



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 09/04/2019

AGENDA
6:30 PM

Tarea Hall Pittman
South Branch
1901 Russell Street

Commission Members:

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

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-Agenda Matters

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. PRESENTATIONS CALENDAR

A. Berkeley Public Library Foundation Report – Kathy Huff, Executive Director

III. 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. Minutes of July 10, 2019

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the July 10, 2019 Special Meeting of the Board of Library Trustees.

B. Contract: D.L. Falk Construction

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to recommend to recommend that the City Council, at their October 15, 2019 meeting adopt a Resolution:

1. Approving plans and specifications for the Central Library Improvements Project, Specification No. 19-11312-C;
2. Accepting the bid of D.L. Falk Construction as the lowest responsive and responsible bidder;
3. Authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications, for an amount not to exceed \$3,056,900.00, which includes a contingency of \$277,900.00.

C. Contract Amendment: No. 8852 Stuart's Clear Choice

From: Sarah Dentan, Library Services Manager

Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 89614-1 with Stuart's Clear Choice Cleaning, Inc. to increase the contracted not-to-exceed amount to \$95,000 for cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as the power washing of external entry areas..

IV. INFORMATION REPORTS:

All items for discussion only and no final action.

A. **Monthly Library Directors Report** – Elliot Warren, Acting Library Director

B. **Director of Library Services Recruitment Committee Update** (Oral Report) – Diane Davenport, BOLT President

V. ITEMS FOR FUTURE AGENDAS

These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.

- Discussion of items to be added to future agendas

VI. ADJOURNMENT

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*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Elliot Warren, 510-981-6195, ewarren@cityofberkeley.info.*

*Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. 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 the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.*

**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 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Berkeley City Commission on Commissions was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 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 August 28, 2019.

//s//

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

Communications

1.	Alice George	Catalog/Website	07/23/2019
2.	Alice George	Link plus and other programs gone/why	07/23/2019
3.	Hank Reekers	Lack of availability of Link Plus on your new system	07/22/2019
4.	Olivia	Where's Link+?	07/22/2019
5.	Rodney	New Catalog	07/22/2019
6.	Richard Grow	Sad new web access	07/20/2019
7.	Matt Gousman	Holds are nonexistent on mobile phones	07/17/2019
8.	Marilyn Simons	Meeting Room Policy Agenda Item G Wed. July 10	07/10/2019
9.	Val	Online Catalog Feedback and Help	07/09/2019
10.	Barbara Gilbert	Please Re-connect to Link+ ASAP	07/07/2019
11.	Bob Ness	Link	07/02/2019



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, July 10, 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, Hahn, Hunt, Roth and Selawsky.

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Jay Dickinson, Circulation Services Manager; Sarah Dentan, Library Services Manager; Anna Gonzalez, Library Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Aimee Reeder; Ass't Management Analyst; Eve Franklin, Administrative Secretary.

2. Public Comments: 0 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

- A. Trustee Roth – Spoke regarding interesting articles in the New York Times (1) Moes Books and 2) Little Libraries in Laundromats and Barbershops.
- B. Trustee Hahn – Bylaws Subcommittee has reviewed a draft document. Hope to be able to provide a final draft to BOLT and the COB Attorney's Office by the end of the year or early next year.
- C. Trustee Selawsky – spoke regarding a poem in the New Yorker that included the line "My library has gone fine-free."
- D. Trustee Hunt – provided handouts on 1) Hoover Durant Street Corner Library, 2) Drag Queen Story Hours Continues Its Reign at Libraries, despite Backlash, and 3) King County libraries' Drag Queen Story Hours engage many and enrage others.
- E. Trustee Davenport – This is the start of the new fiscal year. This years budget included funding for increased Tool Lending Library Hours. We will celebrate on Saturday, August 3, 10am-12pm with coffee and cake. The event will be immediately followed by the FixIT Clinic. Increased Tool Lending hours start on Monday, August 5.

II. CONSENT CALENDAR

Item G pulled for discussion.

Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution #R19-029 to approve the consent calendar with minor correction to the minutes.

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

A. Approve Minutes of the June 5, 2019 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 5, 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 #R19-030.

B. Contract Amendment: No. 91259-1, L.J. Kruse Company

From: Library Services Manager

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.

Financial Implications: See report.

Contact: Sarah Dentan, Library Services Manager

Action: Adopted resolution #R19-031.

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

From: Library Services Manager

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.

Financial Implications: See report.

Contact: Sarah Dentan, Library Services Manager

Action: Adopted resolution #R19-032.

D. Contract: Comprise Technologies, Inc.

From: Information Technology Manager

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.

Financial Implications: See report.

Contact: Alicia Abramson, Information Technology Manager

Action: Adopted resolution #R19-033.

E. Spending Authority: Stucco Remediation Design and Engineering

From: Acting Director of Library Services

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%.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R19-034.

F. Fiscal Year 2020 Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Elliot Warren, Acting Director of Library Services

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.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R19-035.

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

Board Discussion.

From: Elliot Warren, Acting Director of Library Services

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

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R19-0036.

