



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
July 1, 2015

AGENDA
6:30 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

- A. **Central Library Renovation** – Noll & Tam

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 May 7, 2015 Special Meeting**
Recommendation: Approve the minutes of the May 7, 2015 Special Meeting of the Board of Library Trustees.
- B. **Approve minutes of May 28, 2015 Special Meeting**
Recommendation: Approve the minutes of the May 28, 2015 Special Meeting of the Board of Library Trustees.
- C. **Approve minutes of June 3, 2015 Special Meeting**
Recommendation: Approve the minutes of the May 3, 2015 Special Meeting of the Board of Library Trustees.
- D. **Purchase Authorization in Excess of Director of Library Services' Granted Authority for Fiscal Year 2016**
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2016 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 projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.
- E. **Amendment: Contract No. 9200, One Workplace L. Ferrari, LLC**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$40,000 for the procurement of furniture, delivery, and installation services for staff workstations and other related furniture at the Central Library for an amended not-to-exceed value of \$390,000.

IV. ACTION CALENDAR

- A. **Contract: Noll & Tam Architects and Planners for Construction Documents, Bidding Negotiation, and Construction Administration for Central Library Area Improvements**
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners for Construction Documents, Bidding Negotiation, and Construction Administration for the Central Library Area Improvements

* Public Comments - speakers allowed 3 minutes each

(Project) (aka Inventing Your Library) in an amount not to exceed \$194,128 for the projected period from July 1, 2015 through October 30, 2016.

B. Appointment of Library Signage Subcommittee

Recommendation: Adopt a resolution to empower the BOLT Chair to appoint a Library Signage Subcommittee to decide on the new sign for the South/Tarea Hall Pittman branch library.

V. INFORMATION REPORTS

A. July 2015 Monthly Report from Library Director

B. Library Operations Report

C. Library Events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 9, 2015 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. 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 June 25, 2015.

//s//

Jeff Scott, 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 SPECIAL MEETING
Wednesday, May 7, 2015, 6:30 P.M.

SOUTH BERKELEY SENIOR CENTER – 2939 ESSEX STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees>

A. Call to Order: 6:31 P.M.

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

Absent: None

Also Present: Jeff Scott, Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments:

1. S. Omowale Fowles – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
2. Harry Overstreet – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
3. Debi McIntyre – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
4. Bart Bull – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
5. Mansoor Id-deen – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
6. Max Anderson – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
7. Ben Bartlett – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.
8. Willie Phillips – Spoke in support of renaming the South Branch Library after Tarea Hall Pittman.

C. Report from library employees and unions, discussion of staff issues: None.

D. Report from Board of Library Trustees: None.

II. ACTION CALENDAR REPORTS

A. Library Facilities Naming Policy

Board Discussion.

From: Director of Library Services

Recommendation: Adopt a resolution to approve revisions to the Library Facilities Naming Policy.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Trustee Novosel motioned, Trustee Holcomb seconded to approve revisions to the Library Facilities Naming Policy with the addition of Procedures, Item 5, Naming Design Committee to be formed of two Trustees and, 2 Branch Library staff and 3 community members to consider name and signage design.

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

Board Discussion.

Action: Trustee Moore motioned, Trustee Burton seconded to reconsider previous vote on revisions to the Library Facilities Naming Policy.

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

Action: Trustee Holcomb motioned, Trustee Novosel seconded to approve revisions to the Library Facilities Naming Policy as follows:

- Strike the last sentence in Procedures, Item 3 ~~“In all cases involving branch libraries, the geographic name of the facility shall precede any added honorific name.”~~
- Addition of Procedures, Item 5, A Naming Design Committee to be formed and comprised of two Trustees and two Library staff and three community members to consider name and signage design.

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

B. Renaming South Branch Library

From: Director of Library Services

Recommendation: Adopt a resolution approving the recommendation to City Council to rename the South Branch Library.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services.

Action: Trustee Holcomb motioned, Trustee Burton seconded to adopt a resolution approving the recommendation to City Council to rename the South Branch Library in honor of Tarea Hall Pittman.

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

III. AGENDA BUILDING

The next meeting will be a Special Meeting held at 6:30 PM on Thursday, May 28, 2015 at the South Branch Library, 1901 Russell Street, Berkeley.

IV. ADJOURNMENT

Adjourned at 7:36 P.M.

COMMUNICATIONS:

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, May 28, 2015, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees>

A. Call to Order: 6.31 P.M.

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

Absent: None

Also Present: Jeff Scott, Director of Library Services; Tom Dufour, Librarian; Armin Arethna, Librarian; Jay Dickinson, Circulation Services Manager; Alan Bern, Librarian, Andrea Mullarkey, Librarian; Lisa Hesselgesser, Librarian; Isobel Snyder, Librarian ; Eve Franklin, Administrative Secretary.

B. Public Comments:

1. Debi McInyre – Spoke regarding the renaming of South Branch after Tarea Hall Pittman.

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

1. Tom Dufour read a letter from Library Staff regarding the proposed Collection Development Policy,.

D. Report from Board of Library Trustees: none.

II. PRESENTATION

A. Strategic Plan

Jeff Scott gave a presentation about the Strategic Plan (Attachment 1)

III. CONSENT CALENDAR

Item C held over to July 1, 2015 meeting.

Items D, E, F, G, H moved to Action Calendar.

M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R15-098 approving the Consent Calendar as presented.

