alone!), the branch library system has a great infrastructure already in place to leverage technology to serve its mission. As a Trustee, I’d be interested in exploring with the library management how Berkeley could use technologies like NextDoor and BiblioCommons to better achieve the Library’s mission. The Library’s role is no different now than it has been in the past or will be in the future as the mission has likely always been the same. It’s how we achieve that mission that will change and I’d like to contribute my experience to ensuring that the Library continues to achieve its mission.
APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: John T. Selawsky

RESIDENCE ADDRESS: __________________________
Street Berkeley, 94704
City Zip

BUSINESS NAME/ADDRESS: __________________________

EMAIL ADDRESS: __________________________

OCCUPATION/PROFESSION: YMCA/Staff

HOME PHONE: __________________________ BUSINESS PHONE: __________________________

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):
Name of board/commission: Library Trustees
Name of board/commission: __________________________

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:
3-term, 12-year tenure Berkeley School Board, including 3 years as Board President
Currently 2 years of 4 year term Berkeley Rent Board
Frequent sub on ZAB (Zoning Adjustment Board) for Ben Bartlett

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:
NAME: Michele Lawrence
ADDRESS: __________________________
Kate Harrison
Tessa Townley

Signature of Applicant: __________________________ Date: __________

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

*The City of Berkeley’s Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk’s Department at 981-6900, or visit our website at http://www.cityofberkeley.info/Clerk/Home/Conflict_of_Interest_Code.aspx.*
SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the "Application for Appointment to Berkeley Boards and Commissions", candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
   I am a regular user of our libraries (downtown primarily) and consider them models for any library system. I have actively participated and helped in past Library bond measure campaigns. I would love to be part of something that I both cherish and use.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
   Independence, curiosity, an open mind. The ability to read, understand, and deconstruct budgets and personnel issues.

3. As school board member I was chair of budget committee. Same on Rent Board.
   See the application: School Board, Rent Board, Steering Committee Berkeley Tenants Union, former member Peoples' Park Advisory Committee, former co-chair Ashby Bart Community Task Force, former co-chair BSTEP committee, former chair CEAC

4. What do you see as the Library's role in the community now and in the future?
   The Library plays a vital role: internet access for those who need it (addressing the Digital Divide); educational and entertainment forums, performances, and classes; meeting spaces for community groups; and of course hard copy and electronic media and material. Our libraries also serve as refuges for reading, contemplation, and study. These all will be even more important in the coming years.

Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk
APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: Lindsey Simard

RESIDENCE ADDRESS: Berkeley 94704
Street
City
Zip

BUSINESS NAME/ADDRESS:

Street
City
Zip

EMAIL ADDRESS: 

OCCUPATION/PROFESSION: Librarian and Software Developer

HOME PHONE: 
BUSINESS PHONE: 

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Berkeley Public Library Board of Library Trustees
Name of board/commission: 

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

I have a Master's degree in Library and Information Science (graduated in 2009) and have worked as a reference librarian, government documents librarian, and instruction librarian at academic libraries; I understand how libraries operate. I care about public libraries and want to represent library patrons, employees, and the community in general. I have leadership experience serving the public from directing a community art festival (Zine Fest Houston, 2011 & 2012) and serving on the organizing team for a similar festival (SF Zinefest, 2015 & 2016).

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

<table>
<thead>
<tr>
<th>NAME</th>
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<tr>
<td>Joel Webb</td>
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<td>Channing Kennedy</td>
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<td>Tessa Brunton</td>
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Signature of Applicant: ____________________ Date: 1/12/2016

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

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SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
   I want to be a Trustee so I can create understanding between members of the public, library employees, and the Board. After learning about the controversy surrounding the management of BPL, it became clear to me that a multifaceted view of library management would strengthen the Board. My experience as a librarian and as a patron of libraries gives me an ideal background to bridge the gap between these groups and the Board. In addition, I'm very fond of Berkeley and would like to contribute to the community in a way that utilizes my experience and education.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
   A Trustee must listen to and communicate with library employees and the public; I have honed my communication skills providing customer service, working on teams, and teaching information literacy classes. Strong problem solving and analysis skills are needed to create plans and evaluate the Library's performance; I am accustomed to making decisions within constraints in my career and in volunteer positions. Finally, Trustees must be ethical. As a librarian, I adhere to the American Library Association's code of ethics and since I am relatively new to Berkeley, I do not have existing Berkeley political ties or biases.

3. Provide examples of current or previous community service and leadership roles.
   I have been a leader in two different community arts festivals, Zine Fest Houston and San Francisco Zine Fest. I increased both the number of attendees and exhibitors through rigorous promotion and outreach during my two years as the Zine Fest Houston director. I joined the San Francisco Zine Fest organizing team in 2015. In 2016, I led operations management during the fest, built a customer management website to make the application, acceptance, and payment process smoother, and facilitated organizer team meetings.

4. What do you see as the Library’s role in the community now and in the future?
   The Library's primary role is to serve the information needs of the public and be a community space; I do not see this role changing in the future. As a public service, the Library must pay especially close attention to the information needs of those with the least access to information. As a community space, the Library must be welcoming to all and encourage community interaction and engagement. It is necessary for the Library to be as dynamic as the public it serves to reflect the public, including those who have yet to use the library.

Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk

G:\Admin Assistant\BOLT\Vacancies\Application and Information\BOLT Trustee Supplemental Questions 24OCT2016.docx
APPLICATION FOR APPOINTMENT TO BERKELEY BOARDs AND COMMISSIONS

NAME: Anyaluz Zamost

RESIDENCE ADDRESS: Berkeley, CA 94707

BUSINESS NAME/ADDRESS: Bay Area Teacher Training Institute
1624 Franklin Street, #1005 Oakland, CA 94612

EMAIL ADDRESS: *********

OCCUPATION/PROFESSION: teacher, teaching coach

HOME PHONE: ********* BUSINESS PHONE: *********

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):
Name of board/commission: Berkeley Public Library Board of Trustees
Name of board/commission: 

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:
Credential/Master's Level Instructor, Developmental Literacy, Instructional Coach to emerging teachers
Grade 2 Teacher, all core subjects - Teacher-leader of 21st Century learning principles, Digital Literacy and technology integration
Junior Kindergarten Teacher, all core subjects
Please see attached resume for complete list and details

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME ADDRESS PHONE NO.
Marguerite Conrad
Bob Houghteling
Carla Silver

