



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
Wednesday, 07/10/2019

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. Public Employees Union, LOCAL 1
 - ii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
 - iii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- D. **Comments from Board of Library Trustees**

II. CONSENT CALENDAR

*The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar.
All items remaining on the Consent Calendar will be approved in one motion.*

- A. **Approve Minutes of the June 5, 2019 Regular Meeting**
Recommendation: Approve the minutes of the June 5, 2019 Regular Meeting of the Board of Library Trustees.
- B. **Contract Amendment: No. 91259-1, L.J. Kruse Company**
Recommendation: Adopt the resolution authorizing the Director of Library Services to amend Contract No. 91259-1 with L.J. Kruse Company for HVAC and plumbing repair and preventative maintenance to include removal and replacement of air conditioning unit A6 at the Central Library and of the HVAC unit serving the Server Room at the North Branch Library, sewer lateral repair at the Central Library, and to fund ongoing maintenance services, and to increase the Contract in an incremental amount of \$450,000 for a contracted value not-to-exceed \$875,000.
- C. **Contract Amendment: No. 112423-1, Clark Pest Control for Detection and Remediation Services**
Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 112423-1 with Clark Pest Control to increase the contracted not-to-exceed amount up to \$125,000 for bedbug, pest, and rodent detection and remediation services, and to extend the term of the Contract to February 28, 2021.
- D. **Contract: Comprise Technologies, Inc.**
Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute a contract with Comprise Technologies, Inc. for software licensing, printer release and payment kiosk hardware, professional services for implementation, and post-implementation support, maintenance and related services for a PC Time and Print Management System for Berkeley Public Library, for an amount not to exceed \$117,184 from August 1, 2019, 2018 through June 30, 2024.
- E. **Spending Authority: Stucco Remediation Design and Engineering**
Recommendation: Adopt the resolution authorizing the Director of Library Services to expend budgeted appropriations from the Library Tax Fund for the design and engineering of stucco remediation at the Central Library currently estimated by Allana Buick & Bers, Inc., an architectural and engineering firm, at \$107,500, plus to include an allowable contingency amount of up to 10%.

- F. Fiscal Year 2020 Purchase Authorization in Excess of Director of Library Services' Granted Authority**
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2020 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.
- G. Meeting Room Policy: Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events**
Recommendation: Adopt the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.

III. INFORMATION REPORTS

- A. Monthly Library Director's Report** – Elliot Warren, Acting Director of Library Services
- B. Online Catalog Update (Oral Report)** – Anna Gonzalez, Library Services Manager
- C. 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, September 4, 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 July 3, 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
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Communications:



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, June 5, 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: 6:31 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; Anna Gonzalez, Library Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Aimee Reeder, Ass't Management Analyst; Eve Franklin, Administrative Secretary.

2. Public Comments: 0 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 speakers

4. Comments from Board of Library Trustees

A. Trustee Hunt – Spoke regarding Bookish article highlighting the San Jose Library and use of art and local artists, Contra Costa County Library's "Take Me to your Reader" program, NYT times article on Emma Bochner, a Chicago Librarian who recently dethroned the longtime Jeopardy champion, San Jose State has a Library and Information Science program combining Library Skills and Information Technology. Acknowledged that City Council had affirmed Diane Davenport's second term on BOLT.

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution #R19-023 to approve the consent calendar with as presented.

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

A. Approve Minutes of the May 1, 2019 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 1, 2019 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R19-024.

B. Approve Minutes of the May 24, 2019 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 24, 2019 Special Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R19-025.

C. *This item pulled from the agenda*

D. Contract Amendment: No. 116026-1 Security Engineers, Inc.

From: Sarah Dentan, Library Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 116026-1 with Security Engineers, Inc. to provide fire service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental amount of \$50,000.00 for a contracted value not-to-exceed \$100,000.00.

Financial Implications: See report.

Contact: Sarah Dentan, Library Services Manager

Action: Adopted resolution #R19-026.

E. Contract Amendment: No. 9883 Califa Group for Advanced Network Data Services

From: Alicia Abramson, Manager Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9883 with Califa Group ("Califa"), a California public benefit corporation, to increase the contracted not-to-exceed amount to \$536,676 for the upgrade of the Library's connection to the "CalREN" high-speed broadband fiber network from a speed of 1 Gigabits per second (Gbps) to 10 Gbps.

From: Manager Library Information Technology

Contact: Alicia Abramson, Manager Library Information Technology

Action: Adopted resolution #R19-027.

III. ACTION CALENDAR

A. Director Recruitment Process

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution approving the formation of a three-member board/staff team responsible for oversight of the Library Director recruitment process, with the specific responsibility of acting as liaison between board and the executive recruitment firm. Proposed team members are Diane Davenport, Board President; Danielle McMillian, Associate Human Resources Analyst; and Elliot Warren, Acting Director of Library Services.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Roth to adopt resolution #R19-028 approving the formation of a three-member board/staff team responsible for oversight of the Library Director recruitment process, with the specific responsibility of acting as liaison between board and the executive recruitment firm. Proposed team members are Diane Davenport, Board President; Danielle McMillian, Associate Human Resources Analyst; and Elliot Warren, Acting Director of Library Services.

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

B. Discussion of Board of Library Trustees Meeting Policy – Judy Hunt, Trustee, Board of Library Trustees

From: Judy Hunt, Trustee, Board of Library Trustees

Recommendation: Discuss BOLT's practices to ensure compliance with the BOLT Meeting Policy that was adopted by BOLT on May 11, 2016 and revised on December 6, 2017.

Financial Implications: None.

Contact: Judy Hunt, Trustee, Board of Library Trustees

Action: Board Discussion. Library staff to create a poster with salient points to display at BOLT meetings.

- C. Discussion of BOLT's responsibility in matters involving public programming at the Berkeley Public Library** - Diane Davenport, President, Board of Library Trustees
From: Diane Davenport, President, Board of Library Trustees
Recommendation: For board discussion. As stated in the Moss Adams Report, one of the board's goals is to focus BOLT on policy and strategy issues and to delegate to staff procedural and operational issues. The issues of time, location, and leadership of programs are procedural issues and are determined by staff. Therefore, patrons with concerns about Library programming practices should bring their questions to Library Administration and can do so by contacting Library Administration by phone, email, or in person.
Financial Implications: None.
Contact: Diane Davenport, President, Board of Library Trustees
Action: Board Discussion. No action taken.

IV. INFORMATION CALENDAR

- A. Oral Report on Equity, Diversity, Inclusion: What Library Trustees Need to Know Webinar** – Diane Davenport, President, Board of Library Trustees
From: Diane Davenport, President, Board of Library Trustees
Contact: Diane Davenport, President, Board of Library Trustees
Action: Received
- B. Oral Report on United Libraries Council Lessons from the Field: Calgary, Alberta** – Diane Davenport, President, Board of Library Trustees – Attachment #1
From: Diane Davenport, President, Board of Library Trustees
Contact: Diane Davenport, President, Board of Library Trustees
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

V. AGENDA BUILDING

- Update Meeting Room Use Policy
- Update on RFP Process for Recruitment Firm

VI. ADJOURNMENT

Adjourned at 7:24 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 5, 2019 as approved by the Board of Library Trustees

