



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 02/06/2019

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 total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.
 - 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. 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 January 2, 2019 Regular Meeting**
Recommendation: Approve the minutes of the January 2, 2019 Regular Meeting of the Board of Library Trustees.
- B. **Contract: Janitorial Services for Berkeley Public Library**
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with PRIDE Industries One, Inc. for janitorial services at all Berkeley Public Library locations, for an amount not to exceed \$1,250,000, from July 1, 2019 through June 30, 2022.
- C. **Contract Amendment: L.J. Kruse Company**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 (ERMA: 91259-1) with L.J. Kruse Company for HVAC and plumbing repair and preventative maintenance in an incremental amount of \$50,000 for a contracted value not-to-exceed \$425,000; and to extend the Contract's date of expiration to September 30, 2020 from February 28, 2019.
- D. **Contract Amendment: No. 10859 Java Connections, LLC (dba LaptopsAnytime)**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 10859 (ERMA: 119062-1) with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$37,011 from \$49,000, thereby increasing the Contract's allowable not-to-exceed amount to \$86,011.
- E. **Closure to Support Effective Migration to CARL X**
Recommendation: Adopt the resolution approving closure of the Central Library on Sunday, June 30, 2019 and all libraries on Monday July 1, 2019 to support a successful Integrated Library System migration.

III. INFORMATION REPORTS

- A. **Recruitment Practices Oral Report** – LaTanya Bellow, Director Human Resources, City of Berkeley
- B. **Moss Adams Contract Update and Next Steps** – Elliot Warren, Acting Director of Library Services
- C. **Monthly Library Director's Report** – Elliot Warren, Acting Director of Library Services
- D. **Library Events** – Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

IV. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, March 6, 2019 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

V. 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 January 30, 2019.

//s//

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.

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 Avenue
West Branch - 1125 University Avenue
North Branch - 1170 The Alameda
South Branch - 1901 Russell Street

Communications:

1/3/2019 Mary MacCready Automatic Renewals



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, January 2, 2019 6:30 PM

Central Library – 2090 Kittredge Street

Board of Library Trustees:

Diane Davenport, President	Sophie Hahn
John Selawsky, Vice President	Judy Hunt
	Amy Roth

I. PRELIMINARY MATTERS

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

1. Call to Order: 6:30 pm.

Present: Trustees Davenport, Hunt, Roth and Selawsky.

Absent: Trustee Hahn

Also Present: Elliot Warren, Acting Director of Library Services; Jay Dickinson, Circulation Services Manager; Sarah Dentan, Library Services Manager; Anna Gonzalez, Library Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Rosie Merlin, Senior Librarian; Eve Franklin, Administrative Secretary.

2. Public Comments: 0 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees - None.

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution # R19-001 to approve the consent calendar with as presented.

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

A. Approve Minutes of the December 12, 2018 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the December 12, 2018 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R19-002.

III. INFORMATION CALENDAR

A. Collection Services Oral Report – Anna Gonzalez, Library Services Manager & Rosie Merlin, Senior Librarian provided a presentation (Attachment 1)

From: Anna Gonzalez & Rosie Merlin

Contact: Anna Gonzalez & Rosie Merlin

B. Moss Adams Contract Update and Next Steps

Board discussion regarding scheduling of workshops for Trustees and Library Management with Moss Adams. Library Administration to contact Trustees about potential dates.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

C. Monthly Library Director's Report – Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

D. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

IV. AGENDA BUILDING

- Report of past use of search firms and costs.

V. ADJOURNMENT

Adjourned at 7:48 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of January 2, 2019 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1. Collection Services Report (Anna Gonzalez & Rosie Merlin)

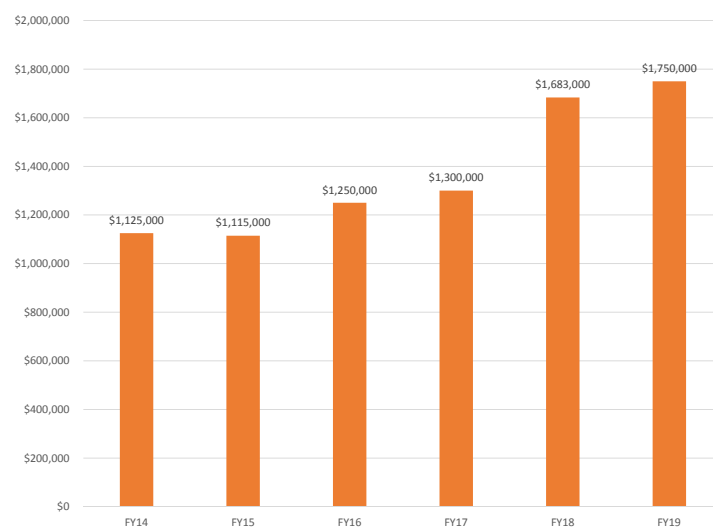
Collection Services at Berkeley Public Library

Anna Gonzalez, Library Services Manager

Rosie Merlin, Senior Librarian for Collection Services

Budget

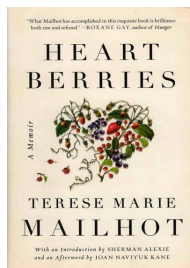
COLLECTIONS BUDGET



Collection Management Plan Team

- Heather Cummins, Supervising Librarian
- Tom Dufour, Librarian II
- Lilia Flores, Library Specialist II
- Kay Finney, Librarian II
- Anna Gonzalez, Library Services Manager
- Nora Hale, Librarian II
- Rosie Merlin, Senior Librarian
- Joy Shioshita, Supervising Librarian
- Elliot Warren, Acting Director of Library Services