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

III. INFORMATION CALENDAR

A. 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

B. Online Catalog Update Report – Anna Gonzalez, Library Services Manager

Presentation on the new online catalog was provided. (attachment #1)

From: Library Services Manager

Contact: Anna Gonzalez, Library Services Manager

Action: Received

C. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

IV. AGENDA BUILDING

- RFP for Recruitment
- Online Catalog Update

V. ADJOURNMENT

Adjourned at 7:35 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of July 10, 2019 as approved by the Board of Library Trustees

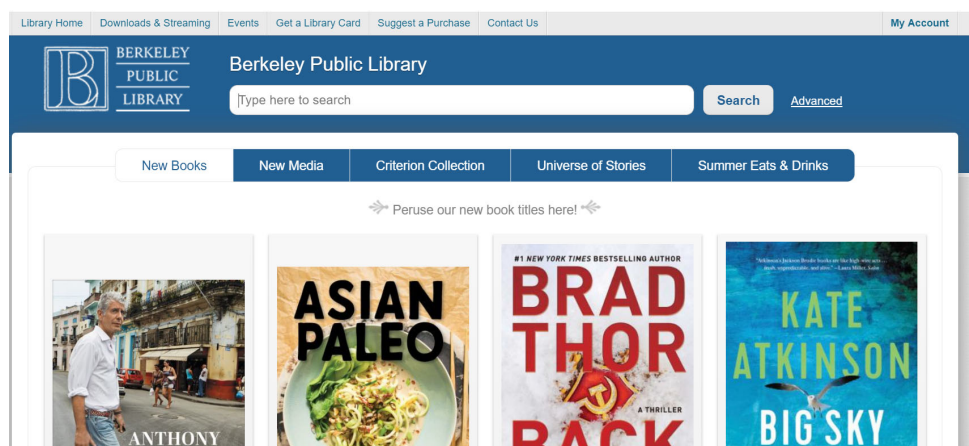
//s// _____

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

Attachments:

1. Online Catalog Update

Online Catalog Update



Project Manager & ILS Steering Committee Member



ALICIA ABRAMSON
MANAGER, LIBRARY INFORMATION
TECHNOLOGY
PROJECT MANAGER

ILS Steering Committee Members



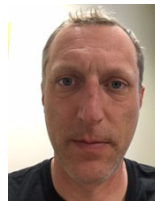
Alicia Abramson
Manager, Library
Information
Technology
Project Manager



John Boggs
Information
Systems
Specialist



Bae Smith
Collection
Services
Supervisor



Jay Dickinson
Circulation
Services
Manager



Anna
Gonzalez
Library
Services
Manager



Elliot Warren
Acting
Director of
Library
Services

Design Sessions

You are invited!

Please join the ILS Steering Committee on Friday February 15 and Friday February 22 to participate in the CARL X Discovery Module Design Sessions.

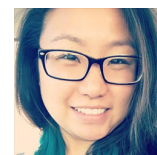
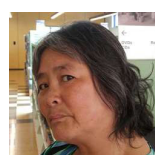
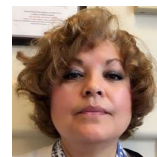
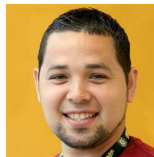
This is an opportunity for you to learn about how the CARL X Discovery module works, what options and settings are available, and to share with TLC how BPL staff work with the Discovery Layer of our current system. Your input will be valuable in designing the CARL X Discovery layer to reflect BPL's needs.

Let me know if you have any questions.

Thanks,
Alicia

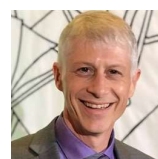
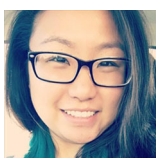
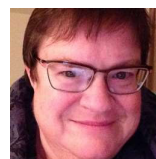
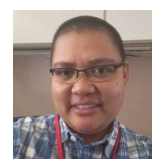
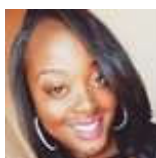
TLC Training Circulation

Rudy Tapia, Supervising Library Assistant
 Juan De Leon, Supervising Library Assistant
 Angel Entes, Tool Lending Specialist
 Vivian Vigil, Supervising Library Assistant
 Pema Lhakey, Library Assistant
 Silvia Dueñas, Library Assistant
 Karin Soe-Lai, Supervising Library Assistant
 Laura Liang, Supervising Librarian
 Russell Keys, Supervising Library Assistant
 Uma Paul, Supervising Library Assistant
 Gaby Fernandez, Library Specialist II
 Vijay Nand, Supervising Library Assistant



TLC Training Discovery Catalog

Canitha Walker, Library Assistant
 Emma Coleman, Librarian II Children's
 Heather Cummins, Supervising Librarian
 Perlite Payne, Librarian II
 Joy Shioshita, Supervising Librarian
 Anh-Vu Doan, Librarian II
 Nora Hale, Librarian II
 Nicole Powell Supervising Librarian
 Laura Liang, Supervising Librarian
 Sarah Dentan, Library Services Manager
 Dan Beringhele, Supervising Librarian
 Ilan Eyman, IT Librarian
 Jonathan Esmenjaud,



Circulation and Discovery

ILS Training Timeline



MM.DD.20XX

07



ILS Training Highlights

Staff Training Feedback Forms

What would you like to learn about or learn more about?

Just need to play with it more.
But it should become second nature

What part(s) of the training is most helpful?

All of it was helpful. Carl Discovery seemed pretty intuitive, but it was great to see all of the things trans will be able to do on their own, demonstrated.

What other feedback do you have?

Look like Carl X is going to be a lot smoother

What other feedback do you have?

I really liked it; it was very helpful & I have no particular criticisms.

Staff Training Feedback Forms

What part(s) of the training is most helpful?

The jokes

What part(s) was not valuable and/or useful?

the fans

What would you like to learn about or learn more about?