//s// _____

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

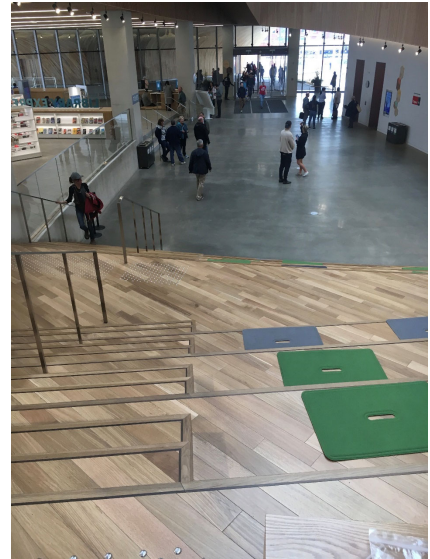
Attachments:

1. Photos from Calgary, Alberta Library

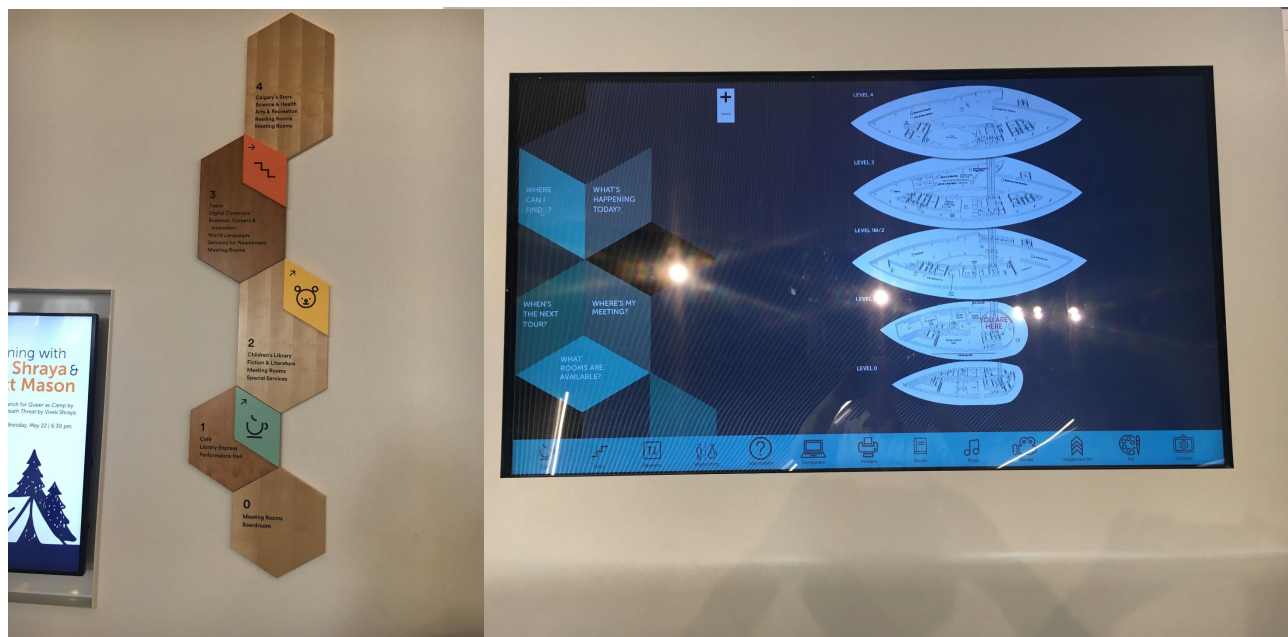
II Consent Calendar, Item A
Attachment 1
Calgary Central Library visit



II Consent Calendar, Item A
Attachment 1
Calgary Central Library visit



II Consent Calendar, Item A
Attachment 1
Calgary Central Library visit







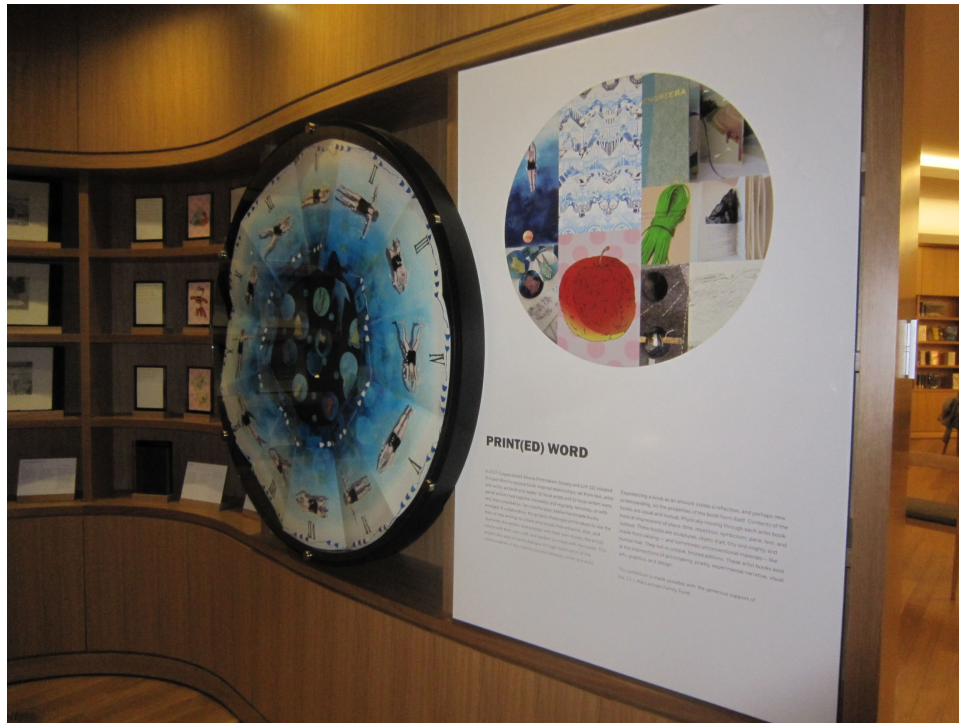
II Consent Calendar, Item A
Attachment 1
Calgary Central Library visit



II Consent Calendar, Item A
Attachment 1
Calgary Central Library visit

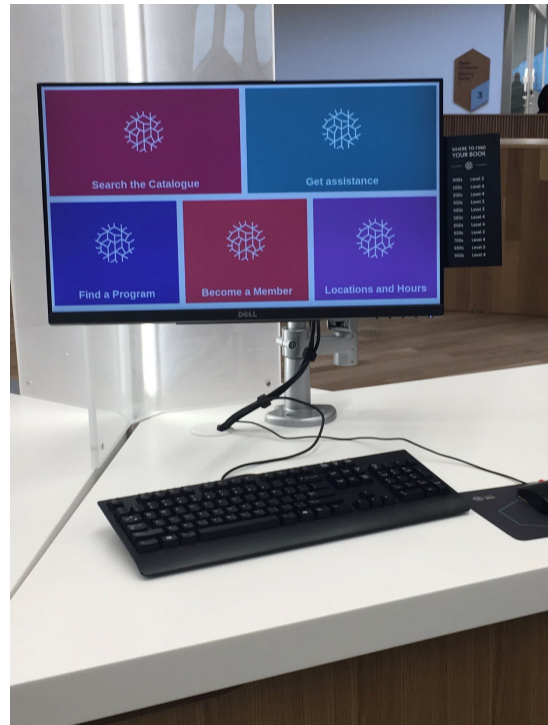








II Consent Calendar, Item A
Attachment 1
Calgary Central Library visit























CONSENT CALENDAR
July 10, 2019

TO: Board of Library Trustees
FROM: Sarah Dentan, Library Services Manager
SUBJECT: Contract Amendment: No. 91259-1, L.J. Kruse Company

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to amend Contract No. 91259-1 with L.J. Kruse Company for HVAC and plumbing repair and preventative maintenance to include removal and replacement of air conditioning unit A6 at the Central Library and of the HVAC unit serving the Server Room at the North Branch Library, sewer lateral repair at the Central Library, and to fund ongoing maintenance services, and to increase the Contract in an incremental amount of \$450,000 for a contracted value not-to-exceed \$875,000.