Draft Collections Plan Highlight: Commitment to Diversity

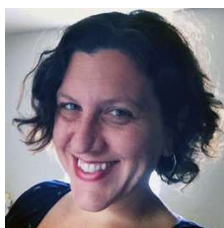


Initiatives to Improve Patron Experience of Collections

In 2017, over 4,200 community members participated in a survey designed to allow the Library to learn the interests of patrons and incorporate those interests into our collection management practices. Participants provided plenty of ideas, many of which informed the following strategic initiatives intended to improve patrons' experience of Library collections, and which are described in detail in the Plan. They are:

- Supporting patrons' interest in accessing high-interest new materials
- Building collections that better reflect the current interests of patrons
- Enhancing patron browsing experiences across all facilities
- Supporting patrons' interest in accessing in-demand reading material published in years past
- Supporting patrons' interest in accessing a greater breadth of audiobook content
- Supporting patrons' interest in accessing a greater breadth of movie content

Overview of Selection



Rosie Merlin
Senior Librarian
Collection Services

Adult Materials



Nora Hale
Children's Librarian
West Branch Library

Children's Materials



Kay Finney
Teen Librarian
Central Library

Teen Materials



Jack Baur
Teen Librarian
North Branch Library

Graphic Novels

Overview of Selection



Anna Gonzalez
Library Services
Manager

**Spanish Language
Materials**



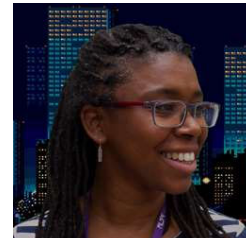
Ann Hotta
Children's Librarian
Central Library

**Chinese/Japanese
Language Materials**



Amy Kuo
Adult Services
Librarian
Central Library

Chinese Materials



Erica Dean Glenn
Senior Librarian
Children's Services

**French Language
Materials**

A Selection of Selection Tools & Resources



Lucky Day Collection

- *High-Interest
- *No Holds
- *Popular Browsing Collection

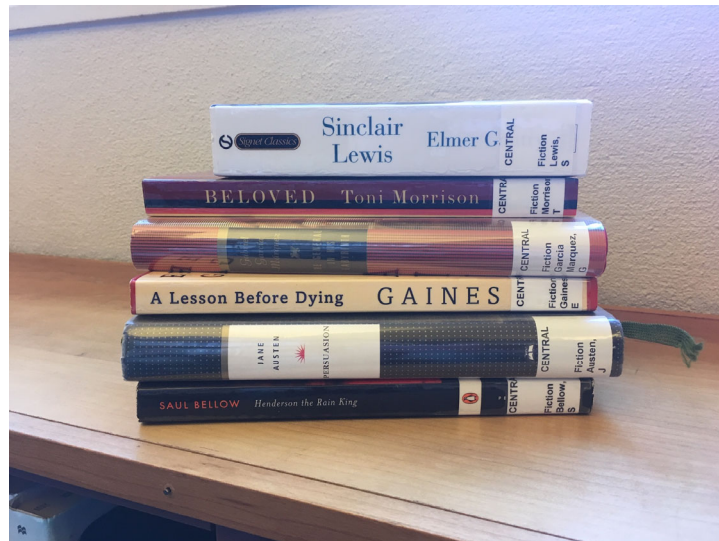


"I LOVE the Lucky Day collection...It provides a great incentive to visit the library. Thanks for the great program!"



Branch Replacement Funding

"I've checked out many books only to find food/beverage stains, dead bugs, ripped pages, editorial comments (usually on grammar) and the like. I wish books in poor condition were removed and/or replaced regularly..."



Life Cycle of Collections: Deselection

The heart and soul of the Library's collection management work is the selection and deselection of materials. Our collections are not static; they are ever-changing.

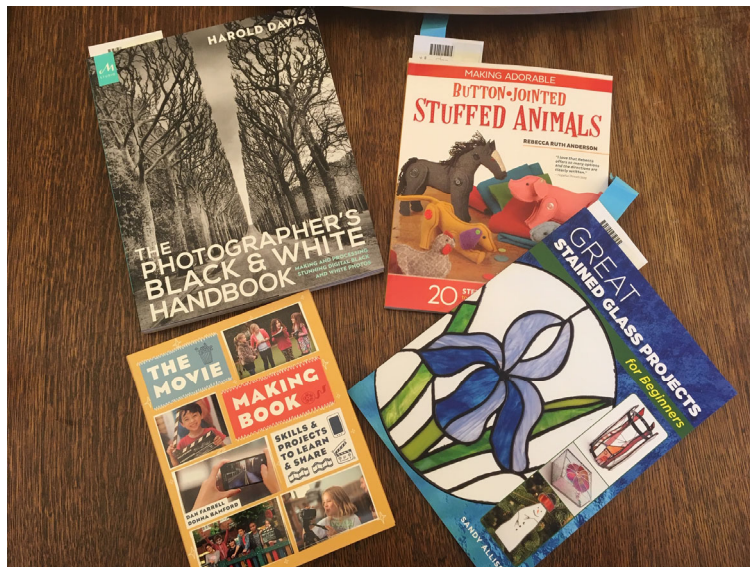
Deselection of materials is done carefully based upon criteria set forth in the plan. Through careful and continuous deselection, the Library is able to meet the community's expressed needs for an engaging, up-to-date, attractive, and accessible collection that fits into our facilities.

Branch Refreshment Project

*Budgets provided to each unit

*Opportunity to refresh collections with high-use materials like art instruction, cookbooks, travel, and core fiction

*Support initiatives like Cornerstone with new and up-to-date STEM books



System-wide Refreshment

*Opportunity to refresh very high-use floating collections like board books and DVDs and other media for all ages.



