



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
Wednesday, 05/02/2018

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 April 4, 2018 Regular Meeting**  
Recommendation: Approve the minutes of the April 4, 2018 Regular Meeting of the Board of Library Trustees.
- B. **Contract Amendment - Califa**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute Contract No. 9883 with Califa Group (“Califa”), a California public benefit corporation, to increase the contracted not-to-exceed amount to \$400,000 for the continued provision and maintenance of the Library’s connection to the “CalREN” high-speed broadband fiber network, and to extend the term of the Contract to June 30, 2020.

## III. INFORMATION REPORTS

- A. **Central Library Remediation Work Report** – Elliot Warren, Acting Director of Library Services
- B. **Bylaws Sub Commission Oral Report** – Sophie Hahn and Judy Hunt
- C. **Organizational Review Oral Report** – Elliot Warren, Acting Director of Library Services
- D. **Staff Report – Literacy Services** – Linda Sakamoto, Literacy Program Coordinator
- E. **Staff Report –ESL Conversation Club Program** – Dan Beringhele, Librarian
- F. **Monthly Library Director’s Report** – Elliot Warren, Acting Director of Library Services
- G. **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, June 6, 2018 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

**V. ADJOURNMENT**

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**Communication Access Information**



**This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please 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 April 25, 2018.

//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, 3<sup>rd</sup> Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at [www.berkeleypubliclibrary.org/about/board-library-trustees](http://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

1. Bill Sherer – Patron Comments



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, April 4, 2018 6:30 PM**

Tarea Hall Pittman South Branch – 1901 Russell 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: 6:30pm.**

Present: Trustees Hahn, Hunt, Roth and Selawsky.

Absent: Trustee Davenport.

Also Present: Elliot Warren, Acting Director of Library Services; Sarah Dentan, Library Services Manager; Anna Gonzalez, Library Services Manager; Dennis Dang, Admin and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

**2. Public Comments: 1 speakers.**

**3. Comments from Library Unions:**

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

**4. Comments from Board of Library Trustees**

- A. Trustee Roth –
- B. Vice President Selawsky –
- C. Trustee Hunt – distributed a copy of an article about waving man of Berkeley and acknowledged the anniversary of the death of Dr. Martin Luther King.

**II. CONSENT CALENDAR**

Action: M/S/C Trustee Hahn / Trustee Hunt to adopt resolution # R18-012 to approve the consent calendar minus items D & E.

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

**A. Approve Minutes of the March 7, 2018 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 7, 2018 Regular Meeting of the Board of Library Trustees as corrected.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-013.

**B. Close the Public Library Fund (305) and Transfer the Fund Balance to the Library Tax Fund (301)**

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution authorizing the Library to submit to the City Council of the City of Berkeley, for inclusion to the second amendment to the Annual Appropriations Ordinance for fiscal year 2018, an adjustment to the Library's FY 2018 Budget closing the Public Library Fund (305) via transfer of the Fund's fund balance to the Library Tax Fund (301).

Financial Implications: see report.

Action: Adopted resolution # R18-014

**C. Library Internet Use Policy Update – Elliot Warren**

From: Acting Director of Library Services

Recommendation: Adopt the resolution authorizing revisions to the Library Internet Use policy that updates it to include coverage of use of the Library's laptops and wireless system. The revision removes out of date content related to provision of privacy screens and updates it to more clearly support changes to the Behavior Guidelines policy and the adoption of the Library's Customer Service philosophy. Both of these documents prioritize the Library's responsibility to provide a welcoming environment for Library patrons. Revisions to the Computer Use Policy are informed by these more recent documents and are intended to align and clarify practices. The revision also removes out of date content related to some rules for access to the public computers. The revision also changes all references to "Behavior Guidelines" to "Rules of Use."

Financial Implications: none.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-015.