FISCAL IMPACTS OF RECOMMENDATION

The FY 2020 Library Tax Fund (101) budget includes funding to support this request on account line 101-22-242-272-0000-000-463-624110.

BACKGROUND

The Contract with L.J. Kruse Company dated May 31, 2012, was limited by 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 District 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 the 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.

An amendment dated February 7, 2019 increased the value of the Contract in an incremental amount of \$50,000 for a contracted value not-to-exceed \$425,000 and extended the Contract's date of expiration to September 30, 2020.

CURRENT SITUATION

Contract No. 91259-1 with L.J. Kruse Company is valued at a not-to-exceed amount of \$425,000. As of June 19, 2019, total spending on this Contract stood at \$423,539. In 2019, we have experienced significant HVAC and plumbing emergencies:

- In March, a car struck the standing pipes outside the Tool Lending Library, requiring emergency repairs for diagnosis and repair of a leak; as well, the water heater at the Tarea Hall Pittman South Branch Library failed and required replacement.
- In April, a routine inspection found the HVAC unit serving the North Branch Library server room to be significantly corroded, leaking, in need of immediate repairs, and assessed as a priority for replacement.
- In May, air conditioning unit AC6, which provides ventilation coverage encompassing floors 3, 4, and 5 in the main Central Library building as well as into the Bancroft building, experienced a catastrophic failure. Because of the age and poor condition of AC6, this repair involved multiple high-level technicians, hard-to-source parts, and several weeks to repair.

The Library is requesting an additional \$300,000 for replacement of air conditioning unit A6 at the Central Library, \$25,000 for replacement of the HVAC unit at the North Branch Library, \$75,000 for necessary lateral sewer line repairs at the Central Library, and \$50,000 for preventative and on call repair and servicing needs during the remainder of the Contract.

L.J. Kruse Company is currently the Library's contracted services provider for HVAC and plumbing systems maintenance and repair services. Board acceptance of this amendment request will allow the Library to proceed with replacing HVAC unit AC6 at the Central Library and the HVAC unit serving the North Branch Server Room, as well as lateral sewer repair at the Central Library, and to continue ongoing HVAC and plumbing maintenance and repair services.

RATIONALE FOR RECOMMENDATION

The proposed contract amendment will allow for replacement of aged and failing HVAC units at the Central Library and the North Branch Library, as well as continuation of HVAC and plumbing maintenance and repair services through September 2020. The Library intends to solicit a public Request for Proposal 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 Contract with L.J. Kruse company was amended on February 7, 2019 to a not-to-exceed value of \$425,000 for the period of June 1, 2012 through September 30, 2020; and

WHEARAS the Library requests an additional \$450,000 for replacement of two HVAC units, lateral sewer line repairs, and continued 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. 91259-1 and approve payments with L. J. Kruse Company for inclusion of replacement of two HVAC units, repair of the Central Library lateral sewer line, as well as HVAC and plumbing maintenance and repair services for a not-to-exceed amount of \$875,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, July 10, 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

July 10, 2019

TO: Board of Library Trustees

FROM: Sarah Dentan, Library Services Manager

SUBJECT: Contract Amendment: No. 112423-1, Clark Pest Control for Detection and Remediation Services

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 112423-1 with Clark Pest Control to increase the contracted not-to-exceed amount up to \$125,000 for bedbug, pest, and rodent detection and remediation services, and to extend the term of the Contract to February 28, 2021.

FISCAL IMPACTS OF RECOMMENDATION

The requested not-to-exceed amount of the amendment is for an authorization up to \$125,000 for bedbug, pest, and rodent detection and remediation services. Funding is available from the Library Tax Fund and is budgeted in the Facilities Maintenance division's 2020 and 2021 fiscal years expenditure budgets under Building and Structures Maintenance Services on account line: 101-22-242-272-0000-000-463-624110.

BACKGROUND

Subsequent to detection of bedbugs at the North Branch Library in late September 2015, the Library executed a contractual agreement with Clark Pest Control for bedbug detection and eradication (originally Fund\$ No. 10376). The Contract extending from July 1, 2016 through February 28, 2019 in a not-to-exceed value of \$25,000 allowed for scheduled detection services every four months, as well as-needed on-call emergency services.

On September 9, 2017, BOLT approved amending this Contract to include pest detection and remediation services, and to increase the not-to-exceed by \$50,000 to \$75,000, and to extend the Contract to February 28, 2020.

To date, Clark Pest Control has provided regularly scheduled bedbug testing at all five Library locations through the use of specially trained detection dogs. Clark Pest Control has further provided on-call servicing for pests including ants and cockroaches.

CURRENT SITUATION AND ITS EFFECTS

Under the Contract, Clark Pest Control regularly tests for bedbug infestation at the Central Library and the four branch libraries at a frequency not less than three times per year. Clark Pest Control also provides pest treatment services at all five locations upon request. And, recently with rodents having been reported around numerous City and library facilities, the Library requests to amend the scope of the Contract to include rodent remediation services at all library locations.

ALTERNATIVE ACTION

The alternative action considered is to not amend the Contract with additional funding; thereby ending pest detection and remediation services at all Library locations once existing funding is fully exhausted.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-___

CONTRACT NO. 112423-1 AMENDMENT: CLARK PEST CONTROL FOR DETECTION AND REMEDIALATION SERVICES

WHEREAS, the Library and Clark Pest Control entered into Contract Number 112423-1 (Fund\$ No. 10376) for the period from July 1, 2016 through February 28, 2019 in an amount not to exceed \$25,000, for which Contract was authorized by the Director of Library Services; and

WHEREAS on September 6, 2017 the Board of Library Trustees of the City of Berkeley authorized the Director of Library Services to amend Contract No. 112423-1 with Clark Pest Control to increase the contracted not-to-exceed amount to \$75,000 for bedbug and pest detection and remediation services, and to extend the term of the Contract to February 28, 2020; and

WHEREAS, to date Clark Pest Control has successfully fulfilled contracted services to provide scheduled and on-call bedbug and pest detection and remediation services at all Library locations.

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. 112423-1 with Clark Pest Control to increase the contracted not-to-exceed amount to a value up to \$125,000 for bedbug, pest, and rodent detection and remediation services, and to extend the term of the Contract to February 28, 2021.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 10, 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



CONSENT CALENDAR

July 10, 2019

To: Board of Library Trustees
From: Alicia Abramson, Information Technology Manager
Subject: Contract: Comprise Technologies, Inc.

RECOMMENDATION

Adopt a Resolution authorizing the Director of Library Services to execute a contract with Comprise Technologies, Inc. for software licensing, printer release and payment kiosk hardware, professional services for implementation, and post-implementation support, maintenance and related services for a PC Time and Print Management System for Berkeley Public Library, for an amount not to exceed \$117,184 from August 1, 2019, 2018 through June 30, 2024.

FISCAL IMPACTS OF RECOMMENDATION

The FY 2020 Library Tax Fund (101) budget includes funding to support this request on account line 101-22-242-271-0000-000-463-613130. A budgetary adjustment is not needed to accommodate system implementation costs.

System implementation costs in FY2020 are \$60,169.50 and include the following:

- PC Management Software for Public PCs at all 5 Library locations: \$8,382.50
- Mobile Printing & 7 Print Release Stations at all 5 Library locations: \$4,945.00
- 7 Smart Kiosk Payment Centers with Smart Terminal Credit Card System: \$42,412.00
- Onsite Professional Install/Training Services: \$4,430.00

Annual costs for years two through five are set at \$13,255.90 for software licensing and support, hardware support and maintenance, and overall technical support, and \$4,000 over the life of the contract for miscellaneous professional services and optional additional software license acquisition.

