



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
Wednesday, November 8, 2017

AGENDA
6:30 PM

Tarea Hall Pittman South Branch
1901 Russell Street

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments** - Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.
- C. **Comments from Library Unions** - For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a time limit of 5 minutes per union. The order in which representatives of the three unions will speak will be listed on the agenda and rotated at consecutive meetings. The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another.
 - i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
 - ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - iii. Public Employees Union, LOCAL 1
- D. **Comments from Board of Library Trustees**

II. Presentations

- A. **Report from the Berkeley Public Library Foundation**

III. Trustee Interviews & Selection

- A. **Trustee interviews and recommendation to City Council for Trustee appointment effective January 4, 2018**
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 City Council. Packets of candidate applications will be available for review by the public at the meeting. Following discussion of candidates interviewed, vote by the Board on recommendation to City Council, and direct staff to send name of recommended candidate to City Council for appointment.

IV. 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 October 17, 2017 Special Meeting**
Recommendation: Approve the minutes of the October 17, 2017 Special Meeting of the Board of Library Trustees.
- B. **RFP Central Library Data Room Infrastructure Upgrades**
Recommendation: Adopt the resolution to authorize the Library to issue a Request for Proposals for Central Library Data Room Infrastructure Upgrades.
- C. **Library Circulation Policy Revisions and Consolidation of Policy Documents**
Recommendation: Adopt a resolution authorizing changes in Circulation Policy effective December 1, 2017: Increase allowable Lucky Day checkouts per patron from 2 to 4; increase of maximum checkouts per patron from 50 to 75; increase maximum holds per patron from 12 to 25; eliminate the \$2 card replacement fee; consolidate all Library Circulation Policies into one document.

V. ACTION CALENDAR

- A. **Discussion and Nominations for the Selection of Board President and Vice-President**
Recommendation: Adopt a Resolution to appoint President and Vice-President for the remainder of 2017 and through the time of election in 2018.

- B. Discussion of Organizational Review & Evaluation of Library Services**
Recommendation: Discuss Trustee Hunt’s suggestion for an organizational evaluation to facilitate and sustain improved operations and services. Adopt a resolution for BOLT to discuss at one or both of the next two regular BOLT meetings the initiation of an independent review and evaluation of the Library.
- C. Selection of Trustee(s) to attend the 4x2 Committee meeting**
Recommendation: Adopt a resolution identifying the method by which 4x2 attendees will be determined by the board. Determine a schedule for this process. The 4x2 committee consists of two members of BOLT, 2 Friends of the Berkeley Public Library representatives, 2 Berkeley Library Foundation representatives, and 2 members of Library management and meets on a quarterly basis.
- D. Central Support Unit**
Recommendation: Adopt the resolution to direct the Library Director to initiate recruitment of budgeted positions approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017.

VI. INFORMATION REPORTS

- A. FY 2018 – 1st Quarter Budget Report** – Dennis Dang, Administrative and Fiscal Services Manager
- B. Monthly Library Director’s Report** – Elliot Warren, Deputy Director of Library Services
- C. Bylaws Subcommittee Update**
- D. Tarea Hall Pittman South Branch Library Signage Update**
- E. Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VII. AGENDA BUILDING

The next meeting will be a Special Meeting held at 6:30 PM on Wednesday, November 1, 2017 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VIII. 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 contact the Disability Services specialist at 510-981-6418 (V) or 510-981-6347 (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 November 1, 2017.

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City’s records. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

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

1. Dan Beringhele re Central Support Unit
2. Daily Californian re new sign for library
3. Jenny Craik re Unjustified Dismissal from BPL Circulation Department
4. Jane B Moore re How Many Professionally Trained Librarians of Color

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



ACTION CALENDAR

November 8, 2017

To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: Trustee interviews and recommendation to City Council on appointment of Trustee to serve a four-year term commencing January 4, 2018, to fill vacancy left by the ending of Abigail Franklin's second term.

RECOMMENDATION

Interview applicants, discuss candidates, and adopt a resolution naming the recommended candidate to the City Council for appointment.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, shall not serve more than eight consecutive years, serve without compensation, and must be Berkeley residents.

Trustee Franklin's second four-year term will end on January 3, 2018. To ensure a replacement is selected and confirmed by City Council prior to this date, the process to fill this vacancy began in September. Applications were accepted from September 7 through October 5, 2017. In addition to advertisement on the City and Library websites, the vacancy was publicized via the following: Berkeleyside, Berkeley Times, and posted flyers.

The current boards and commission page of the City's website provides general information on commission vacancies and specific information for the Board of Library Trustees, including BOLT Application, Supplemental Questionnaire, meeting times, minutes and a link to the Library's website.

CURRENT SITUATION AND ITS EFFECTS

The Library received two (2) applications for the upcoming vacancy. In addition to review of the written application, BOLT will have the opportunity to interview each candidate for 10 minutes at the November 8, 2018 meeting.

Interviews are scheduled as follows and will commence at the stated time or at the conclusion of the prior interview, whichever occurs first.

6:30 p.m.	Roth
6:40 p.m.	McDermott

Following the interviews, BOLT will engage in a brief informal discussion of the candidates, 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, the process of proposing a motion will continue until a majority decision is affirmed.

BERKELEY PUBLIC LIBRARY

CONSENT OR ACTION CALENDAR REPORT

Discussion and recommendation to the City Council on appointment of trustee to serve a four-year term commencing January 4, 2018, to fill vacancy left by the ending of Abigail Franklin's second term.

Page 2

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 begin on January 4, 2018 and the Trustee will attend their first regular meeting in February.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Administration, 510-981-6195

Attachments:

1: Resolution

2: Applications / Supplemental Questionnaires

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY REGARDING THE PREFERRED CANDIDATE TO FILL THE UPCOMING VACANCY ON January 4 , 2018 ON THE BOARD OF LIBRARY TRUSTEES

WHEREAS, Trustee Franklin's second four year term will end on January 3, 2018; and

WHEREAS, during the September 6, 2017 meeting of the Board of Library Trustees, the Board instructed staff to begin solicitation for applications to fill the upcoming vacancy and issue public announcements; and

WHEREAS, the Board of Library Trustees directed staff to place paid advertisements in local publications and use other means to promote the vacancy; and

WHEREAS, the City Clerk's Office of the City of Berkeley received two (2) applications from interested parties; and

WHEREAS, the Board of Library Trustees interviewed 2 applicants during the special meeting on November 8, 2017; and

WHEREAS, the Board recommends Council set the conditions for this appointment as a 4-year term with the effective dates of January 4, 2018 to January 3, 2022.

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 January 4, 2018.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on November 8, 2017.

AYES:

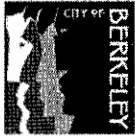
NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



APPLICATION FOR APPOINTMENT TO BERKELEY BOARDS AND COMMISSIONS

CITY OF BERKELEY CITY CLERK DEPT

2017 OCT -5 PM 12:58

NAME: Amy Roth
RESIDENCE ADDRESS: 618 Santa Barbara Rd Berkeley 94707

BUSINESS NAME/ADDRESS:

EMAIL ADDRESS: amygofu@yahoo.com

OCCUPATION/PROFESSION: retired

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:

Please see the supplemental questionnaire for BOLT

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

Table with 3 columns: NAME, ADDRESS, PHONE NO.
Linda Schacht 2811 Benvenue 94705
Sandy Bails 11 Southampton 94707
Susan Kupfer 1123 Keith Ave 94708

Signature of Applicant: Amy Roth Date: Oct. 4, 2017

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.

Please indicate gender: Male Female
 Please indicate whether you are currently a student: Yes No
 Please indicate the racial / ethnic category which you most closely identify with below
 (response optional - please check only one category):

- WHITE** (Not of Hispanic origin.): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 BLACK (Not of Hispanic origin.): All persons having origins in any of the Black racial groups of Africa.
 HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
 ASIAN / PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, and Samoa.
 AMERICAN INDIAN / ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify the tribe which you are affiliated with.
 OTHER / BI-RACIAL: Persons who do not identify with any of the above categories or who have mixed or unknown racial/ethnic origins.



APPOINTMENT FORM - BOARDS AND COMMISSIONS
 (For Mayor and Council use only)

Mayor/Councilmember _____

NAME OF APPOINTEE _____

RESIDENCE ADDRESS _____
 Street _____ City _____ Zip _____

BUSINESS NAME/ADDRESS _____
 Name _____

EMAIL ADDRESS _____
 Street _____ City _____ Zip _____

OCCUPATION/PROFESSION _____

HOME PHONE: _____ BUSINESS PHONE: _____

Check appropriate box: New Appointment Reappointment Temporary Appt.

Temporary Appt.: From (date) _____ To (date) _____

Please send mail to: Home Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: _____

***Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions: Elmwood BID Advisory Board, Loan Administration Board, Human Welfare & Community Action Commission, Solano Avenue BID Advisory Board.

Special Category _____

Signature: _____ Date: _____

Mayor/Councilmember

For Mayor/Councilmember and City Use Only:

Interview Date	Appoint. Date	Process Date

SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

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

I love the Library. I have worked to benefit the BPL in many ways, over a long period of time. My involvement with BPL has been primarily through (but is not limited to) the Friends of the Berkeley Public Library. I have served on the Board of the Friends for many years, including 2 terms as President. It was during my term in office and under my leadership that the Friends' store on Channing Way doubled in size and became the vibrant, professional enterprise that it is today. The store and its counterpart in Central earn sufficient funds (with an all-volunteer staff) to give BPL approximately \$100,000 annually, and cumulatively well over \$1,000,000.

I am now eager to explore supporting the Library community in a different way, through serving on BOLT. I feel that I have valuable experience to offer, including communicating effectively with staff, administration, Berkeley Public Library Foundation and the Friends.

In recent months, both BOLT and BPL have been the object of much publicity. Of particular concern to all of us is the fact that BPL has had 5 Directors or Interim Directors in 3 years. This instability, whatever its cause, threatens the viability of BPL. Community support is the foundation upon which BPL is built. It is most important that BOLT represents the Berkeley community's and the Library's best interests. BOLT must conduct the search for a new Director in such a way that all stakeholders are assured that every effort has been made to conduct a search that results in a positive, effective long term solution. I believe that I can have a positive impact on the process.

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

I feel that an essential quality in a Trustee is to be a careful, open-minded listener. One must be able to see and

SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

appreciate the fact that there are often many sides to an issue, and that for any one of them to be 100% right (or 100% wrong) is unlikely. One should be objective and knowledgeable about BPL and its history.

I believe that I have demonstrated these qualities consistently during my long volunteer service to BPL. I served effectively on the 4x2 Committee where BPL, Friends, Foundation and BOLT met quarterly to exchange information and ideas. I have interacted positively with all BPL directors since Adelia Lines. My communication with staff has been cordial and respectful at all times.

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

As mentioned in the answer to question #1, I have served on the Board of the Friends, including being President. I am a long time supporter of the Foundation's capital projects and the Authors' Dinner. In the past I have served as President of my Neighborhood Watch. I was one of the three co-chairs of the campaign working for the passage of the Neighborhood Libraries Bond (FF) that provided funding for the rebuilding of the BPL Branches. Measure FF was a \$26 million dollar bond measure that passed with room to spare over the 66% approval requirement.

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

One of the qualities I most admire about BPL is that its doors are wide open, providing opportunity and equal treatment for all. Books and reading materials, of course, fulfill its original intent but there is so much more to be found. CD's and DVD's are an important component, but I

SUPPLEMENTAL QUESTIONNAIRE FOR THE BERKELEY BOARD OF LIBRARY TRUSTEES

feel that in the future providing services will be a vital component of the BPL role.

One look at the Events calendar tells the story. The breadth and variety of programming available is truly impressive. From Story Times to Teen Art, Computer classes to Play Readers, ESL Conversation to Book Clubs, Meditation to Lego in the Library.

I would be honored to help guide BPL into a future filled with rich literary and musical resources along with vital services that serve our wonderful community.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Amy Roth". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Amy Roth

Office of the City Clerk
City of Berkeley
2180 Milvia Street
Berkeley, CA 94704

CITY OF BERKELEY
CITY CLERK DEPT
2017 OCT -4 PM 4:36

October 3, 2017

Re: Application to the Berkeley Public Library's Board of Library Trustees ("BOLT")

Dear Sir or Madam,

As a lifelong fan, advocate, and user of the public library, I was thrilled to recently hear that BOLT was accepting applications for a new trustee. I humbly submit my application, and hope that I can be of service to the incredible library and city that I love.

By trade, I am a transactional attorney specializing in commercial real estate transactions (with a J.D. from Boalt Hall). I am also the mother of a one-year-old, an avid reader, a volunteer, a veteran of nonprofit management and community outreach, and a proud member of the Berkeley community.

If appointed to the BOLT, I would be a devoted advocate, worker, and consensus-builder. I believe I have the skills, experience, and motivation necessary to be a productive and positive member of BOLT.

Thank you for your service to our city, and thank you in advance for your consideration.