Growing Partnership with BUSD

*Currently, middle and high school students can use school email to check out Overdrive materials

***16,875** checkouts through school accounts thus far

*In 2019, exploring expansion to upper elementary students with new student-focused app from Overdrive

Berkeley PUBLIC SCHOOLS



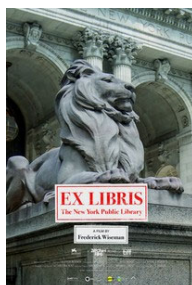
OverDrive

Borrow eBooks & audiobooks



Over 30,000 independent, foreign and documentary films entirely free with a library card.

kanopy



New York Times Digital Edition

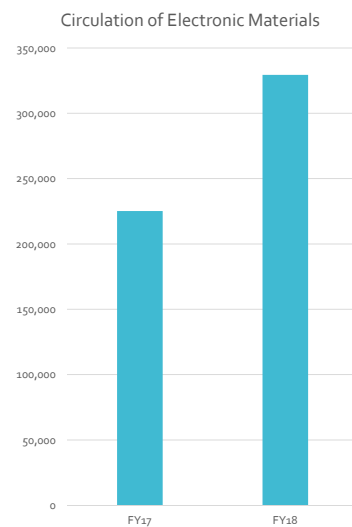
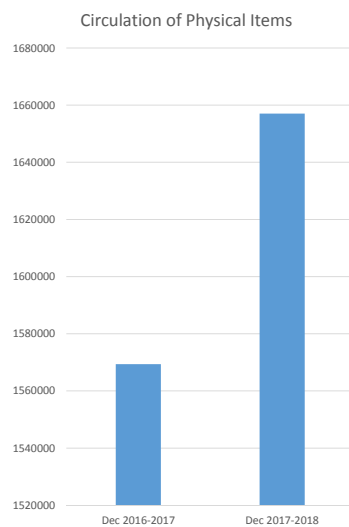


- Enjoy unlimited access to all articles from any Berkeley Public Library location, including on your own device using the library's wifi network.
- If you are outside the library, you can use a redeemable code for 72 hour access.

Circulation Growth

*3-5% growth in physical circ

*30% growth in e-circ

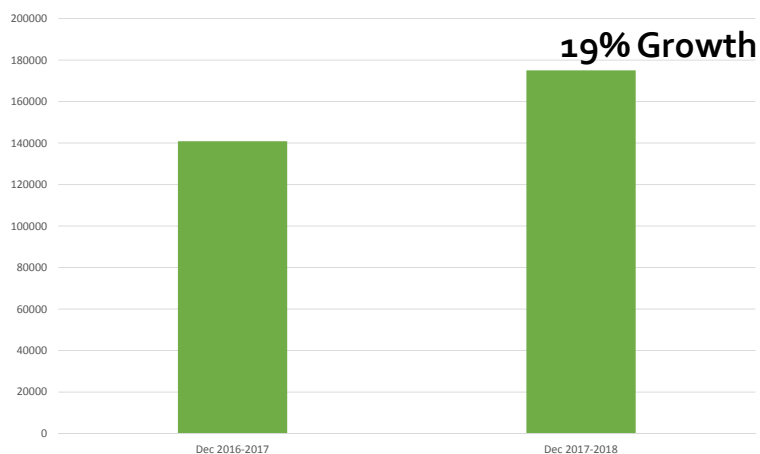


Branches Lead the Way!

Circulation: Branches vs. Central



Circulation of Physical Items at Tarea Hall Pittman South Branch



Top Circulating Fiction during November 2018



1 French, Tana	The Witch Elm	77
2 Kingsolver, Barbara	Unsheltered	74
3 Atkinson, Kate	Transcription	70
4 Lee, Min Jin	Pachinko	68
5 Orange, Tommy	There There	66
6 Ng, Celeste	Little Fires Everywhere	64
7 Vaughan, Brian K	Saga	63
8 Jones, Tayari	An American Marriage	57
9 Connelly, Michael	Dark Sacred Night	53
10 Kushner, Rachel	The Mars Room	53

1 Cook, Katie	My Little Pony, Friendship is Magic	122
2 Pilkey, Dav	Dog Man Lord of the Fleas	75
3 Kibuishi, Kazu	Supernova Supernova	72
4 Galligan, Gale	Kristy's Big Day	65
5 Hergé	The Adventures of Tintin	56
6 Willems, Mo	I Really Like Slop!	52
7 Kinney, Jeff	Diary of a Wimpy Kid the Meltdown	49
8 Arnold, Tedd	Fly Guy and the Alienzz	45
9 Kishimoto, Masashi	Naruto	43
10 Rowling, J. K.	Harry Potter and the Sorcerer's Stone	42

Patrons Share Their Experience...

"We use the library extensively since we homeschool. We love your request system and Link Plus. Everything we could want is available somewhere and we're so grateful!"

"I love the kid's and teens collection, and that they're not restricted from college students...it comforts me to read the books from my childhood when I feel anxious."

"I'm continually pleased when a new popular book is coming out and I discover that the library has copies on order."

"Good collection of fiction in a variety of styles - I can put my English major nerd skills to work with the collection! Good collection of works by intellectuals respected in their fields who wrote for public consumption. Also, a good number of books about baseball. This is a plus."



"I've had a Berkeley Public Library card since 1958 and think this is the city's greatest resource. I love the "Lucky Day" selections and most of all the ability to reserve and get all the new fiction coming out. When I die I am leaving the library a lot of money to pay for the thousands of books I've read, cost free."



CONSENT CALENDAR

February 6, 2019

TO: Board of Library Trustees
FROM: Sarah Dentan, Library Services Manager
SUBJECT: Contract: Janitorial Services for Berkeley Public Library

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with PRIDE Industries One, Inc. for janitorial services at all Berkeley Public Library locations, for an amount not to exceed \$1,250,000, from July 1, 2019 through June 30, 2022.

FISCAL IMPACTS OF RECOMMENDATION

The Library, as a party to the citywide Request for Proposal (Specification No. 18-11213-C (Re-Issued)), will benefit from derived economies of scale savings stemming from the competitive public solicitation delivered through a city-wide bid.

The annual cost for janitorial services will be included in the proposed FY 2020 and FY 2021 budgets at \$416,667 each year.

