



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
January 15, 2014

AGENDA  
6:00 PM

SOUTH BRANCH  
1901 RUSSELL STREET

The Board of Library Trustees may act on any item on this agenda.

## I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments \***
- C. **Report from Library employees and unions, discussion of staff issues**  
Comments / responses to reports and issues addressed in packet.
- D. **Report from Board of Library Trustees**

## II. PRESENTATION CALENDAR

- A. **Berkeley Public Library Foundation – Kirsten Cowan**

## 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. **Approve minutes of November 9, 2013 Regular Meeting**  
Recommendation: Approve the minutes of the November 9, 2013 regular meeting of the Board of Library Trustees.
- B. **Author's Dinner**  
Recommendation: Adopt a resolution approving the arrangements in preparation for the eleventh annual Authors Dinner to be held on Saturday, February 8, 2014 at the Central Library.
- C. **E-Rate Discount**  
Recommendation: Adopt a resolution approving ongoing participation and acceptance of Universal Service Discounts (E-Rate) into FY14.
- D. **BranchVan Vehicle Disposal**  
Recommendation: Adopt a resolution authorizing the sale of the BranchVan vehicle.
- E. **Donation of Work of Art as Gift to Library**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to decline acceptance of a donation in the form of works of art per the Library's Gift / Donation Policy.

## IV. INFORMATION REPORTS

- A. **January 2014 Monthly Report from Library Director**
  - i. Library Development
  - ii. Professional Activities
  - iii. Programs, Services and Collections
  - iv. Personnel
  - v. Branch Bond Program Update
- B. **Tool Lending Borrowing Procedures**
- C. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

\* Public Comments - speakers allowed 3 minutes each

**V. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, February 12, 2014 at the **South Branch Library, 1901 Russell Street, Berkeley.**

**VI. ADJOURNMENT**

\* \* \* \* \*

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



**Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.**

**Please refrain from wearing scented products to public programs.**

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on January 08., 2014.

    //s//      
Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

**COMMUNICATIONS**

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's 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.

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, November 13, 2013, 6:30 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair Abigail Franklin	Julie Holcomb
	Jim Novosel

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet and a digital recording of the meeting is accessible at [http://www.berkeleypubliclibrary.org/about\\_the\\_library/bolt/bolt.php](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:30 P.M.**

Present: Trustees Burton, Franklin, Holcomb Moore and Novosel.

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Alicia Abramson, Information Technology Manager; Dennis Dang, Administrative and Fiscal Services Manager Sarah Dentan, Children's and Neighborhood Services Manager; Eve Franklin, Administrative Secretary; Jenifer Shurson, Assoc. Human Resources Analyst.

**B. Public Comments:**

1. Ted Edlin – Spoke regarding Tool Library Lending rules.
2. Dayna Holz – Spoke regarding an upcoming Art & Music program called Mining the Library in which Bay Area DJs will select music from the library's collection to play in the Community Meeting Room at Central Library on November 19 at 6:30 PM, December 10 at 6:30 PM and January 12 at 2:00 PM.

**C. Report from library employees and unions, discussion of staff issues:**

1. Andrea Mullarkey – spoke regarding staff concerns that allowing holds to be placed on magazines might have a significant impact on work.

**D. Report from Board of Library Trustees:**

1. Trustee Julie Holcomb – Very excited about upcoming lecture on Friday.

**II. Presentations**

- A. **Library Website Design Update** - Alicia Abramson, Information Technology Manager, provided a presentation (Attachment 1.)
- B. **Branch Hours Expansion Implementation** - Sarah Dentan, Children's and Neighborhood Services Manager, provided a presentation (Attachment 2.)

**III. CONSENT CALENDAR**

Item C was held for discussion.

Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R13-064 to adopt the Consent Calendar

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.

Abstentions: Trustees Burton, Franklin, Holcomb abstained from item A only.

**A. Approve minutes of September 16, 2013 Special Closed Session Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 16, 2013 Special Closed Session Meeting as amended.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-065.

**B. Approve minutes of October 9, 2013 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 9, 2013 regular meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-066.

**C. 2014 Meeting Schedule for the Board of Library Trustees**

Board discussion.

From: Director of Library Services

Recommendation: Adopt a resolution approving the dates, times and locations for the 2014 regular meeting schedule for the Board of Library Trustees .

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C Trustee Holcomb / Trustee Franklin to adopt Resolution # R13-067 as revised.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.

Abstentions: None.

**D. Library Circulation Policy Revisions**

From: Circulation Services Manager

Recommendation: Adopt a resolution authorizing changes to the loan periods and renewal rates in the library circulation policy effective December 1, 2013 to: allow requests to be placed on periodicals; set the DVD/VHS/VCD circulation period at 21 days; and set the renewal rate at two for media (DVD/VHS/VCD, Music CDs) and magazines.

Financial Implications: None.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted Resolution # R13-068.

**E. Amendment: Contract No. 9200 Workplace L. Ferrari, LLC**

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for staff and public area chairs, work stations and other related furniture as needed at the Central library for a revised contracted value not-to-exceed \$290,000.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-069.

**F. Open all Libraries One Hour Later, at 11:00 a.m. on November 15, 2013.**

From: Human Resources Analyst

Recommendation: Adopt a resolution approving that the Central Library and Branches open one hour late at 11:00 a.m. to allow staff time to attend a special all-staff meeting on November 15, 2013.

Financial Implications: None.

Contact: Jenifer Shurson, Human Resources Analyst

Action: Adopted Resolution # R13-070.

**G. Study Room Use Policy**

From: Neighborhood & Children's Services Manager

Recommendation: Adopt a resolution to approve the Study Room Use Policy as presented effective December 1, 2013.

Financial Implications: None.

Contact: Sarah Dentan, Neighborhood & Children's Services Manager

Action: Adopted Resolution # R13-071.

**H. Reappointment of Trustee Abigail Franklin**

From: Director of Library Services

Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Abigail Franklin to serve a second four-year term commencing January 2, 2014.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-072.

**IV. ACTION CALENDAR**

**A. Board Of Library Trustees' Officer Elections**

From: Director of Library Services

Recommendation: Adopt a resolution to select Board Chairperson (Abigail Franklin) and Vice-Chairperson (Julie Holcomb) for a one-year term.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Burton / Trustee Moore to select Abigail Franklin as Chairperson. M/S/C (Trustee Franklin / Trustee Moore to select Julie Holcomb as Vice Chairperson. Adopt Resolution # R13-073  
Vote: Ayes: Trustees Burton Franklin, Holcomb Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

## **V. INFORMATION REPORTS**

### **A. November 2013 Monthly Branch Improvement Report**

Director Corbeil welcomed Deputy Director Suzanne Olawski. The West Branch Grand Reopening is scheduled for Saturday, December 14.