Signature of Applicant: [Signature] Date: 1/12/17

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION***

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

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ANYALUZ ZAMOST

BAY AREA TEACHER TRAINING INSTITUTE (BATTI), San Francisco, CA
UNIVERSITY INSTRUCTOR: Master’s Course on K-2 Literacy Development
- Plan, implement, and assess semester-long course for joint Master’s and multiple-subject credential candidates on teaching literacy in a K-2 setting
- Focus literacy instruction through the lenses of motivation, assessment, and multicultural education
- Guide credential candidates through process-based activities, text protocols, and group and collaborative work

ADMINISTRATION: University Supervisor
- Observe and advise teaching interns in 1st and 2nd years of multiple subject credential program on a monthly basis
- Provide individualized, classroom-based coaching to support participants in implementing best instructional practices
- Provide support for classroom motivation and management strategies
- Assist teachers in aligning their teaching with appropriate standards, curriculum, and assessments
- Provide constructive oral and written feedback of strengths and areas for growth upon each visit
- Work collaboratively with mentor teachers; develop and maintain confidential and collegial relationships with interns

TRINITY SCHOOL, Menlo Park, CA
TEACHER: Grade Two Lead, 2008-2012
- Planned, implemented and assessed standards-based math, literacy and social studies curricula
- Framed social-emotional growth through student-led conflict resolution and weekly community meetings and activities
- Guided and supported students in a differentiated Literature Circle program
- Used variety of assessment tools, including running records, peer assessments, self-assessments, checklists, and rubrics
- Used station rotation, manipulative, and variety of hands on resources to teach math (2nd and 3rd grade levels)
- Integrated all curriculum with balanced approach to technology and multimedia (Smart Boards, iPads, laptops, iPods, digital cameras); representative to school-wide Technology Committee and website redesign project
- Led school-wide efforts to review and adopt new technologies, such as blogs, Moodle, and wikis
- Communicated regularly with parents about student development; created weekly informational posts to class blog

TEACHER: Junior Kindergarten Lead, 2007-2008
- Developed and executed thematic project-based, cross-curricular pre-Kindergarten curriculum across all subject areas, including Art and Music
- Modeled, guided, and facilitated social relationships, language, and problem solving

LOS AYUDANTES, Menlo Park, CA
Board Member
Advisor to nonprofit tutoring organization improving literacy among English Language Learners in East Palo Alto school district

PROJECT DISCOVER (Boys and Girls Club summer program), San Francisco, CA
4th Grade Lead Teacher

BENTLEY SCHOOL, Oakland, CA
Kindergarten Intern Teacher
Planned and executed units and lessons in all curricular areas; supported lead teachers in two classrooms

August 2008 -- April 2012
June 2013 – present
August 2007 – June 2012
Summers 2007, 2008
August 2005 – June 2007
EDUCATION

BAY AREA TEACHER TRAINING INSTITUTE (BATTI), San Francisco, CA
   Master’s Degree in Curriculum and Instruction -- affiliated with the University of the Pacific  July 2015
   California Multi-Subject Teacher Credential -- affiliated with San Francisco State University  May 2007

SMITH COLLEGE, Northampton, MA
   Bachelor of Arts in Government and Italian Language and Literature  May 2003
      • Graduated Cum Laude; Dean’s List -- top 10% of class for all 8 semesters
      • Study Abroad: University of Florence -- Junior Year, Florence, Italy

INTERESTS

   Alpine and nordic skiing, dancing, sewing, and playing obscure Euro-board games
SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the "Application for Appointment to Berkeley Boards and Commissions", candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
   As a mother of young children and an educator, both my personal and professional lives are richly improved by the Library. The Library is a gathering point -- it is a vibrant institution in which people come together, information is disseminated, and a love for community and literacy can blossom. There is a fascinating dichotomy in the future of public libraries -- as a traditional institution with a rich and storied history, but with a fluidity and flexibility to adjust and make space for the needs of the present and the future. I would very much love to bring my passion for education and literacy and my understanding of the informationally-charged world in which we live to the Board of Library Trustees.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
   I believe a Trustee must be collaborative, committed to the community she serves, inherently value questioning and inquiry, be open to the perspectives and questions of others, and demonstrate a relentless passion for the institution she represents. Berkeley is my home and the community in which we are raising our children. I value the diverse needs of this community and effecting positive change is a value for which I strive to model and to teach. In my classroom, collaboration, inquiry, and empathy-building are the foundations of my teaching philosophy. Furthermore, literacy is my life’s work. With my students and my own children, cultivating a love for reading is part of my daily existence.

3. Provide examples of current or previous community service and leadership roles.
   I teach Developmental Literacy to credential and Master’s candidates working toward their California Multiple-Subject teaching credentials. I also serve as an instructional coach to several of these aspiring teachers in grades K-8. Before I taught adults, I taught elementary students in Junior Kindergarten, Kindergarten, and Grade Two. I am a teacher-leader and have spent years bringing balanced literacy, constructivist thinking, 21st Century learning principles, and digital citizenship to children and adults alike. I also spent several years serving on the board of Los Ayudantes, a non-profit aimed at providing tutoring and literacy support to help Redwood City schools build English literacy skills and U.S. cultural awareness.

4. What do you see as the Library’s role in the community now and in the future?
   Author, actor, and activist Theodore Bikel said, "You don't really need modernity in order to exist totally and fully. You need a mixture of modernity and tradition." I believe the library is at this intersection. An institution richly steeped in tradition that connects us to the past, yet vibrant and vital, reshaping itself to meet the needs of an information-drive world. The Library must be a gathering place, for community and information. Its physical space must continue to allow for this, while its virtual space must grow and become more robust. My daughters ask to go to the Library; it is time we spend together that we all love very much. At its core, the Library must continue to be the place that inculcates in each new generation a love of reading and a sense of belonging.

Please return this form and the Application for Appointment to Berkeley Boards and Commissions to the Office of the City Clerk.
To: Board of Library Trustees  
From: Heidi Dolamore, Director of Library Services  
Subject: Library Ethics  

RECOMMENDATION  
Adopt a Resolution to affirm the American Library Association (ALA) Code of Ethics and adopt an Ethical Conduct Policy.  

FISCAL IMPACTS OF RECOMMENDATION  
No fiscal impact.  

CURRENT SITUATION AND ITS EFFECTS  
The City of Berkeley has an ethics statement that reflects the values of the community: fairness, accessibility, customer service, and openness. There are additional ethical principles addressed in the ALA Code of Ethics that are unique to the work of library staff, who in their role as information service providers have a special obligation to intellectual freedom and the free flow of information and ideas.  