Sincerely,



Valerie Blair McDermott

Home: 1445 Curtis Street, Berkeley, CA 94702
E-mail: blair.valerie@gmail.com
Mobile: [REDACTED]



**APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS**

NAME: Valerie Blair McDermott

RESIDENCE ADDRESS: 1445 Curtis St., Berkeley, CA 94702

Street

City

Zip

BUSINESS NAME/ADDRESS: Coblentz Patch Duffy & Bass LLP

One Montgomery Tower, 30th Floor San Francisco, CA 94104

Street

City

Zip

EMAIL ADDRESS: blair.valerie@gmail.com

OCCUPATION/PROFESSION: Transactional Attorney Specializing in Commercial Real Estate; Mother of a One-Year-Old

HOME PHONE: [REDACTED] **BUSINESS PHONE:** [REDACTED]

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:

J.D., U.C. Berkeley School of Law (Boalt Hall), B.A., Claremont McKenna College (Philosophy, Politics, and Economics ("PPE") and Spanish Literature).

Legal training and experience, with emphasis on contracts, real estate transactions, and pro bono service; nonprofit programs management and community outreach.

Legal Research and Writing Student Teacher; AIDS Legal Referral Panel; California Asylum Representation Clinic; Housing Negotiation Project; Legal Aid Society.

Importantly, deep passion for the public library, ability to effectively lead, organize, and motivate groups; pragmatic and diligent approach to problem solving.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME	ADDRESS	PHONE NO.
Jillian West (Entrepreneur),	829 Regal Road, Berkeley, CA, 94708,	[REDACTED]
Emily Jeffers (Center for Biological Diversity),	1525 Parker, Berkeley, CA 94703,	[REDACTED]
Justice Goodwin Liu (Cal. Supreme Court),	350 McAllister Street, SF, CA 94102,	[REDACTED]

Signature of Applicant: Valerie Blair McDermott Date: 10/3/2017

*****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.

Please indicate gender: Male Female
 Please indicate whether you are currently a student: Yes No
 Please indicate the racial / ethnic category which you most closely identify with below
 (response optional - please check only one category):

- WHITE** (Not of Hispanic origin.): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 BLACK (Not of Hispanic origin.): All persons having origins in any of the Black racial groups of Africa.
 HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
 ASIAN / PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, and Samoa.
 AMERICAN INDIAN / ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify the tribe which you are affiliated with.
 OTHER / BI-RACIAL: Persons who do not identify with any of the above categories or who have mixed or unknown racial/ethnic origins.



APPOINTMENT FORM - BOARDS AND COMMISSIONS
 (For Mayor and Council use only)

Mayor/Councilmember _____

NAME OF APPOINTEE _____

RESIDENCE ADDRESS _____
 Street _____ City _____ Zip _____

BUSINESS NAME/ADDRESS _____
 Name _____

EMAIL ADDRESS _____
 Street _____ City _____ Zip _____

OCCUPATION/PROFESSION _____

HOME PHONE: _____ BUSINESS PHONE: _____

Check appropriate box: New Appointment Reappointment Temporary Appt.

Temporary Appt.: From (date) _____ To (date) _____

Please send mail to: Home Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: _____

*****Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions:** Elmwood BID Advisory Board, Loan Administration Board, Human Welfare & Community Action Commission, Solano Avenue BID Advisory Board.

Special Category _____

Signature: _____ Date: _____
 Mayor/Councilmember

For Mayor/Councilmember and City Use Only:

Interview Date	Appoint. Date	Process Date



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.

Because of the public library, my childhood was filled with books and opportunities that would not have otherwise been available to me, as the child of a low income, single parent household. In part because of my early love of reading, I am now an accomplished attorney (with a J.D. from Boalt Hall), a mother of a one-year-old (who loves the library!), a volunteer, a veteran of nonprofit program management and community outreach, and a proud member of the Berkeley community. I want to serve as a Library Trustee to ensure that (a) all of Berkeley's inhabitants, regardless of age or socioeconomic class, have access to a world class public library and all of the life-changing resources that a public library can offer, and (b) the professionals who work at the library are excellent, well equipped, and productive. +

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

To be an effective Trustee, one must be devoted to the work of the Board, excellent at communicating (with other Board members, Library employees and stakeholders, and the community), adept at consensus building, pragmatic and ethical in one's approach to challenges, able to consider the long-range and big-picture implications of Library policies and decisions, and willing to put in the hours and work needed to get the best outcomes. I am an experienced, professional communicator, negotiator, and consensus builder; I also spent many years as a program manager, volunteer coordinator, and fundraiser for nonprofit organizations (most notably Habitat for Humanity). I work hard and get along with everyone!

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

Currently: (a) representing low-income families facing eviction through the San Francisco Justice and Diversity Center's Housing Negotiation Project; (b) volunteering with the Lawyers' Committee for Civil Rights' Second Chance Clinic and Legal Services for Entrepreneurs program; and (c) providing ongoing legal representation to local AIDS patients through the AIDS Legal Referral Panel. In the recent past, I successfully represented an asylum seeker through the California Asylum Representation Clinic and held founding or leadership roles in the popular student group Boalt Hall Delegation for Innovation, Virtue, Analysis and Society; the American Constitution Society, the Boalt Hall Jewish Student Association, the International Law Journal, and many others. +

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

The public library is, literally, a community asset: we, the taxpayers, volunteers, and users, invest in it, and when we do it right, it produces large returns on our investment in the form of literacy, opportunities, broadened horizons, a quiet place to read, research, or use computers, a place for community groups to meet, cost and waste savings (i.e., reusing rather than buying and disposing of books and resources), social interaction for people of all ages and all walks of life, story and song gatherings, local jobs, and a more enriched public. It is an exceptional resource. In the future, library resources will continue to evolve with the technologies, with greater access to computers, wifi, audio and e-books, proprietary databases, and music catalogs.

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



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Tuesday, September 17, 2017 6:30 PM

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Diane Davenport, President	Abigail Franklin
John Selawsky, Vice President	Sophie Hahn
	Judy Hunt

I. PRELIMINARY MATTERS

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

1. Call to Order: 6:31 PM

Present: Trustees Davenport, Franklin, Hunt, and Selawsky.

Absent: Trustee Hahn.

Also Present: Elliot Warren, Acting Director of Library Services; Dennis Dang, Fiscal Services Manager; Sarah Dentan, Library Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Eve Franklin, Administrative Secretary

2. Public Comments: 1 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

- A. Trustee Hunt – Spoke about the importance of getting to know the organization as a Trustee. Attended events at West and North Branches. Visited Central Library and spent time in Adult Services and Circulation Services. Glad to hear from union staff that they welcome the audit process. An audit shouldn't be anything to fear, it's a learning experience for all of us. Learn what we do well, what we need to improve.
- B. Trustee Franklin – How many applications were received for the Trustee vacancy? *Acting Director Warren replied: two applications were received.*
- C. Trustee Selawsky – Prefer we not schedule meetings on a Tuesday. Really amazed that new Kanopy service (streaming movies) was already on the website.
- D. Trustee Davenport –reported you can sign up for a Portland Library Card at the Portland Airport.

II. CONSENT CALENDAR

Items B, C & D pulled for discussion.

Action: M/S/C Trustee Selawsky / Trustee Franklin to adopt resolution # R17-052 to approve the consent calendar minus items B, C & D.

Vote: Ayes: Trustees Davenport, Franklin, Hunt and Selawsky. Noes: None. Absent: Trustee Hahn. Abstentions: Trustee Franklin (for item A only).

A. Approve Minutes of the September 6, 2017 Special Closed Session Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 6, 2017 Special Closed Session Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Elliot Warren, Deputy Director of Library Services

Action: Adopted resolution # R17-053.

B. Approve Minutes of the September 6, 2017 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 6, 2017 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Elliot Warren, Deputy Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Hunt to adopt resolution # R17-054.

Vote: Ayes: Trustees Davenport, Franklin, Hunt and Selawsky. Noes: None. Absent: Trustee Hahn. Abstentions: None.

C. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

From: Acting Director of Library Services

Recommendation: Adopt a resolution to open the Central Library and all Branch Libraries one hour later on March 30, June 29, August 31 and November 30, 2018 to allow adequate time for the all-staff meeting.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Franklin to adopt resolution # R17-055.

Vote: Ayes: Trustees Davenport, Franklin, Hunt and Selawsky. Noes: None. Absent: Trustee Hahn. Abstentions: None.

D. 2018 Regular Meeting Schedule for the Board of Library Trustees

From: Acting Director of Library Services

Recommendation: Adopt a resolution approving dates, times and locations for the 2018 regular meeting schedule for the Board of Library Trustees.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-056.

Vote: Ayes: Trustees Davenport, Franklin, Hunt and Selawsky. Noes: None. Absent: Trustee Hahn. Abstentions: None.

E. 2018 Berkeley Public Library Holiday & Early Closing Schedule

From: Acting Director of Library Services

Recommendation: Adopt the resolution approving the 2018 Berkeley Public Library Holiday & Early Closing Schedule.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R17-057.

F. Annual Authors Dinner Event 2018

From: Acting Director of Library Services

Recommendation: Adopt the resolution approving the arrangements in preparation for the 16th annual Authors Dinner to be held on Saturday, February 10, 2018 at the Central Library.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R17-058.

III. ACTION CALENDAR

A. Central Support Service Unit

From: Acting Director of Library Services

Recommendation: Adopt the resolution to direct the Library Director to initiate recruitment of budgeted positions approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017. BOLT approval for recruitment will allow the Library to staff the budgeted department/division for the Central Support Unit (#9301).

Financial Implications: see report.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S Trustee Franklin / Trustee Hunt to adopt a resolution to direct the Library Director to initiate recruitment of budgeted positions approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017. BOLT approval for recruitment will allow the Library to staff the budgeted department/division for the Central Support Unit (#9301).

Vote: Ayes: Trustees Franklin, Hunt. Noes: Trustees Davenport and Selawsky. Absent: Trustee Hahn.

Abstentions: None. Motion failed.

IV. INFORMATION CALENDAR

A. Organizational Audit Update - Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

B. Rules and Regulations for use of Library Grounds, Buildings, and Equipment for Meetings and Other Events – Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

C. Bylaws Subcommittee Oral Update

Oral report from Judy Hunt. Trustee Hahn and Hunt are trying to find a date for the Bylaws Subcommittee to meet.

From: Judy Hunt, Trustee

Contact: Judy Hunt, Trustee

Action: Received

D. Tarea Hall Pittman South Branch Signage Oral Update

Tarea Hall Pittman Signage has been installed. A Cake Cutting Celebration will be announced shortly. A larger block party will be planned for springtime 2018.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

E. Monthly Library Director's Report

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

F. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

V. AGENDA BUILDING

- Officer Elections
- 4x2 Committee Attendees
- Central Support Unit
- Review/Evaluation of the Library

VI. ADJOURNMENT

Adjourned at 8:03 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of October 17, 2017 as approved by the Board of Library Trustees

//s// _____

Elliot Warren, Acting Director of Library Services, acting as secretary to BOLT

Attachments: none.



CONSENT CALENDAR

November 8, 2017

To: Board of Library Trustees (BOLT)
From: Alicia Abramson, Manager, Library Information Technology
Subject: RFP Central Library Data Room Infrastructure Upgrades

RECOMMENDATION

Adopt the resolution to authorize the Library to issue a Request for Proposals for Central Library Data Room Infrastructure Upgrades.

FISCAL IMPACT

Estimated one-time costs related to services to upgrade the Central Library's Data Room, including the design and implementation of an organized, structured cabling solution, updated server racks of appropriate dimensions and power distribution units, up to \$70,000. This project is funded in the FY 2018 budget and to be charged to 301-9102-450.70-41 (Machinery and Equipment).

BACKGROUND

The technology infrastructure in the Berkeley Public Library's Central Library Data Room has grown substantially since the Central Library was reopened in April 2002. Since the room was originally designed, the Library has added many new computers, network devices and other equipment, resulting in incremental changes to network cabling and equipment placement, which over time has made managing and troubleshooting server hardware, network connections, and other equipment less efficient and increasingly cumbersome.

Additionally, server and network device dimensions have changed over the years, with the result that the facility's equipment racks are not of the proper dimensions to house server, network, and related equipment. Finally, the installed rack system does not have adequate power distribution units to accommodate the existing equipment or room for growth and as such the Library has implemented a provisional power distribution scheme.

Conducting an RFP for The Data Room Cabling Cleanup and Server Rack Replacement gives the Library an opportunity to obtain competitive quotes from qualified bidders and to select a customized solution that best meets the requirements for the current Central Library Data Room infrastructure.

CURRENT SITUATION AND ITS EFFECTS

The Library anticipates releasing an RFP for Central Library Data Room Infrastructure Upgrades solution following approval by the board in late 2017, scheduling pre-bid Central Library Data Room walkthroughs with vendors in early 2018, and awarding a contract in early to mid-2018.

Through the RFP process, the Library will seek to contract for a comprehensive set of services including: the provision and installation of a structured cable management system, replacement of outdated network patch cables and patch panels, installation of new server racks, reorganization of equipment placement within the racks, and the provision of thorough documentation for the proposed solution.

ALTERNATIVE ACTIONS

None.