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

### **B. South Branch Library Naming Request**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

### **C. FY 2013: 1st Quarter Budget Report**

From: Administrative Services Manager  
Contact: Dennis Dang, Administrative Services Manager  
Action: Received.

### **D. Library events**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: None.

## **VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, December 11, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Author's Dinner
- Berkeley Public Library Foundation
- Tool Lending Library

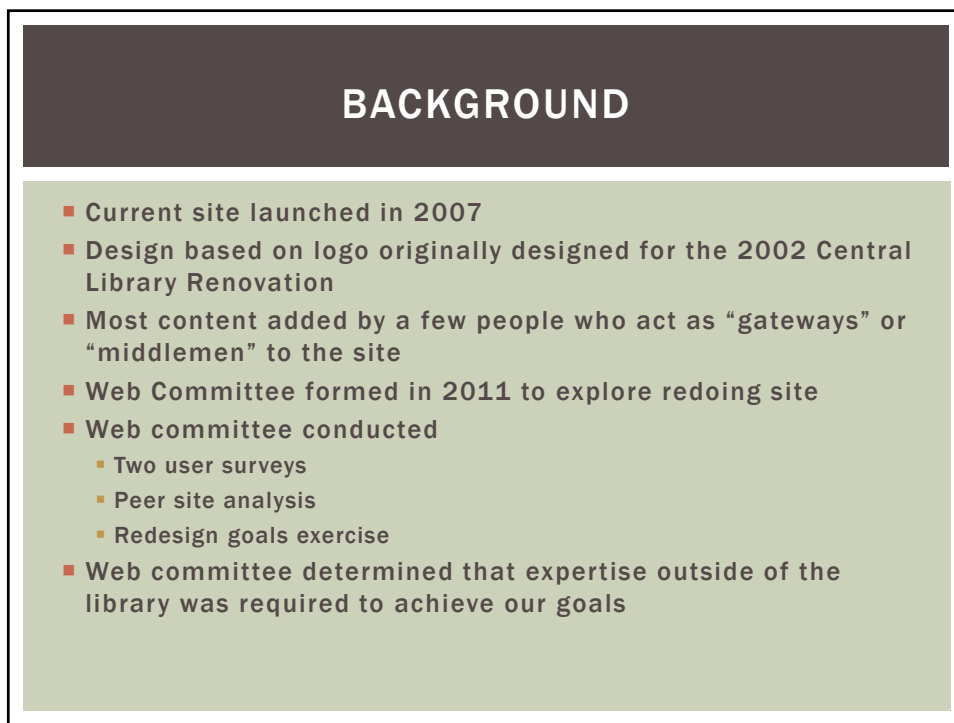
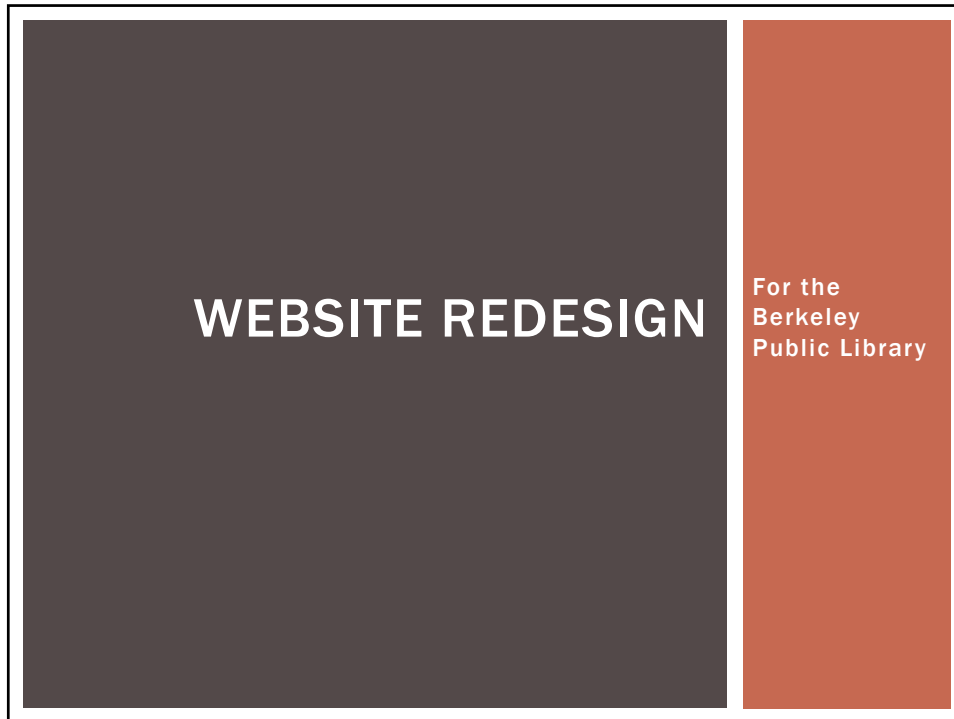
## **VII. ADJOURNMENT**

Adjourned at 7:41 P.M.

**COMMUNICATIONS:** none.

### **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Library Website Design Update
2. Branch Hours Expansion Implementation.



## GOALS OF REDESIGN

- Visual Identity for Library
- Clear, simple website
- Emphasis on ease of use
- Keep links direct: minimize clicks
- Streamline our information architecture
- Unify look of the site
- Help users easily find our valuable and “value added” content:
  - **Databases** such as Mango Languages, Ancestry.com, Morningstar Investment Center
  - **Digital/Streaming Content:** e-audiobooks, e-books, streaming music and digital magazines
  - **Discover & Go**
  - **Reading Recommendations & Book Reviews**

## THE REDESIGN PROCESS

- In August 2012 Library issued an RFP for a Website Redesign
- Mediatrope Inc. was selected in October 2012 and contract was executed in December 2012
- Project began in January 2013
- Process broken down into:
  - Discovery
  - Design
  - Site Architecture Development
  - Content Management System (CMS) Implementation
  - Content Migration
  - Content Editing (Including creation of a Library “Editorial Guide”)
  - User Testing (Staff & Public)
  - Launch