BACKGROUND  
The City Auditor’s 2017 report on the City’s ethical climate rated the city as strong overall, stating that “This is good news for the City, as experts indicate that employee perceptions about ethics in the workplace affect morale, stewardship of assets, and quality of service to the public. Experts also say that organizations that promote and maintain an ethical workplace tend to have fewer legal claims and associated costs; fewer community complaints; fewer employee injuries; fewer employee absences; and less employee turnover. Beyond the impact that a strong ethical climate has on the workforce, it also helps support a positive public perception of City government.”  

In recent months, librarians throughout the United States have renewed their efforts to demonstrate support and solidarity for core library ethics. Such efforts include the launch of Operation 451 (http://operation451.info), a reference to the importance of the fourth and fifth articles of the Library Bill of Rights and the First Amendment to the US Constitution, as well as a remembrance of Ray Bradbury’s novel Fahrenheit 451. Sarah Houghton, Director of the San Rafael Public Library and one of the founders of Operation 451, spoke to staff about library ethics in the 21st century at the March 31, 2017 all staff meeting, and led an in-depth discussion with librarians on the topic of ethics.  

ENVIRONMENTAL SUSTAINABILITY  
No identifiable environmental effects or opportunities associated.  

RATIONALE FOR RECOMMENDATION  
The March 2017 audit report on the City’s ethical climate encourages efforts to strengthen the City’s commitment to a transparent, equitable, and ethical workplace. The Library wishes to encourage ongoing discussions of ethical issues; establishing an Ethical Conduct Policy and a commitment to the principles of
the ALA Code of Ethics will assist in strengthening the Library’s ethical climate and improving public trust, employee morale, and service delivery.

ALTERNATIVE ACTIONS CONSIDERED
None.

CONTACT PERSON
Heidi Dolamore, Director, Library Services, 510-981-6195

Attachments:
1: ALA Code of Ethics
2: Proposed Ethical Conduct Policy
3: City of Berkeley Ethics Statement
WHEREAS, the American Library Association (ALA) first adopted a code of ethics in 1939; and
WHEREAS, the ALA Code of Ethics states the values to which library staff and Library Trustees are committed, and embodies the ethical responsibilities of the profession; and
WHEREAS, Library staff have a special obligation to ensure the free flow of information and ideas to present and future generations; and
WHEREAS, Library staff are members of a profession explicitly committed to intellectual freedom and the freedom of access to information; and
WHEREAS, the principles of the ALA Code of Ethics provide a broad framework to guide ethical decision making; and
WHEREAS, the Library is committed to transparency and openness in its operations; and
WHEREAS, Library employees have an obligation to serve the public ethically and with integrity.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley affirm the American Library Association Code of Ethics.

BE IT FURTHER RESOLVED that the Board of Library Trustees of the City of Berkeley adopt the Ethical Conduct Policy as presented effective April 19, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 19, 2017 by the following vote:

AYES: 
NOES: 
ABSENT: 
ABSTENTIONS: 

______________________________
Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee
Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the incorrect amendment date of June 28, 1997; the Office for Intellectual Freedom regrets and apologizes for the error.
Good stewardship of public trust requires Library employees to serve the public with integrity. Berkeley Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is vital that all employees maintain high standards of professional ethics, avoiding impropriety or the appearance of impropriety. The Library is committed to transparency and openness in its operations and to preventing fraud, abuse, and misuse of Library resources.

**Library resources**

During working hours, employees shall use Library resources for Library business only and not for personal gain or at the expense of Library patrons. Employees accessing Library resources for personal use will do so in the same manner as any member of the general public. Library resources include, but are not limited to, Library collections, supplies, equipment, staff, and facilities.

**Conflict of interest**

A conflict of interest involves circumstances where an individual’s professional actions or decisions could be influenced by personal gain. Employees should avoid situations in which a conflict of interest, or the appearance of a conflict of interest, could arise.

**Confidential information**

The right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when the Library is in possession of personally identifiable information about patrons and keeps that information private on their behalf. Confidentiality extends to personally identifiable information about uses of Library materials, programs, facilities, or services. Employees shall refrain from obtaining any list of Library patrons that results in personal benefit.

Unless otherwise required by law, employees shall not disclose confidential information obtained in the course of their duties. Confidential information that employees receive through their position must not be divulged to anyone other than persons who are authorized to receive the information. Employees must not use information that is gained due to their position which is not available to the general public in order to further any private interest.

**Gifts**

Library employees will not accept any gift, benefit, or favor in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

Gratuities, tips, honoraria, or other payments intended to compensate Library employees for the performance of their job duties, other than compensation from the Library, shall not be accepted. Staff are not eligible to accept gratuities, honoraria, or fees for activities conducted on or outside of Library premises during the employee’s working hours; prepared during working hours using Library materials or time to research, write, or practice; or in which the employee officially represented the Library.

Employees may personally accept nominal gifts such as pencils, mugs, or books. In addition, employees may accept reasonable hospitality and hosting, such as refreshments or travel expenses, while conducting assigned duties or when officially representing the Library. Tokens of goodwill accepted on behalf of the
Library, or in the case of food, accepted and shared with others in the work place, are permitted. Gifts and other personal benefits or items of value shall not be accepted if acceptance could reasonably be interpreted as an attempt to influence any Library decision or action, or as a reward for any official action.

Employees are not permitted to personally accept monetary gifts (e.g. cash, gift cards, gift certificates). Employees may accept monetary gifts on behalf of the Library; monetary gifts must be disclosed to the employee’s manager who will determine the action required. Staff should consult with a manager before accepting a non-monetary gift on behalf of the Library to ensure there is no conflict of interest.

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<td>Director of Library Services</td>
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<td>Chair, Board of Library Trustees</td>
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</table>
I understand that by working for the City of Berkeley, I am a public servant and have a special responsibility to the people who live, work, and receive services in this City.

Each person who works for this City is trusted to work their hardest to ensure that all residents get the same high level of service and consideration.

I also have a responsibility to my co-workers to treat them with fairness, equality and respect.

With those things in mind, I promise:

- I will give residents, customers and co-workers an equal chance to receive services and do their jobs without discrimination or harassment;
- I will treat City property with respect by not wasting it, stealing it, or otherwise using it for my own personal benefit;
- I will follow all security measures to ensure that City resources are safe and secure from misuse and loss;
- I will be part of a trustworthy team and report waste, fraud and abuse when I see it; and
- I will work hard every day to make Berkeley a better place.

I also understand that some behaviors are unacceptable.

- I will not use my position in government to get favors or services for myself, my friends, or my family that are not available to everyone;
- I will not steal or borrow City property for personal use;
- I will not use City time for anything other than doing my City job; and
- I will not take gratuities or any other kind of reward to do my job.