Black Holes

What other feedback do you have?

Raises

Launch Day Training Modules



Launch Day Training Modules



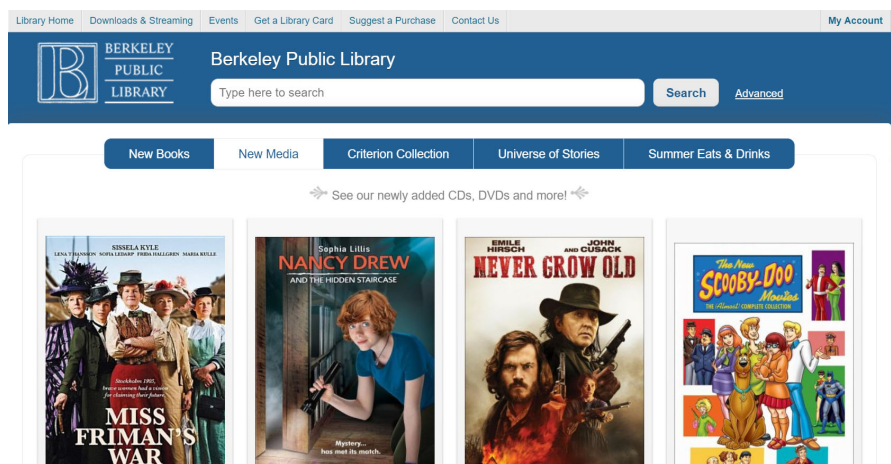
Launch Day Training Modules



Launch Day Training Modules



Tour of the Discovery Catalog



Login to My Account

ENTER YOUR LIBRARY CARD NUMBER AND YOUR LAST NAME

The screenshot shows a login form titled "Log in to your Account". It includes a sub-header "Log in with either your Library Card Number or EZ Login". Below this are two input fields: "Library Card Number or EZ Username" and "Last Name or EZ Password". There is a checkbox labeled "Remember Me". A blue "Log In" button is at the bottom. Below the button are two links: "Forgot your EZ Password?" and "Forgot your EZ Username?".

The screenshot shows the top navigation bar of the Berkeley Public Library website. It includes links for "Suggest a Purchase", "Contact Us", and "My Account". Below this is the Berkeley Public Library logo and a search bar with the placeholder text "Type here to search". To the right of the search bar are buttons for "Search" and "Advanced".

Suggest a Purchase

ENTER YOUR LIBRARY CARD NUMBER AND YOUR LAST NAME

Library Home Downloads & Streaming Events Get a Library Card Suggest a Purchase Contact Us My Account

BERKELEY PUBLIC LIBRARY

Berkeley Public Library

Type here to search [Advanced](#)

Suggest a Title Form *Denotes a Required Field

We welcome your suggestion. If we own or order an item you suggest, we will place a hold on it for you. Please check your account to track suggested purchases. We are unable to place holds on digital items (eBooks and eAudiobooks). Please check the catalog for these items.

Please limit your suggestions to items that are already published and currently available. You can search our [catalog](#) to see if your suggestion is something we already own.

Due to the volume of requests we cannot purchase every suggested item and we cannot notify you if we do not order an item you suggest.

Title*	Author*
<input type="text"/>	<input type="text"/>
Format*	ISBN/ISSN/UPC
<input type="text" value="- Please select -"/>	<input type="text"/>
Publication Date*	Publisher
<input type="text"/>	<input type="text"/>
Pickup Branch*	
<input type="text"/>	

Notes

Search Suggestions

Berkeley Public Library

wond [Advanced](#)

Frequent Searches

- wonder
- wonder palacio
- wonder woman
- wonderstruck

Authors

- Wonder, Stevie
- Wonderlin, Rachael
- Wondrak Biel, Alice
- Wondrich, David

Titles

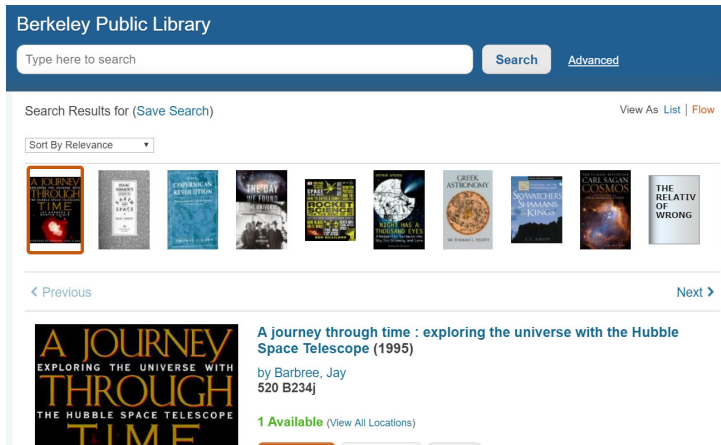
- Wonder (sound recording)

Summer Eats & Drinks

THE BUDDHA SAT RIGHT HERE

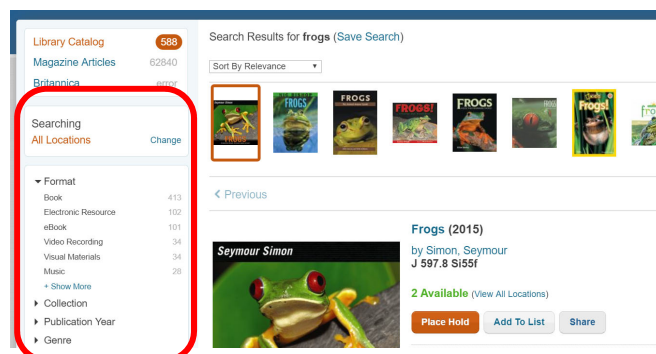
Search suggestions appear as you type in your search terms.