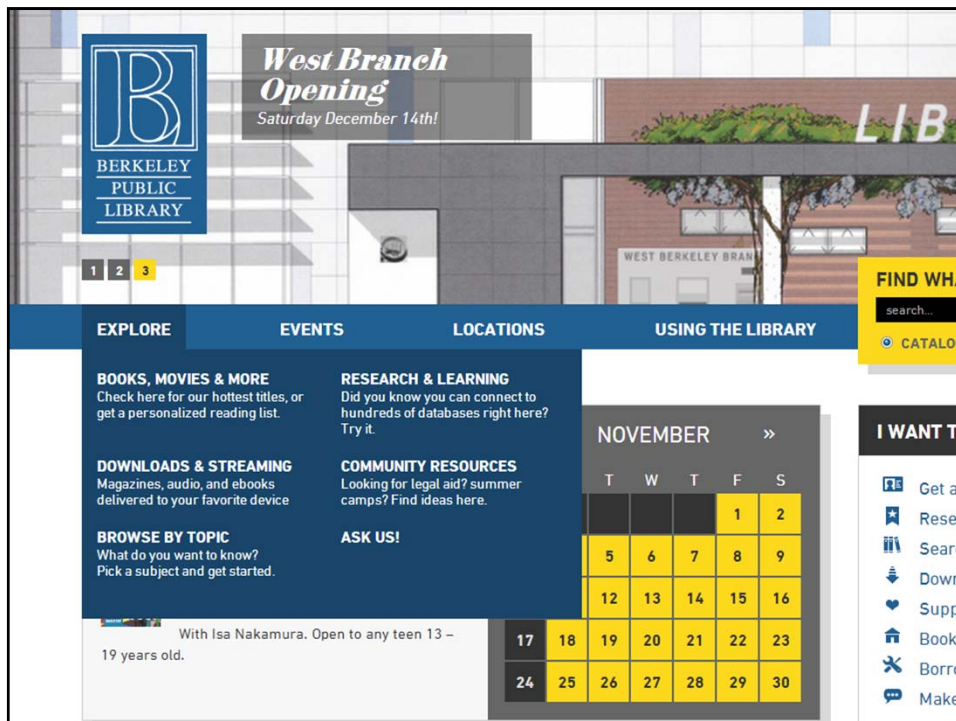
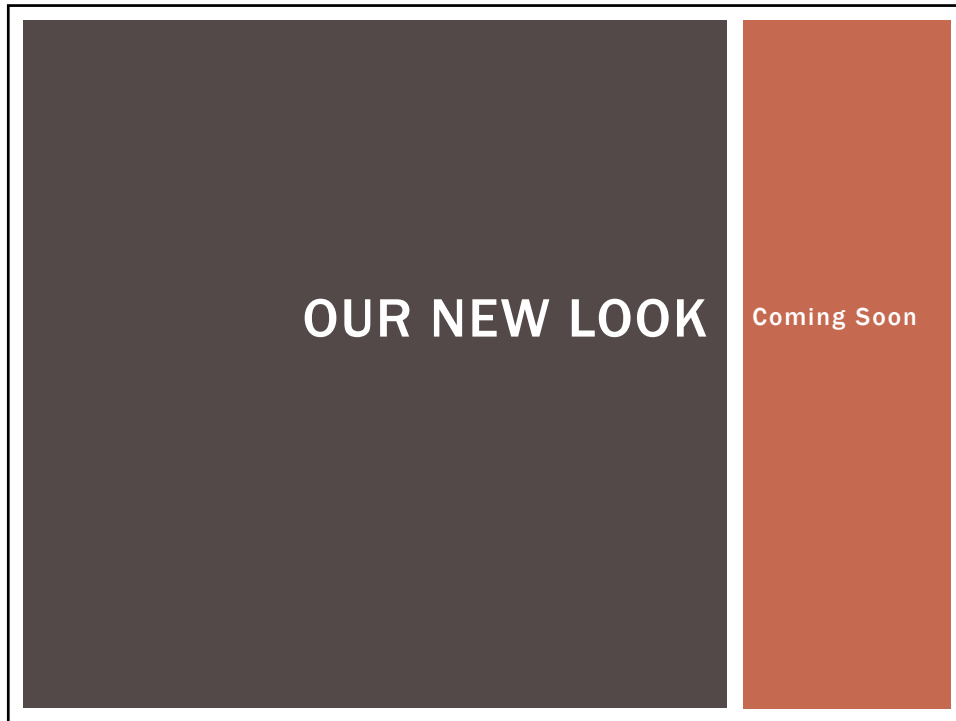


## DISCOVERIES

- **Less is more!** (we had over 1,000 pages of content on our existing site)
  - Users value information rich content, but only what they are interested in
- **We were lacking a unified voice**
  - Implementing a unified voice requires creating and applying standards for both style and content
- **Implementing a Content Management System (CMS) in addition to a redesign is a complex process**
  - Moving to a CMS driven site with multiple content contributors requires lots of time devoted to staff training and coordination
- **Large Scale Redesigns are “so 2010”**
  - The trend now is “iterative redesign” based on user feedback (i.e. “continuous improvement” is the new normal)

## BIG ADVANCEMENTS...SO FAR

- **Style guide to support unified voice, editorial guide on the way**
- **‘Explore’ page to make navigating whole site possible**
- **Unified color, fonts, page style, and page elements make for a cohesive site (audience menu, calendar, top level menu)**
- **Elements selected for functionality across devices (mac, pc, phone, tablets...)**
- **Staff committed to evaluating our content and choices critically, with public use in mind.**
- **Commitment to editing ‘live’ content with editorial and style guide for patron’s ease of use**
- **New site designed for ease of maintenance and iterative redesign moving forward**



# Extended Branch Library Hours

Berkeley Public Library  
November 2013

## Background

*“Consider options & strategies to increase  
branch library hours of service”*

— BOLT budget priorities, December 2012

## BOLT process

- Survey and data collection
  - January 2013
- Results and options presented to BOLT
  - February 2013
- Options presented and Tuesday/  
Wednesday schedule approved
  - May 2013

## Staff process

- Staff discussions with branch supervisors, branch staff, children's Librarians; survey administered
  - January 2013
- Discussions with staff, modeling possible options
  - February/March/April 2013
- Directed to develop schedules for implementation of Evening/Morning
  - May 2013

## Change

From this...

Mon	10-6
Tues	10-6
Wed	12-8
Thurs	12-8
Fri	10-6
Sat	10-6
Sun	closed

48 hours total

## Change

From this...

Mon	10-6
Tues	10-6
Wed	12-8
Thurs	12-8
Fri	10-6
Sat	10-6
Sun	closed

48 hours total

...to this

Mon	10-6
<b>Tues</b>	<b>10-8</b>
<b>Wed</b>	<b>10-8</b>
Thurs	12-8
Fri	10-6
Sat	10-6
Sun	closed

52 hours total

## Planning & Scheduling

- Challenges
  - Need two shifts on Tuesday and Thursday
  - Part-time staff may be 20 or 30 hours
  - Branches share teen librarians
  - Staff obligations

## Planning & Scheduling

- Planning for staffing
  - Start with generalized model – how many staff, and which classifications?
  - Examine existing staff complement
  - Make recommendations for small staff increases
  - Budget adopted with staffing changes included
  - Fill vacant positions