If I have any questions about these rules, or see City property or time being misused, I understand that I have an obligation to report it to my supervisor or manager or directly to the City Manager, City Auditor or City Attorney.

For more information, talk to your supervisor or visit http://icobweb/manager/ethics.htm
To: Board of Library Trustees
From: Heidi Dolamore, Director of Library Services, and Elliot Warren, Deputy Director of Library Services
Subject: Collection Management Policy

RECOMMENDATION
Adopt a Resolution to update the Library’s Collection Development Policy and rename it the Collection Management Policy.

FISCAL IMPACTS OF RECOMMENDATION
There is no fiscal impact from this report.

BACKGROUND
In May 2010, BOLT adopted a Collection Development Policy; the policy was revised in May 2015. The 2015 revision incorporated the following changes:

- removed references to the Library’s mission
- removed references to the Policy’s role in providing guidance to staff and informing the public about collections decisions
- de-emphasized the decision-making responsibilities of staff
- removed affirmations of the Library’s commitment to intellectual freedom
- removed language about the scope of collections
- altered the delegation of responsibility for selection and maintenance of collections
- streamlined selection criteria
- simplified references to collection maintenance practices

CURRENT SITUATION AND ITS EFFECTS
The Library has identified a need to take a new approach to collection management. The adoption of a new Collection Management Policy is a first and necessary step that will allow the Library to proceed with positive changes.

The proposed revision to the Collections Policy reemphasizes the Library’s commitment to intellectual freedom, removes prescriptive language regarding selection responsibilities, and restores some language from the 2010 version of the policy.

Furthermore, the proposed policy calls for the creation of a Collection Management Plan. A Collection Management Plan is an appropriate method to define staff’s role in collection development; clarify the collection’s scope; and provide an opportunity for the community to obtain a detailed overview of the Library’s collection management practices. The Library currently lacks a publicly accessible Collection Management Plan.
Management Plan; this hampers the ability for the Library to transform collection management practices in a transparent manner. The proposed revision to the Collections Policy addresses this gap by calling for the creation of a Collection Management Plan.

A Collections Plan does not replace the professional judgment of staff. A Collections Plan provides a necessary framework for planning, building, selecting, and maintaining the Library’s collections; identifies priorities and assists staff in choosing, maintaining, and evaluating materials that best meet the needs of the community; clarifies how materials are selected, maintained, and evaluated; informs the public about the principles of material selection and the use of criteria to select and remove materials; and affirms the freedom to exercise professional judgment when operating within appropriate limits.

ENVIRONMENTAL SUSTAINABILITY
No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION
The current Collection Development Policy includes prescriptive practices that can bind the Library to outdated practices. The proposed Collection Management Policy identifies the necessity to develop a more fluid, publically accessible Collection Development Plan built with staff participation to foster a mutual understanding of responsibilities and collection scope; and define how the Library manages its collections.

ALTERNATIVE ACTIONS CONSIDERED
No action would represent maintaining current practices.

CONTACT PERSON
Elliot Warren, Deputy Director of Library Services, Library, (510) 981-6109

Attachments:
1: Resolution
2: Proposed Collection Management Policy
4: 2010 Collection Development Policy
5: American Library Association Freedom to Read Statement
BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: R17-___

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

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

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

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

WHEREAS, the current policy was adopted in 2010 and revised in 2015.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt the revised Berkeley Public Library Collection Management Policy as presented effective April 19, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 19, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________
, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee
Berkeley Public Library Collection Management Policy

The Library is committed to developing a collection that meets the informational, cultural, and recreational needs of the City of Berkeley’s diverse community. To accomplish this, the Library allocates a significant portion of its annual operating budget to purchase new materials. The Library strives to provide access to a collection that is relevant, engaging, and appealing.

The Library’s collections are intended to support the reading interests of the community, to provide access to media in up-to-date formats, and to support lifelong learning and cultural enrichment for all ages.

The Library selects resources based upon the principle of open access to materials for all. The Library is committed to providing a collection with a wide range of points of view. Materials are not excluded due to frank or controversial content.

Planning

The Library Director is responsible for implementing the Collection Management Policy. The Library Director shall ensure that the Library develops and maintains a publicly accessible Collection Management Plan that details the role of staff, strategies for collaborative decision-making, selection guidelines, deselection criteria, and other operational elements, procedures, and practices related to collections and implementation of this policy.

Selection

Library staff, using available collection tools and knowledge of community trends, and through ongoing examination of quantitative and qualitative data, evaluate and select materials and resources for the collection. Numerous criteria are used in the selection process, including, but not limited to popular demand and interest; currency of content; usefulness of an item’s format; advisement of professional review sources; relationship to existing materials in collection; accuracy and depth of content; cost and availability; reputation and authority of author, artist, producer, or publisher; and the material’s contribution to a diversity of viewpoints and cultural perspectives. Gifts, purchases, and e-resources are selected for the collection using the same criteria.

The Library encourages community input to support selection decisions through suggestions for purchase. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Budget and space restrictions, as well as local needs, preclude the Library from duplicating specialized collections that exist elsewhere in the greater Bay Area. Scholarly materials, including textbooks, are generally not collected; a balanced collection is sought to satisfy the rich and diverse needs of patrons.

The Library’s community-driven collection is augmented by participation in an interlibrary resource-sharing consortium comprised of public, academic, and special libraries throughout California and Nevada. This partnership expands access to a wide range of materials, providing quick...
and easy access to materials not currently available in the Library’s collection. This may include such things as highly technical materials, books in languages not collected by the Library, and out of print titles.

The Library accepts donations of materials and welcomes monetary contributions to support purchase of new materials. Although gifts are not accepted with stipulations, Library staff will consider the interests of donors in determining how to use monetary gifts. Materials donated must meet the same selection criteria as used for the purchase of new materials. Donated materials are the property of the Library and, if not added to collections, may be given to Library support groups for resale, with proceeds going to support the Library.

Deselection

The Library’s collections are ever-changing. New materials are purchased and older materials may be removed through attrition and deselection by trained staff. Maintenance of the collection through continuous staff review and evaluation is critical to ensuring the quality, usefulness, and relevancy of the collection. The Collection Management Plan will establish criteria to assist staff in identifying materials in poor condition; finding items that have been superseded by new editions; identifying time sensitive materials or other items that do not reflect current community interests; discovering subject areas needing to be refreshed with newer, more attractive titles; and identifying classic titles for which newer copies should be purchased to replace any copies in poor condition.

Although staff are provided tools to help identify items that are likely to meet established standards for deselection, individual librarians must use their professional judgment when determining which items to deselect. Staff who participate in the deselection process are trained in professional principles and best practices.

