



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday 07/01/2020

AGENDA
6:30 PM

This Meeting Will Be
Conducted Exclusively
Through Videoconference And
Teleconference

Commission Members:

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

PUBLIC ADVISORY:

This Meeting Will Be Conducted Exclusively Through Videoconference And Teleconference

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the June 3, 2020 meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/86042306505>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

*To join by phone: Dial [1-669-900-9128](tel:1-669-900-9128) and enter Meeting ID: [860-4230-6505](tel:860-4230-6505). If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair. NOTE: Your phone number will appear on the screen.*

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.

Please be mindful that the teleconference will be recorded as any Board of Library Trustees meeting is recorded, and all other rules of procedure and decorum will apply for Board of Library Trustees meetings conducted by teleconference or videoconference.

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 [Eve Franklin, Administrative Secretary, \(510\) 981-6102](mailto:Eve.Franklin@cityofberkeley.info). The Board of Library Trustees may take action related to any subject listed on the Agenda.

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. 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 June 3, 2020

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 3, 2020 Regular Meeting of the Board of Library Trustees.

B. Minutes of June 4, 2020

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 4, 2020 Special Meeting of the Board of Library Trustees.

C. Minutes of June 24, 2020

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 24, 2020 Special Meeting of the Board of Library Trustees.

D. Formal Bid Solicitation and Request for Proposal for Central Library Stucco Restoration Project

From: Elliot Warren, acting Director of Library Services

Recommendation: Adopt the request for proposal or invitation for bid that will be, or is planned to be, issued upon final approval by the Library. All contracts over the Director of Library Services' threshold will be returned before the Board of Library Trustees for final approval.

E. Contract: Bug ID, Inc.

From: Elliot Warren, acting Director of Library Services

Recommendation: Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with Bug ID, Inc. for the procurement of audio equipment, and associated delivery and installation services for the Central Library Improvement Project during the anticipated period from July 1, 2020 through December 31, 2021, or thereabout, in an amount not to exceed \$107,000.00.

F. FY 2021 Budget Amendment (AAO)

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution amending the FY 2021 approved Expenditures Budget for the BPL Foundation Fund (105) to \$600,000 from \$100,000 to accommodate the value of awarded contracts for furniture, fixtures, and equipment for the Central Library Improvement Project.

G. 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 2021 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.

III. ACTION CALENDAR

A. Acceptance and Adoption of the Mission and Vision Statement produced by BuildingBlox Consulting, LLC for Berkeley Public Library

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to formally accept and adopt for Berkeley Public Library the Mission and Vision Statement presented to the board at its regular BOLT meeting on June 3, 2020.

IV. INFORMATION REPORTS:

All items for discussion only and no final action.

- A. **Monthly Library Directors Report** – Elliot Warren, Acting Library Director
- B. **Procedures for Communications to the Board from the Community** – Elliot Warren, Acting Library Director
- C. **Summer Reading Program Overview** – Erica Glenn, Sr. Librarian
- D. **Recruitment of Director of Library Services Oral Report** – Danielle McMillian, Associate Human Resources Analyst

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 June 25, 2020.

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

**Communications**

|   |          |               |                                      |
|---|----------|---------------|--------------------------------------|
| 1 | 6/8/2020 | Amanda Myers  | Appointment of Library Director      |
| 2 | 6/8/2020 | Amanda Myers  | Library Director applicants          |
| 3 | 6/6/2020 | areyouserious | necessary?can'tyou read the message? |
| 4 | 6/6/2020 | T Noonan      | Curbside pick-up?                    |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, June 3, 2020 6:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

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

**I. PRELIMINARY MATTERS**

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

1. **Call to Order:** 6:37 pm.

Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Alicia Abramson, Information Technology Manager; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Danielle McMillian, Assoc. Human Resources Analyst; Aimee Reeder; Ass't Management Analyst; Eve Franklin, Administrative Secretary. Pam Derby, CPS HR Consulting; Susan Hildreth, CPS HR Consulting

2. **Public Comments:** 0 speakers.

3. **Comments from Library Unions:**

A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers

B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speakers

C. Public Employees Union, LOCAL 1 – 0 speakers

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

A. **Trustee Davenport** – reported that the Oakland Public Library web site has great section on working for racial justice, lists websites, groups working for racial justice, lists of African American authored fiction and non-fiction e-books and e-books on anti-racism.

B. **Trustee Hunt** – Thank you to library staff working as emergency disaster workers.

C. **Trustee Hahn** – Commented on the tragedy of the death of George Floyd and racial justice.

D. **Trustee Selawsky** – I acknowledge my white male privilege. The haves are so resistant to sharing with the have nots. Racism is the original sin of this country stain on past and present. I fear that unless racism is acknowledged and dealt with we will repeat this again and again.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Roth / Trustee Hunt to adopt resolution #R20-027 to approve the consent calendar.

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

**A. Approve Minutes of the May 6, 2020 Regular Meeting**

**From:** Acting Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the May 6, 2020 Regular Meeting of the Board of Library Trustees as amended.

**Financial Implications:** None

**Contact:** Elliot Warren, Acting Director of Library Services

**Action:** Adopted resolution #R20-28.

**B. Contract Amendment: No. 8500E Bibliotheca, LLC**

**From:** Alicia Abramson, Manager Library Information Technology

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500E with Bibliotheca, LLC to increase the contracted not-to-exceed amount from \$1,322,919 to \$1,419,963 for the maintenance of the Library’s Automated Material Handling (AMH), Self-Check and Materials Security hardware and software, the purchase of materials inventory equipment and additional security gates for the Central Library, and, to extend the term of the Contract to June 30, 2023.

**Financial Implications:** See report.

**Contact:** Alicia Abramson, Manager Library Information Technology

**Action:** Adopted resolution #R20-029.

**III. ACTION CALENDAR**

**A. Recommendation to City Council on FY 2021 Library Tax Rate**

Trustee Davenport – Add to resolution, “the Board of Library Trustees acknowledges the high levels of community hardship experienced across the City stemming from the Covid-19 pandemic.”