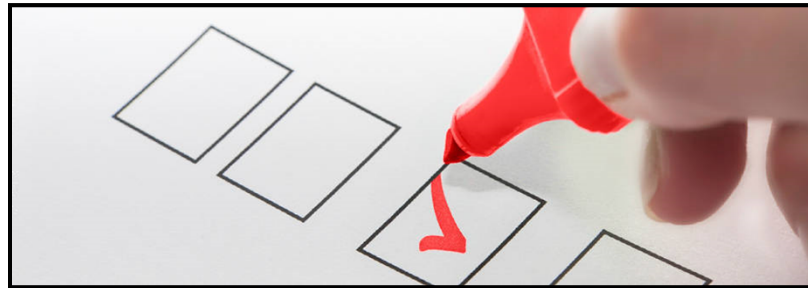
## Planning & Scheduling

- Added four 14-hour pages (shelvers), one at each location (56 hours total)
- Upgraded four Aide positions to 20 hours, one at each location (20 hours total)
- Increased Specialist hours (48 hours total)
  - 8 hours at North
  - 20 hours at South
  - 20 hours at West

## Planning & Scheduling

- Branch heads developed schedules
  - Meet service needs while minimizing disruption to staff
  - Branch heads worked closely with staff
    - Contact staff for preferences prior to developing schedule
    - Work to accommodate preferences while allowing for service needs
    - Share draft schedules and adjust

## Planning & Scheduling



## Publicity

- Press release – October 10, 2013
- Information cards in libraries and community distribution points – November 2, 2013
- Print advertising – November 2013
- Web advertising, electronic signage – November 2013
- Banners outside branches – coming soon!



BERKELEY PUBLIC LIBRARY

# OPEN

New Branches + New Hours + New Materials

Starting **December 2, 2013,**  
you will have more time  
to enjoy our branch libraries!



Claremont, North, South, & West				
M	T-W	TH	F-SA	SU
10-6	10-8	12-8	10-6	Closed

Central Library Hours will remain:			
M	T	W-SA	SU
12-8	10-8	10-6	1-5

510-981-6100 [www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)





CONSENT CALENDAR  
January 15, 2014

**TO:** Board of Library Trustees  
**FROM:** Suzanne Olawski, Deputy Director of Library Services  
**SUBJECT:** 2014 ANNUAL AUTHORS DINNER EVENT

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the 12<sup>th</sup> annual Authors Dinner to be held on Saturday, February 8, 2013 at the Central Library.

FISCAL IMPACT

There will be no fiscal impact from this report.

BACKGROUND

For the past ten years in February, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

CURRENT SITUATION AND ITS EFFECTS

The 12<sup>th</sup> annual Authors Dinner is scheduled for Saturday, February 8, 2014 with a gala reception beginning at 6 pm, followed by a Silent auction and dinner. The Foundation is expecting approximately 320 guests, and 30 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

1. Close the Central Library at 5:00 pm on Saturday, February 8, 2014. Public computers will shut down at 4:50 pm.
2. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm.
3. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 8, 2014.
4. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 14-###**

**APPROVAL OF THE ARRANGEMENTS FOR THE 2014 12<sup>th</sup> ANNUAL AUTHORS DINNER EVENT  
TO BE HELD ON SATURDAY FEBRUARY 8, 2014 AT THE CENTRAL LIBRARY**

WHEREAS, over the past 10 years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the 12<sup>th</sup> annual Authors Dinner is scheduled for Saturday, February 8, 2014; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the eleventh annual Authors Dinner:

1. Close the Central Library at 5:00 pm on Saturday, February 8, 2014.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, February 8, 2014.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 8, 2014.
4. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 8, 2014.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 15, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**CONSENT CALENDAR**

January 15, 2014

**TO:** Board of Library Trustees  
**FROM:** Alicia Abramson, Manager, Information Technology & Technical Services  
**SUBJECT:** UNIVERSAL SERVICE FUND (E-RATE) PROGRAM

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to participate in and accept Universal Service Fund (E-Rate) program funding in fiscal year 2014.

**INTRODUCTION**

Among the Berkeley Public Library's range of services aimed at providing unfettered public access to information is the availability of free and unrestricted Internet access via a high-speed broadband network accessed by no-charge public-use computers or, by Library-provided or patron-owned devices.

For the Library to provide high-speed Internet access within available financial resources the Library participates in and has received pricing discounts since 2007 for telecommunications services through a program commonly known as "E-Rate."

The E-Rate program is described as follows:

*The schools and libraries universal service support program, commonly known as the E-Rate program, helps schools and libraries to obtain affordable telecommunications services, broadband Internet access and internal network connections.*

*Eligible schools, school districts and libraries may apply individually or as part of a consortium. Funding may be requested under five categories of service: telecommunications, telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and whether the school or library is located in an urban or rural area. The discounts range from 20 percent to 90 percent of the costs of eligible services. E-Rate program funding is based on demand up to an annual Commission-established cap of about \$2.3 billion.*

*The E-Rate program is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). Specifically, the USAC is responsible for processing the applications for support, confirming eligibility, and reimbursing service providers and eligible schools and libraries for the discounted services. USAC also ensures that the applicants and service providers comply with the E-Rate rules and procedures established by the Commission.*

E-Rate discounts are awarded on an annual basis to eligible libraries after the required application has been submitted. E-Rate discounts are based on the number of students in the local school district who are eligible for the National School Lunch Program. The Berkeley Public Library’s current discount rate is 60%, meaning that the Library may receive discounts for eligible telecommunications costs of up to 60% of the total through the E-Rate program.

The E-Rate funding year cycle starts July 1 and ends on June 30. Applications are due during a filing “window” that generally starts in late December and ends sometime the following March. The application process requires the documentation of eligible ordered or to be ordered telecommunication services and is reviewed for validity and program compliance before a “Funding Commitment Decision Letter” is issued, thus indicating the review process has been completed.

The Library receives E-Rate funding in the form of discounts on telecommunication services which are applied (credited) directly to bills received from the Service Provider – AT&T is the Library’s service provider for telephone services and internet access. That is to say, the Library does not receive these funds directly.

**FISCAL IMPACTS**

The Library submitted the funding support application requesting \$31,024.80 for the year period spanning 2013 and 2014 on March 8, 2013. A response from the USAC has not yet been received.

**Prior years E-Rate Discount Support**

Funding Year	Discount Commitment
2012-2013	\$37,549.80
2011-2012	\$47,990.66
2010-2011	\$48,987.00
2009-2010	\$47,088.65
2008-2009	\$47,088.65
2007-2008	\$44,848.59

**BACKGROUND**

The Library has long provided free and unrestricted Internet access to the public at all BPL locations via a high-speed broadband network accessed by either no-charge public-use computers or, by Library-provided or patron-owned devices. During the two most recent completed fiscal year periods, fiscal years 2013 and 2012, the Library paid (net of E-Rate discounts) \$63,496 and \$86,063, respectively, for telephone and Internet service. Confirmed funding commitments are received as credits to the Library’s telecommunication invoices and are not necessarily applied to invoices within the associated committed funding year.