List View & Flow View

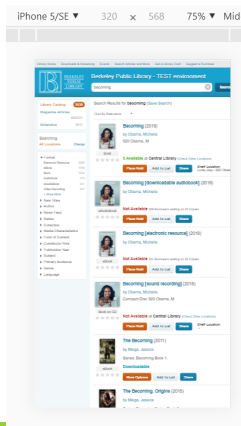


Browse the 520s from home as you would browse the shelf with flow view. Flow view features quick access to summaries.

Using Branch & Limiters



Mobile Responsive



Access to a digital library card where patrons can use their digital card.

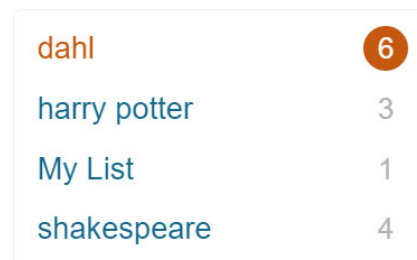
When you are logged in to mobile or outside of the library you will see the 'my library' choice for hours and locations. It will show you the hours for the other branches in drop downs.

If you have enabled the device to use your location, the mobile interface will then allow the branches to show in relevance to your closest library, sorting by 1 mile, 5 miles, 10 miles. It will also then guide you to google maps.

Save to a List & Saved Searches

Saved Searches (4)

Search Name	Search Criteria	Sorted By	Date	
animal (Rename or Delete)	Query: animal Genre: Picture books	Relevance	07/01/2019	
animal (Rename or Delete)	Query: animal Genre: Picture books	Relevance	07/01/2019	
animals (Rename or Delete)	Query: animals Genre: Picture books	Relevance	07/01/2019	
Nontic New 1 (Rename or Delete)	Query: (Advanced) Format: Book	Relevance	07/05/2019	



Help Menu - if in doubt, or forgetful...

Library Home Downloads & Streaming Events Search Articles and More Get a Library Card Suggest a Purchase **Help** Privacy

Tour of the Discovery Catalog

EXPLORE EVENTS LOCATIONS USING YOUR LIBRARY

Home » Using Your Library » FAQs » Catalog Help

Catalog Help

To better serve you, the Library has a new online catalog. Please see help topics covered below to learn about the new system. If you need further assistance do not hesitate to [contact us](#) and/or to ask Library staff for assistance at any location.

New Arrivals

Link+

Your Account

EZ Login & Password

Placing Holds

QUESTIONS? **PLEASE ASK!**

These trainings are meant to support YOU!

PLEASE fill out the evaluation form.

**Do not hesitate to contact your supervisor
and/or the ILS steering committee with
questions, comments, concerns and
suggestions.**

We value your feedback!



<https://www.youtube.com/watch?v=Kw-Ew5bVxs>



CONSENT CALENDAR

Wednesday, September 4, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: D.L Falk Contract Recommendation to City Council

RECOMMENDATION

To recommend that the City Council, at their October 15, 2019 meeting, adopt a Resolution:

1. Approving plans and specifications for the Central Library Improvements Project, Specification No. 19-11312-C;
2. Accepting the bid of D.L. Falk Construction as the lowest responsive and responsible bidder;
3. Authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications, for an amount not to exceed \$3,056,900.00, which includes a contingency of \$277,900.00.

FISCAL IMPACTS OF RECOMMENDATION

Funding is available in the FY 2020 budget in the Library Tax Fund (101-22-241-263-0000-000-463-612310).

Low bid by D.L. Falk Construction	\$2,779,000.00
10% contingency	\$277,900.00
Total NTE construction	\$3,056,900.00

Project	Cost	Fund	Budget Code
Central Library Improvements Project	\$3,056,900.00	Library Tax Fund	101-22-241-263-0000-000-463- 612310 LB1424

CURRENT SITUATION AND ITS EFFECTS

The Central Library of the Berkeley Public Library, located at 2090 Kittredge Street requires significant maintenance work and upgrades to meet current public service demands. The Central Library Improvements Project focuses work around the first and second floors including interior construction of a dedicated teen area on the first floor; the addition of gender-neutral restrooms on the second floor; upgraded shelving, lighting, and flooring; installation of a flexible quiet study/public programming area; and furniture/fixture upgrades. In addition, there will be accessibility and other improvements to the existing second floor restrooms.

In fiscal year 2019, the Central Library welcomed up to 414,000 visits by library patrons, with thousands of them attending library programs and events, in addition to their borrowing approximately 750,000 physical items. The Central Library is amongst the busiest of public facilities in the City of Berkeley.

In 2002 the Central Library underwent a renovation that enlarged its footprint with a new wing; expanded public service areas on two floors; provided for dedicated service areas for children's services and art and music materials; added a Community Meeting Room, and enabled other service elements such as the Friends of the Library bookstore, self-service holds, and improved display of newly purchased materials.

From 2011 through 2013, the Library renovated or rebuilt each of its four branches and has since dedicated significant efforts to align the Central Library's design with community needs identified via a thorough community and staff input process, staff outreach task teams, the participation of dozens of teen volunteers, and many community meetings.