FUTURE ACTION

Contracts exceeding the Director's authorized threshold will be returned to the Board for final approval.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 510-981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

**RECOMMENDATION TO BOARD OF LIBRARY TRUSTEES TO AUTHORIZE
REQUEST FOR PROPOSAL FOR CENTRAL LIBRARY DATA ROOM INFRASTRUCTURE UPGRADES**

WHEREAS, City of Berkeley administrative regulations require purchases to be made through a competitive process; and

WHEREAS, there is adequate competition among vendors offering data room infrastructure solutions; and

WHEREAS, Berkeley Public Library has not previously issued a Request for Proposal for data room infrastructure.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to issue a Request for Proposal for Central Library Data Room Infrastructure Upgrades.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on November 8, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Acting Director of Library Services
Serving as Secretary of the Board of Library Trustees



CONSENT CALENDAR

November 8, 2017

To: Board of Library Trustees
From: Jay Dickinson, Circulation Services Manager
Subject: Library Circulation Policy Revisions, and Consolidation of Policy Documents

RECOMMENDATION

Adopt a resolution authorizing changes in Circulation Policy effective December 1, 2017: Increase allowable Lucky Day checkouts per patron from 2 to 4; increase of maximum checkouts per patron from 50 to 75; increase maximum holds per patron from 12 to 25; eliminate the \$2 card replacement fee; consolidate all Library Circulation Policies into one document; instruct the Library Circulation Manager to annually review the policy and recommend adjustments to meet operational needs, for review by BOLT each November.

FISCAL IMPACT

Of the proposed changes, the \$2 library card replacement fee is the only one with a direct relation to revenue. The fee only applies to replacement of a library card; new library patrons initially receive their card for free. Patrons who have lost their card--or in cases when their card is stolen-- may currently be charged the \$2 fee. However, public services staff regularly share the idea that charging patrons for a replacement card is not operationally useful and can lead to negative perceptions of the Library and interactions with staff. In response to this input, in 2015, the Circulation Services Manager instructed staff to use their judgement to regularly waive the \$2 library card replacement fee. Policy does not currently reflect actual practices. Nor is the practice of waiving the fee consistently applied, The Library does not currently track how many replacement cards (rather than new cards) are provided, and the annual amount of revenue derived from staff charging this fee is unclear. The last order for 12,000 new library cards cost the library \$1,900, a cost of six cents per card. An order of 12,000 cards lasts about a year.

BACKGROUND

The library has BOLT-approved policies and staff-developed procedures for the lending of materials, including fine amounts, circulation periods, etc. These policies and limits are reviewed from time to time to ensure that the Library is delivering service to its patrons in the way that best reflects their needs and preferences, while simultaneously protecting the integrity of the collection.

CURRENT SITUATION AND ITS EFFECTS

Hold Limits

Patrons are allowed to place holds on materials that are not immediately available to them. Items may not be immediately available due to a number of factors, including the following:

- An item may be in use by another patron
- An item may be not yet received from the publisher or distributor
- An item may be on the shelf at a different branch of BPL
- An item may be temporarily misplaced or mis-shelved within the Library
- An item may not be owned by BPL, but may be available by way of the Link+ interlibrary loan service

Currently, patrons may place up to 12 pending holds. Many patrons find themselves hitting this limit on a consistent basis and have voiced frustration about this to staff. The limit of 12 holds was instituted before the library purchased an Automated Materials Handling System, and at a time when handling materials was therefore much more difficult. This situation has improved significantly, and would easily allow for an increase to the hold limit.

Checkout Limits

Circulation of physical materials has shown a slow but steady decline over the last few years. Circulation peaked in fiscal year 2014 with about two-million checkouts., the fiscal year of 2017 closed with a total of 1,731,856 checkouts, a decrease of 60,000 from the year prior. This decrease is offset by our increasingly popular digital collection (225,151 circulations in 2017), and, in fact, total collection use is up by about 14,000. The physical collection remains at the very center of the Library's mission. Policies that encourage its use are warranted.

Lucky Day

The Lucky Day Collection is one of the most popular in the library. Lucky Day materials consist of high demand items that cannot be put on hold, giving patrons a chance to find a popular item on the shelf rather than to have to wait for it in a holds queue. The recent user survey produced many comments by patrons in support of this service, and the Library recently decided to double the amount of items it orders for the Lucky day collection. We are now able to permit greater access.

Card Replacement Fee

As stated under *Fiscal Impact*, most library card replacements are due to misfortune (lost, theft, etc.), staff felt that charging patrons for a replacement was less than optimal; patrons often decide not to replace the card, and therefore find it difficult to use many aspects of the Library's services, including placing holds on items, using the self-checkout services, and using electronic services such as eBooks and databases. Free library card replacement encourages Library use.

Consolidation of Circulation Policy Documents

Having been in my position for 10 years, I have from time to time come to the Board of Library Trustees with requests to change various aspects of Circulation Policy. This piecemeal approach has produced numerous internal documents, some with redundant information. Staff have often made requests to me for a single, succinct document to reference when dealing with Circulation issues.

Annual Review of Policy

Annual review of policy will enable the Library to nimbly respond to changes in usage and community needs.

RATIONALE FOR RECOMMENDATION

With a primary focus of improving the user experience of our libraries and identifying and removing barriers to access, management and staff have been reviewing a wide range of services at the Berkeley Public Library. Concerning the limits to both checkouts and allowable holds, it is important that we enable as high a degree of access for all patrons, including those who are consistent and loyal borrowers. With a decrease in circulation of the physical collection, and with the more efficient practices in place because of our Automated Materials Handling systems, the impact on workflow and staff workload will be very minor, and likely unnoticeable. A recent query of the database revealed that only 65 patrons out of 111,000 had more than 40 items checked out. This shows that an increase to total allowable checkouts would serve those who reach the limit, but since that number overall is rather small, impact on workload would be negligible. It is more difficult to quantify the impact on workload as concerns the increased holds limit –

there is currently know way to query the system to show how many patrons have 12 active holds – but there are some telling statistics that help. On October 24, 2017 there were 3,691 outstanding holds in the system. This number changes daily, but this represents a good snapshot of outstanding holds on any given date. Of those 3,691 holds, 1,053 (about 29%) were at item level. Item level holds are those which are currently available to pull for patrons, and are immediately retrieved by staff. The rest (71%) were either checked out or on the hold shelf for another patron and required no work for staff. It is likely that any change in the amount of holds brought about by the proposed increased limits would add more to queues on high demand items than it would to items readily available. Collection Management Staff plans to order more copies of those items with longer queues and the Library has added money to the Collections budget in order to support this course of action.

Patron response to the Lucky Day Collection has been overwhelmingly positive. Accordingly, the Library has also increased the budget for this collection. The current limit of 2 items had been intended as an initial test limit at the launch of the collection, and Collection Management staff feel that with the increased budget these items can further thrive under the proposed 4 item per patron limit.

The \$2 library card replacement fee does not represent a significant source of revenue for the Library, and since the cost to the Library in purchasing cards is relatively low (less than we spend on copier paper annually), removing this fee from the schedule would represent an act of goodwill towards patrons and enable greater access in an equitable manner. The fee has in fact become somewhat problematic. Since it still exists on the fines and fees schedule, it is enforced by some staff, and not by others. Staff have been encouraged to be lenient with it; it is important that our staff feel they have the authority to clear up minor debts and costs to patrons where they think it fair. Yet because the fee still appears on the schedule, staff are understandably confused. Its removal will ensure consistency across the system, and less confusion for both staff and patrons.

The attached documents show the recommended changes to the organization of all Circulation Policies. The format is updated, but there are no changes to policy other than those proposed here.

FUTURE ACTION

None

Attachments:

1. Resolution
2. Circulation Policies Revised
3. Tool Lending Library Brochure

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

LIBRARY CIRCULATION POLICY REVISIONS

WHEREAS, the library has established policies and procedures for the lending of materials including fine amounts, total allowable checkouts, including total allowable holds; and

WHEREAS, periodically these are brought before the Board of Library Trustees for review and may be raised, reduced, or discontinued; and

WHEREAS, on a regular basis the library reviews it's policies and practices to ensure they are meeting the service needs of borrowers and library visitors, proposals that would improve services are brought to the board for consideration; and

WHEREAS, effective November 1, 2017 the borrowing polices for the library are revised to allow 75 items checked out per patron; 25 holds per patron; 4 Lucky Day items per patron; and the elimination of the \$2 card replacement fee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve revisions to the Berkeley Public Library Circulation Policy and authorizes the Director of Library Services to implement the changes as approved.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on November 8, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Dianne Davenport, Chairperson

Elliot Warren, Director of Library Services
Serving as Secretary to the Board of Library Trustees

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Circulation Policies (Loan limits, fees and fines)

ORIGINAL DATE:	
BOLT Resolution #:	R17-___
REVISED DATE:	11/01/2017
PAGE:	1 of 2

All patron types are allowed a maximum of 75 items overall and up to 4 Lucky Day items, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.

Materials	Fines Per Day	Loan Period in Days	Renewals
Book	\$0.25	21	2 renewals
Book on CD/Cassette/MP3	\$0.25	21	2 renewals
DVD/Blu-Ray	\$0.25	21	2 renewals
Lucky Day	\$0.25	21	Non-Renewable
Magazine	\$0.25	21	2 renewals
Music CD/Vinyl	\$0.25	21	2 renewals
Tool	\$1.00-\$18.00	3 or 7	Yes
Link+	\$1.00	21	1 renewal
Laptop	N/A	2 hours	Non-Renewable

Children's materials have no overdue fines. Extended Services applications are available for patrons with disabilities. Patrons with Senior cards (age 60+) pay \$0.10 per day fines on print and audio material except for Lucky Day materials which are \$0.25 per day.

Hold

All patron types are limited to 25 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.

Link+

Link+ materials have a flat fee of **\$115.00**, dependent on the lending institution, which will often times ask for the replacement cost of the book plus local processing fees.

Lost, Stolen and Damaged Materials

The Library charges a replacement fee for items that are not returned. This fee includes the price of the item as indicated in the item record and a non-refundable **\$15.00 fee**. Your account will be blocked when you have not returned an item by the time a bill is sent for it. If the items are still not returned within 8 weeks after the due date, and you owe \$50.00 or more, your account will be referred to a collection agency. If so, the account will be charged a **\$10.00** Collection Agency Fee in addition to the bill. If an item is returned damaged, your account will be charged the replacement cost. If an audiobook is returned with a missing CD, there will be a charge of **\$10.00 per disc**. If an item is returned with a missing case, there will be a charge of **\$5.00**. New replacement copies of lost items are accepted as long as they are the same edition or newer, and in the same format (hardcover, paperback, etc.)

Maximum Fines

The maximum overdue fine for **all materials is \$5.00 for each item**. Library accounts are blocked when fines exceed \$10.00. The maximum overdue fine for Link+ items is \$15.00 for each item.

Tool Lending

Tools have a loan period of 3 or 7 days, as indicated by the attached Tool Fine Schedule.

Reviewed by:	_____
Director of Library Services	Date
Approved by:	_____
Chair, Board of Library Trustees	Date

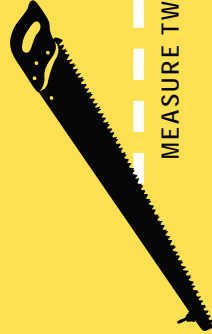
DIY with BPL

DISCOVER BERKELEY'S TOOL LENDING LIBRARY



SAWS, SANDERS, AND DRILLS — BUILD IT, FIX IT, MOVE IT

Weed eaters, hedge trimmers, demolition hammers and electric snakes are some of our most popular items. Ladders, cement mixers, hand trucks and dollies, plumbing tools, pipe threaders, circular saws, sanders, table saws, drills, wheelbarrows, and post-hole diggers are not far behind. But that's just for starters.



MEASURE TWICE, CUT ONCE

TOOL LENDING LIBRARY @ SOUTH BRANCH
1901 Russell Street at MLK
Berkeley, CA 94703
(510) 981-6101



HOURS	
Mon	Closed
Tue	10 am – 6 pm
Wed	Noon – 8 pm
Thu	Noon – 8 pm
Fri	10 am – 6 pm
Sat	10 am – 6 pm
Sun	Closed

11/17



DIY WITH BPL

We're more than just hammers. But if you need those, we've got about 30 different kinds of them, along with thousands of other tools you can check out for free, and plenty of knowledgeable, friendly advice on how to get the job done right. Plus there's a sizeable collection of helpful how-to books, videos, and DVDs on construction projects, gardening, plumbing, electrical work, and more. Right next door at the South Branch Library, to help you get that weekend project finally finished.

GET BUSY, BERKELEY

Berkeley residents over the age of 18, and people who own property in Berkeley, can check out up to 10 tools at a time from the Tool Lending Library. Tools may be borrowed for 3 or 7 days, depending on the item. All you need is a photo ID, a Berkeley Public Library card, and a recently received utility bill, taxbill or current lease showing your name and Berkeley address. Call us for more information about how to get started.

FINISH THE JOB RIGHT

Our tools are in high demand, so it's important to bring them back on time, and only when the Tool Lending Library is open. Fines for overdue tools range from \$1 to \$18 per day. There are additional fines for returning tools dirty or damaged.