**D. Berkeley Public Library Rules Of Use Policy**

From: Acting Director of Library Services

Recommendation: Adopt the resolution approving the Rules of Use Policy to replace the Berkeley Public Library Behavior Guidelines previously approved on May 28, 2015 with additions (shown in italicized text) as follows:

- Berkeley Public Library seeks to create a welcoming *and safe* environment for Library patrons.
- Monopolization or blocking of Library space, aisles, *ingress, egress*, resources, equipment, or furniture. Examples include lying on floors or other surfaces, bringing in excessive personal materials (greater than 16"x18"x24"), or leaving personal items unattended.
- Riding skates, scooters, skateboards, or other similar devices on Library property; *bicycles are not permitted.*

Financial Implications: none.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Roth to adopt resolution # R18-016.

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

Abstentions: None.

**E. California State Library FY 2018 Grant Funds for Harwood Public Innovators Lab**

From: Anna Gonzalez, Library Services Manager

Recommendation: Adopt the resolution authorizing the Director of Library Services to accept and appropriate the FY 2018 Harwood Public Innovation Lab grant award for participation of up to three (3) staff members in the California State Library 3rd Harwood Lab to be held in Ontario, CA and reimbursement for associated travel costs up to \$300 per participant and eligible meals at program allowable rates.

Financial Implications: see report.

Contact: Anna Gonzalez, Library Services Manager

Action: M/S/C Trustee Roth / Trustee Hahn to adopt resolution # R18-017.

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

Abstentions: None.

### III. ACTION CALENDAR

#### A. Library Budget FY19 Adjustments – Dennis Dang

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution to approve the Biennial Budget update for FY 2019 for revenues of \$19,736,621 and expenditures of \$23,303,530.

Financial Implications: see report.

Action: M/S/C Trustee Hahn / Trustee Hunt to adopt resolution # R18-018.

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

Abstentions: None.

### IV. INFORMATION CALENDAR

#### A. Bylaws Sub Commission Oral Report – Sophie Hahn and Judy Hunt

Next meeting to be held on Thursday, May 3 at 10:00am at Central Library Community Meeting Room.

#### B. Organizational Review Oral Report – Elliot Warren, Acting Director of Library Services provided an oral report. There will be two separate contracts: 1) Formal organization evaluation and 2) Communications Training for staff. Contracts are not yet signed.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### C. Summer Reading Oral Report – Sarah Dentan, Library Services Manager provided a presentation (Attachment 1) on the Summer Reading Program.

From: Library Services Manager

Contact: Sarah Dentan, Library Services Manager

Action: Received

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

Celebrate National Library Week Poster and flyers were distributed.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### E. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

### V. AGENDA BUILDING

- Organizational Review Update
- Bylaws Subcommittee Update

### VI. ADJOURNMENT

**Adjourned at 8:06 PM.**

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of April 4, 2018 as approved by the Board of Library Trustees

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

Attachments:


1. Summer Reading Update



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# SUMMER READING 2018

BOARD OF LIBRARY TRUSTEES, BERKELEY PUBLIC LIBRARY APRIL 4, 2018



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## 2018 THEME



Reading Takes You Everywhere!