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

- A. Approve minutes of April 22, 2015 Special Meeting**
 From: Director of Library Services
 Recommendation: Adopt a resolution to approve the minutes of the April 22, 2015 Special Meeting as presented.
 Financial Implications: None.
 Contact: Jeff Scott, Director of Library Services
 Action: Adopted Resolution # R15-099

- B. Approve minutes of April 22, 2015 Regular Meeting**
 From: Director of Library Services
 Recommendation: Adopt a resolution to approve the minutes of the April 22, 2015 Regular Meeting as presented.
 Financial Implications: None.
 Contact: Jeff Scott, Director of Library Services
 Action: Adopted Resolution # R15-100

- C. Approve minutes of May 7, 2015 Special Meeting**
 Held over to July 1, 2015 meeting.

- D. Revision to the All-Staff Meeting Calendar for 2015**
 Moved to Action Calendar

- E. Contract Amendment: Unique Management Services, Inc.**
 Moved to Action Calendar

- F. Revisions to the Requesting Library Materials Policy**
 Moved to Action Calendar.

- G. Revised Collection Development Policy**
 Moved to Action Calendar.

- H. Revised Patron Suspension Policy**
 Moved to Action Calendar.

- I. Review and Approve Berkeley Public Library Strategic Plan FY 15-18**
 From: Director of Library Services
 Recommendation: Adopt a resolution approving Berkeley Public Library's FY 15-18 Strategic Plan.
 Financial Implications: None.
 Contact: Jeff Scott, Director of Library Services
 Action: Adopted Resolution # R15-107

The following item was moved from the Action Calendar.

- A. Recommendation to City Council on FY 2016 Library Tax Rate**
 From: Director of Library Services
 Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2016 tax rate for the Library Services Tax at \$0.1927 (19.27 cents) per square foot for dwelling units and \$0.2913 (29.13 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth factor in California of 3.82%.
 Financial Implications: None.
 Contact: Jeff Scott, Director of Library Services
 Action: Adopted Resolution # R15-102

IV. ACTION CALENDAR

A. Recommendation to City Council on FY 2016 Library Tax Rate

Moved to Consent Calendar

The following items were moved from the Consent Calendar to the Action Calendar:

D. Revision to the All-Staff Meeting Calendar for 2015

From: Director of Library Services

Recommendation: Adopt a resolution to authorize the Director of Library Services to revise the All-Staff Meeting Calendar for 2015.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Trustee Moore motioned, Trustee Novosel seconded to adopt resolution #R15-102 to authorize the Director of Library Services to revise the All-Staff Meeting Calendar for 2015.

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

Abstentions: None.

E. Contract Amendment: Unique Management Services, Inc.

From: Circulation Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of \$15,000 for a contracted not-to-exceed amount of \$60,000.

Financial Implications: see report.

Contact: Jay Dickinson, Circulation Services Manager

Action: Trustee Novosel motioned, Trustee Moore seconded to adopt resolution #R15-103 to authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of \$15,000 for a contracted not-to-exceed amount of \$60,000.

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

Abstentions: None.

F. Revisions to the Requesting Library Materials Policy

From: Director of Library Services

Recommendation: Adopt a resolution approving the revised Administrative Regulation regarding requesting library materials.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Trustee Holcomb motioned, Trustee Novosel seconded to adopt resolution #R15-104 approving the revised Requesting Library Materials Policy.

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

Abstentions: None.

G. Revised Collection Development Policy

From: Director of Library Services

Recommendation: Adopt a resolution approving the revised Collection Development Policy for the Berkeley Public Library.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Trustee Moore motioned, Trustee Holcomb seconded to adopt resolution #R15-105 approving the revised Collection Development Policy for the Berkeley Public Library as modified with the addition of the italicized text below:

Responsibility for Selection and Maintenance of the Collection

The Library Director, with approval of the Board of Library Trustees, is administratively responsible for the collection. The Library Director delegates the tasks of selection and maintenance to Collection Development team *with continued reliance on staff input*.

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

Abstentions: None.

H. Revised Patron Suspension Policy

From: Director of Library Services

Recommendation: Adopt a resolution approving the revised Patron Policy for the Berkeley Public Library.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Trustee Moore motioned, Trustee Holcomb seconded to adopt resolution #R15-106 approving the revised Behavior Guidelines and Patron Suspension Policy.

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

Abstentions: None.

Trustee Novosel left at 8:19PM.

V. INFORMATION REPORTS

A. FY15 – 3rd Quarter Budget Report

From: Administrative and Fiscal Services Manager

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Received.

B. May 2015 Monthly Report from Library Director

From: Director of Library Services

Contact: Jeff Scott, Library Director

Action: Received.

C. Library Operations Report

From: Director of Library Services

Contact: Jeff Scott, Library Director

Action: Received.

D. Library events

From: Director of Library Services

Contact: Jeff Scott, Library Director

Action: None.

VI. AGENDA BUILDING

The next meeting will be a Special Meeting held at 12:00 noon on Wednesday, June 3, 2015 at the Central Branch Library, 2090 Kittredge Street, Berkeley.

VII. ADJOURNMENT

Adjourned at 8.22 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 28, 2015 as approved by the Board of Library Trustees

//s// _____

Jeff Scott, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

- 1) Library Staff letter to BOLT regarding proposed Collection Development Policy.
- 2) Strategic Plan Presentation.

28 May 2015

Dear Board of Library Trustees,

We are professional librarians, asking you to please postpone your approval of the new collection development policy and the new proposed collection development work assignments until a more robust, representative, and transparent conversation can be had.

We believe the decision to change the way collection development has been done here for decades is one of the most consequential decisions any library board member has ever been asked to approve.

There has been insufficient consideration of the consequences of this change for the library and the citizens of Berkeley. We find that our concerns have not been properly heard. You are being asked to change a system where 34 professional librarians worked on collection development to one in which the equivalent of less than 2 full time librarians will try to duplicate the knowledge, experience, and quality of all the other librarians.

Thank you for your consideration.