BACKGROUND

In 2008, the Library and City decided to join efforts with the intent to align the delivery of like services with a common vendor. The goal was to better rationalize the list of active service providers and to gain economies of scale. Nonetheless, the Library would retain control of its vendor agreements, as continues through to today, and consequently execute contracts separate from those of the City; and, thus preserve the Board of Library Trustees' existing oversight responsibilities.

Since November 1, 2008, Universal Building Services has been providing janitorial services to the Central Library and all branch locations: an initial three-year contract provided for two consecutive 12-month option periods and ran from 2008-2013; a new three-year contract and three consecutive one-year extensions covered the period from July 1, 2013 to June 30, 2019.

Similar to actions taken in 2008 and 2013, the Library partnered with the City to prepare the March 29, 2018 public solicitation Specification No. 18-11213-C (Citywide Janitorial Services). This original Specification was subsequently withdrawn and the City's purchasing department recommended, and the Board accepted via Resolution R18-043, an additional one-year letter extension through to June 30, 2019 to accommodate plans for a revised Request for Proposal public solicitation, that being Specification No. 18-11213-C (Re-Issued) released on September 12, 2018.

Request for Proposal release Specification No. 18-11213-C (Re-Issued) closed for bids on Tuesday, October 23, 2018. Six (6) bids were received.

RATIONALE FOR RECOMMENDATION

As in 2008 and 2013, the Library partnered with the City to issue RFP Specification No. 18-11213-C (Re-Issued) with the intent to secure a single janitorial service provider for all city facilities over the next three years.

An evaluating committee composed of City and Library staff reviewed each bid, using a weighted point system:

Line #	Proposal Criteria – RFP Only	Points
1	Previous Experience: Client references featuring quality of work performed and details regarding any past contract terminations, if applicable, in the last five (5) years	25
2	Qualifications: Contractor's credentials, experience of staff assigned to the City and examples of exceeding customer expectations under municipal contracts	25
3	Transition Plans and Daily Operational Approach: Detail startup strategies - procedures, scheduling, equipment/supplies, security clearances and training certs. Describe day-to-day approach to successfully service each SOS: organizational strategy, responding to City Staff concerns, incident escalation and managing equipment/consumables	50
4	Price Proposal: Three (3) year total cost for each Scope of Service	30
5	Environmental Plan & Sustainability: Provide roster of Green Seal products for daily use and how Contractor will support the Green Cleaning Policy at each Berkeley Public Library facility (SOS #8)	20

The committee considered each bid based on the totality of response to stated criteria followed by each team member individually ranking the bids. Two top vendors, PRIDE Industries One, Inc. and SWA Services Group, Inc. were ranked closely and above the other vendors; PRIDE Industries and SWA Services Group, Inc. were asked to interview with the committee. After the interviews and receipt of a best and final offer from both vendors, PRIDE Industries was unanimously ranked first.

ALTERNATIVE ACTIONS

No alternative actions were considered. A new contract is required based on the upcoming expiration of the existing janitorial services agreement.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-___

CONTRACT: JANITORIAL SERVICES FOR BERKELEY PUBLIC LIBRARY

WHEREAS, Universal Building Services has been providing janitorial services to the Central Library and all branch locations since November 1, 2008, pursuant to Contract No. 7771 which expired on June 30, 2013 and then Contract No. 9341 which is set to expire on June 30, 2019; and

WHEREAS, the Library partnered with the City to prepare the September 12, 2018 Request for Proposal release Specification No. 18-11213-C (Re-Issued) (Citywide Janitorial Services) to continue to align delivery of like services with a common vendor; and

WHEREAS, Request for Proposal release Specification No. 18-11213-C (Re-Issued) generated six (6) qualified vendor bids that were evaluated by City and Library staff and based upon a ranking determination identified two finalists; and

WHEREAS, the two finalist vendors were interviewed and PRIDE Industries One, Inc. was ranked first.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into an agreement and any amendments with PRIDE Industries One for janitorial services effective July 1, 2019 through June 30, 2022, for a total amount not to exceed \$1,250,000.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into an agreement and any amendments at the above stated terms with another vendor in accordance with the evaluating committee's ranking order for janitorial services should the Library and PRIDE Industries One be unable to reach an agreement.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 6, 2019 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



CONSENT CALENDAR
February 6, 2019

TO: Board of Library Trustees
FROM: Sarah Dentan, Library Services Manager
SUBJECT: Contract Amendment: No. 9004, L.J. Kruse Company

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 (ERMA: 91259-1) with L.J. Kruse Company for HVAC and plumbing repair and preventative maintenance in an incremental amount of \$50,000 for a contracted value not-to-exceed \$425,000; and to extend the Contract's date of expiration to September 30, 2020 from February 28, 2019.

FISCAL IMPACTS OF RECOMMENDATION

The FY 2019 Library Tax Fund (101) budget includes funding to support this request on account line 101-22-242-272-0000-000-463-624110.

The Library is requesting an additional \$50,000 for preventative maintenance and on-call servicing needs during the remainder of the contract.

BACKGROUND

The existing contract with L.J. Kruse Company dated May 31, 2012, was limited in scope to HVAC and plumbing systems' maintenance and repair servicing at the Central Library. A contract amendment dated August 6, 2012 expanded the scope to include all locations, increased the not-to-exceed value, and extended the duration of the contract. An additional amendment dated February 8, 2013 further expanded the scope to allow for the purchase and installation of a new rooftop boiler compliant with updated emission limits imposed by the Bay Area Air Quality Management and included an associated increase to the not-to-exceed value.

An amendment to the contract dated November 12, 2014 increased the not-to-exceed amount and extended the duration of the contract.

An amendment dated April 25, 2016 expanded the scope of the contract to include annual preventative maintenance on HVAC systems and boilers at all locations and to extend the duration of the contract.

Several months later, in response to ongoing complaints regarding poor ventilation at the Central Library, the Library conducted a review of the Central Library's HVAC system and identified a number of system deficits. An amendment dated September 25, 2016, expanded the scope of this contract to address the issue of poor ventilation, to improve ambient air exchange, and to integrate the modified corrected system into the Central Library's building management system. This amendment also increased the overall not-to-exceed value of the contract and extended the duration of the contract to February 28, 2019.