Summer Reading  
June 15–September 1

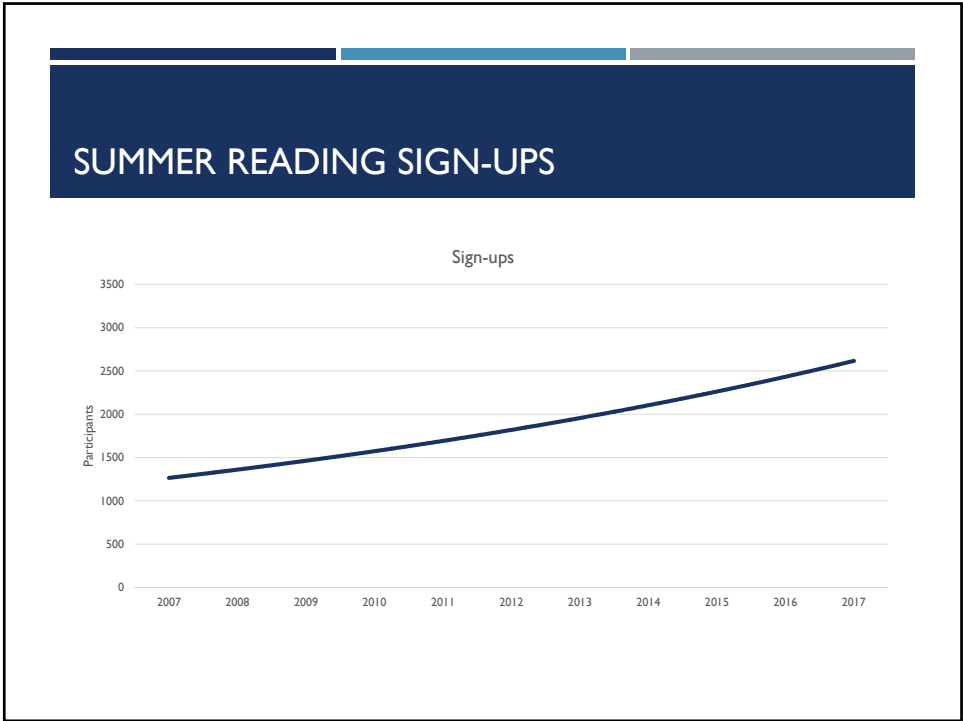
## SUMMER READING AT BERKELEY PUBLIC LIBRARY



## WHY SUMMER READING?

- Supports reading habit
- Supports library habit
- Effective intervention for “summer slide”
- Builds a community of readers





- ## SUMMER READING: THE PROGRAM
- All Ages
  - Summer Reading Game
  - In-Library Programming
  - Outreach
  - Book Distribution

## SUMMER READING GAME

- Online sign-up
- Paper tracking
- 10 hours reading to receive a prize

## IN-LIBRARY PROGRAMMING

- Focuses on school-age children
- 25 programs over three months
- Wide range of themes and focuses

## OUTREACH

- Before school ends:
  - Every BUSD elementary school classroom
  - Every BUSD middle school classroom
  - Many BUSD high school classrooms
- City of Berkeley summer program fairs
- Elementary School Literacy Nights
  - New this year, in partnership with BUSD

## BOOK DISTRIBUTION

- Book (and bookstore gift certificates) finishing prizes
- Last year, added sign-up books for children
- This year, will add sign-up books for teens and adults
- This year, will provide book distribution during visits to summer learning sites

THANK YOU!



Bay Area  
Discovery  
Museum





**INFORMATION REPORTS**  
May 2, 2018

**TO:** Board of Library Trustees  
**FROM:** Alicia Abramson, Library Information Systems Administrator  
**SUBJECT:** Contract Amendment: No. 9883 Califa Group for Advanced Network Data Services

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to execute Contract No. 9883 with Califa Group ("Califa"), a California public benefit corporation, to increase the contracted not-to-exceed amount to \$400,000 for the continued provision and maintenance of the Library's connection to the "CalREN" high-speed broadband fiber network, and to extend the term of the Contract to June 30, 2020.

**FISCAL IMPACTS OF RECOMMENDATION**

The contracted not-to-exceed amount of the amendment is \$400,000, representing a \$200,000 increase over the original contract amount. The Contract includes support services and maintenance of the Library's high-speed, 1 Gigabit per second (Gbps) Internet connection provided by Califa. Funding is available from Fund 301 and is budgeted in the Library's Information Technology Division's 2019 fiscal year expenditure budget and will be provisioned for in the fiscal year 2020 budget using budget code 301-9102-450-4031.

**BACKGROUND**

On February 11, 2015 the Board of Library Trustees authorized, by Resolution No.: R15-084, a contract between the Library and Califa for the provision of a fiber broadband connection to the Internet. The Califa Group, of which the Berkeley Public Library is a consortium member, is a California public benefit corporation representing 220+ libraries in California. Califa negotiates discounted rates for group purchases on behalf of its member libraries. With the support of the California State Library, Califa contracts with the Corporation for Education Network Initiatives in California ("CENIC") for connectivity to the "CalREN" high-speed broadband fiber network and associated maintenance service to member libraries.