Armin Arethna

Jack Baur

Dan Beringhele

Alan Bern

Debbie Carton

Emma Coleman

Tom Dufour

James Findley

Kay Finney

Ann Hotta

Wendy Hyman

Greg McKean

Michele McKenzie

Andrea Mullarkey

Isobel Schneider



Berkeley Public Library Strategic Plan FY 2015-2018

Supporting the People's
Right to Know



- The Berkeley Public Library supports the individual's right to know by providing free access to information and by developing collections and services which meet the diverse needs of our multicultural community.



Mission Statement

- April 2014: Engaged Library Staff Seeking Input
- May 2014: Meetings with Stakeholders
- May 2014: Town Hall Meetings
- November 2014: Information Compiled
- January 2015: Staff Meeting Follow-up
- February 2015: Stakeholder Meeting Follow-up
- March 2015: Strategic Plan Draft Completed
- May 2015: Strategic Plan Completed

The Strategic Planning Process



Overall Characteristics

- Innovative
- Adaptable
- Service Oriented
- Relevant
- **Fun!**

Staff

- Empowered
- Motivated
- Well-trained

Spaces

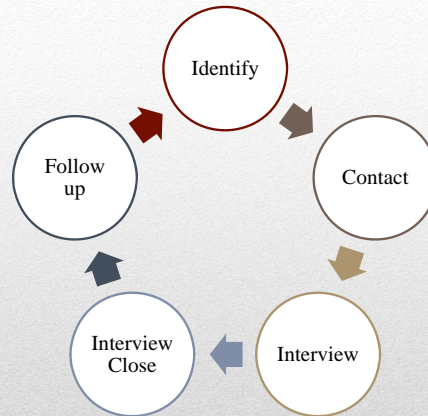
- Safe
- Comfortable
- Welcoming

Outreach

- Expand partnerships
- Build community relationships
- Maintain efficient, fiscally sound operations

Staff Input

- Contacted 110 people through initial identification and referrals
- Completed 80 interviews



Key Informant Interviews

- **Key community challenges**

- Economic gap
 - Lack of job training, opportunity gap
- Affordable housing
- Education gap
- Diversity
- Budget cuts, restrictions
 - Social services, non-profits

- **Key library opportunities**

- Community collaboration
- Promotion of library
- Community Hub

Results – Key Informant Interviews

- Building **COMMUNITY** through **COLLABORATION** and **CONVERSATIONS**



Strategic Plan

- Bolster **LITERACY** in all its forms to bridge the achievement gap:
 - Strategy 1: Develop dynamic services, programs and collections that meet individuals' and community needs and interests
 - Strategy 2: Develop strategies and services to support curriculum, educational preparedness and literacies for all generations
- Foster a culture of flexibility by optimizing **OPERATIONAL EFFICIENCIES**:
 - Strategy 1: Be progressive, responsible, responsive and welcoming
 - Strategy 2: Be a central hub for congregation, shared experiences and innovation
- Raise awareness of Library through **MARKETING**:
 - Strategy 1: Promote the Library's value to our community
 - Strategy 2: Promote Library programs, services and collections to raise the Library's profile
- Leverage resources through **PARTNERSHIPS** for greatest impact:
 - Strategy 1: Construct partnerships to offer inspired services, programs and collections of interest to all generations of users
 - Strategy 2: Construct partnerships to connect people to services and information
- Utilize **TECHNOLOGY** to strengthen digital presence and bridge digital divide:
 - Strategy 1: Connect people and services creatively through free access to information and resources
 - Strategy 2: Connect people to services and information through technology as a social equalizer

Strategic Plan Goals

- 1. Align Berkeley Public Library with the City of Berkeley 20/20 Vision for Berkeley's Children and Youth



- 2. Develop strategies and services to support curriculum, educational preparedness and literacies for all generations



Bolster LITERACY

- **Kindergarten Readiness**
- **Reading Proficiency by 3rd Grade**
- Student Attendance
- Successful Completion of 9th Grade Math Standards
- **College and Career Readiness**
- Disproportionality in Suspensions
- Disproportionality in Police Contacts
- Student Engagement

2020 Vision for Berkeley's Children & Youth

- **1a.** Review and Recommend Databases geared towards Teen College and Career resources. Provide Tutor.com with training and marketing into local schools by September 2015.
- **1b.** Liaison with High School to provide regular training on Databases for students and teachers by October 2015
- **1c.** Each Library branch will have one formal Teen Advisory Group to guide Programs, Services, and Collection Development by October 2015



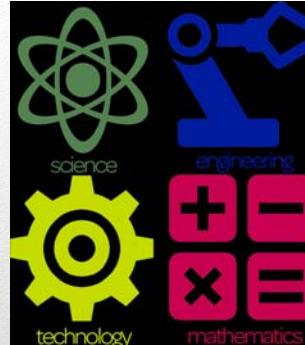
Focus on Student Support: Teens

- **1d.** Develop a trained volunteer program to enhance early literacy skills at Berkeley Pre-Schools and Daycares by January 1, 2016
- Create and produce a monthly Early Literacy newsletter including literacy tips & ideas for parents, as well as info on programs and materials by January 1, 2016
- **1e.** Pilot a Book machine Project at a select Berkeley Pre-school to provide proof of concept to enhance programs by January 1, 2016
- **1f.** Work with School Media Specialists and local school administrators to develop curated lists tailored to curriculum needs. Provide lists by January 1, 2016
- **1g.** Develop system-wide Early Childhood Service Plan for Implementation by July 1, 2016
- Develop system-wide School Age Service plan by July 1, 2017