Requests for Reconsideration of Materials

The Library welcomes expressions of opinion about its collections. The Library will make an effort to respond in writing to patron requests for removal of an item or requests to restrict access to any materials.

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I. PURPOSE

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

II. POLICY

Goals and Scope of the Collection

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

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

- Relevant
- Engaging
- Appealing

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

We are a collection shared among five locations.

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

Responsibility for Selection and Maintenance of the Collection

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

Selection Criteria

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

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

Approved 05/12/2010. Revised 05/28/2015 via BOLT resolution R15-105.
Suggestions for Purchase
The library encourages input from our community. A suggestion for purchase may be made in person or online. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

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

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

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

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

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

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

Damaged materials will be considered for replacement.
LIBRARY MISSION

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

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

I. PURPOSE

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

II. POLICY

Goals and Scope of the Collection

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


Budget and space restrictions, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater Bay Area. Access to these collections is facilitated by our participation in LINK+ and through direct referrals.
Scholarly or research materials (including textbooks) are not collected, but a balance is sought to satisfy the rich and diverse needs of our patrons, both at the central library, and in our neighborhood branch collections.

Specific goals emphasized in our collections include:

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

Responsibility for Selection and Maintenance of the Collection

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

Selection Criteria

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

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

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

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

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

Collection Maintenance
Maintenance of the library collection through constant re-evaluation by library staff ensures its continued usefulness and relevancy to the community. Those materials determined to no longer be of value are withdrawn from the collection. Condition, content, inherent value and use are the primary criteria used to determine the continued retention of materials in the collection. Specific evaluation criteria include:
• Age of materials and currency of the contents; whether the material is obsolete due to no longer being timely, accurate or relevant
• Condition of the items, including any damage
• Circulation of the materials, both through analysis of data from the library’s circulation system, Link+ requests, and through in-house use analysis
• Relevance to observed and anticipated community needs and desires, including long-term local historical significance or interest
• Items that are unnecessarily duplicated
Withdrawn materials may be considered for replacement if they are still deemed necessary to the collection. Items identified as needing repair are evaluated for cost of staff time and availability of newer or better materials on a subject.

Reviewed by:

Director of Library Services  Date

Approved by:

Chair, Board of Library Trustees  Date
The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and
variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The
defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and
deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim
for the value of the written word. We do so because we believe that it is possessed of enormous
variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these
propositions may mean the dissemination of ideas and manners of expression that are repugnant to
many persons. We do not state these propositions in the comfortable belief that what people read is
unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous;
but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of
life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

To: Board of Library Trustees
From: Elliot Warren, Deputy Director of Library Services
Subject: Transparency and Accuracy of Statistical Reporting

RECOMMENDATION
Adopt a resolution to adopt a Statistical Reporting and Transparency Policy.

FISCAL IMPACTS OF RECOMMENDATION
There is no fiscal impact from this report.

BACKGROUND
California Educational Code section 19320 enables the California State Librarian to “collect and preserve statistics and other information pertaining to libraries, which shall be available to other libraries within the state applying for the information.” Accurate and transparent reporting via compliance with California State Library statistical reporting guidelines is the responsibility of all public libraries in California.

CURRENT SITUATION AND ITS EFFECTS
The Library participates in the California State Library’s annual survey of Library outputs, services, collections, facilities, and staffing levels. However, Berkeley Public Library has not consistently updated practices to ensure compliance with the State Library’s annually updated reporting guidelines. As a result, reported outputs may not be reliable, which reduces the ability for the Library and other Libraries to evaluate outputs, services, collections, facilities and staffing levels.

ENVIRONMENTAL SUSTAINABILITY
No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION
It is the Library’s responsibility to ensure that statistical measures reported to the State Library are accurate and can be used for analysis and peer comparison of Library services, facilities, staffing levels, and other important elements of Library operations. Comparing such metrics with those of other library systems can help staff identify opportunities for improvement. Furthermore, other libraries may wish to use BPL data for their own analysis and rely upon BPL’s adherence to data collection and reporting standards. Consistent data enables useful community and staff evaluation of Library services. This policy is designed to ensure accuracy and strengthen the ability for the Library to identify possible operational improvements.

ALTERNATIVE ACTIONS CONSIDERED
No action would represent maintaining current practices.

CONTACT PERSON
Elliot Warren, Deputy Director of Library Services, Library, (510) 981-6195
Attachments:
1: Resolution
2: Proposed Statistical Reporting and Transparency Policy
WHEREAS, Libraries throughout the United States share information about their facilities, services, collections, staffing, programs; and

WHEREAS, the California State Library coordinates data collection and provides survey guidelines to ensure consistency and cooperation by public libraries throughout California; and

WHEREAS, accurate and transparent reporting via compliance with California State Library statistical reporting guidelines is the responsibility of all public libraries in California; and

WHEREAS, the Library seeks to guarantee transparency and compliance with the California State Library’s reporting guidelines by establishing a policy to govern statistical reporting; and

WHEREAS, the Library aims to provide accurate information to the Board of Library Trustees about Library services output measures.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt the Berkeley Public Library Statistical Reporting and Transparency Policy as presented effective April 19, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 19, 2017 by the following vote:

AYES: ________________________________
NOES: ________________________________
ABSENT: ________________________________
ABSTENTIONS: ________________________________

_______________________________________________ , President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee
Public Libraries throughout the United States share information about their facilities, services, collections, staffing, programs, and demographics through the publicly accessible Public Libraries Survey, administered by the Institute for Museum and Library Services. The California State Library coordinates data collection and provides survey guidelines to ensure consistency and cooperation by public libraries throughout California.

California Educational Code section 19320 gives power to the California State Librarian to “collect and preserve statistics and other information pertaining to libraries, which shall be available to other libraries within the state applying for the information.” Accurate and transparent reporting via compliance with California State Library statistical reporting guidelines is the responsibility of all public libraries in California.

The purpose of this policy is to guarantee that the Library regularly updates procedures and practices so that it is compliant with the State Library’s guidelines for statistical collection; to enable the Board of Library Trustees (BOLT) to obtain information from staff about Library services output measures; and to ensure that the Library can reliably compare service outputs to those of other California libraries.

The Library shall guarantee transparency and compliance with the California State Library’s reporting guidelines for the California Public Library Report by developing staff procedures and practices that preclude non-compliance. The Library shall guarantee that all information provided to the State Library is in compliance with the Library’s Privacy Policy.

Because the State Library annually revises its instructions to reflect new data sets, the Library Director will ensure that staff are made aware of changes to reporting guidelines and will be responsible for development of procedures to ensure that current instructions for data collection and reporting are followed each year.