The Library's connection to the CalREN network was launched on October 23, 2015 and at the time represented a 20-fold speed increase from the Library's previous Internet access speed of 50 Megabits-per-second. The CalREN high-speed broadband Internet connection is accessible to Library users on the Library's free public-access computers or by other Library-provided or patron-owned devices using the Library's wireless network. Essential to the Library's mission of providing free, unrestricted access to information, the Library's high-speed broadband Internet connection allows users to access the vast store of information resources available on the Internet, and with fast speeds, substantially enhances user experience for accessing media-rich and bandwidth-intensive multimedia resources such as streaming video and music, 3-D mapping, interactive web sites and the many digital subscription resources offered by the Library.

To date, Califa has successfully fulfilled its contractual obligation to support and maintain the Library's connection to the "CalREN" high-speed broadband fiber network.

#### CURRENT SITUATION AND EFFECTS

From October 2015 to date, the Library has expended \$160,581 of the \$200,000 allocated to Contract No. 9883 with Califa for the provision and maintenance of the Library's high-speed broadband Internet connection. The Library anticipates the balance of the contract funds to be expended before the end of fiscal year 2019 and therefore must amend the current Contract to add funds in order to provide uninterrupted Internet service, and also recommends extending the term of the Contract for two years with the term ending on June 30, 2020.

The original term of the Contract ended on June 30, 2016, and per the original Contract terms, the Library exercised its option to automatically renew the term of the Contract for two additional years, with the term of the most recent renewal ending on June 30, 2018. The Library was able to extend the Contract term for two additional fiscal years without adding additional funds as a result of discounts received from Califa as part of their participation in the E-Rate program.

The federally funded E-Rate program provides schools and libraries with discounts on telecommunication costs. Califa applies annually for E-Rate discounts on behalf of the Califa consortium and passes awarded discounts on to member libraries via credits applied to future bills. In fiscal year 2017, the Library received \$35,683 in credits from Califa. These credits have been applied to bills in the Library's 2018 fiscal year. This fiscal year the Library has received notice that we have received \$78,411 in E-Rate credits which will start being applied to our bills in fiscal year 2019 which begins on July 1, 2018.

These credits ultimately reduce the overall cost of the high-speed broadband Internet connection. Because E-Rate discounts are typically announced towards the end of the Library's fiscal year, credits are not applied until the next fiscal year, making it difficult to precisely project the actual cost of the service for each fiscal year. However, the additional funds requested must be available, as, after all discounts have all been applied, the Library resumes paying full price for the service until the next round of E-Rate credits are awarded.

#### FUTURE ACTION

No future action is necessary.

#### Attachments

1. Resolution

## BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO: 18-\_\_\_

#### CONTRACT AMENDMENT: NO. 9883 CALIFA GROUP FOR ADVANCED NETWORK DATA SERVICES

WHEREAS, On February 11, 2015 by BOLT resolution 15-084, the Board of Library Trustees authorized the Director of Library Services, to execute Contract No. 9883 with Califa for the provision, installation, and maintenance of advanced network (data) services in an amount not to exceed \$200,000 for the projected time period from Spring 2015 through June 30, 2017, with automatic renewals subject to cancellation by notice of either party; and

WHEREAS, Califa Group ("Califa"), of which the Berkeley Public Library is a consortium member, is a California public benefit corporation, representing 220+ libraries in California; and

WHEREAS, with the support of the California State Library, Califa has contracted with the Corporation for Education Network Initiatives in California ("CENIC") for connectivity to the "CalREN" high-speed broadband fiber network and maintenance service to member libraries; and

WHEREAS, Califa participates in the E-Rate program administered by the Universal Service Administrative Company ("USAC") under the direction of the Federal Communications Commission ("FCC") which offers schools and libraries telecommunications discounts to assist such organizations in obtaining affordable telecommunications services, broadband Internet access and internal network connections; and