Focus on Student Support: Every Child Ready to Read

- **1h.** Develop a series of inter-generational STEM programs in Library in partnership with local organizations by October 2016
- **1i.** Enhance Volunteer Program to expand literacy programming to local elementary Schools by January 1, 2018
- **1j.** Expand Volunteer Programming to include story visits to WIC, public health, and other organizations serving children and families by October 1, 2017
- **1k.** Continue to expand services to enhance School Readiness and Grade Level Reading by the Third Grade Reading Level based on success of pilot programs by July 1, 2018



Focus on Student Support: Every Child Ready to Read

- **2a.** Review and revise the Library's Collection Development Policy and practices, inclusive of developing a plan that curates collections that respond to, anticipate and reflect community needs, interests and trends and recommend to BOLT by October 1, 2015
- **2b.** Develop and Focus the Library's digital and streaming collections, especially high-demand content by January 1, 2016
- **2c.** Expand the Books by Mail program to reach more home bound patrons through a promotional campaign and by working with local senior services agencies by June 1, 2016
- **2d.** Expand shelf-ready processing to other areas of the collections and expand the Lucky Day program to an online platform by June 1, 2016



Support Curriculum for All Generations

- 2e. Expand BerkeleyREADS Partnership with the AB 86 North-Alameda County Consortium for Adult Education by June 1, 2017
- 2f. Track the number of patrons who achieved self-identified education and job preparedness goals by January 1, 2018
- 2g. Identify new or emerging electronic devices and digital platforms and formats to include as part of Library services and collections by July 1, 2018



Support Curriculum for All Generations

- 3. Be a progressive, responsive, responsible and welcoming organization
- 4. Be a central hub for congregation, shared experiences and innovation

OPERATIONAL EFFICIENCIES

- **3a.** Evaluate systems, processes and service models in all division operations, implementing improvements to streamline workflow, increase capacity and improve services to best be responsive to community needs and recommend Changes to BOLT by July 1, 2015
- **3b.** Facilitate communication at all organizational levels via new or revised, improved consistent in-person and online models to better link staff and community. Implement new Intranet for Staff by July 1, 2015
- **3c.** Develop and train staff on customer service standards in order to exceed expectations of service, both internally and externally. Staff will be required to attend four trainings per year (webinar, in-person, or conference) by January 1, 2016
- **3d.** Implement recommendations in Safety Audit report, inclusive of establishing an Emergency Communication Plan to ensure timely dissemination of emergency information to all staff. Recommend changes to BOLT by July 1, 2015
- **3e.** Develop an annual system-wide programming plan that is responsive to community interests, highlights BPL's resources and materials and reflects the City's cultural diversity Action item: Implement by September 1, 2015
- **3f.** Develop and train staff on customer service standards in order to exceed expectations of service, both internally and externally. Collection Development Team will develop training schedule on new collections and databases by January 1, 2016



Be Progressive

- **3g.** Develop and implement a staff development plan, inclusive of an All Staff Day event and training plan to provide employees with the tools to enhance their effectiveness Action Item: Develop plan by October 2015
- **3h.** Upon implementation of new BPL intranet create a Human Resources Corner on site. Staff will have access to most in-demand HR items and FAQs on key questions by December 31, 2015
- **3i.** Identify City of Berkeley core required trainings and ensure BPL staff is enrolled in these trainings to meet City standards by January 31, 2016
- **3j.** Maintain a balanced biennial budget, inclusive of maintaining budget reserve and illustrate stakeholders' ROI Recommend Annually to BOLT by April 30, 2016
- **3k.** Work with BPL management to host its' 2nd All Staff Development Day for May 2016
- **3l.** Further develop the Library's volunteer program in ways that help the Library grow its services and programs and provide meaningful and fulfilling opportunities to engage the community's citizens. Assess Volunteer Program September 1, 2016



Training

Be Progressive

- **3m.** Explore ways to increase energy savings and sustainability efforts in facility maintenance and improvement efforts and educate the public on the Library’s “green” practices Action item: Circulate materials that assist Berkeley Residents in becoming more energy efficient by October 1, 2016
- **3o.** Explore communication formats for improved and increased public feedback on organizational performance and responsiveness Action Item: Review Counting Opinions interface to make the library more responsive to ongoing issues by December 31, 2017
- **3p.** Develop and implement training for all staff on the service needs of children, teens and families by June 1, 2018



Be Progressive

- **4a. Central Hub Action Item:** Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action; complete construction of new Central Library teen room. Develop Annual Review with recommendations by Facilities March 2016
- **4b.** Designate Central Library public spaces for use as technology labs, digital zones and other maker spaces that engage residents in creating content and learning new digital skills. Review Space Needs at Central by July 1, 2017



Central Hub

- 5. Promote the Library's value to our community
- 6. Promote Library programs, services and collections to raise the Library's profile

MARKETING

- **5a.** Develop outcome measures and evaluation tools to assess programs, events, collections and services effectiveness, usage and ROI; and promote Library's positive impact on community and individuals' lives. Include Monthly Report to BOLT on all Library Activities from all divisions by July 1, 2015
- **5b.** Develop outcome measures and evaluation tools to assess programs, events, collections and services effectiveness, usage and ROI; and promote Library's positive impact on community and individuals' lives. Create Quarterly Assessment Tool to review goals for all programs, services, and collections by January 1, 2016
- **5c.** Identify and target outreach to new and emerging populations groups in the City, especially attracting and growing the adult patron base of 18-24 year olds by offering and promoting targeted programs and events. Develop Plan by July 1, 2018
- **5d.** Develop new Marketing Plan