CURRENT SITUATION

Contract 9004 with L.J. Kruse Company is valued at a not-to-exceed amount of \$375,000. As of January 23, 2019, total spending on this contract stood at \$374,987. L.J. Kruse Company is currently the Library's only contracted services provider for HVAC and plumbing systems maintenance and repair services. Board

acceptance of this amendment request will allow the Library to have the vendor continue service for air conditioning unit AC6 which is nearing the end of the expected life cycle. AC6 provides ventilation coverage encompassing floors 3, 4, and 5 in the main library building as well as for the Bancroft building.

RATIONALE FOR RECOMMENDATION

The proposed contract amendment will allow for continuation of HVAC and plumbing maintenance and repair services through September 2020, and accommodate a Request for Proposal public solicitation for HVAC and plumbing systems maintenance and repair services in mid-2020.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-__

CONTRACT AMENDMENT: L.J. KRUSE COMPANY

WHEREAS, the Berkeley Public Library currently contracts with L. J. Kruse Company to provide on-call and preventative HVAC and plumbing maintenance services for the Central Library and four branch libraries; and

WHEREAS, the contract with L. J. Kruse Company was amended on August 6, 2012 to a not-to-exceed value of \$40,000; and

WHEREAS, the contract with L. J. Kruse Company was amended on February 8, 2013 to a not-to-exceed value of \$175,000 to provide for the purchase and installation of a new the boiler at the Central Library compliant with the updated emission limits as contained in Bay Area Air Quality Management District's Regulation 9, Rule 7; and

WHEREAS, the contract with L. J. Kruse Company was amended on November 12, 2014 to a not-to-exceed value of \$225,000; and

WHEREAS, the contract with L. J. Kruse Company was amended on April 25, 2016 to include annual preventative maintenance on HVAC systems and boilers for the Central Library and four branch libraries; and

WHEREAS, the contract with L.J. Kruse Company was amended on September 25, 2016 to address system issues related to poor ventilation and air exchange in the Central Library; and

WHEREAS, the Library requests an additional \$50,000 for on-call and preventative maintenance services.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend Contract No. 9004 (ERMA: 91259-1) and approve payments with L. J. Kruse Company for HVAC and plumbing maintenance and repair services for a not-to-exceed amount of \$425,000 for the period of June 1, 2012 through September 30, 2020.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, February 6, 2019 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



CONSENT REPORTS

February 6, 2019

TO: Board of Library Trustees
FROM: Alicia Abramson, Library Information Systems Administrator
SUBJECT: Contract Amendment: No. 10859, Java Connections, LLC (dba LaptopsAnytime)

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 10859 (ERMA: 119062-1) with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$37,011 from \$49,000, thereby increasing the Contract's allowable not-to-exceed amount to \$86, 011.

FISCAL IMPACTS OF RECOMMENDATION

Funding in the amount of \$26,225 for this amendment is to be provided by the Berkeley Public Library Foundation for the purchase of a self-service laptop kiosk for the Tarea Hall Pittman South Branch. Additionally, \$10,786 will be allocated in the FY 2020 and FY 2021 Library Tax Fund for ongoing support and maintenance of the kiosk for those two years.

Funds from the Berkeley Public Library Foundation for the purchase of the self-service laptop kiosk are appropriated to the BPL Foundation Fund, line 105-22-242-271-0000-000-463-664140 LB1851, and funds for the annual hardware and software maintenance of the kiosk are appropriated to the Library Tax Fund, line 101-22-242-271-0000-000-613120.

BACKGROUND

In Fiscal Year 2018, The Berkeley Public Library Foundation awarded the Library \$25,000 to use as seed money for a project to evaluate the benefits of a implementing a self-service laptop lending kiosk at the Central Library. The goal of the project was to make borrowing laptops at the Library easier for patrons and staff, and to increase patron awareness about the availability of laptops for loan. Prior to installing the self-service kiosk, laptops could only be borrowed by requesting one from a staff member at a service desk, with staff manually checking the devices out to patrons.

To date, the kiosk has contributed to a dramatic increase in laptop loans at the Central Library. At the end of fiscal year 2018 (which ended on June 30, 2018) and prior to installation of the Central Library's kiosk in July 2018, the number of laptop checkouts at the service desk was 1,205. In comparison, during the first six months after the kiosk was installed at Central, the period from July – December 31, kiosk-only laptop lending totaled 3,173; almost triple the total number of manually circulated laptops the entire previous year.

The Library, in partnership with the Berkeley Public Library Foundation, now wishes to build upon the success of this program by selectively adding self-service laptop kiosks to locations that would benefit from this service. Currently, desktop computer users at the Tarea Hall Pittman South Branch must share a small area that inhibits collaboration and privacy; additionally, books on the nearby shelves are difficult to access. This has made laptop usage an attractive option for users wishing to work in comfort and greater privacy. In FY 2018, Tarea Hall Pittman South Branch circulated the most laptops of any location,

with 1,342 laptop circulations, representing 34% of the total number of system-wide laptop circulations. In the current fiscal year, THP South is second only to the Central Library in total number of laptops circulated. A self-service laptop lending kiosk will benefit both current and potential computer users by removing barriers to access and creating greater visibility for the service. Implementing this program will also allow the Library greater flexibility in the placement of fixed desktop computer stations at the branch.