WHEREAS, Califa applies for and receives E-Rate discounts on behalf of Califa consortium member libraries and has passed back credits to the Library in the amount of \$114,094 from Contract start to date; and

WHEREAS, at the January 15, 2014 meeting, the Board of Library Trustees adopted BOLT Resolution No.: R14-004 authorizing the "Director of Library Services to participate in and accept any universal service fund (E-Rate) program funding received for fiscal year 2014; and in subsequent years."; and

WHEREAS, participation in the CENIC program provides the Library with Internet access speeds of 1 Gigabits per second throughout the system, addressing Library patrons' need for high-speed connectivity to Internet based, bandwidth-intensive, multimedia resources and digital subscription resources offered by the Library;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$400,000 for support and maintenance of the Library's high-speed, 1 Gigabit per second Internet connection, and to extend the term of the Contract to June 30, 2020, with automatic renewals subject to cancellation by either party at least 60 days in advance of June 30 of each renewal period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 2, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Diane Davenport, Chairperson

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







**INFORMATION REPORTS**

May 2, 2018

To: Board of Library Trustees  
From: Elliot Warren, Acting Director of Library Services  
Subject: Central Library Remediation Work

**INTRODUCTION**

The purpose of this report is to provide the board information about ongoing facility maintenance repair work occurring at the Central Library, provide background information, and describe the process the Library will pursue to plan for design and repair work to remediate identified building impairments.

**FISCAL IMPACT**

There is no fiscal impact from this report. Please see the “Further Action” section below.

**BACKGROUND**

The Central Library was renovated and enlarged as a result of a 1996 voter-approved bond measure (Measure S), resulting in an updated facility that opened in 2002. The renovation enlarged upon the historical Central Library, adding tens of thousands of square feet to the public side of the building, including a tripling of the size of the Children’s Room, creating a dedicated floor for Art & Music, and adding a new public meeting space in a newly constructed wing – commonly referred to as the Bancroft building. In addition, the Bancroft building included enlarged and modernized administrative offices and staff workspaces.

Since the opening of the renovated Central Library in 2002, the City had been in dispute with the builder of which all claims were settled in 2016.

In March of this year (2018), a small section of exterior stucco on the Bancroft building, in an area not visible from either Kittredge Street or Bancroft Way, failed. With the approval of the City’s General Services Department and in consultation with other City departments, the Library immediately engaged the services of W.A Rose Construction, Inc., a general contractor, to secure the area and to remove any other potential stucco-related hazards to ensure the safety of Library patrons and staff. Consequently, the agreement with W.A. Rose is for the removal of exterior stucco from areas of the Central Library due to demonstrated signs of decay, poor bonding, and other deficient characteristics. Concurrently, in coordination with and advisement of the Public Works and the City Attorney departments the Library has entered into a separate agreement with the architectural and engineering consultancy firm Marx/Okubo Associates, Inc., to determine the extent of failing and or compromised stucco and the causes of the stucco failure. Marx/Okubo will analyze the results of a testing process designed to determine the strength of the stucco’s bond with the concrete and the stucco’s brittleness; perform a detailed set of observational visits; and produce a comprehensive report based upon the testing and observations that includes mitigation recommendations and attempts to describe the reasons why the stucco system failed.

### CURRENT SITUATION AND ITS EFFECTS

Efflorescence appearing on the stucco surface of the Central Library's Bancroft building has been visible for many years. Such efflorescence, which manifests itself as visible white lines on stucco, oftentimes is an indication of water penetration between stucco and the surface it is bonded to. However, its presence is not in and of itself a conclusive indication of stucco failure or poor bonding. Because a small portion of stucco detached from the cement Bancroft building structure in March, the Library initiated immediate preventative work to ensure safety for the public and staff. This included removal of stucco from the entirety of the wall section from which stucco had fallen. Based upon the detailed observations and recommendations of Marx/Okubo and W.A. Rose, and the importance of ensuring safety for those who use the Kittredge Street entrance, accessible ramp, and/or book drops, the Library initiated immediate removal of the entire stucco surface on the north side of the building. Additionally, the Library has worked with the adjoining property owner to restrict access to lawn area adjacent to the west facing wall perpendicular to the front entrance, given the extent of observed defects on that wall.