Promote Community Value

- **6a.** Develop a comprehensive marketing plan, inclusive of a new logo and component to enhance virtual marketing through increased use of social media tools Action Item: Create Marketing Team by September 1, 2015
- **6b.** Brand and market programs for greater visibility and to better connect to community interests Action Item: Schedule Out Programming for year starting September 1, 2015
- **6c.** Promote the Library's free meeting spaces, virtual services and programs digitally and through social media. Meet with local schools and non-profits to advertise space by January 1, 2016
- **6d.** Develop and launch an Early Literacy web-page for parents and caregivers by February 1, 2016
- **6e.** Develop a publicity campaign to promote the Library's digital resources to increase aware and use Develop marketing programs around e-resources ex. Database of the Week, Library Apps for your Phone, Your Library in More Places by July 1, 2016
- **6f.** Develop and offer an annual signature event that is branded and identifiable as the Library's and inspires community engagement, such as One City/One Book



Promote Library Programs

- **7.** Construct partnerships to offer inspired services, programs and collections of interest to all generations of users
- **8.** Construct partnerships to connect people to services and information

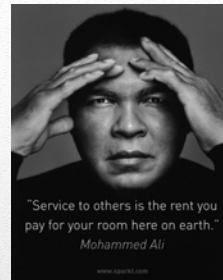
Leverage Partnerships

- **7a.** Establish an annual outreach schedule for participation at City-wide events and host activities that increase neighborhood awareness and civic engagement, such as National Night Out, Bay Festival and pop-up libraries. Programming Team will develop a list of Berkeley Events and coordinate Outreach by September 1, 2015
- **8a.** Re-establish Berkeley History Room Hours by September 1, 2015
- **8b.** Participate in Berkeley History networking opportunities to enhance programming and collections by September 1, 2015. Action Item: Work with Berkeley History Partners to present system-wide programming with a local history team throughout May, 2016
- **7b.** Provide an online networking communications tool to Berkeley community organizations within the Berkeley Information Network (BIN) to enhance and create partnerships, collaboration, community, and publicity. Action Item: Send a representative to Homeless Task Force Meetings. Survey Homeless Taskforce to determine biggest needs in community. Action Item: Create a Berkeley Information Network Fair to invite community meetings on the City of Berkeley's most critical issues. Provide quarterly meetings and invite groups starting in October 2015.
- **7c.** Develop Tool Library Programs with regular classes by community groups on tools and promotion of tool selection by September 1, 2015



Leverage Partnerships

- **7d.** Develop Chromebook Pilot Project with Berkeley High School with a focus on lending laptops to underserved students by October 1, 2015
- **7e.** Encourage staff participation and membership in business and civic associations, city-wide committees and regional organizations. Action Item: Review local organizations, categorize, and offer to staff by January 1, 2016
- **8c.** Create History Room Development Plan in order to properly Preserve, Curate, and Digitize Berkeley History Room Items by January 2016
- **8d.** Review Language services and collections provided by the library and ensure consistent services. Outreach to local organizations that provide language services to mono-lingual non-English speakers by January 2016
- **7f.** Explore partnership opportunities with local agencies and community organizations for potential self-service kiosk sites in underserved and in high traffic areas of the City to enable 24/7 access to materials by July 2017
- **8e.** Make deposit collections of low-cost books available at WIC, public health, family shelters, and other organizations serving children and families by October 1, 2017
- **7g.** Analyze City demographics to identify underserved areas of the City and collaborate with local agencies to share spaces for and promotion of non- and traditional library services by July 2018
- **8f.** Explore ways to enhance Berkeley History Room by July 1, 2018
- **7h.** Begin process of new Strategic Plan by January 1, 2019

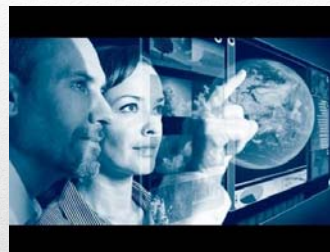


Leverage Partnerships

- 9. Connect people and services creatively through free access to information and resources
- 10. Connect people to services and information through technology as a social equalizer

Utilize Technology

- **10a.** Develop Library Technology Team with IT and Adult Reference to provide internal and external training by September 1, 2015
- **9a.** Increase Bandwidth System-wide with help from CENIC Consortium by October 1, 2015.
- **10b.** Conduct a technology needs assessment, identify strategic technology improvements and draft a three-year Technology Strategic Plan for the Library, inclusive of a training program for staff to learn new devices, software and applications by October 2015



Utilize Technology

- **9b.** Establish monthly Computer Classes at all branches by January 31, 2016
- **9c.** Revamp access to digital content and devices by circulating laptops or other mobile devices by January 2016.
- **9d.** Conduct Technology assessment for equipment, tools, bandwidth, and staff to determine needs by January 2016
- **9e.** Begin process of new Three Year Technology Plan



Utilize Technology



Berkeley Public Library Strategic Plan FY 2015-2018

Thank You!

Supporting the People's
Right to Know

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, June 3, 2015, 12:00 Noon

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees>

A. Call to Order: 12:00 P.M.

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

Absent: None

Also Present: Jeff Scott, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; July Cole, HR Analyst; Eve Franklin, Administrative Secretary.

Kathy Huff, Berkeley Public Library Foundation.

B. Public Comments:

1. Carole Davis Kennerly – Spoke regarding the Strategic Plan and proposed a series of roundtables to bring various talents in the community together to talk about library issues.

C. Report from library employees and unions, discussion of staff issues: none.

D. Report from Board of Library Trustees:

1. Darryl Moore -Bay Area Book Festival will take place June 6 & 7 in downtown Berkeley.

II. ACTION CALENDAR

A. Proposed Biennial Budget FY 2016 and FY 2017 – All Library Funds

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to approve the Biennial Budgets for FY 2016 of revenue of \$17,344,774 and expenditures of \$18,935,748 and for FY 2017 of revenue of \$17,679,069 and expenditures of \$17,605,686 as presented.