BACKGROUND

The Library's current Public PC Time Management System is 15 years old and has reached its "end of life," meaning that the vendor is no longer supporting the product, and no new improvements or bug fixes are in development. Because an effective Public PC Time Management System is essential to the provision of the Library's public access computer service, the Library needed to identify a replacement System through the RFP Process. The RFP process is an open process to solicit proposed solutions from the marketplace. Responses are evaluated to determine whether a vendor is able to provide the Library with the required services at the best price. Unlike a simple bid, elements such as functionality of the proposed solution, quality of customer support, and qualifications of the vendor are weighed in addition to costs.

Specification No. 19-I 1276-C "RFP for Public PC Time and Print Management System" was released on October 18, 2018 and closed on November 25, 2018. The Library received three proposals in response to the Specification. The Library then convened a six-member staff team to review and rank the proposals. In addition to reading the proposals, the team members also conducted three site visits to other local libraries

to see the proposed systems in working environments and to pose questions about the systems to staff who work with the proposed systems on a daily basis.

RATIONALE FOR RECOMMENDATION

Comprise Technologies, Inc.'s proposal received the highest combined weighted rankings by the staff selection team, comprised of six staff members: Library Specialists from Central, THP South Branch, and North Branch, the Library Information Technology Manager and two Information Systems Specialists. The combined weighted scores of each individual team member resulted in Comprise receiving the highest ranking. The following weights were utilized by the Library:

Features and Functionality	25%
Administration	20%
Customer References	15%
Costs	25%
Customer Service	15%

Using the entirety of the information provided through the proposals, site visits, and follow-up communications, each team member then independently scored each of the three top candidates (Comprise Technologies, Konica Minolta and Today's Business Solutions) in each of the above categories.

Five out of six team members' weighted scores *independently* established Comprise Technologies, Inc. as the top candidate, i.e. the scores, when weighted according to the percentages listed above, resulted in Comprise Technologies being ranked #1. When all six team member's weighted scores were averaged, the Comprise Technologies, Inc. was still ranked first. Based on the this evaluation processes, Comprise Technologies, Inc. was recommended by the staff team as the best overall fit and value for Berkeley Public Library's PC Time Management and Print solution.

Key factors that affected the selection of Comprise Technologies, Inc. include the following:

- Features and Functionality
- Customer service and company communications practices
- Full integration between the Print and PC Management components of the system for easier administration
- Recommendations from current customers

ALTERNATIVE ACTIONS CONSIDERED

Selection of Comprise Technologies, Inc. was the product of a thorough RFP process designed to enable the Library to systematically consider alternatives and identify a top solution, which, in this case, was determined to be Comprise Technologies.

CONTACT PERSON

Alicia Abramson, Information Technology Manager, (510) 981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 19-____

WHEREAS, on June 6, 2018, the Board of Library trustees recommended the issuance of a Request for Proposals (RFP) for a Public PC Time and Print Management System for Berkeley Public Library; and

WHEREAS, on October 18, 2018, the City issued a Request for Proposals (RFP) for a Public PC Time and Print Management System for Berkeley Public Library (Specification No. 19-11276-C); and received three (3) vendor responses; and

WHEREAS, the Library's PC Time and Print Management RFP review committee evaluated vendor proposals and, based upon their evaluation, the Library has determined that Comprise Technologies, Inc.'s proposal best meets the Library's operational, technological, and fiscal requirements; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees that the Director of Library Services is authorized to execute a contract with Comprise Technologies, Inc., for software licensing, printer release and payment kiosk hardware, professional services for implementation, and post-implementation support and maintenance, and related services for a PC Time and Print Management System for Berkeley Public Library, for an amount not to exceed \$117,184 from August 1, 2019, through June 30, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on Wednesday July 10, 2019:

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

July 10, 2019

TO: Board of Library Trustees

FROM: Elliot Warren, Acting Director of Library Services

SUBJECT: Spending Authority: Stucco Remediation Design and Engineering

INTRODUCTION

Adopt the resolution authorizing the Director of Library Services to expend budgeted appropriations from the Library Tax Fund for the design and engineering of stucco remediation at the Central Library currently estimated by Allana Buick & Bers, Inc., an architectural and engineering firm, at \$107,500, plus to include an allowable contingency amount of up to 10%.

FISCAL IMPACT

Funding for work associated with this project is provided for in the FY 2020 expenditure budget in the Berkeley Public Library's Library Tax Fund 101-22-242-272-0000-000-463-621310 18LB40.

Expenditure spending has been appropriated from the Library Tax Fund for the entirety of Central Library stucco remediation work inclusive of project demolition, design, and reconstruction.

BACKGROUND

In March 2018 a section of exterior stucco on the Bancroft building wing detached in an area not visible from either Kittredge Street or Bancroft Way. With the assistance of the General Services Department and in consultation with other City departments, the Library with Public Works engaged the services of W.A. Rose Construction, Inc., a general contractor, to secure the area; and in a phased program, as determined by degree of hazard and injury risks to public and staff, to remove other proximate potential stucco-related hazards.

To date, stucco demolition work is nearing completion except for two remaining walls of the Bancroft wing which have proven more difficult and involved due to unforeseen varying conditions of degrees of stucco adherence and uneven surface conditions of the underlying base concrete wall; this includes, in some portions of the Bancroft wing, stronger adherence due to the presence of lath that had not been observed on the Kittredge wing and which were encountered only once demolition was undertaken on the Bancroft wing. Correspondingly, the Library has initiated the process to execute a change order to increase contracted funding to complete demolition work by W.A. Rose Construction, and projects that such work will be completed soon after a change order is executed.

Timed with the completion of stucco demolition the Library with the assistance of Public Works is pursuing remediation design work via piggybacking on Public Works contract number 10143 with Allana Buick & Bers, Inc. for an estimated value of \$107,500 -- the Library's scope of work with Allana Buick & Bers, Inc. is entered separately into ERMA under contract no. 31900090 and linked to contract number 10143.

CURRENT SITUATION AND ITS EFFECTS

Pursuit of stucco design remediation concurrently with demolition will allow the City and Library to adhere to scheduled timelines for reconstruction efforts including a public construction project bid solicitation for reinstallation of stucco.

The Public Works Department, jointly with the Library, have initiated the process to execute an amendment authorizing a second change order with W.A. Rose for stucco demolition work to two walls that were not addressed in earlier work due to wall conditions that proved more difficult and involved due to unforeseen varying degrees of stucco adherence and unevenness of the underlying base concrete wall surface; this includes, in some portions of the Bancroft wing, stronger adherence due to the presence of lath that had not been observed on the Kittredge wing and which were encountered only once stucco demolition was undertaken on the Bancroft wing.

ALTERNATIVE ACTIONS CONSIDERED

Delaying remediation timelines for the Library to independently seek and evaluate other qualified architectural engineering firms. The Library does not have the expertise in-house to pursue and evaluate such work and would require assistance from an outside entity or consultant.

FUTURE ACTION

Public Works and the Library will continue proceeding with stucco reinstallation.