**CURRENT SITUATION AND ITS EFFECTS**

The Library is awaiting response from the USAC on its March 2013 application request for \$31,024.80 in discount funding support for telecommunication and public internet access services. The Library actively searches and participates in funding support programs, such as the E-Rate program, that enable it to fulfill its mission of providing free access to information within the City of Berkeley.



FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 14-###**

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO PARTICIPATE IN AND ACCEPT UNIVERSAL SERVICE FUND (E-RATE) PROGRAM FUNDING IN FISCAL YEAR 2014**

WHEREAS, the E-Rate program administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) is a universal service support program offered to schools and libraries to assist such organizations in obtaining affordable telecommunications services, broadband Internet access and internal network connections; and

WHEREAS, since fiscal year 2008 the Berkeley Public Library has applied for and received funding support as invoicing discounts offered through the E-Rate program for telecommunication services, broadband Internet access and internal network connections that support the Library in its mission to provide free and unrestricted public access to information; and

WHEREAS, on March 8, 2013 the Library submitted an application for program funding support of \$31,024.80 for the year period spanning 2013 and 2014; and

WHEREAS, the Library is awaiting a response from the USAC for fiscal year 2014 funding support; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to participate in and accept any universal service fund (E-Rate) program funding received for fiscal year 2014; and in subsequent years.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 15, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Vice Chairperson

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Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**INFORMATION CALENDAR**

January 15, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** BranchVan Mobile Services Vehicle Disposal

**RECOMMENDATION**

Adopt a resolution authorizing the cessation of mobile BranchVan services and sale of the BranchVan vehicle upon completion of Measure FF, Branch Library Improvement program.

**FISCAL IMPACT**

Cessation of mobile services has been accommodated in the FY 2014 budget. Sale proceeds of the BranchVan would be posted to the Library Tax Funds account from which the vehicle purchase was charged.

**BACKGROUND**

The BranchVan was placed in service in April 2011 after having been evaluated as the most feasible option for the continuity of neighborhood library services during the rolling branch facility closures attributable to the Measure FF funded Branch Facilities Improvement Program.

The evaluation of service options for the continuity of neighborhood library services was initiated prior to the first Measure FF branch closure and was precipitated by expressed patron concerns about the likely hardships imposed to not having a neighborhood library presence especially in regards to the handling of reserve items. The Board of Library Trustees, in response requested that the Library explore mobile services as one of the options to continue to serve affected neighborhoods. Other studied options included mail-box style book drops, book vending machines, temporary satellite locations, and providing paid-for downtown parking.

At the conclusion of the service options study the board determined that mobile services presented the most viable, cost effective, and flexible means for providing library services throughout the life of the Branch Facilities Improvement Program. And, in accordance with the board's direction the Library with assistance of the City issued Request for Proposals (RFP) Specification No. 10-10522 on May 21, 2010 for procurement of a "Library Bookmobile." A 2010 Explorer I Sprinter van, christened the BranchVan, was subsequently purchased using Measure FF funding support; while operational costs such as staffing, vehicle maintenance and fueling was to be borne by the Library Tax Fund.

In February and March of 2010 the Library was faced with an unfavorable gap between the engineer's estimate and the allocated bid date construction costs for the West Branch project. At that time the actual bid amounts plus contingency percentages were unknown as bids were not due for opening until the following month. However, as a measure of caution and prudent judgment the Library took several proactive steps to re-appropriate budgeted expenditures. Among those actions was to move the purchase expenditures of the BranchVan from the Measure FF Fund to the Library Tax Fund.

#### CURRENT SITUATION AND ITS EFFECTS

With the grand reopening of the West Branch Library in a 9300 square feet newly constructed zero net energy facility on Saturday, December 14<sup>th</sup> the Library will have concluded all major construction activities pertaining to the Measure FF funded Branch Facilities Improvement Program; and the Library will be fully operating with the Central Library and the four neighborhood branch libraries providing a full menu of public library services. Once at full operating public service levels the limited service capacity of the BranchVan would be redundant and non-essential.

The City's procedure for the disposition of surplus vehicles is to place them into public auction. However, due to the specialized nature of the BranchVan, auction may not be the best remunerative means of disposal. Consequently, the Library is contacting other (primarily local) library systems that do have or may have an interest in mobile services.

#### RATIONALE FOR RECOMMENDATION

As major activities of the Measure FF funded Branch Facilities Improvement Program draw to a close, the board and the Library will have fulfilled their commitment to provide temporary library services during the construction phases of the program. The BranchVan was essential to providing a limited scope of services, but now with all locations at full service levels the Library is able to refocus on a complete and varied menu of public services. Disposal of the BranchVan will permit the Library to pivot and reposition staff back to their assigned branch locations, as well as remove the added costs associated with operating and maintaining a vehicle.

#### Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R14-0##**

**Attachment 1**

**AUTHORIZATION TO TERMINATE BRANCHVAN MOBILE SERVICES AND DISPOSE OF VEHICLE**

WHEREAS, the Board of Library Trustees, in response to patron concerns relative to neighborhood branch closures as a result of the Measure FF funded Branch Facilities Improvement Program requested that the Library explore mobile services as one of the options to continue to serve affected neighborhoods; and

WHEREAS, upon the board determining that mobile services presented the most viable, cost effective, and flexible means for providing library services throughout the life of the Branch Facilities Improvement Program the Library issued Request for Proposals (RFP) Specification No. 10-10522 on May 21, 2010 for procurement of a "Library Bookmobile"; and

WHEREAS, in April 2011 the Library placed into service a 2010 Explorer I Sprinter van, named the BranchVan, near the closed North Branch Library rotating to other branch neighborhood locations in response to subsequent rolling branch facility closures; and

WHEREAS, with the grand reopening of the West Branch Library in a 9300 square feet newly constructed zero net energy facility on Saturday, December 14, 2013 the Library will have concluded all major construction activities pertaining to the Measure FF funded Branch Facilities Improvement Program; and

WHEREAS, as major activities of the Measure FF funded Branch Facilities Improvement Program draw to a close, the board and the Library will have fulfilled their commitment to provide temporary library services during the construction phases of the program; and

WHEREAS, disposal of the BranchVan will permit the Library to pivot and reposition staff back to their assigned branch locations, as well as relieve the Library of the costs associated with operating and maintaining a vehicle.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to terminate mobile library services and dispose of the BranchVan vehicle by sale or auction.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 15, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Donna Corbeil, Director of Library Services  
Serving as Secretary to the Board of Library Trustees







**CONSENT CALENDAR**

January 15, 2014

**TO:** Board of Library Trustees  
**FROM:** Suzanne Olawski, Deputy Director of Library Services  
**SUBJECT:** DONATION OF WORKS OF ART AS GIFT TO LIBRARY

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to decline acceptance of a donation in the form of works of art per the Library's Gift / Donation Policy.