Trustee Hahn- reported the City of Berkeley Community Survey contracted with Lake Research Partners to do a community survey on community appetite for new taxes in 2020 ballot and impact of Covid-19 epidemic. Details can be found in the City Council’s [June 2, 2020 Agenda](#), Action Calendar Item 13, [Presentation and Discussion of Community Survey Results and Direction About Next Steps for Possible Ballot Measure Development](#)

**From:** Dennis Dang, Administrative and Fiscal Services Manager

**Recommendation:** Adopt the resolution to recommend that due to the unprecedented levels of community hardship, experience across the city due to the COVID-19 epidemic, the Berkeley City Council set the FY 2021 tax rates at the existing FY 2020 tax rates for the Library Services Tax at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings; that is, the library services tax rates for FY 2021 shall remain unchanged from the tax rates of FY 2020.

**Financial Implications:** See report

**Contact:** Dennis Dang, Administrative and Fiscal Services Manager

**Action:** M/S/C Trustee Roth, Trustee Hahn to adopt resolution #R20-030 to recommend that the Berkeley City Council set the FY2021 tax rates at the existing FY 2020 tax rates for the Library Services Tax at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings; that is, the library services tax rates for FY 2021 shall remain unchanged from the tax rates of FY 2020 with the addition of “the Board of Library Trustees acknowledges the high levels of community hardship experienced across the City stemming from the Covid-19 pandemic.” to the resolution.

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

**B. Biennial Budget Update FY 2021 – Library Tax Fund (101)**

**From:** Dennis Dang, Administrative and Fiscal Services Manager

**Recommendation:** Adopt the resolution to update the adopted fiscal year 2021 Library Tax Fund (101) budget for revenues of \$20,414,539 and expenditures of \$22,226,508 pursuant to BOLT Resolution No. R20-018 setting the FY 2021 library tax rates, and projecting FY 2021 library tax revenue at the FY 2020 Accepted Assessments for Alameda County in the amount of \$20,342,539 (net of Alameda County billing and collection fees). All other Library Funds’ revenue and expenditure budgets remain unchanged.

**Financial Implications:** See report

**Contact:** Dennis Dang, Administrative and Fiscal Services Manager

**Action:** M/S/C Trustee Davenport, Trustee Hunt to adopt resolution #R20-031 to update the adopted fiscal year 2021 Library Tax Fund (101) budget for revenues of \$20,414,539 and expenditures of \$22,226,508 pursuant to BOLT Resolution No. R20-018 setting the FY 2021 library tax rates, and projecting FY 2021 library tax revenue at the FY 2020 Accepted Assessments for Alameda County in the amount of \$20,342,539 (net of Alameda County billing and collection fees). All other Library Funds' revenue and expenditure budgets remain unchanged.

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

#### IV. INFORMATION CALENDAR

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

Elliot Warren reported that Berkeley Public Library was an early signer to the ULC statement of Racial Equity, was one of the first libraries to go fine free, created an Easy Access Card to provide library access to patrons with no fixed address, have been adding more diversity to the our collections, and have been providing more social justice programming. Will be providing "Trauma informed library services" webinar training to all staff. There are lots of opportunities for staff to do development, Udemy Training offers a wide variety of trainings. Employee Assistance Program is available to all staff.

Elliot Warren read recent Urban Libraries Council press release-Statement on Racist Violence. [https://www.urbanlibraries.org/files/ULC\\_Press-Release\\_Statement-on-Racist-Violence.pdf](https://www.urbanlibraries.org/files/ULC_Press-Release_Statement-on-Racist-Violence.pdf)

**From:** Acting Director of Library Services

**Contact:** Elliot Warren, Acting Director of Library Services

**Action:** Received

##### B. **Recruitment of Director of Library Services** – Danielle McMillian, Associate Human Resources Analyst

Danielle McMillian, Pam Derby and Susan Hildreth provided an update. There will be a Special Closed Session Meeting on Thursday, June 4 to review the candidates.

**From:** Associate Human Resources Analyst

**Contact:** Danielle McMillian, Associate Human Resources Analyst

**Action:** Received

##### C. **Mission Statement Clarification Report from Building Blox** — Elliot Warren, Acting Library Director

Elliot Warren and Nate Levine (Building Blox) provided a report.

**From:** Acting Director of Library Services

**Contact:** Elliot Warren, Acting Director of Library Services

**Action:** Received

Sophie Hahn left the meeting at 8:01pm

##### D. **Phased Reopening of Library Services Presentation** – Elliot Warren, Acting Library Director

**From:** Acting Director of Library Services

**Contact:** Elliot Warren, Acting Director of Library Services

**Action:** Received

#### V. AGENDA BUILDING

- Send to Elliot Warren or Eve Franklin

**VI. ADJOURNMENT**

Adjourned at 8:32 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 3, 2020 as approved by the Board of Library Trustees

//s// \_\_\_\_\_

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

Attachments:

1. Phased Reopening of Library Services Presentation

DRAFT





## MINUTES

### Berkeley Public Library - Board of Library Trustees Special Closed Session Meeting Wednesday, June 4, 2020 1:00 PM

This meeting was conducted exclusively through videoconference and teleconference.

#### Board of Library Trustees:

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

#### I. PRELIMINARY MATTERS

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

1. **Call to Order:** 1:00 pm.

Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.

Absent: None.

Also Present: Danielle McMillian, Assoc. Human Resources Analyst; Pam Derby, CPS HR Consulting; Susan Hildreth, CPS HR Consulting, LaTanya e

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

#### II. CLOSED CALENDAR

**A. PUBLIC EMPLOYEE APPOINTMENT** – Pursuant to Government Code Section 54957

Title: Director of Library Services

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**

City Negotiators: John Selawsky, President, Board of Library Trustees

Unrepresented Employee: New Director of Library Services

#### III. ACTION CALENDAR

**A. Public Reports of actions taken pursuant to Government Code Section 54957.1.**

No Action taken.

#### IV. ADJOURNMENT

Adjourned at 4:10 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed session meeting of June 4, 2020 as approved by the Board of Library Trustees

//s// \_\_\_\_\_

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

Attachments: none.





**MINUTES**

**Berkeley Public Library - Board of Library Trustees Special Closed Session Meeting  
Wednesday, June 24, 2020 12:00 PM**

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

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

**I. PRELIMINARY MATTERS**

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

1. **Call to Order:** 12:01 pm.  
Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.  
Absent: None.  
Also Present: Pam Derby, CPS HR Consulting

2. **Public Comments:** 0 speakers.