Noll & Tam Architects, selected via Solicitation No. 14-10812, is providing programmatic, architectural and design services for the Central Library Area Improvements project (BOLT, Resolution No.: R14-014, February 12, 2014).

BACKGROUND

Since 2008, the Library has explored physical improvements to the Central Library consistent with service priorities identified in the Library's 2008-2011 Strategic Plan, including *"Providing a welcoming, safe, comfortable environment: Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments."* Outreach research consistently noted the lack of a dedicated space for teens as a hurdle for the Library to broaden services and deepen contacts with and services for teens. This service deficiency was further highlighted in a 2009 report from the space consultancy firm, Page & Morris, LLC which cited a lack of seating in the teen area and the need for acoustical barriers to enable teens to engage with each other when using the Central Library.

In December, 2014, Noll & Tam presented to the Board of Library Trustees (BOLT) the [Central Library Improvements Report](#) that incorporated input from a wide variety of sources in a set of proposed updates to the Central Library. Per that report, "Proposed improvements have been refined and improved through discussions with the Library, special meetings open to all library staff, and workshops open to the public, held on site at the Central Branch. Participation by all parties was enthusiastic and imaginative, and the recommendations presented in this final draft of the report have benefited from this wide variety of input." Three teen advisory groups were convened—in 2014, 2015, and 2016—who, in collaboration with Library staff, provided input for the design of a teen space relevant to the needs and interests of their age group.

In addition to BOLT's allocation of \$2,750,000.00 of public funds in the FY 2020 budget, the Berkeley Public Library Foundation has committed \$630,000 for the project. The Foundation has engaged in an array of public fund-raising campaigns (the 2015, 2016, and 2017 Authors Dinners as well as other, smaller campaigns) to raise both funds for and awareness of the project. It has also requested and been granted monies by granting organizations for specific design elements.

The Project's construction documents were completed and advertised for bids on Monday, July 1, 2019. Bids were opened on July 30, 2019. The City received six bids, ranging from \$2,779,000.00 to \$3,711,000.00, including alternative flooring options. D.L. Falk Construction was the lowest responsive and responsible bidder and their references were provided and checked out satisfactorily. Based on the results, staff recommends that a construction contract for the Central Library Improvements project be awarded to D.L. Falk Construction.

CONTACT PERSON

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

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO:

D.L Falk Contract--Recommendation to City Council

WHEREAS, the project consists of renovations to the first and second floors of the Berkeley Public Library's Central Library, located at 2090 Kittredge Street; and

WHEREAS, The City has neither the labor nor the equipment necessary to undertake this renovations project; and

WHEREAS, an invitation for bids (Plans and Specifications No. 19-11312-C) was duly advertised, and D.L. Falk Construction was determined to be the lowest responsive and responsible bidder; and

WHEREAS, funds are available in the Library's biennial FY 2020/2021 budget in the Library Tax Fund; and

WHEREAS, the Berkeley Public Library Foundation has engaged in a fundraising campaign and pledged \$630,000 for the project; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Berkeley Public Library to recommend that the City Council approve Plans and Specification No. 19-11312-C for the Central Library Improvements and D.L. Falk Construction is determined to be the lowest responsive and responsible bidder.

BE IT FURTHER RESOLVED, that the Board of Library Trustees recommend that the Council of the City of Berkeley authorize the City Manager to execute a contract and any amendments, extensions or change orders, until completion of the project in accordance with the approved plans and specifications with D.L. Falk Construction for the Central Library Improvements Project., in an amount not to exceed \$3,056,900.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 4, 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

Wednesday, September 4, 2019

TO: Board of Library Trustees

FROM: Sarah Dentan, Library Services Manager

SUBJECT: Contract Amendment: No. 89614-1 Stuart's Clear Choice

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 89614-1 with Stuart's Clear Choice Cleaning, Inc. to increase the contracted not-to-exceed amount to \$95,000 for cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as the power washing of external entry areas.

FISCAL IMPACTS OF RECOMMENDATION

The not-to-exceed amount of the requested amendment is \$95,000. 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.

BACKGROUND

The existing contract with Stuart's Clear Choice Cleaning Service, Inc., begun on December 12, 2011, has been amended five times and is scheduled to expire on December 31, 2020. Prior to the existing contract, the Library contracted with Stuart's Clear Choice Cleaning Service, Inc. on Contract No. 8530 for a short term contract that extended from January 3, 2011 through February 11, 2011 with the sole purpose to prepare the Central Library for that year's Berkeley Public Library Foundation Authors Dinner.

Under existing contract terms, Stuart's Clear Choice has provided regularly scheduled and on-call cleaning services at the five Library locations.

CURRENT SITUATION AND ITS EFFECTS

Since execution of the existing contract with Stuart's Clear Choice the Library has engaged this vendor to provide scheduled and on-call services for cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as the power washing of external entry areas at all Library facilities. To date the contract agreement has been amended five times to increase the not-to-exceed value and or extend the termination date.

The City and Library considers the services contracted with Stuart's Clear Choice as high risk due to necessary equipment, building heights and hazardous conditions for roof and window access, and the location of the rooftop solar panels. The Library considers maintaining the cleanliness of Library facilities and the efficiency of the solar panels as important public indicators reflecting (in part) the overall importance that the board and staff assign to their mission of delivering high quality public library services.

ALTERNATIVE ACTION

Allow contract to expire and pursue a formal public solicitation.