ONLINE TOOL SEARCH

www.berkeleypubliclibrary.org/tools

BE KIND

- Clean your tools when finished.
- Return on time during open hours.

CARPENTRY & WOODWORKING

Awl \$1
 Butt Hinge Marker \$1
 Cabinet Scraper \$1
 Chalk Line \$1
 Drills (see Power Tools)
 Flat Bar \$1
 Flat Knife \$1
 Hammers, Various \$1
 Level, Various Sizes \$1
 Mallet, rubber \$1
 Nail Box \$1
 Nail Puller \$1
 Nail Set \$1
 Planes, Various \$2
 Plumb Bob \$1
 Prybars, various \$1
 Rasp, Wood \$1
 Router, (w/o bits) \$5
 Saws, (see Power Tools)
 Saw, Dove-tail \$1
 Saw, hand, Crosscut \$1
 Saw, Coping \$1
 Saw, Keyhole \$1
 Saw Horses (set of 2) \$2
 Scribbing Tools \$1
 Shavehook \$1
 Speed Square \$1
 Spokeshave \$1
 Squares, various \$1
 Stud Sensor \$1
 Surfform Plane \$1
 T-Bevel, Sliding \$1
 Tack Claw \$1
 Tack Hammer \$1
 Tape Measure, Various \$1
 Utility Knife \$1
 Wood Chisels, Various \$1

CLAMPS

Pipe Clamps, 2" - 8" \$2
 Spring Clamps \$1
 Clamp, Tool Guide \$2
 C-Clamps, various \$1
 Handscrews \$2
 Bar Clamps, Various \$2
 Vise Grip Clamps \$1
 Corner Clamps \$1

CONCRETE AND MASONRY

Brick, Jointing Tools \$1
 Bull Float, Magnesium \$5
 Full Float, wood \$5
 Bull Float Handles, 6' \$2
 Cement Finishing Tools \$1
 (Darby, Trowels, Edgers, Groovers)
 Cement Mixer, Electric \$15
 Cement Mixing Box \$2
 Chisels (brick, cold, bull point) \$1
 Concrete Vibrator \$15
 Demolition Hammer (30 lb Electric) \$18
 Float (Magnesium, Wood, Rubber) \$1
 Grinder (see Power Tools)
 Grout Float, Various \$1
 House Jacks, Various \$5
 Mortar Hoe \$2
 Mortar Mixing Box \$2
 Rebar Cutter/Bender \$15
 "Berkeley" Benders \$2
 Rotary Hammer Drills
 SDS \$10
 Spline Drive \$15
 Rotary Hammer Bits \$1-2

ELECTRICAL

Bx Cable Cutter \$2
 Circuit Tester \$1
 Conduit Bender, Various \$2
 Extension Cords, <50' \$1-2
 Fish Tape, Various \$1
 Knock-Out Punch Set \$2

MEASURE TWICE, CUT ONCE

Soldering Irons \$2
 Trouble Light \$1
 Wire Stripper \$1

FLOOR AND WALL

Caulking Gun \$1
 Carpet Cutter \$1
 Carpet Edge Trimmer \$1
 Carpet Knee Kicker \$5
 Carpet Power Stretcher \$15
 Carpet Seam Iron \$5
 Carpet Seam Roller \$1
 Carpet Shear \$1
 Carpet Stair Tool \$1
 Drywall Mudknives, Various \$1
 Drywall Corner Knife \$1
 Drywall Hand Sander \$1
 Drywall Pole Sander \$1
 Drywall Mud Pan \$1
 Drywall Screwgun \$5
 Drywall T-Square \$2
 Floor, Roof Scraper \$2
 Heat Gun \$5
 Paint Scraper \$1
 Plaster Darby \$1
 Plaster Hawk \$1
 Plasterer's Rod \$2
 Tile Cutter, Ceramic & Vinyl \$2
 Tile Nipper \$1

GARDENING & DIGGING

Bow Saw \$2
 Broad Fork \$2
 Cultivator \$2
 Digging Bar, Various \$2
 Fence Post Driver \$2
 Garden Trowel \$1
 Grass Hook (sickle) \$1
 Hedge Shear, Manual \$2
 Hedge Trimmer, Electric \$10
 Hoe, Planter's \$2
 Lawn Mower \$5
 Lopping Shear \$2

Picks, Railroad \$2
 Picks, Mattock \$2
 Pick, Hand \$1
 Pitchfork \$2
 Pole Pruner \$2
 Pole Pruner Ext Handle \$1
 Pole Saw \$2
 Post Hole Digger \$5
 Pruning Saw \$2
 Pruning Shear, Hand \$1
 Rake (leaf, bow, grading) \$2
 Shovel, Round or Square Pt. \$2
 Soil Tamper, 8", 10" \$2
 Spade, Garden \$2
 Spading Fork \$2
 Slate Bar \$2
 Street Broom \$2
 String Trimmer (WeedEater) \$6
 Swing Sickle \$2
 Telegraph Bar \$2
 Trowels, Cultivators (hand) \$1

LADDERS

Extension, 16' \$10
 Extension, 24', 28' \$15
 Ladder Jacks \$5
 Orchard Ladder (8') \$5
 Step, 2', 4' \$2
 Step, 6', 8', 10' \$5
 Roof Jacks \$1

MATERIAL HANDLING

Piano dolly \$5
 Hand Trucks (Refrigerator, Delivery) \$5
 Wheelbarrow, Contractor's \$5

MECHANICAL TOOLS

Bolt Cutter, 24" \$2
 Bolt Cutter, Mini \$1
 Cable Cutters, Various \$1
 Channellocks, Various \$1
 Crimpers, Various \$1
 Cutters (side & end) \$1

Impact Screwdriver \$2
 Grinder (see Power Tools)
 Grommet Kit \$1
 Files, Various \$1
 Shower Valve Sockets \$2
 Submersible Pump \$5
 Test Plug, Various \$2
 Water Meter Key \$2
 Water Pressure Tester \$1

POWER TOOLS

DRILLS AND BITS
 Drill Motor, VSR, 1/2" \$5
 Drill, Right Angle, 1/2" \$15
 Drill Bit, Ship Auger \$2
 Drill Bit, Bellhanger \$2
 Drill Bit, Self-Feed \$2
 Drill Bit, Extension \$1
 Drill Press, Stationary \$5
 Hand Drill \$2
 Wrench, Crescent \$1
 Wrenches, Metric & Standard \$1
 Hole Saw, Mandrel \$1

PLUMBING AND DRAIN CLEANING

Basin Wrench \$2
 Closet (toilet) Auger \$2
 Drain Flusher, Various \$1
 Drain Snakes, Hand \$5
 Drain Snake, Elect., 50' \$15
 Faucet Handle Puller \$1
 Faucet Seat Wrench \$1
 Garbage disp. Wrench \$1
 Gas Pressure Tester \$1
 Pipe Cutter, Cast Iron \$5
 Pipe Cutter, Various \$2
 Pipe Reamer, Various \$2
 Pipe Vise, Various \$5
 Pipe Wrenches, Various \$2
 Pipe Threader/Die \$2
 Pipe Threader Handle \$2

SANDERS AND GRINDERS

Angle Grinder, 4-1/2" \$5
 Belt Grinder, 7", 9" \$5
 Belt Sander, 3x21, 4x24 \$5
 Disc Sander, 7" \$5
 Random Orbit Sander, 5" & 6" \$5
 Vibrating, 1/4", 1/2 Sheet \$5

SAWS

Saw, Circular (Skilsaw) \$6
 Saw, Power Miter (Chop) \$15
 Saw, Reciprocating (Sawzall) \$5
 Saw, Saber (Jigsaw) \$5
 Saw, Table, 8" \$15

OR PAY THE FINE

- The fine amount follows the tool listing.
- Lending periods vary from 3-7 days.
- Most tools can be renewed once online at berkeleypubliclibrary.org.



ACTION CALENDAR
November 8, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Discussion and Nominations for the Selection of Board President and Vice-President

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 9, 2017, for a one-year term.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

CURRENT SITUATION AND ITS EFFECTS

Regular President and Vice-President elections occurred in November 2016, at that time Trustee Holcomb was elected President and Trustee Novosel Vice-President. 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. At the May 31, 2017 Board of Library Trustees meeting the Board appointed Diane Davenport to serve as President and John Selawsky to serve as Vice President beginning at the conclusion of voting, through the time of the next election in October 2017.

Process

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

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 9, 2017

FUTURE ACTION

No future action is needed.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Library, 510-981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

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

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

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

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

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting with the term commencing November 9, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as President for the remainder of 2017 and through the time of election in 2018 and to appoint _____ to sit as Vice-President for the same period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on November 8, 2017 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

November 8, 2017

To: Board of Library Trustees
From: Judy Hunt, Trustee
Subject: Discussion of Organizational Review & Evaluation of Library Services

RECOMMENDATION

Discuss Trustee Hunt's suggestion for an organizational evaluation to facilitate and sustain improved operations and services. Adopt a resolution for BOLT to discuss at one or both of the next two regular BOLT meetings the initiation of an independent review and evaluation of the Library.

SUMMARY

During its August 2, 2017 BOLT meeting, Trustee Judy Hunt shared that an audit of the Berkeley Library would be helpful to address issues facing the Berkeley Public Library for several past administrations. ***On September 6, 2017 BOLT voted to proceed with a comprehensive review and evaluation of Library Services.***

FISCAL IMPACTS OF RECOMMENDATION

Unknown consultant fees to be determined.

CURRENT SITUATION AND ITS EFFECTS

BOLT seeks to enable the Library to improve its services and community outcomes and an outside review is an effective way to identify opportunities for improvement.

BACKGROUND

The Library has not undergone outside review.

An audit of an organization is: a review, evaluation and recommendations from an independent outside body with knowledge, skills and expertise to provide a status of the organization as an effective functioning entity.

The goals of an independent review and evaluation would be to:

- Build on the strengths of the Library;
- State the areas of needed improvement;
- Share specific benchmarks for areas needing improvement;
- Share how to achieve the benchmarks;
- Engage community stakeholders with transparency and accountability.

ENVIRONMENTAL SUSTAINABILITY

No impact

RATIONALE FOR RECOMMENDATION

A review and evaluation of the Library would include the following:

- Organizational structure
- ***Governance – the type of Library board, how it functions, its role and responsibilities***
- ***Executive management – the role, responsibilities and accountabilities to BOLT***

- ***Middle Management – roles, responsibilities and accountabilities to Executive management***
- ***Unit Supervisors – roles, responsibilities and accountabilities to Middle management***
- ***Staff – roles, responsibilities and accountabilities to Unit Supervisors***
- ***Operations: policies, procedures and systems for effective program performance that reflect community engagement, transparency and accountability. "***
- ***Training – BOLT, Management (Executive, Middle, Supervisors), Staff (all direct service) → Talent Development & Teambuilding/Teamwork throughout the organization***
- Community partnerships: engagement with vital resources and city residents
- Finance-status of financial health

Review timeframe: Possibly 1 year.

Reviewers/Evaluators: American Library Association and/or other entities to be determined.

Review/Evaluation should align with an up-to-date strategic plan.

Provide regular communications to city residents about benchmarks and milestones achieved as positive outcomes and effective performance measurements of the Library's capacities.

Future BOLT Workshops:

- To engage the community in collaborative conversations about the review, evaluation and recommendations from outside entities; and
- To provide transparency and accountability to its city residents/taxpayers and to the Friends and Foundation as vital community partners.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

Judy Hunt, Board of Library Trustees

Attachments: None



ACTION CALENDAR

November 8, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Selection of Trustee(s) to attend the 4x2 Committee meeting

RECOMMENDATION

Adopt a resolution identifying the method by which 4x2 attendees will be determined by the board. Determine a schedule for this process. The 4x2 committee consists of two members of BOLT, 2 Friends of the Berkeley Public Library representatives, 2 Berkeley Library Foundation representatives, and 2 members of Library management and meets on a quarterly basis.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS

Trustee Davenport and Trustee Hahn have attended the 4x2 Committee meetings most recently, representing the Board. BOLT appears to have had varied practices in determining which board members attend. During the regular meeting of the Board on September 19, 2007, the Board decided to assign one Trustee to attend and to rotate the second Trustee assigned to attend the 4x2 Committee meeting and appears to have followed this practice for some time. It is unclear if BOLT officially changed this practice, as it appears that at some time the rotation process ended, and, instead, it was done on a volunteer basis. It would be useful for the board to agree upon a process moving forward.

BACKGROUND

The 4x2 Committee is a collaborative group made up of members from the Board of Library Trustees, the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and Library management, with two members of each body attending regular meetings. These meetings allow its members the chance to share information and discuss issues that may be relevant to the other bodies.