**FISCAL IMPACT**

This item will have no fiscal impact.

**BACKGROUND**

On March 12, 2008 the board adopted Resolution R08-25, approving the Library Administrative Regulation of gift / donation policy. The decision whether or not to accept this gift is the Board's. Per the approved policy, "art objects ...and similar items are not generally accepted as gifts" (Attachment 1). Secondly, if the Board does approve acceptance by the Library of this gift, that the terms of the donation are acceptable. Any restrictions on donations proposed by the donor must be approved by the Board. In this case, the artist is proposing that in addition to the works of art, she would pay for the construction of a display case designed either by her husband, an architect, or the architect of the West Branch Library.

**CURRENT SITUATION AND EFFECTS**

Ms. Canin contacted the Library in December, identified herself as a Berkeley resident and artist who has visited the West Branch Library. She has exhibited her ceramic illustrations in libraries and schools around the Bay Area and is now looking to permanently display them for public viewing (Attachment 2 – Email with inventory and details). The Library does not have the resources to manage such a gift, does not collect ceramics of any kind, does not have staff expertise to care for them over time and does not have appropriate storage space.

**FUTURE ACTION**

No future action is needed.

Attachments:

1. Gift Policy
2. Email with inventory and details
3. Resolution

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.11
ORIGINAL DATE:	2/13/08
BOLT Resolution #:	11-051
REVISED DATE:	7/13/11
PAGE:	1 of 2

**SUBJECT: Gift / Donation Policy**

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**I. PURPOSE**

The Berkeley Public Library welcomes gifts of money to enhance library services through the provision of additional materials, equipment and services, as well as other types of gifts such as books. The Library encourages gifts of cash, not earmarked for specific items (unrestricted) in order to permit the most flexible use of the donation for the enrichment of the library program.

**II. POLICY**

Donations may be given in the form of cash (monetary) gifts, or as a bequest, trust, real property or donation of an asset. We recognize that the gift may be a remembrance, a way to honor an individual or group, a memorial or a tribute. The Library will establish the methods by which gifts are publicly acknowledged.

The Board of Library Trustees must approve for acceptance any gift to the Library of funds, goods; or services worth more than \$1,000 in aggregate.

The Library will disclose annually in an informational report to the City Council any gift received over \$1,000 in aggregate.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc. of the gift for the donor's records. All gifts of money will be acknowledged. Gifts are the management responsibility of the Director of Library Services. The Director, in coordination with Library staff members has responsibility for decisions regarding criteria for gift acceptance and final disposition. The Board of Library Trustees will receive quarterly reports regarding all donations.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with Board approval when such a gift meets the mission and needs of the library, these types of gifts will be accepted. Any restrictions on gifts, whether donations of monies, books, periodicals, media or art work must be submitted in writing and approved by the Board. Monetary gifts offered with special restrictions or conditions, including

endowment funds, require Board approval of such restrictions before such monetary gifts are accepted.

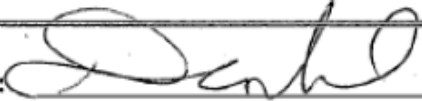

Library staff will develop procedures regarding the disposition of books and other materials to include guidelines in considering material for inclusion in the Library's collection and disposition of material not included in the collection. The Library will develop a gift record form that includes options available to givers, including branch, collection or program designation. A record of all monetary donations above \$100 will be retained for seven years.

*Donor Recognition*

The purpose of recognition is to commemorate the gifts of all donors. A gift to the Berkeley Public Library may be commemorated with a book plate, signage, plaque or by other means. In the case of a tribute donation, the Library will send the honoree(s) a formal announcement of the donation.

It is not the policy of the Library to provide separate shelf space for books or other materials donated to it.

The Berkeley Public Library Foundation and the Friends of the Berkeley Public Library are not part of the Berkeley Public Library and as such have their own set of policies and practices. Under certain circumstances and with Board approval the Library may collaborate with one or the other of these organizations to initiate a "Library Campaign" to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board.

<b>Reviewed by:</b> 	<u>7/14/11</u>
Director of Library Services	Date
<b>Approved by:</b> 	<u>7/19/2011</u>
Chair, Board of Library Trustees	Date

**From:** Paul and Helen Canin [REDACTED]  
**Sent:** Friday, December 20, 2013 9:08 AM  
**To:** 'dcorbeil@cityofberkeley.info'  
**Subject:** a gift

Dear Ms. Corbeil,

My name is Helen B. Canin. I live on a floating home in the Berkeley Marina where my husband and I have a studio.

For many years I have exhibited ceramic illustrations of children's books that I have sculpted. They have been exhibited in Berkeley, S.F. and Marin county libraries and schools. I am now 83 and find that the physical effort of putting up these displays is becoming too difficult for me. I would like to donate them to the West Berkeley Library.

Here is a proposal: My husband, an architect, could design a glass display cabinet (or pay the architect of the library to design the case.) We would pay for the construction of it.

We visited the wonderful new library and have a suggestion for where this case could be placed. I would appreciate a visit from you to view the sculptures so you could consider this offer.

Sincerely,  
Helen B. Canin  
201 University Avenue  
Berkeley, Ca. 94710

Tel: [REDACTED]  
E-mail: [REDACTED]

**From:** Paul and Helen Canin [REDACTED]  
**Sent:** Monday, December 23, 2013 10:54 AM  
**To:** Corbeil, Donna  
**Cc:** Paul Canin  
**Subject:** FW: a gift

CERAMIC SCULPTURE INVENTORY & DETAILS

YEAR	TITLE	AUTHOR	ILLUSTRATOR	NOTES
unknown	Cinderella	Based on a French folktale	Source: My Book House	Tale by Charles Perrault (1628-1703) Operatic drama by Gioachino Rossini Libretto by Jacopo Ferretti First performed in Rome