CONTACT PERSON

Sarah Dentan, Library Services Manager, Library / Administration, 510-981-6195

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-___

Contract Amendment: No. 89614-1 Stuart's Clear Choice

WHEREAS, the Library and Stuart's Clear Choice Cleaning Service, Inc., entered into Contract No. 8852 at a not-to-exceed value of \$50,000 and which began on December 12, 2011 and has been amended five times and is scheduled to expire on December 31, 2020; and

WHEREAS, to date Stuart's Clear Choice Cleaning Service, Inc. has successfully fulfilled contracted services to provide scheduled and on-call cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as power washing of external entry areas 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. 89614-1 with Stuart's Clear Choice Cleaning Service, Inc. to increase the contracted not-to-exceed amount to \$95,000 for scheduled and on-call services.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 4, 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



INFORMATION REPORTS

Wednesday, September 4, 2019

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

Preliminary Annual Data

On September 27, the Library received instructions for reporting of its annual outputs data to the California State Library. Preliminary data pulls show *very significant* growth of collection use in 2019:

Preliminary Data	2019 Circ	2018 Circ	Growth %	Increased Use
e-Materials	504,076	357,062	41.2%	147,014
Physical materials	1,916,763	1,681,158	14.0%	235,605

Overall, the number of items that circulated grew from 2,038,200 in 2018 to 2,420,839 in 2019, an increase of 382,619 items checked out, representing an almost 19% increase in use. The Library's Collections Unit will perform a thorough analysis; a preliminary analysis leads us to believe the following are among the reasons for the increased use:

- Refreshment of targeted collections by each Library unit concurrent with focused, careful deselection of worn and outdated materials, per the Library's collection management plan
- The regular ordering of replacement items by each unit; each branch/unit now has a replacement budget in which librarians independently select materials
- Improved analysis and response by the Collections unit in determining both broad budgetary focus as well as specific new titles to order; particularly effective were the increases in 2019 to the Lucky Day and children's chapter books allocations
- Increased community use of the Overdrive collection, in large part as a result of deepening the collaboration with BUSD to now enable both middle-school and high school students to get access to the collection through their school Google account
- Increased community use of the Hoopla, RBDigital, and Kanopy collections
- The elimination of overdue fines in July of 2018
- The enabling of automated renewals in December of 2018
- The development of Easy Access cards in December of 2018

Libraries rarely experience such a large increase of use, and, in fact, current industry trends show opposite patterns; public libraries are generally facing decreases in use, particularly of physical materials. Access to BPL's collections (both electronic materials as well as physical items), as expressed by many respondents to the Library's community surveys, remains the primary reason patrons use the Library. This data shows that the Library has been extremely responsive to that interest and that the Library's efforts to make the Library as accessible and welcoming as possible for all are bringing positive results.

October Link+ Reimplementation

At the May 1, 2019 Library Board of Trustees meeting, BOLT adopted resolution R019-22, authorizing the Director of Library Services to amend Contract No. 9354 with Innovative Interfaces, Inc. for the provision of

services related to the implementation of, and subscription license to, the hosted Link+/INN-Reach Resource sharing system and Resource Broker Application. As reported at that time, because the Library was in the process of migrating from the Innovative Interfaces Sierra system to the TLC CARL X system, Innovative Interfaces required the Library to temporarily exit from the Link+ system and to re-enter the system with new records from the CARL X system after the Library's migration to CARL X was complete.

The Library officially launched the CARL X system on July 2, 2019. Since then, the Library has been working on a project with both Innovative Interfaces and TLC to re-implement the Library's presence as a member of the Link+ system.

Per Innovative Interface's schedule, the project is broken roughly into 4 phases:

1. Planning (July 2019)
2. Data Analysis (August 2019)
3. Training and Go Live Preparation (September 2019)
4. Go-Live (the week of October 14)

The project timeline was determined by Innovative Interfaces according to their operational capabilities and the resources they have assigned to the project. To date, the Library has set-up the required File Transfer (FTP) server where data will be retrieved by Innovative Interfaces and exported into Link+ on a daily basis, and the Library has provided Innovative Interfaces with full bibliographic, item and patron datasets.

Currently Innovative Interfaces is in the process of analyzing the data provided and mapping it for import into the Innovative Link+ database. In September, the Library will implement the Innovative Interfaces Resource Broker Application (RSB) locally and train staff in the use of the system for the purposes of processing and lending materials to Link+ member libraries. To date, the project is on track for the scheduled "go-live" date of the week of October 14 and the Library does not currently foresee any risks to completing the project on-time.

Programming and Outreach

The Library hosted and/or participated in three National Night Out events this year, reaching about 800 people in the process. Over 400 patrons attended the Claremont branch National Night Out Block Party, in which visitors made bookmarks, got close to the animals of the Little Explorers Petting Zoo, received free bike tune-ups from Trek Bikes, met a representative from Stop Waste, and did street yoga. Two "good guy" Star Wars characters from local Endor Base and two BPD officers spent a good bit of time chatting and interacting with the petting zoo crowd. North Branch held its Universe of Stories Summer Reading community celebration for National Night Out, also featuring a petting zoo, this one with an interstellar unicorn! More than 300 attendees enjoyed summer reading prizes from the Library on Wheels along with a giant interactive bubble performance, a visit from the Fire Truck and Councilmember Sophie Hahn, a rainbow photo booth, and space snacks on the library lawn. South Berkeley celebrated National Night Out at the McGee Baptist Church Block Party, and staff from Tarea Hall Pittman South visited with nearly 100 neighbors at the Library's table.