CONTACT PERSON

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

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-__

SPENDING AUTHORITY: STUCCO REMEDIATION DESIGN AND ENGINEERING

WHEREAS, as a result of a 1996 voter-approved bond measure (Measure S) the Central Library was renovated and enlarged with construction of a new annex wing commonly referred to as the Bancroft building and reopened for public services in 2002; and

WHEREAS, Berkeley Public Library facilities are the property of the City of Berkeley; and

WHEREAS, on March 15, 2018, a section of plaster from the upper portion of a single Bancroft building wall detached from the building structure; and

WHEREAS, upon expert analysis performed by Marx/Okubo Associates, Inc., an architectural and engineering consultancy firm, building stucco conditions were confirmed for potential risks due to failure; and

WHEREAS, neither the Library nor the City have equipment or staffing to perform the emergency work needed; and

WHEREAS, to ensure the safety of Library patrons and staff the Library engaged the services of W.A. Rose Construction, Inc. for stucco demolition from the Bancroft building annex of the Central Library; and

WHEREAS, to adhere to scheduled timelines for reconstruction efforts including a public construction project bid solicitation for reinstallation of stucco, Public Works has made available to the Library service contract no. 10143 with Allana Buick & Bers, Inc. for architectural and engineering design work.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute purchase agreements and payment approvals for architectural and engineering design work for Central Library stucco remediation estimated at \$107,500, plus to include an allowable contingency amount of up to 10%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on July 10, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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



CONSENT CALENDAR

July 10, 2019

To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: Fiscal Year 2020 Purchase Authorization in Excess of Director of Library Services' Granted Authority

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2020 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

FISCAL IMPACT

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget update for fiscal year 2020 adopted by the Board of Library Trustees on May 24, 2019 by BOLT Resolution No.: R19-024.

BACKGROUND

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On May 24, 2019, the board approved BOLT Resolution No.: R19-024 adopting the FY 2020 and FY 2021 Biennial Budget, which included funds for services, goods, materials and equipment.

CURRENT SITUATION

Commencing July 1, 2019, the Library will begin processing fiscal year 2020 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2019 and prior years' expenditure levels as a guide, purchases with several vendors may exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. See Attachment 2 to this report for purchase expenses recorded up to June 19, 2019 in excess \$10,000: vendors associated with a contract number were individually brought before BOLT for authorization; items in bold with no associated contract number were authorized as a group as per the resolution presented herein for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR

Fiscal Year 2020 Purchase Authorization in Excess of Director of Library Services' Granted Authority **Page 2**

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2 designated in **bold** – during FY 2020. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

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

Attachments

1. Resolution
2. FY 2019: Vendor Purchased Values > \$10k to 19JUN19 (*for FY 2020 Eligible Vendors*)

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2020 PER ATTACHMENT 2

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on May 24, 2019 passed Resolution No.: R19-024 adopting the Biennial Budget for revenues and expenditures for fiscal years 2020 and 2021; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2020 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 designated in **bold** for services, materials, and supplies that may exceed the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on July 10, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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

BERKELEY PUBLIC LIBRARY			
FY 2019: VENDOR PURCHASED VALUES > \$10K TO 19JUN19			
PAYMENTS TO DATE			
Vendor			FY19
No.	Name	Description	Purchased
2224	BAKER & TAYLOR, INC.	Library Materials	\$498,852
17128	MIDWEST TAPE	Library Materials	198,056
27170	OVERDRIVE, INC	Library Materials	188,017
475	UNIVERSAL BUILDING SERVICES & SUPPLY	Contract-097645-1	183,814
476	PACIFIC GAS & ELECTRIC CO	CoB:Utility	144,614
20429	NOLL & TAM ARCHITECTS	Contract-099497-1	118,347
8859	DELL MARKETING LP	Computer Equipment	98,701
28647	FIRST SECURITY SERVICES	Contract-103581-1	85,569
50026	LIBRARY CORPORATION, THE	Contract-31900013	78,364
120827	UNIVERSAL BUILDING SERVICES & SUPPLY (FY20: Pride Industries)	Janitorial Supplies	66,231
30004	KANOPY LLC	Library Materials	61,474
30306	W A ROSE CONSTRUCTION	Contract-121345-1	60,000
30242	EDGEWORTH INTEGRATION LLC	Contract-118585-1	41,825
13151	EBSCO INFORMATION SERVICES	Library Materials	41,169
4730	L.J. KRUSE CO.	Contract-91259-1	40,428
22588	CALIFA GROUP	Library Materials	36,284
26277	PACIFIC LIBRARY PARTNERSHIP	Consortium Affiliation	27,531
30496	MOSS ADAMS LLP	Contract-120561-1	26,209
16650	CDW-GOVERNMENT	Computer Equipment	25,395
2268	EBMUD	CoB:Utility	21,209
24729	CLARK PEST CONTROL	Contract-112423-1	17,335
25947	AMAZON.COM-LIBRARY	Library Materials	16,461
30342	ELB US INC (<i>Prowise</i>)	Foundation Gift	16,233
19053	KONICA MINOLTA PREMIER FINANCE	Contract-090880-1	15,463
27343	NEW IMAGE LANDSCAPE COMPANY INC	Contract-116496-1	14,710
22038	AT&T	CoB:Utility	14,659
20897	SECURITY ENGINEERS	Contract-116026-1	14,243
18235	BLAISDELL'S BUSINESS PRODUCTS	CoB:Office Supplies	14,027
26825	STUART'S CLEAR CHOICE	Contract-089614-1	11,525
21288	SCHOLASTIC INC.	Library Materials	10,650
1136	ASHBY LUMBER	Building Materials	10,502
29873	SEVAA GROUP INC	Contract-114878-1	10,288
2583	RECORDED BOOKS, LLC.	Library Materials	10,013
> \$10,000 at 19JUN19			\$2,218,195
18927	AMS.NET	Computer Equipment	4,600

BOLD: Subject to BOLT authorization for Director of Library Services to execute fiscal year 2020 purchase agreements and payment approvals – i.e., no blue-back contract agreement required.



CONSENT CALENDAR

July 10, 2019

To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: Meeting Room Policy: Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events

RECOMMENDATION

Adopt the revised Berkeley Public Library *Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* Policy.

INTRODUCTION

The Library's revised Rules and Regulations for use of Library Grounds, Buildings, and Equipment for Meetings and Other Events was adopted by BOLT on June 6, 2018. That revision clarified restrictions on use of City resources, such as meeting rooms, for purposes of political campaigning, aligning the Library's meeting room practices with state law restrictions on use of City resources for political campaigning.

The proposed revision is intended to provide greater access to the Meeting rooms so that the Library can provide a higher degree of access for the community.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The current policy effectively describes the purpose of the meeting rooms, eligibility requirements, issuance of permits, and conditions of use.

At the September 2012 meeting, the rules of use were revised to formally make the meeting rooms available to the Library Foundation and Friends groups, as well as to other City of Berkeley departments and the Registrar of Voters during non-public hours; expanded use of Library facilities without requiring the presence of staff or hired security officers; and made a few other minor changes.

The February 12, 2014 revision incorporated some language relating to use of the meeting rooms by professional Library organizations and Library support groups such as the Friends and Foundation.

The December 6, 2017 revision incorporated language related to permit suspension and intellectual freedom, and clarified eligibility terms.

The June 6, 2018 revision addresses the issue of political campaigning restrictions when using the Library's meeting rooms.

The proposed revision equitably provides the community with a greater degree of access to the opportunity for community room use by allowing community groups to use meeting rooms up to one time per week. Groups are currently restricted to using the rooms no more than once per month, which means that often the rooms are not in use. There is ample availability to allow for a greater degree of access for community groups. The updated policy continues to prioritize use of the rooms for Library programs and trainings and

for the use of governmental bodies conducting such things as trainings for staff trainings or community meetings.