Marx/Okubo will perform further testing and observational visits along each of the structure's walls. Based upon the observations and recommendations of Marx/Okubo, the Library will instruct W.A. Rose to remove other areas of stucco for which such removal is deemed necessary.

Once the entire site is secured, the Library working with the City will engage in a process to develop a scope of work for replacement of the removed stucco, and, in doing so, will also include window-systems replacement where such replacement is deemed necessary due to rain-water intrusion. The Public Works Department and the Library are engaged in planning for such design work. Because the City has standing contracts with at least two architectural firms on an on-call basis, a request for proposal (RFP) process for the design elements of the project is not required. However, upon completion of the design phase, the Library/City will need to engage in a formal RFP process, receive bids, negotiate contract terms with the winning bidder, and oversee the work of the contractor. At that time, the Library will bring a resolution to BOLT for it to recommend that the City Council authorize a public bidding solicitation.

Per the City of Berkeley Charter, Section 3.04.060, "The Board of Library Trustees shall have control and management of the Berkeley Public Library..." At the same time, each of the Library facilities is the property of the City of Berkeley. BOLT's role, per the City Charter, in regards to such property, is "To recommend to the City Council the purchase or lease of real property and the erection, rental or acquisition of such building or buildings, room or rooms as may be necessary when, in its judgment, a suitable building, or portion thereof, has not been provided by the council" (Section 3.04.090). Although the charter does not specifically address facility maintenance, the Library has a Facility Maintenance division with staff who routinely work with contractors and/or perform everyday maintenance work on the buildings. However, as the scope and size of work needed is outside the expertise of Library staff, the Library will continue to collaborate with Public Works, who has assigned an engineer to the project. At this time, the Library is awaiting test results and completion of work for removal of stucco prior to working with the assigned PW engineer to initiate a set of specs for the design phase of the project.

### FURTHER ACTION

The adopted fiscal year 2019 budget includes \$3,000,000 for remediation of known construction defects as well as for interior space improvements for which the Library is currently in design phase. Stucco replacement was not considered in determining the original budget appropriation. The extent of costs to remediate both the stucco and windows is unknown at this time. Interior renovation project costs are projected at no more than \$1.5 million. Should it be necessary for the board to amend the fiscal year 2019

budget appropriation for construction and facilities maintenance work to reflect any added costs, especially as related to stucco remediation, that request will be brought before the board as an Annual Appropriations Ordinance (AAO) adjustment in FY 2019. Currently, it is too early in the process to estimate remediation costs.

**CONTACT PERSON**

Elliot Warren, Acting Director of Library Services, 981-6190





**INFORMATION REPORTS**

May 2, 2018

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

**National Library Week**

In celebration of National Library Week, Berkeley Public Library offered a week of STEM programming at every location and for every audience. These programs were in addition to the range of STEM programs already available.

Highlights of the week included a STEM Fair at the Claremont Branch, where eighty patrons met representatives from nine science organizations to explore STEM ideas and possibilities; a visit from Chabot Space & Science Center's portable planetarium, allowing 66 patrons to experience a planetarium show in the Central Library's meeting room; a group of 21 adult patrons at Central Library explored planetary environments during a collaborative art project known as "STEAMbreakers"; and STEM-themed playdates brought STEM concepts and activities to hundreds of our youngest visitors over the course of the week.