**II. CLOSED CALENDAR**

**A. PUBLIC EMPLOYEE APPOINTMENT** – Pursuant to Government Code Section 54957

Title: Director of Library Services

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**

City Negotiators: John Selawsky, President, Board of Library Trustees

Unrepresented Employee: New Director of Library Services

**III. ACTION CALENDAR**

**A. Public Reports of actions taken pursuant to Government Code Section 54957.1.**

No Action taken.

**IV. ADJOURNMENT**

Adjourned at 1:31 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed session meeting of June 24, 2020 as approved by the Board of Library Trustees

//s// \_\_\_\_\_

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

Attachments: none.





**CONSENT CALENDAR**  
July 1, 2020

To: Board of Library Trustees  
From: Elliot Warren, Acting Director of Library Services  
Subject: Formal Bid Solicitation and Request for Proposal for Central Library Stucco Restoration Project

**RECOMMENDATION**

Adopt the request for proposal or invitation for bid that will be, or is planned to be, issued upon final approval by the Library. All contracts over the Director of Library Services' threshold will be returned before the Board of Library Trustees for final approval.

**FISCAL IMPACTS OF RECOMMENDATION**

Total estimated cost is \$1,200,000.

Funds are budgeted in the FY 2021 budget to account line, 101-22-241-263-0000-000-463-662110, LB1940.

**CURRENT SITUATION**

In March 2018, a section of stucco detached from an upper portion of a single wall of the Bancroft wing. This failure prompted the Library to conduct an expert analysis of building stucco conditions which resulted in a confirmation of heightened risks of further stucco deterioration and failure on all walls of the Bancroft wing. Consequent to these findings the Library undertook the removal of exterior stucco from all Bancroft wing walls.

The Library, with the assistance of the Public Works Department, is ready to issue a public solicitation for construction services to restore stucco to the exterior walls of the Bancroft wing building and to seal window openings from ongoing rainwater penetration conditions.

**ENVIRONMENTAL SUSTAINABILITY**

The Library reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to Board of Library Trustees authorization, staff will address environmental sustainability considerations in the associated staff report presented before the board.

**BACKGROUND**

On June, 10, 2008, the Board of Library Trustees adopted Resolution No.: 08-56, thus increasing the Director of Library Services' purchasing authority for services to \$50,000. As a result, this required report submitted by the Library to the board is for purchases in excess of \$100,000 for goods; and \$50,000 for services. If the board does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the Library, the IFB (Invitation for Bid) or RFP (Request for Proposal) may be released to the public and notices sent to the potential bidder/respondent list.

**ALTERNATIVE ACTIONS**

None.

CONTACT PERSON

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

**REQUEST FOR SPECIFICATION NUMBER**

| Name of RFP/RFQ/IFB                        | Approx. Bid Release Date | Approx. Bid Opening Date | Description of Goods/Services Being Purchased                  | Estimated Cost | Budget Code to be Charged                  | Funds in Acct. Yes / No | Dept. / Division | Name and Phone for Additional Information                                              |
|--------------------------------------------|--------------------------|--------------------------|----------------------------------------------------------------|----------------|--------------------------------------------|-------------------------|------------------|----------------------------------------------------------------------------------------|
| Central Library Stucco Restoration Project | Monday, 13JUL20          | Thursday, 20AUG20        | Restore demolished exterior wall finish of the Central Library | \$1,200,000    | 101-22-241-263-0000-000-463-662110 -19LB40 | Yes                     | Library          | Public Works:<br>Elmar Kapfer<br>981-6435<br><br>Library:<br>Elliot Warren<br>981-6109 |
|                                            |                          |                          |                                                                |                |                                            |                         |                  |                                                                                        |

*Date: 18JUN/20*

**SPECIFICATION NUMBER:**

*Date issued:*

*Date to Council:*

Revised: March 2016







**CONSENT CALENDAR**

July 1, 2020

**TO:** Board of Library Trustees  
**FROM:** Elliot Warren, Acting Director of Library Services  
**SUBJECT:** Contract: Bug ID, Inc.

**RECOMMENDATION**

Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with Bug ID, Inc. for the procurement of audio equipment, and associated delivery and installation services for the Central Library Improvement Project during the anticipated period from July 1, 2020 through December 31, 2021, or thereabout, in an amount not to exceed \$107,000.00.

**FISCAL IMPACT**

The total cost of the contract is valued at \$107,000.00, including a 5% contingency. This expenditure is included in the BPL Foundation Fund (105) FY 2020 Budget and will be expensed through budget code **105-22-241-261-0000-000-463-642990 14LB24** (Central Library Improvement Project). The Foundation Fund is a gift-supported fund with proceeds sourced from the Berkeley Public Library Foundation's fundraising efforts in support of the Berkeley Public Library. No Library Tax Fund (101) monies will be used for this contract.

**BACKGROUND**

To date, the Foundation has pledged approximately \$645,000 for the entirety of furnishings and equipment for the Central Library Improvement Project.

The Central Library Improvement Project is a program focused on physical plant maintenance and improvement to the Central Library to support and enhance the on-site patron experience. The Central Library was last substantially upgraded in 2002 when it reopened after major expansion and retrofit work funded by Measure S, a 1996 voter approved bond measure. In FY 2014, the Library initiated steps to conceptualize and define an overall improvement program, whereupon Noll and Tam Architects and Planners were engaged for programmatic architectural and design services.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. The Foundation acted as a key participant in the success of the Measure FF Branch Libraries Improvement Project contributing \$1,689,916 to furnish and equip all four branch libraries. Going back to 2002, the Foundation raised \$4.1 million in capital campaign funds for the purchase of furniture, fixtures, and equipment for the then newly renovated and expanded historical Central Library.

Based upon the programmatic goals of the Library, the Foundation has directed the Library to purchase sound equipment as part of its commitment to supporting equipment needs associated with the Central Library Improvements Project; i.e., the first floor Teen Room and the second floor Mystery Room. Sound

equipment will be used by Library staff to support and facilitate public programming in each of these areas of the building.

Noll and Tam worked closely with a team of Central Library staff that included members of the Central Circulation, Central Adult, Central Support, and Collections units to identify a range of likely programming uses by which a framework was defined for the selection of equipment.

#### CURRENT SITUATION AND ITS EFFECTS

The Central Library Improvement Project is in the midst of construction.