This summer, Berkeley Public Library offered *Girls Get Coding*, a seven-week intensive coding class at the Central Library that was designed and led by two high school students under the mentorship of a Librarian Kay Finney. Throughout the seven-weeks, middle school students considered a social issue that interested them, worked in groups of 2-5 and built a total of 5 apps:

Mission Plastic, a fun mobile app mainly centered around a game where the player helps a turtle get food and learn facts.

Homeless Life Sim, an entertaining way to learn about the struggles of being homeless where you can make life decisions for your randomly generated character.

Earth Water, an app that not only tracks how much water you are drinking but also provides many features. Among all water tracking apps, our app not only helps you but helps others too because you can donate and set goals for yourself.

Adoptimals, an app where you can upload, view, and donate to animals in need

Flash Fire, a fire awareness and prevention app where users play an infinite runner game to jump over burning objects.

Girls Get Coding wrapped up on Wednesday, July 31st with a reception event during which the girls pitched the apps they've developed.



Overall participation in the Library's summer reading program is down slightly; we're running at about 83% of the previous year's signups.

Age Group	2018 total	8/28/2019	Percentage
Early Learner	438	326	74%
Child	2189	1873	86%
Teen	354	205	58%
Adult	946	836	88%
Total	3927	3240	83%

Many of the Library's summer programs have focused on learning. Topics have include bees and beekeeping, reptiles, chemistry and astronomy. As part of our ongoing evaluation of public programs, we have been surveying attendees. Of those surveyed, 98% learned something that was helpful, and 89% intend to apply what they learned. Patrons of all ages clearly appreciate the opportunity to engage with STEM as reflected in the following comments taken from surveys:

- *So informative! I thought I knew about bees, but I learned SO much! (Planet Bee)*
- *Coffee Roaster & Fermentation both great. Loved the live demos. (How To Festival)*
- *LEARNED SOMETHING I COULD USE AND TRY TODAY. TOOK HOME A CUTTING TO START. (How To Festival)*

- *On the way here she said science wasn't "girly" enough, so I LOVED that the scientist is a woman! <3 (Science Tellers – Aliens!)*
- *James was clear, full of information, kind + respectful to kids. (Jungle James, animal encounters)*

On Tuesday, July 9, staff introduced San Francisco-based dance troop Dholrhythms to a lunchtime crowd of over 100 community members at The Plaza. The Plaza is an open area with outdoor furniture and is a transit hub maintained by the City of Berkeley, BART, and the Downtown Berkeley Association (DBA). The Plaza receives over 200,000 weekly visitors. Dholrhythms helped our community celebrate summer reading and connected library services with patrons outside of the library building with colorful saris and Punjabi-inspired beats. An intergenerational audience of friends, solo lunch diners, adults with babies, high school summer students, and local business employees were present. While Dholrhythms entertained the downtown Berkeley crowd, staff from the library used the Library on Wheels to check out library books and sign up patrons for library cards. This event was the result of a new partnership between the Berkeley Public Library and the Downtown Berkeley Association (DBA). DBA is eager to continue working with library staff on outreach and programs at The Plaza. This event aligned with the library's strategic goals of a demonstrated responsiveness to social equity and providing excellent and accessible services to a diverse community segment.



The Bay Area Discovery Museum presented a STEM workshop with a Light and Shadow theme on Wednesday, July 31 at the Central Library. The presentation taught participants about light and its ability to move through different materials, including the concepts of opacity and translucence. Participants designed their own shadow puppets using high-tech tools, such as a digital sticker maker. Staff displayed books on related light and shadow topics, and encouraged participants to borrow these library materials. When asked what the library could do to better assist participating children in learning more, multiple parents requested similar programs: "More programs like this! Love it." This one-off program fulfills the strategic goal that "effective STEM programs occur at each site on a monthly basis."

Book Into Film is a library program that occurs approximately once every other month, where patrons are invited to read a book (available for borrowing at Berkeley Public Library) prior to watching the film version in the library with others and staying after the screening for a discussion of both book and film.

July's book/film combination was Truman Capote's 1958 novella *Breakfast at Tiffany's*. Patrons watched the 1961 film of the same name, directed by Blake Edwards, starring Audrey Hepburn and George Peppard in the Central Library. The group discussed the success of the adaptation, the iconic fashions, the award winning music, and the problematic portrayal (by Mickey Rooney) of the movie's one Japanese character.

From July 16 to August 6, teenaged community members attended a series of four creative writing workshops led by local writer and artist [Peggy Simmons](#). Teen writers learned and worked together on literary projects that culminated in a zine that reflected their creative ideas. Writers expressed their positive experience participating in the workshop series. Some of the outcomes they cited were opportunities to connect with other teens who are passionate about writing and a chance to express themselves in a creative way. Participants shared with staff that the program, "...helped me with my self confidence in sharing my writing," and "Sharing my work, freedom of speech..." This program aligned with the Library's strategic goal of championing social equity of and providing a comfortable and safe place to gather as a group working towards a shared goal.