To ensure transparency and accountability to the community, on an annual basis the Library will provide a report to BOLT summarizing statistical measures reported in the Public Library Survey.

Reviewed by: 
Director of Library Services

Approved by: 
Chair, Board of Library Trustees
To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: FY18/19 Budget Priorities and Service Initiatives

INTRODUCTION
This report provides an overview of priorities and service initiatives reflected in the forthcoming FY18-19 budget.

FISCAL IMPACT
There is no fiscal impact from this report. Proposed budget enhancements based upon identified priorities will be incorporated into the Library’s budget proposal and fiscal impacts will be considered at that time.

BACKGROUND

The Library’s 2015-2018 Strategic Plan provided guidance to budgetary priorities for that time period. The plan identified five strategic goals for the Library to focus its resources upon:

- Bolstering of literacy in all its forms to bridge the achievement gap
- Fostering a culture of flexibility through optimization of operational efficiencies
- Raising awareness of the Library through marketing
- Leveraging resources through partnerships
- Utilizing technology to strengthen digital presence and bridge digital divide

Strategies to help meet these goals were identified, objectives were clarified, and staff were assigned roles to help achieve related objectives.

As the Library moves into a new budgetary cycle prior to development of a new, formal strategic plan, staff have been engaging in short term strategic prioritizing that informs budget priorities for the upcoming time period and will help jumpstart a future strategic planning initiative. The 2015-2018 Strategic Plan continues to guide much of the work performed by staff; however, a number of new priorities have been identified:

- Enhancement and promotion of Library’s high quality program offerings, with an emphasis on STEM (science, technology, engineering, and math) experiences, resources, and referrals
- Design services, spaces and programs to improve customer service and user experience, with an initial focus on improvement of Central Library spaces to enhance experience for teens and other library visitors

CURRENT SITUATION AND ITS EFFECTS

Priority: Enhancement and promotion of Library’s high quality program offerings, with an emphasis on STEM (science, technology, engineering, and math) experiences, resources, and referrals.
**Strategy: Improved Communications**

Improved external communications have the power to accelerate the transformative role of the Library by increasing visibility, awareness, appreciation, and usage of BPL’s resources and services. The Library offers high quality programs and collections, employs passionate, skilled staff, and has many enthusiastic fans; these provide great opportunities to champion Library services to new users. Additionally, there is untapped potential for the Library’s digital presence (email newsletters, social media, web content, etc.) to increase visibility and connect with current users as well as the next generation of Library cardholders and readers.

Improving external and internal communications to raise awareness of the Library’s programs, services, and collections has been identified as a continued high priority to ensure universal and equitable awareness of the Library’s spaces, services and collections. Unfortunately, community members often do not know all that libraries have to offer. A recent report from the Pew Research Center finds that “[d]espite the fact that libraries are easily available to most, there are large numbers of Americans who say they are not sure about all the services libraries offer...About one in five (20%) say they don’t know very much about what is offered, and 10% say they know ‘nothing at all.’”

To maximize the Library’s impact and reach, it is essential to establish a full-time position dedicated to marketing and communications. This will enable BPL to strengthen its visibility and reputation in the community and to support internal communications tools and systems. Currently, there are no City job classifications available to fulfill this role; a new job classification must be established. The process to create a new classification can take anywhere from 6 to 12 months; we anticipate completion of this process by June 30, 2018. For this reason, funding for a marketing and communications position is proposed in the second year of the Library’s biennial budget. The budget proposal is based on a comparable position, Digital Communications Coordinator, which was recently established to manage the City’s digital communications and online presence. In addition to serving as the Public Information Officer for the Library, the newly created position would be responsible for developing and implementing a communications plan to broaden awareness of Library services throughout the community and promote community engagement.

**Strategy: Emphasis on STEM**

The Library has begun an initiative called *Cornerstones of Science* that supports high-quality STEM experiences by building staff capacity for planning, implementing and evaluating STEM programs and developing partnerships with local STEM organizations and resources. This initiative aligns with and provides focus to the 2015-18 Strategic Plan priority to bolster literacy of all sorts. It is intended to enable staff to sustain a focus upon STEM issues into the future.

**Strategy: Program Enrichment**

Developing high quality programming is a key responsibility of BPL Librarians. It is the Library’s intent to grow priority initiatives such as Summer Reading and Cornerstones of Science, and introduce new initiatives such as a Citywide Read. In FY 2018, in addition to requesting funds from the Friends of the Library to supplement program offerings, the Library’s budget proposes dedicating Library funds for programming at each of the Branches and Central public services units to reflect the Library’s commitment to programming as a core service. The total amount allocated for programming surpasses that of previous years. Branch/unit staff will be provided funds to independently develop community-focused programming throughout the year.

To ensure programming efforts are successfully implemented and sustained and that program offerings are equitable throughout the City, the Library proposes adding two new staff positions: a Supervising Librarian to serve as lead for a programming support team, and a Senior Librarian, a classification that supports systemwide activities and services. This expands on the Library’s successful approach to supporting children’s services in the form of a Senior Librarian assigned to systemwide support; currently there is no equivalent support for adult or teen services. The proposed positions would provide additional career
advancement opportunities for staff within the Librarian series. The new programming support team will also be responsible for grant development, coordination with the Library’s new marketing and communications specialist, administration of the Library’s volunteer program, managing agreements with performers appearing at multiple locations, conducting and analyzing patron surveys, coordinating citywide outreach efforts, and providing in-house training.

Another positive impact of a programming team would be providing support to empower public service Librarians to dedicate additional time to key professional duties: selecting and managing collections, conducting diversified outreach at area events, and developing unique community partnerships. By providing additional support for administrative tasks associated with programming, Librarians can focus on direct service delivery and cultivating relationships within the local community.

**Priority: Design services, spaces and programs to improve customer service and user experience, with an initial focus on improvement of Central Library spaces to enhance experience for teens and other library visitors.**

**Strategy: Central Library Improvements**

The Library’s initiative to improve the experience of users of the Central Library remains a key focus. This initiative includes development of space and programmatic improvements at the Central Library. Library staff are evaluating design plans in relation to programmatic goals, user experience, and ensuring changes reflect demographic and technological shifts. Some redesign may be necessary. The proposed budget reflects a commitment to maintaining a dynamic and welcoming facility by enhancing public spaces at Central to meet the changing needs of our patrons.