The purchase of sound equipment for the Teen Room and the Mystery Room will support the Library's programmatic goals including enabling author readings, music programs, community panels, poetry readings, and other similar programs. It will also allow the Central Support Unit to incorporate the playing of recorded music into its daily services for teens in the new teen room.

The value of the proposed Bug ID, Inc. contract exceeds the Director's spending limit of \$100,000 for the purchase of goods permitted to the Director of Library Services (as stated in the Library's Purchasing Manual). As a result, the contract requires board approval.

#### RATIONALE FOR RECOMMENDATION

The Berkeley Public Library Foundation is funding the entirety of this aspect of the Central Library Improvements Project and is directing the Library to purchase sound equipment from Bug ID, Inc. Bug ID, Inc. is a San Francisco-based sound design firm with clients ranging from non-profits to museums to governmental agencies. The company was identified due to its experience working collaboratively with clients to create accessible and effective audio solutions for complex physical environments such as public spaces. The scope of services includes system design, staff training for general use, and reconfiguration based on type of program presenting.

#### ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due to instructions received from the Foundation. The Foundation is providing full funding support for the contracted goods and services.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R20-\_\_\_**

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN AGREEMENT AND ANY AMENDMENTS WITH BUG ID, INC. FOR THE PROCUREMENT, ASSOCIATED DELIVERY, AND INSTALLATION OF AUDIO EQUIPMENT FOR THE CENTRAL LIBRARY IMPROVEMENT PROJECT**

WHEREAS, the Berkeley Public Library Foundation has committed to providing funding for equipment and furnishings associated with the Central Library Improvement Project, a project to enable staff to shape services around community needs and support improved experiences at the Central Library; and

WHEREAS, the Berkeley Public Library Foundation is leading a fundraising drive designed to enable the Library to achieve the above mentioned goals, and in doing so has committed to date approximately \$645,000; and

WHEREAS, the Central Library Improvement Project commenced construction in February 2020 with the first phase consisting of a first floor teen area and a new flexible programming, seating, and shelving area on the second floor with phased completion of these two elements estimated for summer 2020; and

WHEREAS a team of Library staff collaborated with the architectural and design firm Noll & Tam to identify appropriate furnishings and equipment; and

WHEREAS the purchase and installation of sound equipment will allow the Library to offer expanded and enhanced public programming opportunities for community members; and

WHEREAS the Library has received direction from the Berkeley Public Library Foundation to purchase sound equipment and associated installation services from Bug ID, Inc., a San Francisco-based sound-design firm;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute an agreement and any amendments with Bug ID, Inc. for the procurement of audio equipment, associated delivery, and installation services for the Central Library Improvement Project for the anticipated period from July 1, 2020 through December 31, 2021, or thereabout, in an amount not to exceed \$107,000.00.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, Board President

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





**CONSENT CALENDAR**

July 1, 2020

To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: FY 2021 Budget Amendment (AAO)

**RECOMMENDATION**

Adopt the resolution amending the FY 2021 approved Expenditures Budget for the BPL Foundation Fund (105) to \$600,000 from \$100,000 to accommodate the value of awarded contracts for furniture, fixtures, and equipment for the Central Library Improvement Project.

**FISCAL IMPACTS OF RECOMMENDATION**

Total Foundation Fund (105) appropriations is requested at \$600,000 from the prior placeholder amount of \$100,000.

The Library has entered into three contracts for furniture, fixtures, and equipment for the Central Library Improvement Project valued at a total amount of \$352,283.24, and is nearing the final stages for concluding a fourth contract valued at \$107,000 for design, equipment, and installation of a customized sound system. The Berkeley Public Library Foundation has committed approximately \$645,000 to date for selected components of this project.

**CURRENT SITUATION**

FY 2021 is the second year of the two-year – fiscal years 2020 and 2021 – biennial budget cycle adopted by the Board of Library Trustees on May 24, 2019 by Resolution No.: R19-024. On June 3, 2020 by Resolution No.: R20-031, the FY 2021 budgets were approved for updates of which adjustments pertained only to the Library Tax Fund (101).

The Library has now concluded contract terms and conditions with three furniture vendors, and is nearing completion of an agreement for integration of a customized sound system with a single vendor. All vendors are approved by the Foundation as accepted vendors for Foundation funding for the specified items of furniture, fixtures, and equipment. At the time of the adopted biennial budget development in 2019 and the recent June 2020 updates the Library did not adjust the BPL Foundation Fund (105) appropriation from the initial \$100,000 placeholder amount due to uncertainty of the project's timing and phasing.

The vendors supplying furniture, fixtures, and equipment, entirely funded by the Foundation, for the Central Library interior renovation project are furniture suppliers: Sam Clar Office Furniture for an NTE contracted value of \$21,708.41; One Workplace L. Ferrari, LLC for an NTE contracted value of 56,974.22; and KBM Office Equipment, Inc. for an NTE contracted value of \$273,600.61. The sound system is being provided by Bug ID, Inc. at a cost of \$107,000, and includes system design, equipment, and installation.

**BACKGROUND**

The Berkeley Public Library Foundation raises funds to ensure the excellence of the buildings, services, collections, and programs at all five locations of Berkeley Public Library. The Foundation supports the Library's strategic plan and advocates for the Library's mission to advance literacy in all its forms. The

support of the Foundation funds new ideas and innovations strengthening the Library's ability to serve the diverse and changing needs of our multicultural community.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support to the Library, particularly in raising capital funds to fund facility improvements. The Foundation was a key participant in the success of the Measure FF Branch Libraries Improvement Project contributing \$1,689,916 to furnish and equip all four branch libraries. And, in 2002, the Foundation raised \$4.1 million in capital campaign funds for the purchase of furniture, fixtures, and equipment for the then newly renovated and expanded historical Central Library.

ENVIRONMENTAL SUSTAINABILITY

The Library reviews all contracts to ensure that they include provisions for compliance with the City's environmental policies.

ALTERNATIVE ACTIONS

None.