BACKGROUND

The Library has four meeting rooms (Central Library, West, Tarea Hall Pittman South, and North branches) that are available for use by Library staff for public programs, governmental agencies, non-profit organizations, and for-profit businesses at no cost to the user. Three of the meeting rooms were built as part of the Branch Improvement Project; the Library's capacity to hold meetings and public events has therefore increased significantly in the last seven or so years.

The Library's four meeting rooms may be booked for free by local groups for such things as informational talks or author events. The *Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* provides a framework for community members to know the conditions for use and how to obtain access to the rooms. It clarifies to Library staff who is eligible to use the meeting rooms and under what circumstances permits to use the rooms may be issued.

There are also some areas of the Library's facilities that, although regulated by the *Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* in some ways, may not be reserved by community groups, and which enable the Library to hold public programs. Examples include the Central Library's 4th floor Story Room, the Claremont Library's Children's room, and the Central Library's 5th floor which is periodically cleared of some tables to hold music programs. The Library has recently increased or is planning to increase the number of areas that can be used for public programs. One year ago, the Central Library opened its Commons area, which is currently used for smaller Library events such as author talks and interactive programs. Upon completion, the Library's Central Library improvement project will provide access to two additional areas (the first floor Teen lounge and a portion of the second floor to be designed for events) that will be used for the Library's public programs.

The primary purpose of the Berkeley Public Library's facilities is to serve as a venue for fulfilling the Library's mission of meeting the cultural, recreational, informational, and educational needs of its patrons. As part of this mission, the Library offers use of its community meeting rooms to civic, cultural, educational, or governmental organization; and for library sponsored and hosted events and programs. The *Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* was last revised and approved on June 6, 2018 at a regular meeting of the board.

The current policy limits community groups to using the meeting rooms no more than once a month. However, with added capacity, the Library can provide a greater degree of community access. Previously, staff were concerned that allowing a greater degree of community group access would limit the Library from having access to the meeting rooms. However, in the past four months, the Library has instituted an expectation that Librarians plan programs and reserve rooms at least three months in advance. Because the policy opens up access to public meeting room reservations no more than three months in advance, increasing community access will not limit the Library from using the rooms to hold public events. Additionally, by increasing the diversity of areas within the Library that can be used for Library-sponsored programs, the Library can provide greater access to the four meeting rooms for community groups.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Existing Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events (June 6, 2018)

3. Proposed Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

ADOPT THE REVISED BERKELEY PUBLIC LIBRARY RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

WHEREAS, on an-as-needed basis the Board of Library Trustees reviews and revises library policies and practices to best meet the needs of the community and Library; and

WHEREAS, the policy addressing Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events was approved by the Board in June 6, 2018; and

WHEREAS, as part of its mission, the Library offers use of its community meeting rooms to civic, cultural, educational, or governmental organizations that are Berkeley-based or locally operating government agencies; and

WHEREAS, the proposed revision increases access for community members to the meeting rooms by permitting groups of six or more community members to apply for permission to use meeting rooms up to one time per week;

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the revised Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events (Attachment 3) effective June 5, 2019.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 10, 2019:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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

**BERKELEY PUBLIC LIBRARY
POLICIES**

**SUBJECT: Rules And Regulations For Use Of Library
Grounds, Buildings, And Equipment For
Meetings And Other Events**

ORIGINAL DATE:	12/06/2017
BOLT Resolution #:	18-024
REVISED DATE:	06/06/2018
PAGE:	1 of 4

I. POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. The American Library Association's Library Bill of Rights states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." This policy is intended to support that principle.

Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms and the Central Library Electronic Classroom. A group is defined as six or more people. No group may use the meeting rooms in a way that would be disruptive of Library operations. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed operationally necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

II. ELIGIBILITY

Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions. The Director of Library Services may approve the use of meeting rooms for organizations or groups directly serving libraries, librarians and the interest of the library community but not based locally.

1. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts. Informally organized groups of Berkeley residents may apply for meeting room use, as long as all other eligibility rules and conditions for use are followed.
2. Any group or organization applying for the rooms must guarantee via signature or online agreement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law

III. ISSUANCE OF PERMITS

3. Applications for use of the meeting rooms will be made available on the Library's website and at the Library, and will be approved by the Library Director or an authorized representative according to the following priorities:
 - a. Library sponsored or related meetings, programs, etc.,
 - b. Government agency sponsored programs serving the Berkeley community,
 - c. Non-profit public and/or social service organizations offering a free, open-to-the-public event (e.g. job fair, training event, educational series) and located in or operating on a regular basis in the City of Berkeley.
 - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
4. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
5. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
6. Permits may be issued for up to three consecutive months from the date a reservation is requested. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Groups should not expect to reserve in advance the same time period each month for extended periods. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

IV. CONDITIONS OF USE

7. Meeting rooms are not intended to be used for private events such as social events, parties, memorial services, or fundraisers, etc.
8. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include time for set-up and clean-up.
9. Except for events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters, the meeting rooms may only be used during the Library's open hours. Except for events sponsored by the Library and its official support organizations, the Central Library meeting room may only be used during the Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
10. Due to fire codes, the room capacity may not be exceeded.
11. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

12. The following are not allowed in Library meeting rooms:

- a. Fees: No group using the community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the event or program is sponsored by the Friends of the Library or the Library Foundation, and approved in advance by the Director of Library Services. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organizations and library service affiliated groups must charge tuition for specific Library-related training courses or other associated costs directly related to the program.
- b. Sales: No items or services may be sold or advertised, except for during Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a vendor acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. Library support organizations, with the Director of Library Services approval may collect fees from the sale of books and other items in the library during scheduled events, including the sale of books in the meeting room.
- c. Campaign activity: Per California law, City resources may not be used for campaign-related purposes, *including supporting or opposing the election of a candidate or passage or defeat of a ballot initiative or measure*. Therefore, persons, groups, businesses, and organizations are prohibited from using Library's meeting rooms for any campaign-related event or activity.
- d. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
- e. Using tape, tacks, nails, or other fasteners to attach anything to the meeting room walls or furniture.

13. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.

14. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.

15. Groups and organizations shall arrange for and provide their own special equipment and supply needs, including but not limited to laptop computers, cables, power cords, slide projectors, and any carts needed to transport such material. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on use of equipment in Library Community Meeting Rooms.

16. All publicity or flyers for the event that includes the name and/or address of the Library must clearly indicate that the event is not sponsored by the Berkeley Public Library.

17. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations no less than 7 days prior to the scheduled reservation. Event scheduling changes require completion of a new application. No-shows or a failure to provide sufficient notice may result in loss of meeting room privileges.

V. REVOCATION OF PERMITS

18. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space. A group that has been determined to have violated the conditions of use or who has in any way disrupted Library operations in the course of using a meeting room may be suspended from being permitted to use the Library's meeting rooms for up to twelve months' time. The group will be sent a letter that will specify reason for and length of the suspension period. A group may appeal such suspension by sending an appeal letter to the Library Director within two weeks of receipt of the suspension letter. The Library will respond in writing within two weeks. Prior to hearing the appeal, the suspension will remain valid.

VI. REVIEW

19. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees.

Reviewed by:	<u>Diane Davenport</u>	
	Director of Library Services	Date
Approved by:	<u>[Signature]</u>	<u>6/8/18</u>
	Chair, Board of Library Trustees	Date

BERKELEY PUBLIC LIBRARY POLICIES

**SUBJECT: Rules And Regulations For Use Of Library
Grounds, Buildings, And Equipment For
Meetings And Other Events**

ORIGINAL DATE:	12/06/2017
BOLT Resolution #:	18-024
REVISED DATE:	07/10/2019
PAGE:	1 of 4

I. POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. The American Library Association's Library Bill of Rights states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." This policy is intended to support that principle.

Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms and the Central Library Electronic Classroom. A group is defined as six or more people. No group may use the meeting rooms in a way that would be disruptive of Library operations. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed operationally necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

II. ELIGIBILITY

Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions. The Director of Library Services may approve the use of meeting rooms for organizations or groups directly serving libraries, librarians and the interest of the library community but not based locally.

1. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts. Informally organized groups of Berkeley residents may apply for meeting room use, as long as all other eligibility rules and conditions for use are followed.
2. Any group or organization applying for the rooms must guarantee via signature or online agreement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law.

III. ISSUANCE OF PERMITS

3. Applications for use of the meeting rooms will be made available on the Library's website and at the Library, and will be approved by the Library Director or an authorized representative according to the following priorities:
 - a. Library sponsored or related meetings, programs, etc.,
 - b. Government agency sponsored programs serving the Berkeley community,
 - c. Non-profit public and/or social service organizations offering a free, open-to-the-public event (e.g. job fair, training event, educational series) and located in or operating on a regular basis in the City of Berkeley.
 - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
4. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
5. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
6. Permits may be issued for up to three consecutive months from the date a reservation is requested. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Groups should not expect to reserve in advance the same time period each month for extended periods. Meeting room use is limited to once a week. These restrictions do not apply to Library functions.

IV. CONDITIONS OF USE

7. Meeting rooms are intended for the instructional, recreational, and research needs of the Library and the Berkeley community. They are not intended to be used for de facto private events such as social events, parties, memorial services, support groups, recruitments, or fundraisers, etc.; or by groups for which membership of some sort is expected.
8. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include time for set-up and clean-up.
9. Except for events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters, the meeting rooms may only be used during the Library's open hours. Except for events sponsored by the Library and its official support organizations, the Central Library meeting room may only be used during the Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
10. Due to fire codes, the room capacity may not be exceeded.
11. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training or other operational departmental purposes. The Library reserves the right of library staff to monitor any meetings held in its

facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

12. The following are not allowed in Library meeting rooms:

- a. Fees: No group using the community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the event or program is sponsored by the Friends of the Library or the Library Foundation, and approved in advance by the Director of Library Services. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organizations and library service affiliated groups must charge tuition for specific Library-related training courses or other associated costs directly related to the program.
- b. Sales: No items or services may be sold or advertised, except for during Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a vendor acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. Library support organizations, with the Director of Library Services approval may collect fees from the sale of books and other items in the library during scheduled events, including the sale of books in the meeting room.
- c. Campaign activity: Per California law, City resources may not be used for campaign-related purposes, *including supporting or opposing the election of a candidate or passage or defeat of a ballot initiative or measure*. Therefore, persons, groups, businesses, and organizations are prohibited from using Library's meeting rooms for any campaign-related event or activity.
- d. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
- e. Using tape, tacks, nails, or other fasteners to attach anything to the meeting room walls or furniture.

13. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.

14. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.

15. Groups and organizations shall arrange for and provide their own special equipment and supply needs, including but not limited to laptop computers, cables, power cords, slide projectors, and any carts needed to transport such material. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on use of equipment in Library Community Meeting Rooms.

16. All publicity or flyers for the event that includes the name and/or address of the Library must clearly indicate that the event is not sponsored by the Berkeley Public Library.

17. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations no less than 7 days prior to the scheduled reservation. Event scheduling changes require completion of a new application. No-shows or a failure to provide sufficient notice may result in loss of meeting room privileges.

V. REVOCATION OF PERMITS

18. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space. A group that has been determined to have violated the conditions of use or who has in any way disrupted Library operations in the course of using a meeting room may be suspended from being permitted to use the Library's meeting rooms for up to twelve months' time. The group will be sent a letter that will specify reason for and length of the suspension period. A group may appeal such suspension by sending an appeal letter to the Library Director within two weeks of receipt of the suspension letter. The Library will respond in writing within two weeks. Prior to hearing the appeal, the suspension will remain valid.

VI. REVIEW

19. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed at least every three years by the Board of Library Trustees.

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



INFORMATION REPORTS

July 10, 2019

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

Programming

Just over two weeks into the Library's 12-week long summer reading program, signups are very strong: 2,500 community members have already signed up, 64% of last year's total! This year's theme is "A Universe of Stories", and patrons are enjoying our programming, much of which has a space exploration theme. At North Branch, an overflow crowd of 53 enjoyed Emily Butterfly's magic storytelling in a Summer Reading kickoff. 55 patrons attended "Science Tellers: Aliens", at the Central Library, and left enthusing about the interactive storytelling and experiments. This program will be repeated at West Branch on August 14.

Summer Reading isn't just for children: at Claremont Branch, 17 patrons attended "What's Up: Astronomy Talks", bite-sized lectures on current Astronomy topics, shared by Cal graduate students; this series continues on select Tuesday evenings through July. Other Summer Reading programs held in June included "Space Adventure" from Puppet Art Theater at Tarea Hall Pittman South and Adventure in Space! from Kenn Adams Adventure Theater. The Central Library held an all-ages comedy/juggling/hula hoop performance by Coventry & Koluza that also allowed attendees to play with Big Blue Blocks purchased via a grant from the Berkeley Public Library Foundation.

Here is an overview of Summer Reading participation:

Age Group	2018 total	7/2/19	Percentage
Early Learner	438	245	56%
Child	2189	1410	64%
Teen	354	165	47%
Adult	946	680	72%
Total	3927	2500	64%

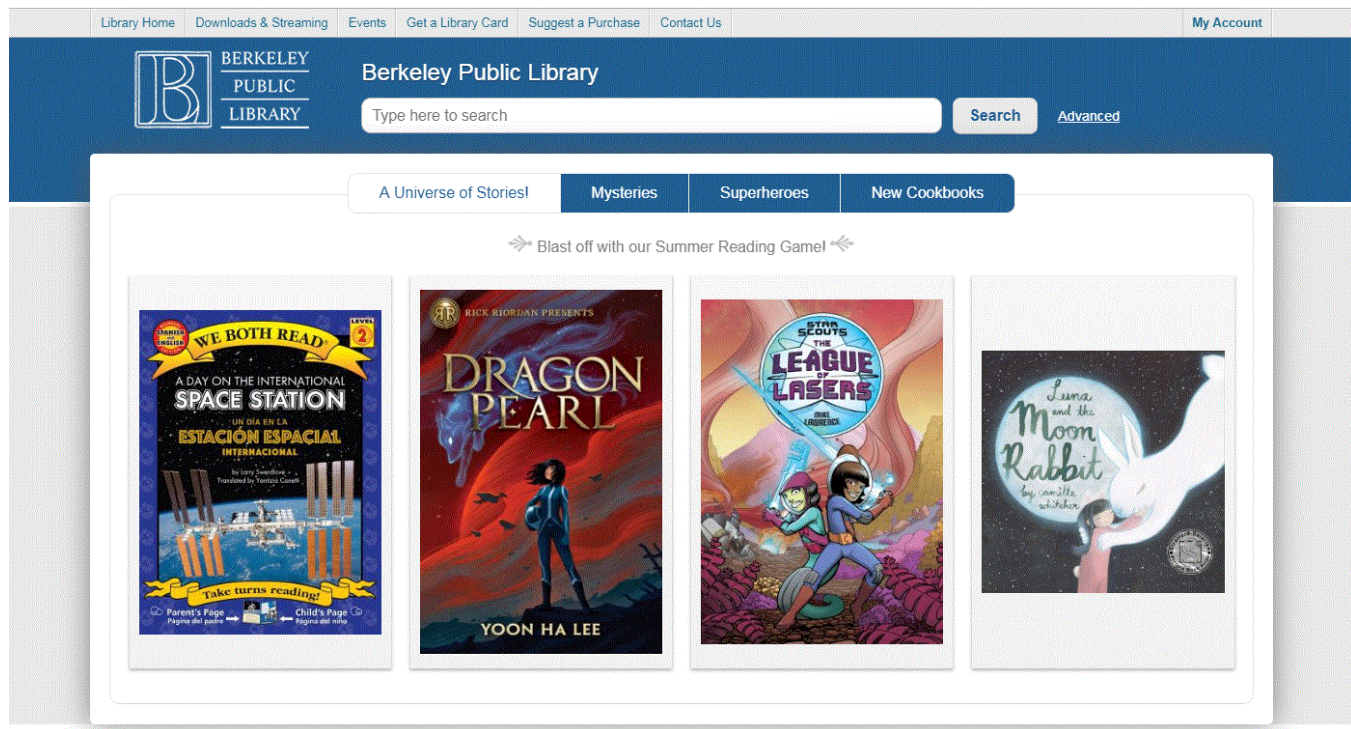
June is also Pride month, and Berkeley Public Library celebrated with programming, booklists and community resources highlighted on the Library's [LGBTQ Pride page](#). Highlights of the month's programming included a screening and discussion of the Emmy-winning documentary *Screaming Queens: The Riot at Compton's Cafeteria*, with filmmaker, author and professor Susan Stryker at North Branch; readings from the anthology *Dispatches from Lesbian America*, featuring authors Joan Annsfire, Giovanna Capone, Bev Jo, Lenn Keller, and Francesca Roccaforte at Claremont Branch; and Author Maia Kobabe presenting the new graphic memoir *Gender Queer*, at North Branch.