**Strategy: Design for User Experience**

According to Aaron Schmidt and Amanda Etches in their book *Useful, Usable, Desirable: Applying User Experience Design to your Library*, user experience design of public libraries is intended to “deepen the connection your library has with its community and make your library a place that people love to use.” The book enables staff evaluating services to use a structured set of assessment tools to consider possible design changes to improve library offerings. These tools and other elements of human-centered design will be used to inform numerous initiatives.

**Strategy: Provide Exceptional Customer Service**

The City of Berkeley strives for excellent customer service and staff are aware of the City’s four customer service principles: we are knowledgeable; we are respectful; we are responsive; and we are accountable. Excellent customer service in Libraries is a key priority and requires ongoing training and support. The work of BPL staff is mainly public-facing and community driven. The Library will work to enhance the skills of staff to ensure great customer service experiences for the community; and ensure that staff have the support they need to do so. A customer service planning team will identify library-specific customer service principles and identify training needs unique to Library customer service needs.

**CONTACT PERSON**

Heidi Dolamore, Director, Library, 510-981-6195
To: Board of Library Trustees (BOLT)

From: Heidi Dolamore, Director of Library Services

Subject: Conclusion of Confidential Personnel Investigation

INTRODUCTION
Review recommended policy changes resulting from confidential personnel investigation.

FISCAL IMPACT
There is no fiscal impact from this report.

BACKGROUND
In January 2016, in the course of conducting routine work, Library staff discovered a significant and substantial number of items with irregular usage patterns. Further review of this information suggested the possibility of employee misconduct, including possible violations of the Library’s Patron Privacy Policy and California Government Code §6267 (Inspection of Public Records—Patron Records). Given the serious nature of this concern, the issue was immediately brought to the attention of Beth Pollard, Interim Director of Library Services. Ms. Pollard authorized an outside investigation, and the City retained the services of experienced counsel from the law firm of Meyers Nave to conduct an investigation into this matter.

CURRENT SITUATION AND ITS EFFECTS
As stated at the January 3, 2017 BOLT meeting, the investigation is closed. In two cases, significant violations of Library policies and California Government Code §6267 were found and appropriate actions have been taken. There were no findings for the remaining employees, and as to those employees, the matter has been closed.

As stated in the American Library Association Code of Ethics, the Library has ethical responsibilities to protect the privacy and confidentiality of library users. Good stewardship of public trust requires Library employees to serve the public with integrity. Berkeley Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is vital that all employees maintain high standards of professional ethics, avoiding impropriety or the appearance of impropriety. To ensure these high standards are met, the Library has proposed adoption of an Ethics Policy, held a discussion on ethics at the March all staff meeting, and will develop an ethics training for staff.

As a result of policy gaps discovered as a result of the investigation, the Library has identified several important policy changes to improve Library processes moving forward.

Recommendation: Implement network security protocols, including individual logins to the integrated library system (Millennium at the time of the investigation, now Sierra).
Action: Implemented. As part of the recent conversion to the Sierra system in November 2016, the Library established individual logins with and assigned appropriate permissions as determined by job classification and assigned duties.

The City’s Administrative Regulation 4.2 Computer Network Resources states: “In order to protect the City’s privacy and confidentiality interests and to ensure the security of the computer network, the City provides Employees with individual password protection.” Prior to November 2016, the Library was out of compliance with this practice and used shared logins for access to the integrated library system.

Recommendation: Prohibit the creation of non-genuine circulation records.

Action: The Library will update the circulation manual to clarify practices and procedures regarding circulation records. The Library will develop a policy to ensure compliance with California state law regarding annual statistical reporting to the State Library.

Accuracy of circulation records is paramount for libraries. On an annual basis, Berkeley Public Library reports circulation statistics to the California State Library; the State Library in turn reports circulation statistics to the federal government via the Institute for Museum and Library Services (IMLS). This practice occurs at public libraries nationwide. For this reason, common standards and definitions have been established for statistical reporting. Per the California State Library, circulation of physical items is defined as “The total annual circulation of all physical library materials of all types, including renewals. NOTE: Count all physical materials in all formats that are charged out for use outside the library...Circulation means check out of materials to registered borrowers for use outside the library.” The California State Library’s responsibility to collect and preserve library statistics, including circulation statistics, is set forth in California Education Code §19320. The creation of non-genuine circulation statistics is both fraudulent and unethical, creating false data that may inadvertently be used as the basis for financial decisions including budget allocations, state funding, and federal funding.

Recommendation: Clarify and document collection management procedures.

Action: The Library is currently developing a staff manual which will include documentation of collection management procedures.

In November 2016, the Library convened a team comprised of staff in a variety of levels, roles, and locations throughout the Library to develop the framework for a staff manual, including document templates, review schedule, access points, and priority content. Additionally, the Library has proposed changes to its Collections Management Policy which will facilitate the creation of a new Collections Management Plan. We will work with staff in an inclusive process to develop new procedures as well as review and revise existing procedures to ensure that our practices protect and promote the interests of our entire library user community. Developing clear procedures in key areas will help ensure that we maintain Library collections that are relevant, engaging, and appealing.

Recommendation: Clarify and document differences between personal use and business use of Library resources by Library staff.

Action: The Library will develop a policy to maintain ethical conduct and safeguard against misuse of Library resources. Additionally, the Library will develop procedures to clarify appropriate business uses of Library resources.

The Library champions free and equal access to information and Library resources, and Library staff may freely access Library resources for personal use in the same manner as any member of the public. However, staff must not abuse their position to use Library resources to obtain personal benefit or perks that are not available to everyone, or to advance any private interests at the expense of Library patrons, colleagues, the Library, or the City of Berkeley. To ensure the Library maintains high standards for professional ethics, the Library has proposed the adoption of an Ethical Conduct Policy. Furthermore, to establish transparency around appropriate uses of Library resources by staff acting within the scope of their duties, the staff manual that is currently under development will document key procedures for appropriate business use of Library resources.
Recommendation: Use objective indicators to inform collection management.

Action: As stated above, the Library will create a Collections Management Plan that details the role of staff, selection guidelines, deselection criteria, and other operational elements, procedures, and practices related to collections.

Collection maintenance procedures do not replace the judgment of staff responsible for managing Library collections—the intent of written procedures is to provide a framework for planning, building, selecting, and maintaining the Library’s collections; to identify priorities and assist staff in choosing, maintaining, and evaluating materials that best meet the needs of the community; to describe how materials are selected, maintained, and evaluated; to inform the public about the principles of material selection and the use of criteria to select and remove materials; and to clarify the limits of acceptable action while granting freedom to exercise professional judgment when operating within those limits.