				in 1817
unknown	Peter & the Wolf	Based on a Russian folktale	Ian Beck	1936 orchestral musical by Serge Prokofiev
unknown	Hansel & Gretel	Based on a German folktale	Source: My Book House	Adapted by the Grimm Brothers 1893 opera by Englebert Humperdinck
unknown	The Emperor's New Clothes	Andersen's Fairy Tales	Gustav Hjortlund	
1849	The Pied Piper of Hamelin	Robert Browning	Maxfield Parrish (painter) 1919	Poem by Robert Browning based on a Grimm's folktale written in 1816
1865	Alice in Wonderland	Lewis Carroll	John Tenniel	
1923	Fiddler on the Roof, based on a short story: Tevye the Milkman	Sholom Aleichem	Marc Chagall	Title of musical inspired by a painting by Chagall called "Green Violinist" 1923
1899	The Wizard of Oz	L. Frank Baum	W.W. Denslow	
1902	Peter Rabbit	Beatrice Potter	Beatrice Potter	
1928	Winnie the Pooh	A.A. Milne	Ernest H. Shepard	
1928	Belinda & the Magic Button (Story of the Magic Button)		Charles E. Graham	a rebus, riddle reading
1928	Millions of Cats	Wanda Gag	Wanda Gag	
1936	Ferdinand the Bull	Munro Leaf	Robert Lawson	
1950	Pippi Longstocking	Astrid Lindgren	Nancy Seligsohn	
1950	The Carrot Seed	Ruth Krauss	Crockett Johnson	
1952	Charlotte's Web	E.B. White	Garth Williams	
1957	The Cat in the Hat	Dr. Seuss (Theodore Seuss Geisel)	Dr. Seuss (Theodore Seuss Geisel)	
1959	Little Bear	Else Holmelund Minerik	Maurice Sendak	
1961	The Phantom Tollbooth	Norton Juster	Jules Feiffer	
1962	The Snowy Day	Ezra Jack Keats	Ezra Jack Keats	
1963	Where the Wild Things Are	Maurice Sendak	Maurice Sendak	
1967	Mazel & Shlimazel	Issac Bashevis Singer	Margot Zemach	
1970	Frog & Toad	Arnold Lobel	Arnold Lobel	
1977	Good Night Moon	Margaret Wise Brown	Clement Hurd	
1977	Harry & the Terrible Whatzit	Dick Gackenback	Dick Gackenback	
1978	The Snowman	Raymond Briggs	Raymond Briggs	
1979	Sorcerer's Apprentice	Wanda Gag	Margot Tomes	Based on a poem by Wolfgang Von Goethe

				1779. Adapted by Brothers Grimm. Orchestral Scherzo by Paul Dukas in 1897
1982	Dr. De Soto	William Steig	William Steig	
1983	All by Myself	Mercer Mayer	Mercer Mayer	
1985-1995	Calvin & Hobbes	Bill Watterson	Bill Watterson	
1985	If You Give a Mouse a Cookie	Laura Joffe Numeroff	Felicia Bond	
1986	Abiyoyo	Pete Seeger (folk story text)	Michael Hays	Based on a S. African lullaby
1987	There's an Alligator Under My Bed	Mercer Mayer	Mercer Mayer	
1989	Jessica	Kevin Henkes	Kevin Henkes	
1991	Mama Do You Love Me	Barbara M. Joose	Barbara Lavalee	
1992	Mrs. Katz & Tush	Patricia Polacco	Patricia Polacco	
1996	Lon Po Po (Granny Wolf)	Translated by Ed Young	Ed Young	Based on a Red Riding Hood folktale
1996	Aunt Chip and the Great Triple Dam Affair	Patricia Polacco	Patricia Polacco	
1996	Arthur (and sisters)	Marc Brown	Marc Brown	

<b>NON STORY BOOK PIECES</b>	
Reading Bear (2 figures)	
What Can You Do With Ceramic Clay (3 figures)	
Bob & Sam	
Ari reading	
Sam reading	
Singing Lady	
Tyrone, the Dinosaur	





**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-0##**

**DONATION OF ART WORK AS GIFT TO THE LIBRARY**

WHEREAS, on December 20, 2013, Berkeley resident and artist Helen Canin offered to donate sculpted ceramic illustrations to the Berkeley Public Library; and

WHEREAS, the artist has offered as a condition to pay for the construction of a display case to permanently exhibit the sculptures at the West Branch Library; and

WHEREAS, the Board of Library Trustees adopted Administrative Regulation 10.11 - Gift / Donation Policy on March 12, 2008; and

WHEREAS, the Library currently does not collect material in this medium, does not have the resources to care for them over time, and does not have the appropriate storage facilities, staff recommends that this gift not be accepted; and

WHEREAS, the policy states that the board will make decisions regarding the acceptance of gifts; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it hereby directs the Library Director to decline the acceptance of the gift of multiple sculpted ceramic illustrations.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 15, 2014.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Donna Corbeil, Director of Library Services

Serving as Secretary to the Board of Library Trustees





**INFORMATION CALENDAR**

January 15, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** JANUARY 2014 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

**INTRODUCTION**

Every month the Director of Library Services gives the Board a report on Library activities and updates from the previous month.

**FISCAL IMPACT**

This report will have no fiscal impacts.

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**FISCAL IMPACT**

This report will have no fiscal impacts.

**LIBRARY DEVELOPMENT**

*Conferences / Staff Development*

The 2014 annual American Library Association conference is scheduled for June 26 through July 1, to be held in Las Vegas this year: <http://ala14.ala.org/>. A number of library staff will be attending.

The bi-Annual Public Library Association conference will be held March 11 through 13, 2014 in Indianapolis. For more information go to: <http://www.placonference.org>.

*Book news – Google*

<http://www.wired.com/threatlevel/2013/11/google-books/>

*Google's massive book-scanning project that makes complete copies of books without an author's permission is perfectly legal under U.S. copyright law, a federal judge ruled today, deciding an 8-year-old legal battle.*

In a [30-page decision](#) (.pdf) Judge Denny Chin of New York ruled that Google's move to digitize millions of university and commercially available books is on its face a violation of the owners' copyrights. But Google's limited use of the work makes the scanning "fair use" under copyright law, Chin ruled.

Chin said that Google's scanning project — which allows books to be discovered via internet or university library searches — benefits society by making books more available. Google's search engine, for example, provides links to where the books can be legitimately purchased or to which universities make them available.

Google met all four legal factors for a successful fair use defense to copyright infringement, Chin wrote: Google Books provides significant public benefits. It advances the progress of the arts and sciences, while maintaining respectful consideration for the rights of authors and other creative individuals, and without adversely impacting the rights of copyright holders. It has become an invaluable research tool that permits students, teachers, librarians, and others to more efficiently identify and locate books. It has given scholars the ability, for the first time, to conduct full-text searches of tens of millions of books. It preserves books, in particular out-of-print and old books that have been forgotten in the bowels of libraries, and it gives them new life. It facilitates access to books for print-disabled and remote or underserved populations. It generates new audiences and creates new sources of income for authors and publishers. Indeed, all society benefits.

## PROGRAMS

The tool lending library and West branch held a workshop, Plumbing Basics, a class taught by Jac Weber of Women's Plumbing Repair. This free program on Saturday, December 7, 2013 was the first held in the new branch and well received. Participants learned how to use the tools from the Tool Lending Library to make minor plumbing repairs.

## OPERATIONS & FACILITIES

The City has released the Adopted Capital Improvement Program and Adopted Biennial Budget for Fiscal years 2014 & 2015; the Library portion is included beginning on page 235: [http://www.ci.berkeley.ca.us/uploadedFiles/Manager/Budget/BudgetBookPRINT\\_102313.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Manager/Budget/BudgetBookPRINT_102313.pdf).