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R20-\_\_\_**

**REVISE THE FY 2020 AND FY 2021 BPL FOUNDATION FUND BIENNIAL BUDGET FOR FISCAL YEAR 2021 TO EXPENDITURES OF \$600,000**

WHEREAS, on April 24, 2019, the Board of Library Trustees by Resolution No.: R19-024 approved the fiscal years 2020 and 2021 biennial budgets; and

WHEREAS, on June 3, 2020, the Board of Library Trustees by Resolution No.: R20-031 approved adjustments to the revenues and expenditures budgets of the Library Tax Fund to respond to impacts of the Covid-19 pandemic upon the Berkeley community; and

WHEREAS, the Library did not adjust the BPL Foundation Fund (105) appropriation from the initial \$100,000 placeholder amount due to uncertainty of the uncertainty of timing and phasing of the Central Library interior renovation project; and

WHEREAS, contract terms and conditions have now been finalized for purchases of furniture, fixtures, and equipment to be funded entirely by the Berkeley Public Library Foundation; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts the resolution revising the adopted BPL Foundation Fund (105) biennial budget for fiscal year 2021 to incorporate anticipated expenditures of \$600,000, with no other changes to the adopted biennial budget.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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







**CONSENT CALENDAR**  
July 1, 2020

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 2021 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 2021 adopted by the Board of Library Trustees on June 3, 2020 by BOLT Resolution No.: R20-031.

**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, 2020, the Library will begin processing fiscal year 2021 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2020 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 20, 2020 in excess \$10,000: vendors associated with a contract number were individually presented before the board 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**

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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 2020: Vendor Purchased Values > \$10k to 20JUN20 (*for FY 2021 Eligible Vendors*)

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R20-\_\_\_**

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF  
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2021 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 Board of Library Trustees on June 3, 2020 passed Resolution No.: R20-031 approving adjustments to the revenues and expenditures budgets of the Library Tax Fund to respond to impacts of the Covid-19 pandemic upon the Berkeley community; 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 2021 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 1, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, Chairperson

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



| BERKELEY PUBLIC LIBRARY                            |                                                 |                               |                  |
|----------------------------------------------------|-------------------------------------------------|-------------------------------|------------------|
| FY 2020: VENDOR PURCHASED VALUES >\$10K TO 20JUN20 |                                                 |                               |                  |
| PAYMENTS TO DATE                                   |                                                 |                               |                  |
| Vendor                                             |                                                 |                               | FY20             |
| No.                                                | Name                                            | Description                   | Purchased        |
| <b>2224</b>                                        | <b>BAKER &amp; TAYLOR, INC.</b>                 | <b>Library Materials</b>      | <b>\$464,085</b> |
| 29189                                              | D.L. FALK CONSTRUCTION, INC                     | Contract-32000124             | 401,534          |
| <b>27170</b>                                       | <b>OVERDRIVE, INC</b>                           | <b>Library Materials</b>      | <b>315,445</b>   |
| <b>17128</b>                                       | <b>MIDWEST TAPE</b>                             | <b>Library Materials</b>      | <b>278,448</b>   |
| <b>7887</b>                                        | <b>PACIFIC GAS &amp; ELECTRIC</b>               | <b>CoB: Utility</b>           | <b>226,032</b>   |
| <b>30004</b>                                       | <b>KANOPY LLC</b>                               | <b>Library Materials</b>      | <b>128,046</b>   |
| 2239                                               | INNOVATIVE INTERFACES INC                       | Contract-31900214             | 114,146          |
| 4730                                               | L.J. KRUSE CO.                                  | Contract-91259-1              | 112,476          |
| <b>18927</b>                                       | <b>AMS.NET, INC</b>                             | <b>Computer Equipment</b>     | <b>111,052</b>   |
| <b>8859</b>                                        | <b>DELL MARKETING LP</b>                        | <b>Computer Equipment</b>     | <b>104,323</b>   |
| 27101                                              | BIBLIOTHECA                                     | Contract-86767-1              | 73,629           |
| <b>13151</b>                                       | <b>EBSCO INFORMATION SERVICES</b>               | <b>Library Materials</b>      | <b>65,758</b>    |
| 50403                                              | O'CONNOR CONSTRUCTION MANAGEMENT, INC.          | Contract (CoB)-31900097       | 57,951           |
| <b>22588</b>                                       | <b>CALIFA GROUP</b>                             | <b>Library Materials</b>      | <b>56,087</b>    |
| <b>7501</b>                                        | <b>EBMUD</b>                                    | <b>CoB: Utility</b>           | <b>46,931</b>    |
| 20897                                              | SECURITY ENGINEERS                              | Contract-116026-1             | 37,464           |
| <b>26277</b>                                       | <b>PACIFIC LIBRARY PARTNERSHIP</b>              | <b>Consortium Affiliation</b> | <b>27,831</b>    |
| <b>475</b>                                         | <b>UNIVERSAL BUILDING SERVICES &amp; SUPPLY</b> | <b>Janitorial Supplies</b>    | <b>22,915</b>    |
| 29873                                              | SEVAA GROUP INC                                 | Contract-114878-1             | 21,706           |
| <b>26329</b>                                       | <b>GOVCONNECTION</b>                            | <b>Computer Equipment</b>     | <b>21,519</b>    |
| <b>2583</b>                                        | <b>RECORDED BOOKS, LLC.</b>                     | <b>Library Materials</b>      | <b>19,983</b>    |
| <b>28884</b>                                       | <b>BRIDGEALL LIBRARIES LIMITED</b>              | <b>Library Materials</b>      | <b>17,680</b>    |
| <b>16650</b>                                       | <b>CDW-GOVERNMENT</b>                           | <b>Computer Equipment</b>     | <b>17,102</b>    |
| <b>22038</b>                                       | <b>AT&amp;T</b>                                 | <b>CoB: Utility</b>           | <b>16,933</b>    |
| 50534                                              | PRIDE INDUSTRIES ONE, INC                       | Contract-31900159             | 15,491           |
| <b>25947</b>                                       | <b>AMAZON.COM-LIBRARY</b>                       | <b>Library Materials</b>      | <b>14,955</b>    |
| <b>396</b>                                         | <b>MCMASTER-CARR SUPPLY</b>                     | <b>Building Materials</b>     | <b>13,102</b>    |
| <b>18235</b>                                       | <b>BLAISDELL'S BUSINESS PRODUCTS</b>            | <b>CoB: Office Supplies</b>   | <b>12,679</b>    |
| <b>22930</b>                                       | <b>NEWSBANK, INC.</b>                           | <b>Library Materials</b>      | <b>12,101</b>    |
| <b>51328</b>                                       | <b>CORDLESS NETWORK SERVICES</b>                | <b>Building Materials</b>     | <b>12,011</b>    |
| <b>945</b>                                         | <b>SAN LEANDRO ELECTRIC</b>                     | <b>Building Materials</b>     | <b>11,948</b>    |
| <b>289</b>                                         | <b>GRAINGER INDUSTRIAL SUPPLY</b>               | <b>Building Materials</b>     | <b>11,793</b>    |
| 17877                                              | THYSSENKRUPP ELEVATOR                           | Contract (CoB)-102498-1       | 11,588           |
| <b>50780</b>                                       | <b>THE CHARLIE CART PROJECT</b>                 | <b>Library Equipment</b>      | <b>10,879</b>    |
| >\$10,000 at 20JUN20                               |                                                 |                               | \$2,885,621      |

**BOLD:** Subject to BOLT authorization for Director of Library Services to execute fiscal year 2021 purchase agreements and payment approvals –  
–i.e., no blue-back contract agreement required.