FUTURE ACTION:

The draft resolution reflects the process used in 2007 and is one option for the board. The board should discuss and identify alternative resolutions if it so desires.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: YY-___

TRUSTEES TO ATTEND THE 4X2 COMMITTEE DURING 2018

WHEREAS, the 4x2 Committee is a collaborative group made up of members from the Board of Library Trustees, the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and Library management, with two members of each body participating; and

WHEREAS, Trustee [] represents the Board of Library Trustees as a standing member of the Committee; and

WHEREAS, on September 19, 2007 the Board decided to rotate the second attending member of the Committee among the remaining the Trustees; and

WHEREAS, the next meeting of the 4x2 Committee will be held on [] at the Central Library, Administration.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee _____ is assigned to attend as the standing Trustee representative for the meeting held in 2018 and the remaining trustees will take turns attending the meeting as the second rotating member.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on November 8, 2017.

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Library Director
Subject: Central Support Unit

RECOMMENDATION

Adopt the resolution to direct the Library Director to initiate recruitment of budgeted positions approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017.

BOLT approval for recruitment will allow the Library to staff the budgeted department/division for the Central Support Unit (#9301) to address the following general responsibilities:

- Staff the redesigned teen space and other first floor Central Library areas to provide programming and respond to patron readers' advisory and information questions
- Assume duties related to enhancing user experience and providing security support for first and third floors of the Central Library
- Support collection marketing and management for materials housed on the first and third floors of the Central Library
- Provide ongoing teen programming in revamped space and in redesigned electronic classroom
- Initiate and sustain outreach and partnership efforts in support of redesign of teen space and teen services
- Support for system-wide adult programming efforts, such as a citywide read program, and adult – interest programs as part of all-ages initiatives such as Cornerstones of Science and the Summer Reading Program
- Support for Library's volunteer program
- Support adult services reference needs (after appropriate cross-training)

The Central Support Unit will consist of the following budgeted positions:

- Supervising Librarian (New) at 1.0 FTE
- Senior Librarian (New) at 1.0 FTE
- Library Specialist II (Vacant) transfer at 1.0 FTE

As part of the 2019 budget update, the Library will consider overall staffing needs for the Central Library, including what possible additional staff might be necessary to enable the above intent.

FISCAL IMPACTS OF RECOMMENDATION

All positions are budgeted in FY 2018 and FY 2019. Current cost savings from vacant positions will be reduced.

CURRENT SITUATION AND ITS EFFECTS

The 2018/19 Biennial Budget was designed to support the following BOLT priorities, as described in the May 31 presentation to the board (stress in original document):

- *“Improve **organizational health** by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of collaboration, planning, evaluation, and evidence-based decisions*

- *Promote **innovative and effective use of technology** to facilitate access to information and ideas*
- *Identify and prioritize strategic **capital improvements**, including infrastructure and Central Library repairs and improvements for possible action*
- *Increase and adapt the **Library Tax Fund (301) reserve** set-aside to model the City General Fund Reserve Policy*
- *Maintain the **stability of the operating budget** and plan for future operational needs – including establishing/maintaining a balanced budget”*

That report referred specifically to the following budget strategies:

- *Maximize Delivery of Core Library Services with Available Resources*
 - *Right and Proper Deployment of Staff*
 - *Enhanced and Expanded Programming*
 - *Central Library Teen Room and Infrastructure Improvements*
 - *Pursue Grants and Gifts Funding*

BOLT (with its current composition) unanimously adopted the budget in awareness and support of these priorities and the identified strategies, which includes the Central Library teen room improvements. The approved budget includes \$1.6 million dedicated specifically to Central Library improvements. Furthermore, the Berkeley Public Library Foundation has provided and/or pledged a combined \$600,000 in support of Central Library Improvements. Discussions about the Library improvements are not new; they reflect many years of board discussion, staff dedication, the obtaining of design expertise, outreach, community input, and planning for an improved experience of Library spaces, services, and collections.

In May, 2017 when BOLT passed the 2018-19 biennial budget, board members indicated an interest in greater clarity about staff responsibilities prior to the Library initiating the hiring of staff for the newly identified “Program Planning Team.” The October 2017 Action Calendar item on the Central Support Unit addressed these questions, providing the following explanation:

Currently the first floor in the Central Library is regularly staffed solely by Circulation Services staff. The Library is working to update the entirety of the Central Library design. The first phase of this project encompasses the first floor, in which additional seating, a dedicated teen space, and a redesigned popular materials area are planned. This redesign requires the Library to reconsider staffing needs for the first floor. The Library has identified that staff are needed to design and promote teen programs, develop leadership opportunities for teens, perform outreach, oversee use of the space, and be available for readers advisory and information questions. The lobby of the Central Library currently houses new materials, Lucky Day materials, DVDs, adult graphic novels, and romance books. These materials are among the Library’s most popular; enhancing the experience of patrons seeking these materials is a high priority for the Library.

BACKGROUND

Since fiscal year 2014, the Library has committed itself to a redesigned Central Library with special attention to a new Teen Space which reflects the developmental needs of teen community members. The Library contracted with the architectural firm Noll & Tam, engaged in a significant community input process, utilized the work of multiple staff committees, hired teens to participate in the planning process, and initiated a design prototype. In March of 2017, a new Central Space Planning Team was convened that has identified additional service goals and space design needs, using a User Experience lens.

On May 31, 2017, BOLT approved the 18/19 Biennial Budget that includes funding for two new positions--a Supervising Librarian and a Senior Librarian--as part of a plan to create a new unit, the Programming Support Unit. In addition, a vacant Library Specialist II position was added to this unit, and the Senior Librarian in Children’s Services was to be transferred into the new unit.

The proposed charge of the unit was to enhance evaluative and organizational capacity to support public programming operations at BPL, modeled to a large degree upon current practices in Children's Services. Although BOLT approved the positions, trustees expressed some reservations related to the unit's focus upon administrative rather than public facing work, and asked the Director to provide an update prior to commencing recruitment for the new positions and transfer of the others. The current proposal differs from the original in that it reflects the stated interests of BOLT, and is designed to better support public facing needs of the Central Library, while also supporting outreach and programming efforts related to a redesigned Central Library and for the Library as a whole.

The department/division code of 9301 is currently used, effective the FY 2018 budget, for tracking some programming expenses and activities. It was originally established as *Branch Libraries Administration*. At the start of the Measure FF – Branch Libraries Improvement Program, branch administration was transferred into Library Administration (9101) and 9301 was repurposed to capture Measure FF related project costs up to the conclusion of the program.

ENVIRONMENTAL SUSTAINABILITY

N/A

RATIONALE FOR RECOMMENDATION

The Central Library's first floor will soon be remodeled with a new teen space, a lounge seating area, a revamped lobby area, a laptop lending machine, and updated seating throughout the floor. In its work considering design options for the teen space, the Library's Space Planning Team identified many programming elements to include. However, in doing so, the team came to understand that a number of staffing elements had not been included in the plan. The team identified a need for staff to develop both active and passive programs, perform outreach in order to make the space attractive and reflect teens' ongoing interests, and to provide supervision of the space. Further, the team came to understand a need for staff to ensure and sustain a welcoming environment while also answering readers' advisory and informational questions. The Library's management team recognizes the benefits of having professional staff available in a larger percentage of the facility.

The intent of the original proposal was to support programming efforts through building efficiencies and skills; developing methods to better evaluate and design programming plans; and creating efficiencies to enable staff throughout the Library to devote a greater degree of their time on public service work rather than administrative duties. This proposal will enable the Senior Librarian to spend up to 25% of his or her time on such systemwide efforts while spending the majority of time on front-facing duties, such as outreach, direct contact with patrons, programming coordination and design at the Central Library, and collection management efforts.

In addition to providing support for the experience of patrons using the first floor of the Library, the Library Specialist II will be cross-trained to provide support on the second and fifth floor service desks. It is important to note that many Librarians and Library Specialists are currently cross-trained to provide reference services at different access points in the Library; at the branches, our Librarians answer questions related to the totality of questions asked, regardless of the age or interests of patrons.

Having a third Supervising Librarian assigned to the Central Library will better distribute responsibilities related to being "in charge," will improve supervisory support levels during incidents, and will build capacity for the Library to better handle facility emergencies.

At the October meeting, board members indicated an interest in my obtaining input in addition to that I had received from my numerous meetings with staff, supervisors, managers, and the Central Space Planning team. On October 26, the Library Council, consisting of both managers and staff, discussed the topic and no concerns were raised. Supervisors were asked to get input from staff on how to improve the proposal.

Since then, I have heard from a number of staff, both orally and, on some occasions, in writing. The majority expressed support for the new proposal. Others expressed concerns. These generally related to changes in the Biennial budget passed by the board they disagreed with, or operational decisions outside of their expertise or work focus. I have incorporated a number of the stated concerns in the revised proposal.

Staff who expressed support expressed the following:

- Interest in enabling the long-planned for Central Library Space Improvement project to move forward. One staff-member said that “the Teen space at Central is woefully inadequate to support and serve the **3,018** teens who attend Berkeley High School, a half block from Central. Currently we serve our teen population with one table, 2 computers, and 8 chairs in a room that is essentially a hallway, with no windows. It is no surprise that this population of patrons does not spend much time in the library, there is no room for them! I believe if we build it, they will come. There has been extensive teen engagement around this project over the past 4 years. In fact, teens who participated in previous planning processes are disappointed and do not understand why nothing has happened yet.”
- Interest in enabling a teen space to be staffed by dedicated, qualified staff.
- Interest in enabling patrons who use the first floor to more regularly encounter staff with subject expertise. One staff member said “Staff are crucial to the success of this expansion of teen services and the proposed redesign of the first floor. The proposed Central Support Unit would allow for adequate staffing of the Teen area and improved customer service on the first and third floors which currently are not staffed by librarians. At the moment, our staffing model does not provide for Readers Advisory with Librarians anchored to an unused Reference Collection rather than in the stacks with our users. It is my hope that this new unit will allow librarians at Central to better manage our collection and serve our users.”
- Enthusiasm for opportunities to collaborate with Berkeley High School to develop quality teen services.
- Excitement about improved quality of patron experiences on the first floor of the Central Library.
- Enthusiasm for new seating models in the Central Library.
- Excitement about opportunities for career growth for current BPL staff due to new higher level positions included in the budget for this unit. A staff member said, “Opportunities for promotion and transfer are very rare in our system. The proposed unit creates 4 positions that allow staff at the professional and paraprofessional level to perform creative, progressive work with the potential for greater efficacy. I hope that the success of this unit will be the first step in the development of a more relevant and modern service and staffing model at the Central Library.”
- Excitement about support for systemwide programming efforts. One staff member referred to the recent efforts to provide consistent programming for Hispanic Heritage Month. Although the branches were able to do so, Central Library did not participate. A staff member said following indicating that they believe Central Library could have done so were this unit in place: “This unit as proposed could enable staff at **all** locations to work together on more projects like this one.”
- Interest in ensuring that Adult Services staff would not be expected to primarily staff a new Teen space along with expectations to staff the second and fifth floors

Some concerns expressed by staff included the following:

- Some Art & Music staff indicated an interest in additional staff in order to thoroughly weed the music and art collection. There is no indication that such additional staff is required to engage in deselection.

- Some Art & Music staff indicated an interest in additional staff to put up installations and have additional staff at the desk. They refer to a position that was not budgeted in the approved Biennial budget-- a half-time Library Specialist II in Adult Services. They also refer to the Teen Librarian being transferred as something that would reduce the Library's ability to provide adequate services on the second floor. However, this updated proposal no longer includes transfer of that position to the new unit.
- Some staff indicate a lack of knowledge about where the adult Fiction collections will be shelved, claiming that "some suggestions I've heard are that fiction should be heavily weeded and/or much of it be put into storage, both of which seem like a real disservice to browsers and to the public in general." However, that statement is unfounded. There are no such deselection plans aside from the overall continuous review and evaluation performed by staff. And there has been no discussion about placing fiction materials in storage. In fact, the Adult Services staff at Central Library was recently encouraged by Library Management to purchase thousands of dollars of classic fiction for that collection. Library management is dedicated to quality fiction collections at the Central Library and the heavy use of this collection indicates more of these core and classic titles are needed. Where adult fiction materials will be shelved remains an important assignment for the Central Space Planning Team with support of Noll and Tam.
- Interest in greater clarity regarding specific staff desk assignments. It is important to note that, in all of our units, the Supervising Librarian, under the advisement of his or her Library Services Manager, designs a scheduling plan. Having the Supervising Librarian in place will allow a specific scheduling plan to be developed by the appropriate staff-member.
- Some staff indicate they would prefer not to move forward with many of the redesign elements, opining that they are unnecessary. For example, one staff-member said "Catering to the users of popular collections is a detriment to users of all other collections. Why do these users get everything as soon as they walk in the door while users of other collections (like fiction which will be displaced by this plan) have to use stairs and elevators?" Also the following: "Laptop Lending Machine: Further mechanization of library duties-depersonalizing the patron experience." Neither of these concerns are relevant to the question in front of the board, which is one of staffing.
- Staff have suggested that managers staff the public services desks, indicating their belief that managers do not interact enough with community members. Such concerns are unrelated to the proposal to recruit dedicated frontline staff with responsibilities on the first floor. The direction from BOLT was to create front-facing staff positions rather than reassign managers to assignments generally performed by classified staff. The idea that managers do not interact with community members is false on many levels; in fact, managers are in daily contact with community members: those who make complaints about customer services; who request their books be added to the collection; who have suggestions about how to improve facilities; who face challenges using Discover & Go for museum passes; who want to ensure adequate access for people with disabilities; who suggest they should lead author talks; who break Library rules and are asked to leave the Library; who appeal suspensions and are provided a hearing by a manager; who call to discuss the collections management process; who complain about meeting room access policies; who complain about the inadequacy of services or praise the quality of services; who complain that they did not receive their holds; who are not receiving emails related to their library accounts; who praise staff, and encourage the Library to hire more staff like the employee they had a good experience with, and so on. These are often difficult interactions appropriate for people with a high level of negotiation and open listening skills. However, it is clear that a small group of staff are either unaware of the wide range of interactions that managers have with community members, or believe that such interactions are not meaningful.