Programs were supported by a number of publicity activities, including a large-format poster and trifold brochure, as well as an email sent to Berkeley Public Library Card holders. National Library Week also provided the opportunity to debut the Cornerstones: STEM at Berkeley Public Library webpage, featuring the new Cornerstones: STEM at Berkeley Public Library

logo. [https://www.berkeleypubliclibrary.org/events/cornerstones\\_berkeley](https://www.berkeleypubliclibrary.org/events/cornerstones_berkeley)

Finally, the Library is now circulating two Orion StarBlast Telescopes, and in April, Circulation staff received the training necessary to make these available to patrons. [https://encore.berkeley-public.org/iii/encore/record/C\\_Rb2199466\\_Sorion%20starblast\\_Orightresult\\_U\\_X6?lang=eng&suite=pearl](https://encore.berkeley-public.org/iii/encore/record/C_Rb2199466_Sorion%20starblast_Orightresult_U_X6?lang=eng&suite=pearl)

Cornerstones: STEM at Berkeley Public Library is a collaboration between Berkeley Public Library, the Berkeley Public Library Foundation, and Cornerstones of Science, a non-profit organization that supports public libraries to offer outstanding science experiences. The project is made possible in part by the support of the Stephen M. Silberstein Foundation.

**National Library Workers Day**

April 10 marked National Library Workers Day, which occurs annually during National Library Week and has been celebrated since its 2003 inception as a way to acknowledge all library workers, including paraprofessionals, other support staff, librarians others who make library service possible. This year, BPL managers thanked staff during the week by visiting each of the facilities and serving sorbet, ice cream, fruit, and nuts, and other treats to staff. A fun time was had by all!

### **Central Library Space Planning**

The Library is preparing to install its new seating area and laptop lending machine on the first floor of the Central Library. Three furniture contracts have been signed and processed, and staff are preparing for installation by removing some of the current equipment in those areas, including granite table tops, desks, and catalog computers. The primary goal of the space is to enable a wide range of seating options for reading, laptop use, collaborating with others, working individually, and group get-togethers. 44 new seats will be added to the Central Library capacity, a net gain of 32 new seats. A secondary goal is to enable expanded access to device charging locations.

### **BUSD Student Access to Overdrive**

Since initiating access to Overdrive materials for BUSD Middle and High School students, 2,259 items have been checked out through the new process that enables students to use their school-issued accounts to check out eBooks and e-Audiobooks. Over 1,200 specific titles have been accessed, so this represents a huge degree of breadth of access. Here are the top ten circulating Overdrive books for BUSD students, and the number of times they have each been checked out since January:

Ghosts (Telgemeir)	31
Sold (Patricia McCormick)	17
The Getaway: Diary of a Wimpy Kid Series, Book 12	14
The Perks of Being a Wallflower	14
The Giver: The Giver Quartet, Book 1 (unabridged)	12
Middle School, the Worst Years of My Life: Middle School Series, Book 1 (unabridged)	11
The Hunger Games: The Hunger Games Series, Book 1 (unabridged)	11
The Maze Runner: The Maze Runner Series, Book 1	11
The Hate U Give	10
Miss Peregrine's Home for Peculiar Children: Miss Peregrine Series, Book 1	10

### **PLP Staff Development Committee:**

BPL is a member of the Pacific Library Partnership (PLP), a member organization comprised of public library systems throughout the Bay Area. PLP's stated purpose is "To improve the services of its constituent member libraries by maintaining existing CLSA (California Library Services Act) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services and the enhancement of collective resource building and sharing." Supervising Librarian Amanda Myers sits on the PLP Staff Development Committee, which organizes two annual workshops for SF Bay Area Library staff. The 2018 spring workshop *Inclusion and Empowerment: Gender Diversity, Harassment Prevention, and Resilience* was attended by five BPL staff-members, who participated in two workshops. The first workshop covered gender diversity and the encouraged participants to embrace services and practices that provide a welcoming environment for all community members, including people for who do not identify with a specific gender identity. The second workshop covered harassment prevention and workplace resiliency and provided an overview of best practices for maintaining work environment safety. One outcome of the workshop is that staff are interested in offering a training on the topic of best practices related to gender diversity at the next all-staff meeting.

### **CONTACT PERSON**

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