**ACTION CALENDAR**

July 1, 2020

To: Board of Library Trustees  
From: Elliot Warren, Acting Director of Library Services  
Subject: Acceptance and Adoption of the Mission and Vision Statement produced by BuildingBlox Consulting, LLC for Berkeley Public Library.

**RECOMMENDATION**

Adopt a resolution to formally accept and adopt for Berkeley Public Library the Mission and Vision Statement presented to the board at its regular BOLT meeting on June 3, 2020.

**FISCAL IMPACTS OF RECOMMENDATION**

There are no fiscal impacts.

**CURRENT SITUATION AND ITS EFFECTS**

The Library does not have a Vision Statement and its Mission Statement that was produced many years ago no longer reflects the Library's current operational needs nor reflects current community interests.

On December 12, 2018, the Board of Library Trustees accepted an [Organizational Assessment report](#) from Moss Adams, LLC. One of the Tier 1 recommendations of that report was for the board to "Establish the Library's mission, vision, and strategy, thereby defining the library's place in the Berkeley community and ensuring it serves residents' needs." Adoption of a Mission and Vision statement will help the Library better communicate internally and externally about the organization's goals, values, and priorities. It will also facilitate the development of an operational strategic plan.

**BACKGROUND**

On November 12, 2019, the Library entered a contract with BuildingBlox Consulting, LLC for the purpose of developing the Library's Mission and Vision Statement. In May of 2020 the firm completed its work and on June 3, 2020, the Acting Library Director Elliot Warren presented the board with the Mission and Vision Statement produced.

The work to create the statement included review of Library planning documents and numerous interviews with and surveys of board members, Library staff, and key stakeholders. Furthermore, the Library's Joint Labor Management team comprised of labor representatives and managers effectively participated in tandem with the Board of Library trustees to brainstorm ideas, and develop consensus around the statement's focus and specific wording at a special meeting of the board held on February 27, 2020.

**RATIONALE FOR RECOMMENDATION**

Formal acceptance and adoption of the Mission and Vision statement will fulfill one element of the board's commitment to adopting a governance model as recommended in the 2018 Organizational Evaluation from Moss Adams LLC; will facilitate a successful recruitment of a Library Director; will support improved internal and communications and identification of goals and associated staff assignments; and will prepare the

**BERKELEY PUBLIC LIBRARY**  
**ACTION CALENDAR REPORT**

Acceptance and Adoption of the Mission and Vision Statement produced  
by BuildingBlox Consulting, LLC for Berkeley Public Library

**Page 2**

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Library to effectively communicate its purpose and methods with community members and other stakeholders.

ALTERNATIVE ACTIONS CONSIDERED

BOLT may choose not to formally accept and adopt the Mission and Vision statement, or may choose to amend it.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Mission Clarification Project Final Report



## **BOARD OF LIBRARY TRUSTEES**

### **RESOLUTION NO: R18-060**

WHEREAS, the Library sought out an experienced firm with expertise in facilitating an inclusive process for the purpose of clarifying the Library's mission and vision; and

WHEREAS, BuildingBlox LLC and the Library signed a contract on November 12, 2019 for the firm to facilitate the process of developing a Mission and Vision statement to fulfill a recommendation from the Library's Organizational Assessment for the board to "Establish the Library's mission, vision, and strategy, thereby defining the library's place in the Berkeley community and ensuring it serves residents' needs"; and

WHEREAS, the Library board engaged in an inclusive and collaborative process with BuildingBlox, LLC to incorporate input from staff and key stakeholders to develop consensus around a Mission and Vision Statement; and

WHEREAS, on June 3, 2020 the Acting Director of Library Services provided an oral presentation to BOLT in which the Mission and Vision Statement was presented to the board and community; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Library formally accept and adopt the Mission and Vision Statement to support effective internal and external communications about the Library's purpose, and to support the development of a strategic operational plan.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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





# Mission Clarification Project Final Report

May 2020

CONFIDENTIAL



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### **Appendices**

Appendix 1: Mission Clarification Workshop presentation including survey results

## **Berkeley Public Library Mission Clarification Project Introduction**

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Berkeley Public Library has been a treasured institution in the Berkeley community since 1893. One of the most heavily used libraries in California, the library is well-loved by your patrons and serves the community as a hub for many vital resources.

In a rapidly changing world, public libraries have been challenged to find new ways to serve their patrons and their communities. As the digital age transforms the information landscape, libraries must find ways to provide information that are equitable, accessible and relevant. As free places for people to gather become scarcer or disappear altogether, public libraries have become one of the few public spaces providing shelter and a safe place for people to relax. Berkeley Public Library has embraced these challenges with innovative programs and services that meet the needs of your diverse and evolving community.

The Library is now preparing to search for a new Executive Director and to launch a strategic planning process. BuildingBlox Consulting (BBC) was honored to work with you to develop a clear and compelling mission to guide you as you move forward.

## Why Mission Is Important

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Mission is the heart and soul of an organization. Mission brings clarity about the principles that guide operations, it steers you when you're faced with important decisions and it describes your vision for the future.

Mission drives strategy: it tells you **where** you want to go; strategy tells **how** to get there. Mission indicates which strategies are appropriate for you to pursue and which you should decline to undertake.

As you move forward with your strategic planning process, your mission statement will serve as your north star when establishing policies, choosing programs, defining operations, setting priorities and allocating resources.

Everything you do subsequently depends on the decisions you make about your mission. Clarity and alignment about mission is critical for your strategic success.