CONTACT PERSON
Heidi Dolamore, Director, Library Services, 510-981-6195

Attachments:
1: State of California Government Code Section 6267
2: State of California Education Code Section 19320
State of California

GOVERNMENT CODE

Section 6267

6267. All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term “patron use records” includes the following:

(1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron’s name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.

(2) Any written record or electronic transaction that identifies a patron’s borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.

(Amended by Stats. 2011, Ch. 80, Sec. 1. (SB 445) Effective January 1, 2012.)
19320. The State Librarian may do all of the following:
   (a) Make rules and regulations, not inconsistent with law, for the government of the State Library.
   (b) Appoint assistants as necessary.
   (c) Sell or exchange duplicate copies of books.
   (d) Keep in order and repair the books and property in the library.
   (e) Prescribe rules and regulations permitting persons other than Members of the Legislature and other state officers to have the use of books from the library.
   (f) Collect and preserve statistics and other information pertaining to libraries, which shall be available to other libraries within the state applying for the information.
   (g) Establish, in his or her discretion, deposit stations in various parts of the state, under the control of an officer or employee of the State Library. No book shall be kept permanently away from the main library, which may be required for official use. Books and other library materials from public libraries of the state may be accepted for deposit, under agreements entered into by the State Librarian and the public libraries concerned, whereby materials that should be preserved but are rarely used in the region may be stored and made available for use under the same conditions that apply to materials in the State Library.
   (h) Collect, preserve, and disseminate information regarding the history of the state.
   (i) Authorize the State Library to serve as regional library for the blind, in cooperation with the Library of Congress.
   (j) Give advisory, consultive, and technical assistance with respect to public libraries to librarians and library authorities, and assist all other authorities, state and local, in assuming their full responsibility for library services.
   (k) Authorize the State Library to serve as the central reference and research library for the departments of state government and maintain adequate legislative reference and research library services for the Legislature.
   (l) Acquire, organize and supply books and other library informational and reference materials to supplement the collections of other public libraries of the state with the more technical, scientific and scholarly works, to the end that through an established interlibrary loan system, the people of the state shall have access to the full range of reference and informational materials.
   (m) Make studies and surveys of public library needs and adopt rules and regulations for the allocation of federal funds to public libraries.
(n) Contract, at his or her discretion, with other public libraries in the state to give public services of the types referred to in subdivisions (g) and (l) of this section, when service by contract appears to be a needed supplement to the facilities and services carried on directly by the State Library.

(Amended by Stats. 1987, Ch. 1452, Sec. 118.)
Information Reports
April 19, 2017

To: Board of Library Trustees
From: Heidi W. Dolamore, Director of Library Services
Subject: Monthly report from Director of Library Services covering March 2017

Programs, services, & operations
As part of the Library’s employee engagement initiative, work teams throughout the Library are meeting to identify team performance goals and an engagement strategy to help the team accomplish their goal. The engagement committee will present a report to BOLT at the July meeting.

An electric vehicle charging station will be installed on University Avenue in front of West Branch, powered by the surplus energy generated by the building’s green design. This is the City’s first on-street charging station and is a collaborative project with the City’s Department of Energy and Sustainable Development.

Berkeley Public Library provides family outreach activities through collaboration with area partner organizations; March included programming and information sharing at the annual Berkeley Emergency Prep Fair (City of Berkeley Office of Emergency Services) and LGBT Family Night at the Downtown Berkeley YMCA (YMCA and Our Family Coalition). Programming at Berkeley Food and Housing Project’s Women and Children’s Shelter also included a book giveaway (Community Education Partnerships, Friends of Berkeley Public Library). BPL works with BUSD to support student and family reading, and attended Family Literacy Nights at elementary schools in March. In addition, staff continue to bring high-interest reading materials to Literature Circles at middle schools, supporting student-led conversations about reading. Finally, staff worked with the Alameda County Chapter of the Citizens’ Climate Lobby to screen a film and host a robust community conversation about the role citizens play in finding solutions to the global warming crisis.

21st Century Library Ethics
At the March 31 all staff meeting, the Library gathered for a presentation by Sarah Houghton, director of the San Rafael Public Library, author of the Librarian in Black blog (http://librarianinblack.net), and co-founder of Operation 451 (http://operation451.info). Houghton engaged staff with a thoughtful and sophisticated discussion of library ethics, intellectual freedom, and the American Library Association Bill of Rights. In a follow up survey of staff, 92% found the topic useful for their professional development, and 96% said they will apply the information in their work.

Urban Libraries Council working group on race and equity
I am honored to be one of nineteen library leaders invited to participate in the Urban Libraries Council (ULC) working group on race and social equity. The working group will discuss the role of libraries as agents for promoting race and social equity and work together to develop a draft statement on race and social equity to guide library work. I will participate in a working group meeting in May and will have more information to share at that time. The outcomes from the working group will guide the work of libraries nationwide on this important issue. To inform my contributions to the working group, I have gathered input from staff about how BPL’s programs, partnerships, and policies support equity in addition to ideas and suggestions to bring forward to the working group.
Organization chart

The management team has reviewed options for reorganization and identified changes to better meet our operational needs and to improve library services.

On an interim basis, Collection Management will report directly to Elliot Warren, Deputy Director. Elliot has extensive experience managing collections; he has served as a collections services manager or had oversight of collections for more than ten years and will provide leadership for the creation of a collections plan that is inclusive of a wide range of staff.

Library Services Manager Sarah Dentan will oversee: Central Children’s, Central Adult, Claremont, Tarea Hall Pittman South, and Program support (pending budget approval).

Library Services Manager Rachel MacNeilly will oversee: Facilities, Literacy, North, West, and Technical Services. Rachel MacNeilly is on leave through the end of April; during this time Supervising Librarian Amanda Myers will serve as acting Library Services Manager overseeing Claremont, North, and West.

This reporting structure provides a greater balance between our two Library Services Managers; with a more balanced distribution of responsibilities, Library Services Managers are able to provide greater support to individual supervisors and their work units.

The new structure includes the proposed reporting structure for new positions included in the FY18/19 budget.

Friends funding request

On March 15, Deputy Director Elliot Warren and I met with the Friends of the Library Board to present our FY18 funding request, which included four elements:
- Funding to refresh collections with opportunities for ample staff input
- Funding for the Summer Reading Program
- Funding for a Citywide Reads initiative
- Funding for volunteer recognition

We received varied feedback from the Friends Board; some members indicated an interest in maintaining the Friends’ role as the Library’s programming funders, others showed an interest in helping us make some changes to collection development practices by providing dedicated materials funds, while some stated an interest in supporting Adult Literacy projects. We will submit a revised request to the Friends Board in April.

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