Many of the staff concerns are not related to the particulars of the proposal to hire new staff. However, they do indicate a need for improved understanding of practices and assignments. And they indicate a need for the Library to engage in as a transparent budgetary process as feasible going into FY 2019. The Library is dedicated to holding both staff and community workshops around the budget in which some of these concerns might be better addressed.

In closing, the attached proposal is based upon my having heard from many staff-members with varied opinions. It is greatly affected by my understanding of the amount of resources that have been allocated for Central Library space improvements by the Library and by the Berkeley Public Library Foundation in support of the Library's goals. There appear to be a small number of staff who would like the Library not to continue with planned improvements and appear to be using this staffing proposal as an opportunity to halt the process for reasons which remain unclear. Not proceeding would be a waste of City resources and would undermine the decisions made by this very BOLT. Proceeding will enable the Library to fulfill its promises to the community to improve Central Library services.

ALTERNATIVE ACTIONS CONSIDERED

To leave the existing authorized Library Specialist II positions in its respective department/division, and to not fill the two new positions for Senior Librarian and Supervising Librarian. To leave the budgeted appropriations in department/division 9301 through FY 2018, and to reallocate the FY 2019 budgeted programming funds out from 9301 to other department/divisions. To not provide adequate outreach, programming, or reader's advisory services in the first floor of the Central Library. To address staffing needs in the 2019 budget review process in Quarters 3-4 of 2018.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 981-6195

Attachments:

1. Resolution
2. History Of Board Of Library Trustee Actions For Central Library Improvement Program
3. Supervising Librarian Job Description
4. Senior Librarian Job Description
5. Library Specialist II Job Description

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 17-__

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 17-032 on May 31, 2017 adopted the FY 2018 and FY 2019 biennial revenue and expenditure budgets; and

WHEREAS, the adopted FY 2018 and FY 2019 biennial budget included staffing and appropriated expenditures for a Programming Support Unit using department/division code 9301; and

WHEREAS, the board has expressed that the Library focus increased support towards public service needs at the Central Library as well as supporting outreach and programming efforts related to a redesigned Central Library; and

WHEREAS, the Central Library first floor is soon to be remodeled with a new teen space, a lounge seating area, a revamped lobby area, a laptop lending machine, and updated seating throughout the floor; and

WHEREAS, by BOLT resolution R12-084, dated December 19, 2012, the board established the Central Library Improvement Program as a priority for the FY14/FY15 biennial budget and has maintained this priority in the following (two) biennial budgets; and

WHEREAS, the Library has identified a need for staff to develop both active and passive programs, provide supervision of the redesigned first floor, the need for staff to ensure and sustain a welcoming environment while also answering readers' advisory and informational questions; and

WHEREAS, the Library seeks to rename the Programming Support Unit to that of Central Support Unit with a revised charge to support the needs as identified of a remodeled first floor in the Central Library along with administrative and programmatic support for effective adult programming throughout the Library; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to direct the Library Director to initiate recruitment of budgeted positions to staff the department/division for the Central Support Unit (#9301) as approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 17, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee

HISTORY OF BOARD OF LIBRARY TRUSTEE ACTIONS FOR CENTRAL LIBRARY IMPROVEMENT PROGRAM

R12-084 (19DEC12): Adopted as one of Biennial Budget for FY14+FY15 priorities, *“Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action.”*

R13-035 (29MAY13): Approval of Biennial Budget for FY14+FY15. Budget included, *“FY 2014 has also been budgeted for redesign and renovation of the Teen Space at the Central Library for \$125,000 to be funded from the Fund’s balance or possibly by the Foundation.”*

Project Code 14LB24 was established to cover period from 30JUN13 to 30JUN18.

R13-056 (11SEP13) Appropriated funds = \$175,413 set aside in budget code 301-9101-450.30-38 to include Central Infrastructure (Teen Space, Deferred Maint., Limited Public Area Service Improvements).

R13-063 (9OCT13): Authorization of RFP for *“Central Library Area Improvements”*.

RFP Spec No. 14-10812 (10OCT13): Open *“Central Library Area Improvements”*

RFP Spec No. 14-10812 (19NOV13): Close *“Central Library Area Improvements.”* Eight responses received.

R14-014 (12FEB14): Authorization for award of contract to Noll & Tam.

Contract (21FEB14): Purchase order #99497 = NTE \$80,800 issued for Contract #9563 with Noll & Tam.

Proposed mid-Biennial Budget FY 2015 (9APR14): Specified \$500K increased/added appropriation allocated for construction stating, *“In addressing the established BOLT priorities the costliest program to be undertaken at an appropriated \$500,000, and representing 77.5% of the requested additional appropriation, are selected area improvements in the Central Library with a particular emphasis on creating a dedicated, fresh and upbeat Teen space.”*

R14-030 (20MAY14): Approval of updated Biennial Budget for FY15.

R14-043 (23JUL14): Authorization for amendment of contract #9563 = \$141,875.

R14-077 (10DEC14): Adopted as one of Biennial Budget for FY16+FY17 priorities, *“Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action.”*

R15-109 (3JUN15): Approval of Biennial Budget for FY16+FY17. Budget included, *“• Central Improvement-Prof. Svcs: \$350,000; • Central Improvement-Construction: \$1,125,000.”*

R15-116 (1JUL15): Authorization for amendment of contract #9563 = NTE \$194,128.

R15-135 (21OCT15): Authorization for amendment of contract #9563 = NTE \$355,416.

Proposed mid-Biennial Budget FY 2017 (8JUN16): References, *“The Central Project has a budget of \$2.5 million, of which \$1.9 million will be from Fund 301. The other \$600,000 has been committed from Berkeley Public Library Foundation to contribute to the project.”*

FY 2016 Closing Budget Results and FY 2017 Budget Amendment (AAO1) (7SEP16): References, *“Other material favorable variances to the Revised Budget include \$1.6M for architectural and engineering services and project construction due to delay of the Central Library Improvement Project...”*

R16-050 (14DEC16): Adopted as one of Biennial Budget for FY18+FY19 priorities, *“Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action.”*

FY18/FY19 Biennial Budget PowerPoint Presentation (19APR17): Cited priorities, and as one of, *“Maximize Delivery of Core Library Services with Available Resources: Central Library Teen Room and Infrastructure Improvements”* and *“Central Improvement-Prof. Svcs: \$325,000; Central Improvement-Construction: \$1,600,000”*

R17-032 (31MAY17): Approval of Biennial Budget for FY18+FY19. Allocated, *“• Central Improvement: Prof. Svcs \$325,000; Construction \$1,300,000”* and *“And, specific to this biennial period, the Library will undertake the construction of a dedicated and articulated teen space in the Central Library.”*

Furthermore, *“Today, with both the Director and Deputy Director positions staffed the project is back on track with a budgeted value of \$1,625,000, the lone non-personnel expense item to exceed the \$1.3M budgeted for library material acquisitions – typically the Library’s largest non-personnel expense item.”*

Contract #9563 extended (26SEP17): Director letter extension to 31DEC18.



Supervising Librarian

Class Code:
26030

Bargaining Unit: Service Employees International Union,
Local 1021 (Comm Svcs & PT Rec Leaders)

CITY OF BERKELEY
Established Date: Oct 1, 2002
Revision Date: Oct 9, 2008

SALARY RANGE

\$44.42 - \$53.51 Hourly
\$3,553.85 - \$4,280.77 Biweekly
\$7,700.00 - \$9,275.00 Monthly
\$92,400.00 - \$111,300.00 Annually

DESCRIPTION: DEFINITION

Under direction, plans, organizes and supervises the activities of a branch library or section of the main library; performs related work as assigned.

CLASS CHARACTERISTICS

The Supervising Librarian is the first full supervisory level in the professional Librarian series. Incumbents are responsible for planning, organizing, coordinating and supervising employees and functions of an assigned branch or section of the main library. Primary responsibilities involve administration and maintenance of the physical facility, supervision of professional, technical and support staff, and providing of reference and readers advisory services for the public. This class is distinguished from Library Services Manager in that the latter has division-level and system-wide management responsibilities.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, organizes, schedules, supervises and reviews the work of professional, technical and support staff;
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned activity;
3. Recommends selection of assigned staff, evaluates work performance and provides for their training and professional development;
4. Participates in Library operations, including material selection, public service and community relations, and reference and readers advisory service; makes studies and recommendations for improved service delivery;
5. Provides for facility upkeep and maintenance;
6. Participates in supervisory staff meetings and acts as a liaison between library management and branch staff;
7. Assists in developing the branch budget requirements;
8. Serves on various library committees, both within and outside the library and collaborates with library management staff in service assessments;
9. Maintains records and prepares periodic or special reports regarding branch activities or related matters;
10. May represent the Library in meetings with the public, citizens groups and other agencies; and

11. Performs related work as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of public library services and administration, including service objectives, organization and procedures;
2. Principles and practices of budget development and administration;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Skill in:

1. Planning, organizing, assigning, directing, and reviewing the work of assigned professional, technical and support staff;
2. Selecting, motivating and evaluating staff and providing for their training and development;
3. Analyzing complex administrative problems, evaluating alternatives, and recommending effective courses of action;
4. Preparing clear and concise written reports, correspondence, and outreach and informational materials;
5. Establishing and maintaining effective working relations with a variety of individuals and groups, including library staff, patrons, common groups and service providers, including making verbal presentations;
6. Selecting and recommending a variety of library material for patron use; and
7. Performing difficult reference, research and technical librarian work.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science and three (3) years of experience as a professional librarian. Some lead or supervisory experience is desirable. Progressively responsible related experience may be substituted for the college coursework on a year for year basis.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required. Must be able to work evenings and weekends.

CLASSIFICATION HISTORY:

Estab: 12/1988

Rev: 12/1989

Rev: 10/2002



CITY OF BERKELEY
 Established Date: Dec 1, 1988
 Revision Date: Oct 9, 2008

Senior Librarian

Class Code:
26060

Bargaining Unit: Service Employees International Union,
 Local 1021 (Comm Svcs & PT Rec Leaders)

SALARY RANGE

\$38.98 - \$46.33 Hourly
 \$3,118.62 - \$3,706.62 Biweekly
 \$6,757.00 - \$8,031.00 Monthly
 \$81,084.00 - \$96,372.00 Annually

DESCRIPTION: **DEFINITION**

Under general supervision, plans, organizes and directs activities required to implement specialized system wide ongoing library service activity; performs related work as assigned.

CLASS CHARACTERISTICS

The Senior Librarian is the lead and specialist level in the professional Librarian series. This is not considered a supervisory class in that the selection and evaluation of employees is not assigned at this level. Incumbents are responsible for planning, organizing, coordinating and administering activities and staff required to accomplish major system wide library services programs, including but not limited to information and referral, public presentations and events. Primary responsibilities involve system wide program development and implementation, and coordination and direction of staff to ensure success of an assigned program or activity. This class is distinguished from Supervising Librarian in that the latter is the full first supervisory level with branch supervision responsibilities.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, organizes, directs and reviews the work of professional and support staff as assigned to the specific program area;
2. Develops and implements goals, objectives, policies, procedures and work standards for assigned program;
3. Develops, coordinates and implements system wide, ongoing programs in such areas as information and referral and cataloging resources;
4. Performs studies and makes recommendations for improved service delivery;
5. May participate in staff meetings and acts as a liaison between library management and branch staff in assigned area;
6. Develops activity budget requirements;
7. Serves on various library committees, both within and outside the library and collaborates with library management staff in service assessments;
8. Coordinates and provides specialized reader's advisory/reference services to patrons and branches;
9. Conducts system wide event planning and coordinates outreach and promotional efforts for assigned activity;
10. May act as the lead professional in collection development and classification of materials and services;
11. May represent the Library in meetings with the public, citizens groups and other agencies;

12. Performs related work as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of public library services and administration, including service objectives, organization and procedures;
2. Principles and practices of program and budget development and implementation;
3. Basic supervisory principles and practices;
4. Automated library systems, equipment and software.

Skill in:

1. Developing, coordinating and implementing system wide library service specialty programs;
2. Planning, organizing and directing the work of assigned professional and support staff and training others in work procedures;
3. Analyzing complex administrative problems, evaluating alternatives, and recommending effective courses of action;
4. Preparing clear and concise reports, correspondence, and other written materials;
5. Establishing and maintaining effective working relations with a variety of individuals and groups, including library staff, patrons, community groups and service providers;
6. Selecting a variety of library material for patron use.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science and three (3) years of experience as a professional librarian. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

OTHER REQUIREMENTS

A valid California driver's license is desirable. Must be able to work evenings and weekends.