BBC believes the answers to the following questions will define your mission:

1. **Core Belief/Purpose:** What core belief inspires the Library? The core belief is not what you do or how you do it, but rather, why you do it. And the "flipside of the coin" is your purpose, your *raison d'être*.
2. **Values:** What fundamental principles guide how you operate? Values are not aspirational; they are the heart and soul of who you are as an organization. Values don't change for convenience sake. An organization would rather suffer adverse consequences than violate one of their values.
3. **Impact:** What impact do you want to have on both the individuals who use the Library and the broader Berkeley community?
4. **Vision:** Vision is forward looking, over the next five to ten years. What is the future you want to create? How will you better serve your patrons and the community? How will you be stronger as an organization?

**Berkeley Public Library identified the following areas to focus on over the next 5 years:**

- a. Enhancing patrons' experiences
  - b. Expanding the Library's reach
  - c. Expanding the love of reading
  - d. Increasing Berkeley's awareness of the Library's resources and services
  - e. Enhancing your community's safety and wellness
  - f. Fostering a positive organizational culture
5. **Primary Goal:** What is the Library's primary goal for the next five years? What single measurable goal will be the best proof of your success in realizing your vision?

These questions are all interconnected; no one subject fully describes the Berkeley Library's mission. Rather, your mission is found in the answers to all these questions. Combined, they are your North Star to help you navigate important strategic decisions.

## Project Methodology

The Mission Clarification project spanned the period from November 2019 through April 2020 and included the following:

### Phase 1: Start-Up and Research

During the Mission Clarification project, we worked to ensure that the proposed new mission statement reflected the wide range of points of view within the board and integrated the knowledge of selected BPL staff.

During Phase 1, BBC:

- Reviewed source material including:
  - BPL Collection Management Plan
  - BPL 2018 Annual Report
  - Executive Summary of BPL 2019 Community Survey
  - BPL 2015-2018 Strategic Plan
  - BPL 2020 Strategic Goals
  - Moss Adams' 2018 Organizational Assessment Report for BPL
  - American Library Association Strategic Directions 2017
  - Institute of Museum and Library Services Strategic Plan for 2018-2022
- Interviewed the Library Director
- Conducted one-on-one interviews with each of the 5 members of the Board of Library Trustees (BOLT).
- Conducted group interviews with 12 Joint Labor Management Team members
- Conducted an online survey of select staff and BOLT members. The survey containing closed-ended and open-ended questions designed to gain a richer understanding of BPL mission prior to the phase 2 work. The statements we tested in our survey came from our interviews, existing Berkeley Public Library documents, and other source materials from library associations and other libraries. 25 trustees and staff were invited to complete the survey. See the Appendix for a list of survey respondents.
- Summarized survey findings. See the appendix for the complete survey findings.
- Developed an agenda for the Mission Clarification Workshop using findings from phase 1 and input from Library Director, Elliot Warren and Board of Trustee President, John Selawsky .

**Phase 2: Mission Clarification Workshop** – Conducted a 3-hour workshop with BOLT and selected BPL staff.

- All trustees and some members of the BPL Joint Labor Management Team were invited to attend the workshop. Workshop Attendees included:

#### Staff

Aimee Reeder  
Dan Beringhele  
Elliot Warren  
Eve Franklin  
Jay Dickinson  
Jonathan Esmenjaud  
Rudy Tapia  
Susan Anderson

#### Trustees

Amy Roth  
Diane Davenport  
John Selawsky  
Judy J. Hunt  
Sophie Hahn

- Workshop attendees reviewed the findings from the interviews and survey and provided their feedback and suggestions for a draft BPL mission statement.

**Phase 3: Drafted Mission Statement**

- BBC used feedback from the Mission Clarification Workshop to draft your mission statement.
- BBC presented the draft mission statement and recommendations to the Library Director.
- BBC and the Library Director reviewed the draft and made revisions.

**Phase 4: Presentation of Mission Statement**

- BBC refined and completed the draft mission statement.
- BBC presented final draft of the mission statement to the BOLT at a meeting of the board.



## **Berkeley Public Library Recommended Mission Statement**

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### **CORE BELIEF/PURPOSE**

Public libraries matter.

We believe free, universal access to information is fundamental to a healthy democracy and that reading and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement.

### **VALUES**

1. **Public Service:** We are committed to serving the public; we value the power of people helping people.
2. **Inclusivity:** We welcome and treat everyone with dignity and respect. We are open to the expression of all beliefs.
3. **Accessibility and Ease of Use:** We are committed to free access to information; no one should be denied access because they cannot afford the cost of a book, a periodical or an online resource. We ensure that our patrons can use our services, collections and programs independently and easily.
4. **Diversity:** We believe that Berkeley's diversity is its strength (diverse ethnicities, religions, ages, gender identities, occupations, and abilities), and the Library is committed to meeting the needs of our evolving community.
5. **Community:** We value the power of people coming together.
6. **Reading and Learning:** We celebrate the joys of reading and lifelong learning.

### **IMPACT – On Individuals**

1. The Library opens people to new possibilities. The Library's staff and service approach help patrons find what they're looking for and discover new treasures.
2. Through our programs and services, library users experience personal growth, gain a sense of empowerment, and forge connections.
3. Patrons find that the Library is a peaceful place where they can relax, read, or just think.
4. People feel that the Library belongs to them and they have a right to be there.

### **IMPACT – On Community**

1. The Library contributes to a more inclusive and equitable society.
2. The Library fosters community by providing a meeting place for people and organizations.

## **VISION**

### **Enhance Patrons' Experiences**

1. The Library will provide state-of-the-art, well-maintained facilities, amenities and infrastructure.
2. The Library will provide responsive customer service, whether it's high-touch personal assistance, self-checkout machines, or remote access.
3. The Library will maximize opportunities for staff to serve the community.
4. The Library will increase patrons' understanding and use of Library technology and resources.
5. The Library will enhance its services and public spaces to better serve people of diverse ethnicities, religions, ages, gender identities, occupations and abilities.

### **Expand Library's Reach**

1. More people will be aware of what we do, especially those who have experienced barriers to accessing the library, or didn't understand how the library might be useful to them or felt that libraries wouldn't welcome them.
2. People will become more aware of the range of our services and programs.

### **Expand Love of Reading**

The Library will bolster literacy of all kinds and expand love of reading and learning.