CURRENT SITUATION AND EFFECTS

The Berkeley Public Library entered into Contract No. 10859 with Java Connections LLC (dba LaptopsAnytime) dated April 13, 2018 for an amount not-to-exceed \$49,000 as authorized by the Acting Director of Library Services. With this requested amendment the Library is requesting an incremental increase of \$37,011 resulting in a revised not-to-exceed contract value of \$86,011 in order to purchase a self-service laptop lending kiosk for the Tarea Hall Pittman South Branch Library, including hardware and software support and maintenance services for the kiosk for the two remaining years of the existing contract.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 19-

CONTRACT NO. 10859 AMENDMENT: JAVA CONNECTIONS LLC DBA LAPTOPSANYTIME

WHEREAS, the Library and Java Connections, LLC entered into Contract Number 10859 for the period from April 13, 2018 through April 13, 2021 in an amount not to exceed \$49,000, for which Contract was authorized by the Director of Library Services; and

WHEREAS, to date Java Connections, LLC has successfully fulfilled contracted services to provide a self-service laptop lending kiosk including hardware and software support services at the Central location of the Berkeley Public Library; and

WHEREAS, the Library wishes to expand this service to the Tarea Hall Pittman South Branch; and

WHEREAS, Funding in the amount of \$26,225 for this amendment is to be provided by the Berkeley Public Library Foundation for the purchase of a self-service laptop kiosk for the Tarea Hall Pittman South Branch; and

WHEREAS, funds from the Berkeley Public Library Foundation for the purchase of the self-service laptop kiosk are appropriated to the BPL Foundation Fund, line 105-22-242-271-0000-000-463-664140 LB1851, and funds for the annual hardware and software maintenance of the kiosk are appropriated to the Library Tax Fund, line 101-22-242-271-0000-000-613120.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend Contract No. 10859 to provide for an increase of \$37,011, thereby, increasing the Contract's allowable not-to-exceed amount to \$86,011 for a self-service laptop lending kiosk at Tarea Hall Pittman South Branch, and the provision of hardware and software maintenance for the life of the contract.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a meeting held on February 6, 2019 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 Trustees



CONSENT CALENDAR
February 6, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Closure to Support Effective Migration to CARL X

RECOMMENDATION

Adopt the resolution approving closure of the Central Library on Sunday, June 30, 2019 and all libraries on Monday July 1 2019 to support a successful Integrated Library System migration.

FISCAL IMPACTS OF RECOMMENDATION

Marginal savings (less than \$500) as a result of the lack of need to hire on-call and part-time staff for Sunday coverage at the Central Library on June 30.

BACKGROUND

The Board of Library Trustees approves all Library closures. Migration to a new Integrated Library System is a significant operation that requires thorough testing by both the vendor and Library staff. To successfully migrate patron, circulation, bibliographic and acquisitions data; test hardware systems and 3rd party integration functionality; examine settings and permissions; and launch the software, it is necessary to plan for at least two days in which the Library will be closed and its online catalog made unavailable to patrons.

CURRENT SITUATION AND ITS EFFECTS

The Board sets the operating schedule for the Library and on October 3, 2018, the BOLT approved the 2019 Schedule of Berkeley Public Library Holidays and Early Closings. Since then, the Library initiated planning for the migration from the Sierra system to CARL, as approved by the BOLT in its resolution to authorize the Library Director to execute a contract with The Library Corporation (TLC) for Integrated Library System software, maintenance, implementation, and related services. In discussions with TLC, the need for a minimum of two days in which a closure should take place was identified to enable a complete and accurate migration.

Closing on a Sunday will have a relatively low impact due to the Library being open only at one facility for 4 hours on that day. Sundays are currently generally not regularly scheduled shifts for most staff; instead, the Library assigns staff to a rotation of Sundays, and full-time staff flex their schedules to accommodate the occasional Sunday shift. There are a small number of part-time staff who are assigned Sundays as part of their regular schedule, and they will be offered to flex their schedules to accommodate this closure. The Monday closure will allow the Library to have regularly scheduled staff on hand to test, prepare, and train on the new software. Branch staff will be assigned to the Central Library on that day for team-building and hands on software training, as well as the opportunity for additional cross-unit meetings to take place.

The Library Corporation has also indicated the need for the Library to identify back-up dates in case the initial migration does not go as planned. As a result, the following back-up dates have been identified: Sunday, August 4, 2019 (Central Library) through Monday, August 5, 2019 (all facilities).

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-___

Closure to Support Effective Migration to CARL X

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, on September 17, 2018, the Board of Library Trustees approved a resolution (18-037) to authorize the Library to sign a contract with The Library Corporation (TLC) for Integrated Library Systems services; and

WHEREAS, in collaboration with TLC the Library has developed a proposed migration timeline that requires a closure of minimally 48 hours, including online catalog downtime; and

WHEREAS, the Library has identified the period of June 30 through July 1 as the optimal dates for such closure and software downtime; and

WHEREAS, TLC has indicated the need for a set of back-up dates in case of any impediments to a successful migration on those dates, and the Library has proposed Sunday, August 4, 2019 through Monday, August 5, 2019.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the closure of the Library facilities from June 30, 2019 through July 1, 2019 to facilitate a successful and effective Integrated Library System migration to CARL X, with back-up dates of August 4, 2019 and August 5, 2019 in case of unsuccessful migration on the earlier dates.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on February 6, 2019 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 Trustees

Berkeley Public Library 2019 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2019 (Tuesday) *	New Year's Day	X	
2. January 21, 2019 (Monday)	Martin Luther King Jr. Day	X	
3. February 18, 2019 (Monday)	President's Day	X	
4. May 17 2019 (Friday)	Malcolm X Day	X	
5. May 27, 2019 (Monday)	Memorial Day	X	
6. July 4, 2019 (Tuesday)	Independence Day	X	
7. September 2, 2019 (Monday)	Labor Day	X	
8. October 14, 2019 (Monday)	Indigenous People's Day	X	
9. November 11, 2019 (Monday)	Veterans' Day	X	
10. November 27, 2019 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
11. November 28, 2019 (Thursday)	Thanksgiving Holiday	X	
12. November 29, 2019 (Friday)	Thanksgiving Holiday	X	
13. December 24, 2019 (Tuesday)	Christmas Eve	X	
14. December 25, 2019 (Wednesday)	Christmas Day	X	
15. December 31, 2019 (Tuesday)	New Years Eve		All Library locations to close at 6:00pm



INFORMATION REPORTS

February 6, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Director's Report

Programming:

In January, Libraries focused on health and wellness under the theme "New Year, New You", with nearly 300 patrons attending more than a dozen programs. Many programs were movement based: Tarea Hall Pittman South Branch presented Yoga for adults throughout the month of January (50 total attendees); Claremont Branch provided both Qi Gong (15) and a "get limber"(16) program designed for seniors. North Branch provided Chair Yoga (52), and Central Children's presented a special Family Yoga (18) program for children and their caregivers.