Likewise, the Measure FF funded branch improvements are included in the Capital Program report beginning on page 22: [http://www.ci.berkeley.ca.us/uploadedFiles/Manager/Budget/CIB\\_BookPRINT\\_102413.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Manager/Budget/CIB_BookPRINT_102413.pdf)

## VOIP Phone System Implementation

On December 5, 2013 the Library IT division, in conjunction with the City IT department, successfully completed the Library's implementation of the City's Voice Over IP telephone system. The project involved installing new network equipment and a total of 156 phones at all five library locations. Library IT staff worked closely with City of Berkeley IT staff to ensure a smooth transition and initial feedback from staff about the new phone system has been positive, with no disruptions to public services or operations.

## BOND PROGRAM

The branch van ended services on November 27<sup>th</sup> in preparation for the new west branch opening. Signs were posted and bookmarks given out in addition to other outreach to the community.

### *West Branch Library*

Hundreds of community members enjoyed the much-anticipated opening of the West Branch on December 14<sup>th</sup>, 2013. In fact the gate count for the day was 3,500! The averaged total visitors a day: 816. We were open to the public for 13 days in December. So, we had 10,608 visitors in the month of December, including our disproportionate whopping grand opening attendance—as part of this average.

A crowd started gathering prior to opening remarks at 10 am; by the time of the ribbon cutting at 10:30, the sidewalk was full of eager library patrons. Staff and volunteers welcomed a steady stream of users over the course of the day, and while most were there to check out the building and the collections, a good number got straight to work on public computers and their own laptops.

Patron comments on the building were overwhelmingly positive – the natural light and high ceilings were mentioned frequently, and many people were enthusiastic and curious about the green building features and ZNE. Readers were also delighted to find a wide range of new materials, some with long holds list, on the shelves and available for checkout.

Over the course of the day, visitors were treated to a number of activities, including bookmark, button and journal making, a special library-themed storytime, and a visit from Berkeley favorite musical group Octopretzel.

The closeout of the construction contract for both South and West is pending.

*December 3, 2013 Council Agenda:*

**[Community Workforce Agreement: Recommendation to Extend the Term to January 18, 2015](http://www.ci.berkeley.ca.us/Clerk/City_Council/2013/12Dec/City_Council_12-03-2013_-_Regular_Meeting_Agenda.aspx)** - [http://www.ci.berkeley.ca.us/Clerk/City\\_Council/2013/12Dec/City\\_Council\\_12-03-2013\\_-\\_Regular\\_Meeting\\_Agenda.aspx](http://www.ci.berkeley.ca.us/Clerk/City_Council/2013/12Dec/City_Council_12-03-2013_-_Regular_Meeting_Agenda.aspx)

### **From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager to extend the term of the Community Workforce Agreement with the Alameda County Building and Construction Trades Council through January 18, 2015 and to work with the Building and Construction Trades to revise and strengthen the Agreement based on the lessons learned in the first three years.

**Financial Implications:** See report

Contact: Jane Micallef, Health, Housing and Community Services, 981-5400

*The City and the Building and Construction Trades Council agreed that after fourteen months of experience, the City would consider whether to reduce the \$1 million dollar threshold based on an analysis of the first year of implementation. On May 15, 2012, City Council upon reviewing an analysis of the first year of the CWA, approved the City Manager's recommendation to maintain the CWA's current \$1 million dollar threshold for publicly-funded construction projects for an additional 12 months to allow time to improve the effectiveness of the CWA and evaluate outcomes, especially in terms of jobs for Berkeley residents.*

*December 17, 2013 Council Agenda:*

**[Board of Library Trustees Reappointment: Abigail Franklin](#)**

**From: Board of Library Trustees**

**Recommendation:** Adopt a Resolution reappointing Abigail Franklin to the Board of Library Trustees ("BOLT") for a second term of four years commencing January 3, 2014.

**Financial Implications:** None

Contact: Donna Corbeil, Commission Secretary, 981-6100

**[Council Appointments to Regional Committees and Commissions](#)**

**From: Mayor Bates**

**Recommendation:** Adopt a Resolution for the appointments of Councilmembers to their current committees, commissions, and regional bodies for the years 2014-2015. Please see the attached resolution for committee and committee names and the pertinent appointed councilmember.

**Financial Implications:** None

Contact: Tom Bates, Mayor, 981-7100

**OTHER**

The Berkeley Public Library Foundation, Board of Directors recently elected new officers; as a result effective 2014, Trish Hawthorne is replacing Elizabeth Watson as President. Ms Watson was President through most of the Capital campaign and a staunch advocate for the library during branch planning. We thank her for all of her efforts and welcome Ms Hawthorne who is a standing member of the Board of Directors.



**INFORMATION CALENDAR**

January 15, 2014

**TO:** Board of Library Trustees  
**FROM:** Jay Dickinson, Circulation Services Manager  
**SUBJECT:** TOOL LENDING BORROWING PROCEDURES

**INTRODUCTION**

This report clarifies procedures of the Tool Lending Library, and requirements for its use by patrons.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

Berkeley's Tool Lending Library (TLL) was established in 1979 with \$30,000 from a federal Community Development Block Grant (CDBG) and the service was free to residents of the CDBG Neighborhood Strategy Area, which included most low and moderate income South and West Berkeley neighborhoods. Other Berkeley residents paid from \$.50 to \$3.00 per tool. In 1988, Berkeley voters passed a property related library tax that included the Tool Lending Library; this tax now pays the branch's expenses. The service is currently free to all Berkeley residents or Berkeley property owners.

**CURRENT SITUATION AND ITS EFFECTS**

The Tool Library collection is a specialized and limited resource. Because it contains items with financial values above that of more traditional items such as books and media, unique procedures are employed in the lending of the collection, and use of the library is limited to Berkeley residents.

Only residents or property owners of the city of Berkeley over the age of 18 are eligible to borrow tools from the Tool Lending Library (TLL). Borrowers must register with the TLL prior to borrowing tools. Registration will be complete upon verification of the borrower's Berkeley address, or property ownership if the borrower resides outside of Berkeley. Verification is accomplished by presenting the following:

- a. Valid Berkeley Public Library Card, current photo identification, and one of the following: current lease/rental agreement (with patron's name listed as tenant), or current utility bill (with patron's name listed), or current tax bill (in patron's name) identifying ownership of property in Berkeley.

- b. Patrons who rent mailboxes must provide proof of residency or property ownership in Berkeley before being granted borrowing privileges at the Tool Lending Library.
- c. Berkeley Marina live-aboards also need to provide proof of residency showing their current MFLAT berth rental coding.

Once it has been established that these requirements have been met, a note is placed in the patron's library account, and the patron need only present his/her library card to checkout tools in the future.

FURTHER ACTION

None.