Financial Implications: see report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Trustee Moore motioned, Trustee Novosel seconded to adopt resolution #R15-109 to approve the Biennial Budgets for FY 2016 of revenue of \$17,344,774 and expenditures of \$18,935,748 and for FY 2017 of revenue of \$17,679,069 and expenditures of \$17,605,686 as presented.

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

Abstentions: None.

III. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30PM on Wednesday, July 1, 2015 at the South Branch Library, 1901 Russell Street, Berkeley.

- Strategic Plan
- Update on Arntz
- Update on Measure FF funds
- Public Comment
- South Berkeley Renaming Sub-Committee

IV. ADJOURNMENT

Adjourned at 12:30 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of June 3, 2015 as approved by the Board of Library Trustees

//s// _____

Jeff Scott, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: none.



CONSENT CALENDAR

July 1, 2015

TO: Board of Library Trustees

FROM: Ray Westphal, Accounting Office Specialist III

SUBJECT: PURCHASE AUTHORIZATION IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2016

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2016 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 projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

FISCAL IMPACT

No additional appropriation is necessary.

The projected costs of these expenditures for these vendors are provisioned for in the fiscal year 2016 budget adopted by the Board of Library Trustees on June 3, 2015 by BOLT Resolution No.: R15-109.

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 June 3, 2015, the board approved BOLT Resolution No.: R15-109 adopting the FY 2016 and FY 2017 Biennial Budget, which included funds for services, goods, materials and equipment.

CURRENT SITUATION

Commencing July 1, 2015, the Library will begin processing fiscal year 2016 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2015 expenditure levels as a guide, purchases with several vendors are expected to exceed the purchasing authority delegated to

the Director of Library Services by the Board of Library Trustees. 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.

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. Consequently, it is recommended that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2 – during FY 2016. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's and Library's purchasing policies.

FUTURE ACTION

No future action is necessary.

Attachments:

1. Resolution
2. FY16 Authorization for Purchase of Services, Materials and Supplies from Specified Vendors

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2016 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 June 3, 2015 passed Resolution No.: R15-109 updating the budgets for revenue and expenditures for fiscal year 2016; 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 2016 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies in excess of the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary of the Board of Library Trustees

PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2016 PER ATTACHMENT 2

FY 2015: PURCHASES TO 15JUN15 BY VENDOR AND FUND

Vendor Name	301 Lib Tax	302 TBR	304 Grants	306 Gifts	307 Fndtn	Total BPL
BAKER & TAYLOR, INC.	\$465,510			\$74,853		\$540,363
PACIFIC GAS & ELECTRIC CO	251,941			1,811	17,092	270,843
UNIVERSAL BUILDING SERVICE*	208,534					208,534
OVERDRIVE, INC	189,831			4,947		194,778
MIDWEST TAPE	193,844					193,844
BIBLIOTHECA*	173,981					173,981
INNOVATIVE INTERFACES INC**	173,893					173,893
STATE BOARD OF EQUALIZATIO	74,119		1,020	8,098	56	83,293
AT&T	76,386					76,386
ONE WORKPLACE*	71,176				4,806	75,982
UNIVERSAL PROTECTION SERVI*	64,093					64,093
CALIFA GROUP**	54,436					54,436
AMAZON.COM-LIBRARY	35,592		3,148	5,307	1,998	46,045
FIRST SECURITY SERVICES*	40,447					40,447
EBSCO INFORMATION SERVICES	39,618					39,618
NOLL & TAM ARCHITECTS*	36,496					36,496
EBMUD	26,241			0	3,600	29,841
KONICA MINOLTA BUSINESS SO*		29,385				29,385
CITY MECHANICAL, INC.*	28,320					28,320
RECORDED BOOKS, LLC.	28,111					28,111
INDEPENDENT STATIONERS, IN	25,087		1,000	2,019		28,106
DELL MARKETING LP	26,493					26,493
MISC. VENDOR-PROPERTY TAX	26,309					26,309
GOVCONNECTION	25,951					25,951
DEMCO INC	24,884		1,048			25,932
PACIFIC LIBRARY PARTNERSHI	22,859					22,859
Sum	\$2,384,153	\$29,385	\$6,215	\$97,034	\$27,552	\$2,544,340

* Subject to Contract Agreement and Purchase Order.

** Subject to: Director of Library Services authorization by BOLT to execute fiscal year 2016 purchase agreements and payment approvals; and/or Contract Agreement and Purchase Order; and/or Purchase Order.

BOLD Subject to Director of Library Services authorization by BOLT to execute fiscal year 2016 purchase agreements and payment approvals.



CONSENT CALENDAR

July 1, 2015

TO: Board of Library Trustees
FROM: Rachel MacNeilly, Library Services Manager
SUBJECT: AMENDMENT: CONTRACT NO. 9200, ONE WORKPLACE L. FERRARI, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$40,000 for the procurement of furniture, delivery, and installation services for staff workstations and other related furniture at the Central Library for an amended not-to-exceed value of \$390,000.

FISCAL IMPACT

This expenditure is included in the FY 2016 Library Tax Fund (Fund 301) expenditures budget and will be expensed through budget code **301-9101-450.70-43/71-43**.

The total cost of the revised contract is valued at \$390,000.