### **Enhance Safety and Wellness**

The Library will be safe, comfortable and welcoming to everyone including staff and those in our community who are experiencing life challenges.

### **Strengthen Collections and Programs**

1. The Library's collections and public programs will meet the ever-evolving needs of Berkeley's changing community. The Library will actively seek input from the community about the collections and programs.
2. The Library will continue updating our diverse collection of books, media, programs, and other resources.
3. The Library will become more effective and robust in evaluating public programs.
4. The Library will continue to evaluate its collection management plan, which is based on professional judgment by library staff and relevant information. We will continue to communicate the plan to staff, board, and the public.

### **Positive Organizational Culture**

1. We will celebrate our accomplishments.

2. The Library staff and trustees will be proud to be a part of the Berkeley Public Library.
3. We will improve our internal and external communications processes, making them more effective and transparent.
4. The Library staff and trustees will meet the diversity, equity and inclusion standards established by the Library.
5. The Library will be more collaborative internally and we will seek more collaborations with other institutions.

**PRIMARY GOAL**

The group decided not to identify a primary goal at this time. No doubt, through your strategic planning process, you will identify a number of measures of success. We recommend that you identify the one primary goal that most strongly indicates the Library's success in realizing your vision.





**INFORMATION REPORTS**

Wednesday, July 1, 2020

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

**Phased reopening of Berkeley Public Library**

The Library has entered into the second stage of its phased reopening, and, by the time of the July 1 2020 BOLT meeting, will have entered phase three.

The first phase was allowing the return of checked out materials. Phase two is enabling patrons with holds that are awaiting them at the Library to check out those materials. The next phase, beginning on Monday, June 29, enables all library patrons to reserve and check out materials via outside pickup services from each of the five library facilities. Phase 3 also includes allowing patrons to pick up summer reading prizes; telephone and email reference services; and a personalized book pick service in which Librarians select titles for patrons based upon their reading interests.

On Monday, June 22, the Library initiated outside pickup for those patrons with current holds. On the first two days of offering the service, over 630 items were checked out to patrons from the front doors of the facilities. On Sunday, June 21, patrons with current holds received a courtesy email notifying them of the opportunity to pick up materials. A good number of patrons decided to cancel their holds due to having read the materials already or because they no longer wished to check out the materials that they had been interested in many months ago.

To prepare for the Outdoor Pickup services, the Library procured many materials and equipment, some of which was enabled through a grant of \$15,000 from the Berkeley Public Library Foundation. This includes Plexiglas shields, personal protective equipment, additional handheld tablets, bins for quarantining of returned materials, signs, chalk, trays, and more. Library staff have repositioned furnishings and the Library has purchased additional laptops to enable staff to spread out in each of the Library's facilities (decompressing the workplace). Three Library work units (Collections, IT, and Administration) continue to perform some work from home also to support workplace decompression goals.

While many patrons enjoy using the catalog to find and discover materials, others appreciate getting the assistance of Librarians to find materials. This is especially true amongst parents searching for materials appropriate for their children. To help satisfy the needs and interests of both parents/caregivers and other patrons unsure what to read next, on June 29, the Library will offer Librarian-selected materials that will be placed on hold for patrons for outdoor pickup. Patrons will be asked their reading interests, age, and a few other questions to help librarians find materials likely to be enjoyed by the patron requesting the service. This work will build off of a previously available online booklist service offered by the Library.

To support patrons' needs for information, finding materials, and to answer accounts related questions, the Library will offer two methods: telephone and email. Because many people will likely want to continue to use e-resources rather than check out physical items during the continued pandemic conditions, the Library expects a good number of patrons to seek assistance in using online resources into the foreseeable future.

The Library is simplifying two processes and magnifying them on the Library's website: phone numbers and the "Contact Us" page. Because staff will not be assigned to public service desks in which multiple staff use the same phones, the phone lines are being reprogrammed to allow calls to be routed to individual lines and staff will be assigned answering phone calls on an hourly basis. Patrons will have a set of simple options such as "Library Accounts" or "Information Services," etc. Calls to the branches will be routed to the Central Library in most cases.

The Contact Us page on the website was reduced from about fifteen options to four when the Library closed facilities and the categories will be adjusted slightly to reflect current services.

On June 15, The Library initiated a summer reading program via an app called Beanstack. In April, a team of Library staff consisting of Librarians, a supervising Library Assistant from the Collections unit, and led by a Senior Librarian were asked to consider methods for the Library to offer a summer reading program despite the pandemic and closure of facilities. They identified Beanstack, an app developed by a small California-based company, as an optimal method to do so. In the immediate area, both Alameda County Library and Oakland Public Library have successfully used this program for a number of years. Beanstack offers a simple user experience and incorporates gamification and badges to make the program fun. After the team identified Beanstack, the California State Library also developed a contract with the company to offer Beanstack for free for California public Libraries. As a result, the Library is not being charged for this year's program, a savings of over \$3,000.

In addition to offering the app to track one's time reading and titles read, the Library will be offering free books for all participants. Books will be bagged in grab bags and offered to patrons who have signed up for the program in the same way that patrons who had placed holds can pick up materials they had reserved. Additionally, the Library will offer drawings appropriate for all ages for those who complete the program.

Furthermore, the Library is offering online summer reading events, including one in June: Cascade de Flores, in which 100 "tickets" were distributed in a single day. The event, coordinated by Senior Librarian Erica Dean-Glenn, was participatory, and incorporated story, dance, and song for a fulfilling family experience.

The Library continues to purchase both physical and electronic books. This includes a large boost in spending on teen materials to prepare for opening the teen room at the Central Library, as well as materials published since March. Additionally, the Library has been fulfilling patron suggestions for purchase; these are titles suggested by patrons that are reviewed by librarians and selected with the understanding that many other patrons will be likely to want to read the same titles. Titles suggested by patrons that are purchased are automatically placed on hold for the person who suggested the title.

#### **Covid-19 Response:**

The City of Berkeley remains in a state of emergency and there is a need for continued vigilance and emergency response. If local conditions worsen, the Library may be required to roll back services.

Despite the department moving forward with a phased reopening of services, many Library staff continue to work as Disaster Service Workers. Over the past two months, some staff-members' assignments have ended. Additionally, some new assignments have been identified, particularly providing support for testing at the new City of Berkeley test center, and to support contact tracing, for which many Librarians have undergone training.

#### **CONTACT PERSON**

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