On June 29, the Tarea Hall Pittman Branch held a How-To-Festival that included practical workshops on such topics as home composting, building a little library, fermenting vegetables and more.

Integrated Library System Migration

As has been reported in previous reports, the Library is preparing its transition to a new integrated library system, CARL X, which will be in place on July 2. In June, staff members who will be expected to work with the technology (100+ staff-members!) attended three-hour training sessions which covered the Circulation and Discovery modules. Content covered included basic functionality and navigation, how to create a new library card, editing of patron records, check-in, checkout, placing holds, moving holds, navigation and use of the online catalog record, how to save and share searches and custom lists, aspects of the online patron record, the online borrower registration process, and more! Circulation Manager Jay Dickinson, Supervising Library Assistant Rudy Tapia, and Library Services Manager Anna Gonzalez led the trainings with the support of other staff who had attended train-the-trainer sessions conducted by TLC staff.

Here is a sneak peek into how the online catalog may appear:



The Library's IT staff developed an online guide to the technology for patrons: <https://www.berkeleypubliclibrary.org/library/faqs/catalog-help>. The guide will be updated as staff discover additional elements based upon questions from community members.

In July, all Library locations will be holding drop-in sessions or appointments on an as-needed basis for patrons who would like one-on-one assistance from a staff-member

North Branch
Drop-in Training

July 2: 6-7 pm
July 9: 4-5 pm

Claremont Branch
Drop-in Training

July 10: 1 pm
July 17: 1pm

West Branch
Drop-in Training or Make an Appointment

July 2-12: Drop in between 10 am and 2 pm,
Monday-Friday or make an appointment for
the time that works for you.

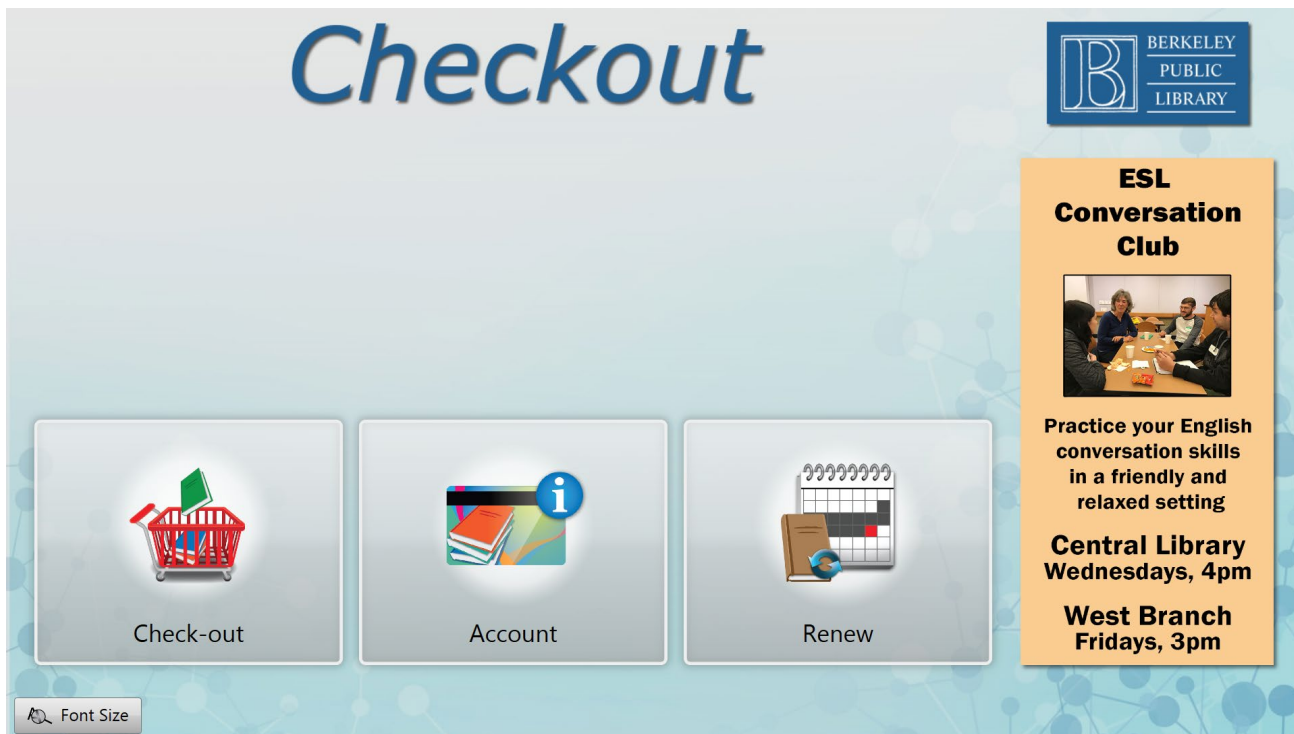
Tarea Hall Pittman South Branch
Make an Appointment

Make an appointment for up to 30 minutes of one-on-one
training with a Library staff member.

Central Library
Drop-in Training

July 8: 6 pm
July 11: 10 am
July 18: 10 am
July 22: 6 pm
July 25: 10 am
July 29: 6 pm

As part of the Library's migration to a new ILS, the Library is also implementing new software and larger screens for our self-checkout system. The software provides an improved user experience and new options designed to better serve the public, including the option for emailing one's checkout receipt, and the opportunity for patrons to learn about ongoing programs. Here is an example of one layout we will be using on the machines:



When using the self-checkout system, patrons will have the option to check-out materials, check their accounts, or renew materials. They can enlarge the font size as well.

One new feature of the ILS is that patrons will now have the opportunity to use their smart phone as a Library card. Patrons who are logged into their account via their phone will be able to scan their phones to check out materials. Here is an example of what a smart phone screen will look like.



CONTACT PERSON

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