BACKGROUND

Contract No. 9200 with One Workplace L. Ferrari, LLC had its origins from the issuance of Request for Proposals Specification No. 13-10717 released on December 17, 2012 seeking branch library furniture procurement and installation services for the South Branch Library. On May 14, 2013, to ensure design consistency across the branches, Contract No. 9200 was amended under authority of BOLT Resolution: R13-027 to include staff furnishings for the West Branch Library. A further contract amendment, solicited by Request for Proposals Specification No. 14-10770 released on July 12, 2013, was executed and dated September 19, 2013 with authorization pursuant to BOLT Resolution: R13-051 for public area furnishings at the West Branch Library. At the conclusion of this Foundation funded (Fund 307) furnishings, fixtures and equipment (FF&E) program for the four branch libraries the Library commenced the effort to update staff furnishings in the Central Library that date to the Measure S Central Library Project completed in 2002. Consequently, on November 13, 2013 the board approved BOLT Resolution: R13-069 extending the purchase of furnishings and services to the Central Library followed by BOLT Resolution: R14-078 increasing the contract's authorized not-to-exceed value to \$350,000.

In an earlier separate Request for Proposals (Specification No. 11-10601) dating to August 9, 2011, One Workplace had been selected and contracted for furniture procurement and installation for the North and Claremont branch libraries under Contract No. 8831. These previous purchases, similar to the South

and West branch purchases, were effected using Measure FF capital campaign FF&E Gifts Fund (Fund 307) monies raised and administered by the Berkeley Public Library Foundation.

The total contract value inclusive of the requested amendment specified herein exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services as enunciated in the Library's Purchasing Manual; consequently, this request is subject to the authorization of the Board of Library Trustees.

CURRENT SITUATION AND ITS EFFECTS

The Library identified a variety of office furniture needs at the Central Library and following an initial purchase authorized and funded by BOLT Resolution: R13-069 and BOLT Resolution: R14-078 that addressed Administration Finance, Collections Development, Public Relations, and Branch Management, the Library now seeks to focus on Technical Services and Information Technology, both divisions with work practices deeply impacted by the evolution of technology in regards to contemporary library services.

Board acceptance of this request will allow the Library to replace current office furnishings dating from the 2002 Measure S Central Library major renovation and seismic retrofit project. In the twelve or so intervening years the furniture acquired at that time has experienced heavy use, with chairs broken and in disrepair, including worn parts and fabric. In addition, some workstations / desks do not meet current ergonomic best practices and/or standards, concerns of particular importance for staff dependent on adequate equipment and furnishings to complete their work safely and productively. The replacement / new pieces will be similar in design and style to that recently installed in the Central Library and at the branches, and will address both ergonomic and functional needs.

The Library intends to address in a separate future request furniture replacement in Circulation, and the Reference and Art and Music staff area.

RATIONALE FOR RECOMMENDATION

One Work Place was the selected vendor in separate Request for Proposals conducted for the Claremont, North, South and West branch libraries, and offers the most cost-effective and expedient furniture purchasing program at governmental rates for the range of purchases required by the Library.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

AMENDMENT: CONTRACT NO. 9200, ONE WORKPLACE L. FERRARI, LLC

WHEREAS, One Workplace has been the selected vendor in three request for proposals (Specification No. 14-10770, Specification No. 13-10717, and Specification No. 11-10606) and has demonstrated its ability to offer a cost-effective and expedient furniture purchasing program for the range of purchases required by the Library; and

WHEREAS, the Library contracted with One Workplace for furniture procurement and installation services at all branch locations during the Measure FF Branch Libraries Improvement Program; and

WHEREAS, the Library strives to ensure that staff be provided workstations that offer a safe and productive work environment; and

WHEREAS, the Library has identified the bulk of staff furnishings dating to the time of the 2002 Measure S Central Library major renovation and seismic retrofit project as requiring replacement; and

WHEREAS, the board approved BOLT Resolution: R13-069 and BOLT Resolution: R14-078 authorizing the purchase of new furnishings for Administration Finance, Collections Development, Public Relations, and Branch Management in the Central Library; and

WHEREAS, the Library now seeks to focus on Technical Services and Information Technology, both divisions with work practices deeply impacted by the evolution of technology in regards to contemporary library services; and

WHEREAS, the value of Contract No. 9200 with One Workplace L. Ferrari, LLC exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services and is subject to board approval.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to grant the Director of Library Services the authority to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$40,000 for the procurement of furniture, delivery, and installation services for the Central Library for an amended not-to-exceed value of \$390,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary of the Board of Library Trustees



ACTION CALENDAR

July 1, 2015

TO: Board of Library Trustees

FROM: Jeff Scott Director of Library Services

SUBJECT: CONTRACT: NOLL & TAM ARCHITECTS AND PLANNERS FOR CONSTRUCTION DOCUMENTS, BIDDING NEGOTIATION, AND CONSTRUCTION ADMINISTRATION FOR CENTRAL LIBRARY AREA IMPROVEMENTS

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners for Construction Documents, Bidding Negotiation, and Construction Administration for the Central Library Area Improvements (Project) (aka Inventing Your Library) in an amount not to exceed \$194,128 for the projected period from July 1, 2015 through October 30, 2016.

FISCAL IMPACT

At the May 19, 2013 regular Board of Library Trustees meeting, the Trustees adopted the FY 2014-2015 Biennial Budget by BOLT Resolution No. 13-035 inclusive of \$125,000 to identify and prioritize strategic capital improvements for projects including infrastructure and Central Library repairs and improvements for possible actions, a budget priority identified by BOLT Resolution No. 12-084. At the September 11, 2013 regular Board meeting, the Trustees authorized additional funding, per BOLT Resolution 13-056, for a total amount of \$175,000 in further support of Central Library infrastructure needs as identified in RFP 14-10812 Central Library Area Improvements.

This approval would take the Central Library Renovation project to the next level allowing Noll & Tam to continue their great work. This phase would include Construction Documents, Bidding Negotiation, and Construction Administration to ensure a smooth process. Total costs are not to exceed \$194,128.