Other aspects of health and personal growth were highlighted as well: at North Branch almost one hundred patrons learned about sound and meditation as part of a Sound Healing program, while at Tarea Hall Pittman South, twenty patrons learned and sampled speedy plant-based recipes.

The Central Library held some programs related to practical life skills, including a resume writing workshop that covered ways to improve traction for career changes, transitioning, and re-entering a career environment. Community member's learned how to structure their resume with an emphasis on strengths and improved readability. Seven community members participated in this month's workshop.

Also at the Central Library, an Introduction to Improvisation workshop was led by Kenn Adams, the Artistic Director of Synergy Theater. Eleven participants developed characters, and learned improvisational acting skills while also practicing interpersonal skills, public speaking, and developing creative approaches to problem solving in a social setting.

Print/Time Management RFP Process

The Library has developed a team of staff from across classifications and units to help assess the vendors who responded to the Library's Request for proposal for a vendor to provide printing and time management services for the Library's public computers. The team includes Library Specialist II Susan Anderson, Librarian II Ilan Eyman, Information Systems Specialist John Boggs, IT Manager Alicia Abramson, Library Specialist II Sierra Gribble, and Library Specialist II Juan Castille. The team has been performing site visits to libraries that use the technology of the companies that have responded to the RFP and will grade each company based upon the specific elements identified in the language of the FRP. Once weighted, that information will be used by Library management to identify the finalist.

Migration to The Library Corporation's (TLC) CARL X

The Library is currently in the design phase of the project to implement the CARL X Integrated Library System. Major tasks during this phase of the project include preparing catalog and patron data for export;

reviewing and documenting current system codes and settings; and setting up the technical “back-end” for connectivity to the CARL X cloud-hosted system.

Another important part of the process during this first phase of the project is for BPL staff to meet with TLC staff in an interactive system design process. During the design process, TLC will demonstrate the different CARL X ILS modules including the features and options available in each module. TLC will solicit staff feedback to develop a clear understanding of the Library’s current workflow and will use the information and data gathered during the design sessions to develop a test system for the Library including: creating location and media codes, setting up format and display rules, completing patron type and circulation rule charts, adding client security and parameter decisions, designing web interfaces, building the test database and performing further preparations for installation and training. The ultimate goal of the design process is to optimize the CARL X system for BPL’s workflow and needs. The following staff will be participating in the CARL X ILS module design sessions: Alicia Abramson, Peter Bailey, Marcus Bell, John Boggs, Leticia Cendejas, Emma Coleman, Sarah Dentan, Jay Dickinson, Jonathan Esmenjuad, Ilan Eyman, Lilia Flores, Emily Foster, Anna Gonzalez, Vlad Kaplun, Shiok Lim, Rosie Merlin, Nicole Powell, Kathy Slater, Rudy Tapia, Vivian Vigil, and Elliot Warren.

Central Library Renovations

Design firm Noll & Tam will soon be providing Construction Documents to the Library and submitting permit sets to the City of Berkeley Planning Department. The team of Library staff leading the design of the Central Library’s renovations developed and will soon be finalizing language for a document to be shared among staff regarding many aspects of the work. The following is draft language describing the purpose of the renovations:

Renovations will enhance the quality of services provided from the first and second floors of the Central Library, including the following:

- 1) **Welcoming Entrance Area:** *The Library’s first floor browsing and entrance areas will be enhanced to enable easy, independent browsing of new book, DVD, and Lucky Day materials through improved shelving and merchandising options; and will be redesigned with new flooring, a more effective placement of the security desk, as well as new bench seating and updated self-service check out and holds areas.*
- 2) **Dedicated Teen Space:** *Teens will be provided an attractive, dedicated area to congregate, study, play, learn, find reading materials, take part in participatory programs, and get support from library staff. The Teen area will be divided into two zones—a traditional browsing area with some reading and study seating, and a larger area for congregating, public programming, gaming, socializing, and relaxing. A service desk will be in this area to be staffed during busy times. Doors will prevent disruption of other Library areas. A movable glass wall will allow the two zones to be integrated into a single larger area as needed.*
- 3) **Service Desks:** *Updated service desk placement will enable patrons to easily get assistance from staff. Service desks will be placed near floor entrances and exits and closer to staff areas to allow for both findability and quick staff back-up and egress.*
- 4) **Seating and Study Areas:** *Patrons who are seeking quiet spaces to read, study, and use devices will find numerous, new, and varied seating options on both the first and second floors.*
- 5) **Accentuation of Historical Design on Second Floor:** *The design will accentuate and make more visible historical and aesthetic elements of the original second floor design. Natural lighting will be enhanced due to removal of some large, no longer useful shelving.*
- 6) **Lighting:** *Enhanced and updated lighting in stacks and throughout the second floor will facilitate an improved experience of browsing the collections.*

- 7) **Public Programming:** *The Library will create two new and attractive flexible spaces for public events and programs.*
- 8) **Bathroom Access for All:** *The Library will provide easy access to gender-neutral bathrooms to provide a welcoming environment and to enhance safety for all.*
- 9) **Public Computers:** *Newly designed seating areas will support easy laptop use and access to electricity for powering devices. The desktop computer area will include substantial space around each station for patrons' comfort. In addition, a laptop lending machine will be installed on the second floor to create options for patrons wanting to use a computer.*
- 10) **Improved User Experience of Collections:** *Nonfiction collections will no longer be divided onto three floors; the only nonfiction materials not on the first floor (besides reference books) will be the 700s (art, music, & recreational materials), which will remain on the fifth floor. This logical change will facilitate independent use of the collections and is something in which the community has expressed an interest.*