Integrated Library System Migration

Since July 2, when the Library officially migrated to its new ILS, significant work has been invested in developing operational efficiencies, performing tasks that could only be done after going live, continued staff trainings, and developing solutions for unforeseen challenges. Some key work performed includes:

- Enabling issue-level holds on serial and multi-volume materials such as travel guidebooks and magazines.
- Developing New Arrivals lists that enable patrons to find materials recently received by the Library by genre and/or subject. These automatically update with new materials as they are ordered and/or received. They are currently the most popular element of the Library's website.
- Developing an Acquisitions workflow to enable ordering and receipt of new materials.
- Manually migrating pending order data for yet-to-be received materials.
- Implementation of Hold Shelf receipts to protect patron privacy per American Library Association guidelines; this had proven challenging to implement in the previous ILS.
- Significant database cleanup, including identification of electronic materials to display in order to facilitate accurate and relevant search results.
- Removal of the "Recommendations" element of the patron account due to irrelevant results and privacy concerns.
- Identifying improved access points for Advanced Search options.
- Development of workflow for a new patron Suggestion for Purchase process that automatically places holds on materials ordered for patrons; this has been long requested by patrons.
- Integration of non-Roman characters and diacritics into display for international language materials.
- Enabling of proper display of publisher and copyright information in bibliographic records.
- Developing specs for mail notification for patrons without email or phone contact information.
- Automating display of new materials on the catalog's front page.

Additional work that is in process includes the following:

- Improving cataloging practices and identifying retrospective work to leverage elements of the catalog that highlight materials' genres and formats.
- Improving display results related to electronic materials.
- Improving format display term rules to ensure relevancy of results.
- Improving timing of hold notifications.

The Library completed staff trainings for Circulation and Discovery modules in CARL X. All staff who use the system have been provided this basic training covering circulation back-end and catalog front-end elements. Advanced search trainings and reporting trainings are in the design phase. The Library continues to use staff meetings, the staff intranet, and internal communications to share tips and tricks each week amongst staff.

Since going live, the Library has provided dozens of training opportunities for community members at each of the branches. Catalog workshops have covered such things as new options related to placing suspensions on one's holds, signing in, using the search facets, and developing useful and repeatable search strategies.

Immediate concerns communicated in July by patrons included many of the issues addressed and/or solved above, particularly access to the New Arrivals lists and lack of access to Link+. Other concerns related to the following things:

- Differences in search display
- Differences in the user account display
- Size of images (larger than in previous system)
- Loss of access to previous patron history and reading lists
- Lack of familiarity with some of the terms displayed (such as what the "Related" button means)
- Lack of familiarity with post-search limiting through facets and filters
- Differences between mobile and desktop display

As patrons have familiarized themselves with the catalog, we have heard fewer concerns. In addition to concerns, many patrons also expressed positive feelings about the new catalog and check out system, focusing upon the following:

- Improved relevancy of search results
- The suggest a purchase process that notifies and places automatic holds for patrons when a suggested title is ordered
- The ability to create and share lists of materials
- The ability to save one's searches
- The ability to suspend holds and independently edit when you would like the item
- Text notifications for holds
- Checkout receipts delivered by email

Since going live, the Library has circulated over 300,000 physical items and is on track to continue to increase circulation of materials for a third straight year. Patrons appear to be discovering materials that had been previously difficult to find and there do not appear to be any ongoing major barriers to discovery and use of the Library's collections beyond the temporary Link+ hiatus.

Census 2020

The City of Berkeley, along with Alameda County, is dedicating significant efforts to ensuring a complete and accurate a count will take place locally during the 2020 US Census. Public Libraries are perceived as an optimal partner in providing information about the census and ensuring access to public computers to enable people to fill out census forms, which will be primarily available online. It is estimated that each individual who goes uncouneted represents a loss of roughly \$10,000 of federal money for local governmental services over a period of ten years.

The Library is a member of the City of Berkeley *Census 2020 Be Counted Committee* that includes representatives from many of the City's departments such as Parks, Health and Human Services, and the Library. The Committee is helping coordinate public efforts, including those of community organizations, non-profits, businesses, and educational institutions.

In August, four Library staff-members from the Central Support Services, Central Adult Services, West Branch, and Central Children's Services units attended a presentation called "How to Present on Census 2020" offered by the East Bay Community Foundation and the Alameda County Complete Count Committee.

Much of the focus upon education and outreach relates to a number of issues, including:

- The primary means for completing the census will be online; the paper forms will only be available to individuals upon request. The federal government will not be mailing or distributing forms *en masse*.
- Each residential unit will be provided one access point, which may be difficult for multi-family units or units with a large number of residents.

- Public concerns about being asked one's citizenship status (which will not be included, but some people may fear that it will)
- Public concerns about misuse of census data by the executive branch (which is illegal per US Title XIII)
- The purpose of filling out the census: constitutional requirement; to ensure access to federal funding for important local services; and to ensure equitable and accurate political representation both locally and at the federal, state, and county level for redistricting purposes.
- Access to census information in languages other than English

The Alameda County Complete Count Committee has identified three phases for Census 2020. Planning (now through December). Awareness (January through March), and Activation (March through July). We are in planning phase and the Library Council discussed opportunities for the Library to facilitate access to Census information and identified the following possibilities:

- Creating access points through our Online Catalog and other public computer stations
- Integrating into programs (both focused programs on the census as well as discussing details at other programs); one possibility is to do programs that focus upon "counting."
- Holding census parties in which patrons can use Library equipment to fill out census forms, while also meeting their neighbors, having a snack, and using Library services
- Holding button making events for the census
- Using the Library's website to promote census participation and provide details about how to participate
- Using the Library's newsletters and social media to promote census participation and general knowledge about the process
- Integrating into National Library Week efforts
- Partnerships with community organizations, including Library staff presenting at community events

We will continue to identify opportunities for January through March and the Management Team and Library units will implement a number of these (and/or other) options. The Library is dedicated to its role of providing access to information and bridging the digital divide.

CONTACT PERSON

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