CLASSIFICATION HISTORY:

Rev: 03/1997



Library Specialist II

Class Code:
46100

Bargaining Unit: Service Employees International Union,
Local 1021 (Comm Svcs & PT Rec Leaders)

CITY OF BERKELEY
Established Date: Mar 1, 2002
Revision Date: Oct 6, 2008

SALARY RANGE

\$29.38 - \$35.28 Hourly
\$2,350.15 - \$2,822.31 Biweekly
\$5,092.00 - \$6,115.00 Monthly
\$61,104.00 - \$73,380.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, performs more complex and specialized library work in support of a variety of library services.

CLASS CHARACTERISTICS

Library Specialist II is the technical/specialty level of the library support series. Incumbents exercise the greatest independence and discretion within established guidelines. In the Processing Unit, this classification also supervises. It is distinguished from Library Specialist I in that the Library Specialist II class performs more complex advanced library support work. This class is further distinguished from the Supervising Library Assistant class in that the latter has a broad range of responsibilities.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. At various assigned public service locations, handles a variety of public assistance tasks, including answering reference questions while referring more difficult questions to a professional librarian; providing readers' advisory services, and performing library electronic catalog searches;
2. Answers public service questions regarding library services; provides information to library users, including use of library catalogs and effective use of library resources, general circulation and operational policies, and referral to appropriate library divisions;
3. Performs library support tasks including assisting as needed in the processing of library materials in circulation, assisting patrons and staff in resolving problems encountered in their work; dealing with difficult patrons in the absence of supervisors; and assisting in opening and closing procedure for the library;
4. Performs office support work, including typing and/or data entry, using computer software and specialized office machines; preparing reading lists and bibliographies, subject to review by a professional librarian; scheduling public Reference Desk assignments in accordance with departmental policy; keeping records as assigned; ordering supplies as needed, instructing staff in new and revised procedures; and reviewing office support procedures and recommending improvements;
5. Performs a variety of tasks in support of technical processing including leading and participating in the preparation of new materials for the collection; restoration/repair of existing materials; resolving processing problems staff may encounter in their work;
6. Performs technical and cataloging support tasks including cataloging with standard bibliographic copy derived from

an accepted database and referring non-standard copy to a professional librarian; accessing and modifying the bibliographic data base in accordance with standard policies and procedures; checking copied records for errors upon receipt; performing minor editing and assisting in updating of locally maintained records;

7. In the Processing Unit, plans, organizes, supervises and reviews the work of subordinate staff and volunteers.

8. Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing, moving and carrying library materials; and

9. Performs related work as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Terminology and policies, practices and procedures related to technical support work in a public library;
2. Depending on assignment, knowledge of reference, processes, methods and tools used in library materials maintenance and repair, cataloging principles and techniques;
3. Computer user applications and software programs used in library technical support work;
4. Techniques and methods for dealing with difficult situations involving hostile and/or disorderly individuals; and
5. Equipment and systems used in the library and general office work.

Skill in:

1. Using sound independent judgment within established guidelines;
2. Performing technical/support work involving the use of computer workstations and software programs or library cataloging;
3. Performing support reference work requiring a broad range of subject knowledge;
4. Performing office support work, including typing and filing;
5. Operating standard office equipment including computer workstations; and
6. Dealing tactfully and effectively with a variety of individuals including patrons and library staff.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school and three (3) years of library experience performing at the level equivalent to Library Assistant or Library Specialist I with the Berkeley Public Library system. The equivalent of up to two years of full-time college coursework may be substituted for up to two years of full-time library support experience.

OTHER REQUIREMENTS

Specified positions may require a valid California driver's license and have a satisfactory driving record. Must be willing to work evenings and weekends.

CLASSIFICATION HISTORY:

Changed class code from 96100: Jul 2014



INFORMATION REPORTS

November 8, 2017

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: FY 2018 – 1st QUARTER BUDGET REPORT

INTRODUCTION

Library fiscal year 2018 1Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (301)	\$271,505	-17.1%	\$4,088,562	2.1%
Transaction Based Reimbursement (302)	\$319	-94.4%	\$2,002	-78.6%
Grants (304)	\$18,000	-	\$8,397	-13.8%
Public Library (305)				
Gifts (306)	\$859	-17.0%	\$5,784	-57.0%
Foundation (307)	-	-	\$1,789	-85.0%

BACKGROUND

FY 2018 is the first year of the two-year biennial budget cycle encompassing fiscal years 2018 and 2019. The two year biennial budget was adopted by the Board of Library Trustees on May 31, 2017 by Resolution No.: R17-032. On September 6, 2017, by approval of Resolution No.: 17-043, the board updated the fiscal year 2018 budget to accept into the budget carried over prior-year encumbered values and other budget adjustments as part of the first amendment to the FY 2018 Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the first quarter, revenues stood at \$271,505, a drop YoY of 17.1%. First quarter revenue from the library tax was lower year-over by \$59,317. Receipts from lost book and tool lending fines were down \$379 from the same period last fiscal year. However, miscellaneous revenue at \$7,278 rose \$3,688 year-over as public-use photocopier receipts are now recorded in the Library Tax Fund, versus prior years in which such revenues and expenses were posted to the TBR Fund (302).

Library Tax Fund expenditures excluding encumbrances at \$4,008,562 rose 2.1% above the prior year period, an increase of \$83,319; this spending was driven in large part by the filling of the Director of Library Services position – the hiring of Ms. Dolamore occurred in the 2nd quarter of FY 2017; and library materials purchases aligning with the public response expressed through the recently conducted community *Collections Survey*. Comparing actual expenditures (net of encumbrances) against the revised budget at the 25% first quarter benchmark, period spending at 19.8%, was favorable due to salary savings from budgeted unfilled positions in Department/Division 9301 initially intended to establish a proposed programming support unit, salary savings from vacancies in 9201 (Circulation Services), general across-the-board savings in Medical Insurance, CalPERS savings tied to position vacancies, and updated prolonged phased timing for activity related to the Central Library space planning teen room project.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts. The Fund's first quarter receipts of \$859, down 17.0% from the prior year, recorded \$809 in interest earnings and \$50 in small miscellaneous donations.

Expenditures at \$5,784 were lower by 57.0% from the prior year falling \$7,682 due to staff adjusting to changes in the FY 2018 and FY 2019 biennial budget appropriating the bulk of programming funds in the Library Tax Fund (301), and a centralization of funding into the proposed programming work unit Department/Division 9301.

ALL OTHER FUNDS

All Other Funds is typically composed of funding from California State Library administered programs such as the Public Library Fund (defunct), the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Book Loan Transaction Based Reimbursements (TBR) program (defunct).

TBR Fund (302) revenue ended the first quarter with \$319 in receipts attributable solely to the Link+ program. The TBR Fund's earnings no longer include revenue derived from public-use photocopiers – effective FY 2018, public-use photocopier revenues and expenses are assigned to the Library Tax Fund (301); consequently, revenues dropped unfavorably \$5,356 or 94.4% year-over. The favorable expense variance of \$7,345, down 78.6% year-over, is similarly due to the transfer of public-use photocopier equipment lease payments to the Library Tax Fund (301).

The Grants Fund (304) received \$18,000 for California Library Literacy Services program baseline; expenditures at \$8,397 were moderately lower than the prior year. All Fund revenues and expenditures were attributable to providing BerkeleyREADS program services.

FOUNDATION FUND

The Foundation Fund (307) captures all funding support received either directly from the Berkeley Public Library Foundation or funneled through the Foundation. There were no receipts taken into the Fund during the first quarter. Spending in the Fund at \$1,789 was down \$10,147 or 85% year-over. First quarter expenditures supported Berkeley Innovators, Berkeley Builds Readers, and Cornerstones of Science programs. Spending from the Pace Trust (14LB29) was suspended in early FY 2017 except for utility expenditures, this suspension is ongoing and no appropriations were requested throughout FY 2018 and FY 2019.

SUMMARY OF OPERATIONS EXPENSES

At the end of the first quarter, actual expenses excluding encumbrances in the operating Funds was 19.3% to the revised budget – versus the period benchmark of 25.0%. The bulk of savings to date are due to position vacancies, and timing of the phasing of the Central Library space planning project.

A half-year financial report will be presented to the board in early 2018.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 510-981-6118

Attachments:

- 1: 1Q-FY 2018 Revenues by Fund
- 2: 1Q-FY 2018 Expenditures by Fund

1Q-FY 2018 REVENUES BY FUNDBERKELEY PUBLIC LIBRARY
REVENUE SEP FY18data as of:
21-Oct-17**Berkeley Public Library**

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY18
01-01	Refund on Bills	2,000							2,000
05-01	Over and Shorts								
10-01	Collection by City							11,089	11,089
13-15	Library Tax	18,786,687							18,786,687
20-07	Library Svc&Constr Act			60,000					60,000
20-11	Library Fines	175,000							175,000
20-12	Link + Fines		1,500						1,500
20-15	Lost Book Fines	20,000							20,000
20-17	Lib/Fin Act/S.B. 358								
20-18	Calif Library Svcs Board								
20-21	Tool Lending Fines	7,000							7,000
23-12	BPL Foundation					211,000			211,000
23-13	Friends of BPL				90,000				90,000
30-01	Interest-Investment Pool								
50-02	Inter-Library Book Loan								
50-03	Direct Book Loan								
61-01	Max Recycling and Composting								
65-01	Meeting Room Fees	250							250
80-99	1-Time Grant /w Proj Code								
99-01	Carryover/AAO								
99-03	Donations								
99-99	Miscellaneous Revenue	30,000							30,000
Adjusted	Berkeley Public Library	19,020,937	1,500	60,000	90,000	211,000		11,089	19,394,526

01-01	Refund on Bills								
05-01	Over and Shorts								
10-01	Collection by City							3,382	3,382
13-15	Library Tax	214,037							214,037
20-07	Library Svc&Constr Act			18,000					18,000
20-11	Library Fines	42,775							42,775
20-12	Link + Fines		319						319
20-15	Lost Book Fines	5,146							5,146
20-17	Lib/Fin Act/S.B. 358								
20-18	Calif Library Svcs Board								
20-21	Tool Lending Fines	2,269							2,269
23-12	BPL Foundation								
23-13	Friends of BPL								
30-01	Interest-Investment Pool				809		3,090		3,899
50-02	Inter-Library Book Loan								
50-03	Direct Book Loan								
61-01	Max Recycling and Composting								
65-01	Meeting Room Fees								
80-99	1-Time Grant /w Proj Code								
99-01	Carryover/AAO								
99-03	Donations				50				50
99-99	Miscellaneous Revenue	7,278							7,278
Actl+Upstd	Berkeley Public Library	271,505	319	18,000	859		3,090	3,382	297,155

1Q-FY 2018 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY18									3	25.0%
Berkeley Public Library + CoB			Actuals+Encumbrances						YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
11-01	Monthly Rated Employees	8,747,332	8,747,332	1,833,903					1,833,903	21.0%
11-03	Hourly and Daily Rated Empl	258,799	258,799	36,289		7,543			43,832	16.9%
11-04	Monthly Rated - Part Benefitted	108,660	108,660	8,690					8,690	8.0%
11-60	Excess Hours Pay			75,318					75,318	
13-01	O/T-Monthly Rated Employee	6,771	6,771	40					40	0.6%
13-05	Holiday Pay	5,081	5,081							
Prsnl Svcs-Salaries and Wages		9,126,643	9,126,643	1,954,240		7,543			1,961,783	21.5%
20-11	Medical Insurance	1,507,683	1,507,683	227,960					227,960	15.1%
20-12	Dental Insurance	187,373	187,373	27,066					27,066	14.4%
20-13	Life Insurance	7,089	7,089	1,138					1,138	16.1%
20-21	Cash-in-Lieu	138,195	138,195	20,649					20,649	14.9%
20-31	Pers/Misc Other	2,903,651	2,903,651	582,221					582,221	20.1%
20-34	PARS (3.75%)	14,154	14,154	1,639		283			1,922	13.6%
20-36	SRIP	296,089	296,089	32,485					32,485	11.0%
20-40	Medicare Tax	116,698	116,698	25,409		105			25,514	21.9%
20-63	Retirement Med: Misc. Emp Medical Trusts	184,971	184,971	39,798					39,798	21.5%
20-71	Workers Comp: Workers Comp Charges	193,543	193,543	43,274		137			43,411	22.4%
20-82	Allowances: Shoes Allowance	1,212	1,212	1,212					1,212	100.0%
20-87	Terminal Payouts-Misc.Emp	163,881	163,881	35,824					35,824	21.9%
20-90	Other Employee Benefits	235,247	235,247	51,309					51,309	21.8%
20-91	Commuter Check	24,165	24,165	3,810					3,810	15.8%
27-20	Fringe Benefits (Budget)	12,546	12,546							
Prsnl Svcs-Fringe Benefits		5,986,497	5,986,497	1,093,794		525			1,094,319	18.3%
20-99	Salary Savings	(300,000)	(300,000)							
Personal Services-Employee		14,813,140	14,813,140	3,048,034		8,068			3,056,102	20.6%