CONTACT PERSON

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

Attachments:

1. Library Journal Article, "Berkeley PL Launches Cards for Patrons Without Fixed Address.

Berkeley PL Launches Cards for Patrons Without Fixed Address

by [Lisa Peet](#)

Jan 23, 2019 | Filed in [News](#)

On December 1, 2018, Berkeley Public Library (BPL), CA, rolled out its new Easy Access Cards, designed for library customers without a fixed address. These include patrons who are experiencing homelessness, lack current documentation, are in transition between addresses, or are in the foster care system. Easy Access cardholders may check out three books or other materials at a time, put holds on three items, use library desktop computers, or check out laptops for use in the library at any of BPL's locations.

The Easy Access cards replace two other types of BPL library cards for patrons without fixed addresses: a temporary card, which gave applicants 45 days to provide proof of address, and a shelter card, which required a letter from the shelter where the cardholder was staying. Those cards were automatically rolled into BPL's new Easy Access cards.



COMMITTING TO EQUITY

As of last December, more than 140 public libraries across the United States had signed the Urban Libraries Council's (ULC) Statement on Race and Social Equity, committing their organizations to help build a more equitable society. BPL was among them, and acting director of library services Elliot Warren was looking for ways that the library could do its part to remove barriers to service.

At the same time, Berkeley was moving forward with a citywide strategic plan. The library had chosen several of the city's long-term priorities to focus on in the next year, including championing and demonstrating social and racial equity. "Our staff has been doing a lot of work trying to identify how, in the next six to nine months, we can implement practices, policies, and services that satisfy that citywide long-term goal," said Warren.

One solution was to go fine-free for adult, teen, and children's cards, which BPL did in July, as well as implementing automatic renewal. This includes materials circulated through the LINK+ Union Catalog, a borrowing consortium of 59 libraries in California and Nevada, and everything except laptops and the tools borrowed from BPL's Tool Lending Library.

"As part of addressing the ULC statement, explained Warren, "We did some analysis that showed very disparate patterns in our different zip codes. The zip codes where wealthy people tend to live showed very few blocked patrons, whereas the communities that are lower income showed much higher rates of patrons being suspended because their fines were over ten dollars.... It seemed extremely unfair."

For years, staff had been hearing from people who said that they didn't let their children check out more than one book at a time because of potential fines. The library's analysis was the final argument necessary to move away from fines, and Warren says in the past half year physical circulation is up five to ten percent. "That's not a trend people are seeing in the country as a whole," he noted. "We do believe that [going fine-free] is drawing more people back."

REDUCING FRICTION

Another area for improvement, they decided, would be to reduce barriers for people who could not get full-access cards. Berkeley, a city of about 120,000 people, has a homeless population of at least 1,000, many of whom use the library regularly. A number of them held temporary or shelter cards, but even applying for those can be a source of friction for some patrons.

"The shelter card basically required people to get a signed letter from the shelter they're staying at, and most of our homeless people aren't sheltered," Warren told *LJ*. "Even if they are, very few people used it because...it was...patronizing to expect an institution to vouch for a person."

BPL looked at several libraries in the area that provided similar plans, such as San Francisco Public Library's Welcome cards, or the accommodations San Mateo County Libraries offer for homeless card applicants. Then, said Warren, he consulted with library leadership, staff, and even BPL's Joint Labor-Management Committee, which proposed that the card include the capacity for users to place holds and pick up materials at the branch of their choice, as homeless patrons might not be able to move between locations easily. BPL's Board of Library Trustees (BOLT) supported the card as well.

Simultaneously, the library consolidated and simplified its circulation policy, which hadn't previously covered cards. BPL rewrote it as a straightforward two-page document that lays out card access rules, fine and renewal practices, book fees, and cards for minors.

At press time, BPL had 579 active Easy Access cards. Since instituting them, said Warren, he's received kudos from patrons, the community, and staff. Ease of computer use in particular is a hit; without a library card, anyone wishing to use library computers would have to return to the reference desk every hour for a new code. Patrons who don't have access to computers at home can now take the time they need to research or fill out job and benefit applications. Warren has seen in-house laptop use go up ten times since BPL's Central Library instituted laptop vending machines, and has recently reconfigured the space to devote less room to desktop computers and more to comfortable seating.

Applicants still need to provide some form of photo identification, but those rules have relaxed as well. Prior to launching the Easy Access Card, BPL required a California ID or passport. Now, users can present a California ID or driver's license; a government picture ID (including a passport, military ID, green card, or out of state ID); a student (high school or college) ID; or another form of credible picture ID, including bank cards, transit cards, or

Costco cards. Easy Access Cards must be renewed yearly (full access cards are good for four years). Visitors from out of town can still get a temporary pass.

Some community members have expressed trepidation about the requirement, noting that people without fixed addresses often don't have the needed ID, or are unable to get it. Although there are public agencies that can help them get IDs, "Many individuals don't have the capacity to obtain them or they may refuse to for various privacy reasons," David Stegman, executive director of the Dorothy Day House, which runs several shelters in Berkeley, told *Berkeleyside*. Warren says the photo requirement isn't negotiable, although he also notes that there is some discretion left to the library's circulation manager.

Still by all accounts, this is a step forward in BPL's mission to support both its pledges through the ULC statement and the library's strategic plan.

"We brainstormed and came up with something we believe provides good balance between easy access and responsible oversight of library material," said Warren. "I've had circ staff who come to me and say, 'This is great—it really feels good to be able to provide people access.'"



Lisa Peet

Lisa Peet is Associate Editor, News for Library Journal.

Berkeley Public Library