1Q-FY 2018 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY18									3	25.0%
Berkeley Public Library + CoB			Actuals+Encumbrances						YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
30-35	Professional: Engrng & Architecural Svcs	325,000	399,052	74,051					74,051	18.6%
30-38	Professional: Misc Prof Svcs	466,450	564,231	262,741			5,035	600	268,376	47.6%
30-39	Hazardous Materials Handling	2,000	2,000							
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	6,500	1,770					1,770	27.2%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	209,192	105,582					105,582	50.5%
30-44	Maint Svcs: Field Equip Maint	17,250	17,250	7,001					7,001	40.6%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	4,600					4,600	92.0%
30-47	Maint Svcs: Software Maintenance	346,000	357,251	283,406					283,406	79.3%
30-51	Bank Credit Card Fees	4,500	4,500	1,099					1,099	24.4%
Purchased Prof & Tech Svcs		1,346,700	1,564,976	740,250			5,035	600	745,885	47.7%
35-15	Permit Fees		136							
35-20	County/State/Fed Pymts.	5,000	5,000	4,007					4,007	80.1%
Grants & Gvrnmntl Payments		5,000	5,136	4,007					4,007	78.0%
40-10	Professional Dues and Fee	47,250	47,250	46,720					46,720	98.9%
40-31	Communications: Telephones	112,200	143,105	73,505					73,505	51.4%
40-33	Communications: Cellular	14,550	14,550	3,352					3,352	23.0%
40-41	Utilities: Water	35,000	35,000	30,200					30,200	86.3%
40-42	Utilities: Gas/Electricity	300,000	300,000	270,000					270,000	90.0%
40-43	Utilities: Refuse	34,252	34,252	4,991					4,991	14.6%
40-50	Printing and Binding	15,600	15,850	4,100		1,000			5,100	32.2%
40-61	Travel: Commerical Travel	5,000	5,000	641					641	12.8%
40-62	Travel: Meals & Lodging	9,000	9,000	919					919	10.2%
40-63	Travel: Registration/Admin Fees	38,500	38,500	4,543					4,543	11.8%
40-64	Travel: Transportation	3,000	3,000	164					164	5.5%
40-70	Advertising	30,000	21,000	3,354					3,354	16.0%
40-80	Books and Publications		3,500	3,500					3,500	100.0%
40-90	Other	470,000	396,839							
Other Purchased Services		1,114,352	1,066,846	445,989		1,000			446,989	41.9%

1Q-FY 2018 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY18									3	25.0%
Berkeley Public Library + CoB				Actuals+Encumbrances					YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
50-10	Rental of Land/Buildings	1,500	1,500	320					320	21.3%
50-20	Rental of Equip/Vehicles	46,500	46,500	29,000					29,000	62.4%
50-30	Rental of Office Equipment & Furniture	10,000	10,000	5,000					5,000	50.0%
50-40	Rental of Software & Licenses	75	75							
Rentals / Leases		58,075	58,075	34,320					34,320	59.1%
51-10	Postage	33,000	33,000	15,237					15,237	46.2%
51-20	Messenger/Deliver	18,000	18,000		12,000				12,000	66.7%
Mail Services		51,000	51,000	15,237	12,000				27,237	53.4%
55-11	Office Supplies	44,815	52,065	21,923		43			21,966	42.2%
55-20	Field Supplies	186,930	231,563	118,763		5,180	33	3,728	127,704	55.1%
55-34	Equip & Veh Supp: Spare Replacement Parts	6,000	6,000							
55-50	Food	2,200	12,550	350		1,100	3,893	1,160	6,503	51.8%
55-60	Library Materials	1,345,409	1,545,609	1,373,612			200		1,373,812	88.9%
Supplies		1,585,354	1,847,787	1,514,648		6,323	4,126	4,888	1,529,985	82.8%
60-20	Outside Janitorial Svcs	205,000	206,910	206,910					206,910	100.0%
Purchased Property Services		205,000	206,910	206,910					206,910	100.0%
65-70	Building - Existing Construction	1,600,000	1,522,948	25,000					25,000	1.6%
Infrastructure		1,600,000	1,522,948	25,000					25,000	1.6%
70-41	Machinery and Equipment	4,000	10,348	6,348					6,348	61.3%
70-43	Furniture and Fixtures	75,000	45,700							
70-44	Computers & Printers	20,000	153,072	110,293					110,293	72.1%
70-47	Computer Softwares & Lic	15,000	15,000	9,815					9,815	65.4%
Property		114,000	224,120	126,456					126,456	56.4%
71-10	Small Equipment	14,400	14,400	2,449					2,449	17.0%
71-44	Mach & Equip: Computers And Printers	95,000	96,817	2,527					2,527	2.6%
71-47	Mach & Equip: Software & Licenses	11,000	11,000	9,911					9,911	90.1%
Property Under Cap Limit		120,400	122,217	14,887					14,887	12.2%

1Q-FY 2018 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY18									3	25.0%
Berkeley Public Library + CoB			Actuals+Encumbrances					YTD SEP		
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
75-35	Mail Services	1,764	1,764	441					441	25.0%
75-40	City Vehicles/Replacement Contribution			633					633	
75-50	City Vehicles/Fuel & Main	7,800	7,800	2,751					2,751	35.3%
75-60	City Parking Permits	500	500							
Internal Services		10,064	10,064	3,825					3,825	38.0%
99-01	Appropriations Ord #1		(250,000)							
Balance Sheet Accounts			(250,000)							
Other Expenses		6,209,945	6,430,079	3,131,529	12,000	7,323	9,161	5,488	3,165,501	49.2%
Berkeley Public Library + CoB		21,023,085	21,243,219	6,179,563	12,000	15,391	9,161	5,488	6,221,603	29.3%



INFORMATION REPORTS

November 8, 2017

To: Board of Library Trustees
From: Elliot Warren, Deputy Director of Library Services
Subject: Monthly report from Director of Library Services

Programs, Services, & Operations

Phase two of the pilot collaborative process to **refresh key collection areas** was initiated in October. Phase one was for staff to analyze collection use and identify areas of community interest to build upon and to develop budgets and staff assignments for developing collection areas. Phase two is for staff to select materials for their libraries. Staff have ordered the following kinds of materials so far:

- Core and classic popular fiction (i.e. Toni Morrison, George Orwell, James Baldwin, Michael Chabon, etc.)
- Teen Science Fiction (i.e. Octavia Butler, Orson Scott Card, Ursula LeGuin, etc.)
- Children's Readers (i.e. Dr. Seuss, Mo Williams, etc.)
- Cookbooks
- Art Technique materials
- Personal Finance materials
- Eastern Religions books
- Chapter Books series

Future orders will include travel guides, popular mysteries children's science books and more. Technical Services staff are providing a key service prioritizing cataloging these materials using the most up-to-date cataloging practices and tools, and processing the materials for access by community members.

The **Kanopy Streaming Video Service** was initiated in mid-September, and, since then, over 1,350 films have been watched by BPL patrons. Kanopy provides access to over 30,000 films, including many indie, international and documentary films unavailable on such streaming services as Netflix or Hulu. Additionally, the Library and its patrons are provided public performance rights to all films in the Kanopy package. The most popular films so far are the following:

Video Title

I Am Not Your Negro
2 Days in Paris
My Brooklyn
Le Weekend
A Letter to Momo
Summer With Monika
Tokyo Fiancée
Minimalism
Bicycle Thieves
Hamlet

The Library will initiate an agreement with the **New York Times** to enable free online access to the Digital New York Times. Anyone using a wireless device or a public computer in any of the BPL facilities will have

immediate access. Currently individuals are limited to 10 articles per month or must pay for a personal account with the New York Times. In addition to free access from our facilities, the Library will annually receive 10,000 72-hour off-site access passes that will be available to BPL Library card holders on a first-come, first-served basis.

Halloween and other **autumnal programs** were held throughout the system. Particularly successful was the **ESL club's** traditional American Halloween celebration. Members had the opportunity to sport fun wigs, hats, or costumes. Lots of traditional Halloween treats made this particular gathering all the sweeter. **The Central Library** held an evening of science and art activities called Howl-o-ween with a not-so-scary Halloween storytime and fun activities throughout the Children's area of the Library. Community members were invited to get to know a real guide dog from Guide Dogs for the Blind; meet Ginger Wadsworth, author of the award-winning book *Poop Detectives*; design a mini-dog house; make a luminaria; strike a pose at a dog-themed photo station; get a coloring book from the City of Berkeley Animal Shelter and more. Over 120 attendees participated! The **Claremont Branch** held a preschool Halloween program focused on crafting projects which drew 88 attendees, many in fabulous costumes.

Collaboration with Berkeley Unified School District

The Berkeley Unified School District is a key partner of BPL and staff interact with school district staff, educators and librarians to enhance service levels of the Library. The Library is currently working closely with BUSD to enhance some key services, including strengthening levels of access to summer reading programs, and facilitating access to e-audiobooks for BUSD middle and high schoolers.

The role of the public library is distinct from that of the school library; rather than strictly supporting curriculum, our primary goal is to encourage young people to build literacy and library skills so that they can be lifelong readers and learners on their own terms. The Berkeley Public Library/BUSD partnership is multifaceted, and starts early, with visits to and from BUSD preschools. During visits to preschool classrooms, staff deliver developmentally appropriate literacy activities using a storytime format. Many preschools within walking distance from branches bring their classes to the library regularly for the same type of program. This type of programming extends through elementary school, with appropriate adjustments as children's developmental needs change.

Book groups, long a staple of library programming for adults, are popular with younger library patrons, and October marked the start of the Middle School Book Club, a long-running club based at Central which culminates every year with a much anticipated author visit. Expanding the program, this year we added a book club for third graders, hosted at Claremont Branch. October's inaugural session ended with an impromptu, child-led dance party, which has been incorporated into the program plan.

Not all young people are able to attend programs at the library, and so BPL has developed high-interest programs which are implemented at schools. These are weekly programs are completely optional and are held during lunch, so that students are able to participate as and when they wish. The Mock Newbery program, developed in concert with BUSD staff, gives elementary school students the opportunity to read and debate the merits of new and potentially award-winning titles with librarians and teachers. For middle schoolers, librarians have developed Comic Book Clubs, using the popular graphic novel format to encourage reading for pleasure and literary discussion. Finally, in November we are piloting a middle school creative writing club, to encourage writers as well as readers.

Collections staff held a meeting with BUSD Librarians to collaborate with Overdrive to expand access to e-Audiobooks. Overdrive will provide access to the Library's platform for free to all BUSD middle and high schoolers. BUSD will have completely free access to the Overdrive platform and will purchase materials

available to students. Students will have access to the children's and teen materials within the Library's overdrive collection and will be able to do so using their student IDs.

As the Library develops its 2018 Summer Reading Program plans, it will look to enhance access to the program by way of monthly visits to the school district's summer sites, and will include provision of free books for all children's and teen Summer Reading Program participants. We see this as integral to preventing the summer slide in which children without access to reading materials often lose skills prior to returning to school in the fall.

Tarea Hall Pittman South Branch sign

The sign for the Tarea Hall Pittman South Branch has been installed. A date has been set and programming plans have been developed for a cake and ribbon cutting ceremony on Saturday, November 18, at 12:30 PM. A larger block party event will take place in the spring.

Update: Integrated Library System Request for Proposals (RFP)

At the August 2, 2017 meeting, the Board of Library Trustees adopted resolution #R17-036 authorizing the Library to issue a Request for Proposals for an Integrated Library System. The RFP process is an open process to solicit proposed solutions from the marketplace. Responses are evaluated to determine whether a vendor is able to provide the Library with the required services at the best price.

An Integrated Library System (ILS) is the most critical software application for any library: it is an automated system offering an integrated set of applications designed to do the business and technical functions of a library, including acquisitions, cataloging, circulation, and discovery.

The RFP proposal deadline was October 24, 2017 and 5 ILS vendors submitted proposals. The Library has convened a staff team to rate the proposals using standard City of Berkeley RFP evaluation procedures. The team is meeting weekly and expects to submit a list of ranked systems to the Acting Director of Library Services in mid-November.

Once reviewed by the Acting Director of Library Services, the Library will invite finalists to conduct on-site product demonstrations open to all staff, tentatively scheduled for late November 2017 through mid-January 2018. The ILS RFP Review team may also conduct on-site visits or meet virtually with libraries utilizing the systems being considered to complete the information gathering and evaluation process. The team expects to make a final recommendation to the Acting Director of Library Services in late January or early February, 2018.

Central Library Space Planning

The Library received final design plans for the Central Library first floor lounge that will be installed in the area that currently houses some study carrels and catalog computers. The Library will gain over 40 patron seats as a result. The Library's Space Planning Team finalized, carpeting, power options, furniture and upholstery decisions will provide an overview at the next all staff meeting.

CONTACT PERSON

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