BACKGROUND

In April 2002, the Central Library completed a major renovation and earthquake retrofitting project financed by Measure S, a 1996 voter approved \$30 million bond measure to finance the rehabilitation of the Central Library and other downtown Berkeley civic center area improvements. At completion, the Central Library was dramatically enlarged (100,000 sq. ft.), retrofitted, and restored. The goal for the Central Library's major renovation and expansion effort was to adapt the historical structure for the delivery of library services into the 21st century without diminishing the building's original significance and charm.

In early 2009 at the time of planning for the Measure FF Branch Libraries Improvement Program the Library engaged the services of Page + Moris, LLC, a design consultancy office, that included a study of usage limited to

the first three floors of the Central Library and associated recommendations for interior facility enhancements. The final report was completed in August that year and presented a range of findings and suggested responses. Based on the Library's then available resources and operational constraints some of the findings were implemented while others were left to be addressed at a future date.

Since that time, staff has identified additional Central Library facility needs as well as opportunities for service enhancements beyond those identified in the Page + Moris study.

CURRENT SITUATION AND ITS EFFECTS

We have ended the first phase of the Design and Development process with Noll and Tam. Community input, staff input, and direction from administration have been included and construction documents have been formed. The next phase of the project will include amending the contract with Noll and Tam to include Construction Documents, Bidding Negotiation, and Construction Administration for the Central Library Area Improvements (Project) (aka Inventing Your Library) in an amount not to exceed \$194,128 for the projected period from July 1, 2015 through October 30, 2016.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

CONTRACT: NOLL & TAM ARCHITECTS AND PLANNERS FOR CONSTRUCTION DOCUMENTS, BIDDING NEGOTIATION, AND CONSTRUCTION ADMINISTRATION FOR CENTRAL LIBRARY AREA IMPROVEMENTS

WHEREAS, the firm of Noll & Tam Architects and Planners was selected in a competitive City of Berkeley RFP solicitation (#14-10812) solicitation to provide programmatic, architectural and design services for public area improvements at the Central Library; and,

WHEREAS, in 2009 the consulting services of Page + Moris, LLC were retained to identify interior facility enhancements limited to the first three floors of the Central Library; and,

WHEREAS, based on the Library's then available resources and operational constraints some of the findings were implemented while others were left to be addressed at a future date; and,

WHEREAS, the Library has since identified additional facility needs and opportunities beyond those specified in the 2009 Page + Moris study, inclusive of the fourth and fifth floors of the Central Library; and,

WHEREAS, at the September 11, 2013 regular Board meeting, the Board of Library Trustees authorized additional funding, per BOLT Resolution 13-056, for a total amount of \$175,000 in support of the Central Library infrastructure needs; and,

WHEREAS, Library staff has Staff has negotiated with Noll & Tam Architects to enter into a contract and any amendments with Noll & Tam Architects and Planners for Construction Documents, Bidding Negotiation, and Construction Administration for the Central Library Area Improvements (Project) (aka Inventing Your Library) in an amount not to exceed \$194,128 for the projected period from July 1, 2015 through October 30, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to execute a contract and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural and design services for the Central Library Area Improvements project in an amount not-to-exceed \$194,128 for all services and reimbursable expenses during the projected period from around July 1, 2015 through October 30, 2016

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

Date

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: APPOINTMENT OF LIBRARY SIGNAGE SUBCOMMITTEE

RECOMMENDATION

Adopt a resolution to empower the BOLT Chair to appoint a Library Signage Subcommittee to decide on the new sign for the South/Tarea Hall Pittman branch library.

FISCAL IMPACT

Fiscal impact will be decided upon the subcommittee's recommendation on library signage and BOLT's approval of that recommendation.

BACKGROUND

At the February 11, 2015 Board of Library Trustees (BOLT) meeting, the Library received Mr. Charles Austin's request to rename the South Branch Library after Ms. Tarea Hall Pittman. A letter was attached detailing her accomplishments as was a petition, with 1,067 signatures, to change the name.

At the subsequent March 11, April 22, and May 7th meeting, BOLT heard, collectively, 37 public comments and received 35 letters of support for the name change.

At the May 7th Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library after Tarea Hall-Pittman. Furthermore, BOLT voted to establish a Signage Subcommittee to determine how the new name shall be affixed to the library. In the new Library Naming Policy, a Subcommittee of two BOLT members, two library staff, and three community members.

CURRENT SITUATION AND ITS EFFECTS

The BOLT chair is empowered by the City of Berkeley Commission Manual to appoint a temporary subcommittee with the consent of the full board. At this time, the chair has decided to create an application process for the three community member seats on the Signage Subcommittee. This form is attached and will be distributed on the Berkeley Public Library Homepage and will also be available at the South Berkeley Library.

FURTHER ACTION

At the September BOLT meeting, the board will review and/or approve the Chair's recommendation for Signage Subcommittee membership. Once the Signage Subcommittee has met and agreed to new signage, that recommendation will come to the full board to review.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: R15-___

APPOINTMENT OF LIBRARY SIGNAGE SUBCOMMITTEE

WHEREAS, at the February 11, 2015 Board of Library Trustees (BOLT) meeting, the Library received Mr. Charles Austin's request to rename the South Branch Library after Ms. Tarea Hall Pittman. A letter was attached detailing her accomplishments as was a petition, with 1,067 signatures, to change the name; and

WHEREAS, at the subsequent March 11, April 22, and May 7th meeting, BOLT heard, collectively, 37 public comments and received 35 letters of support for the name change; and

WHEREAS, at the May 7th Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library after Tarea Hall-Pittman. Furthermore, BOLT voted to establish a Signage Subcommittee to determine how the new name shall be affixed to the library. In the new Library Naming Policy, a Subcommittee of two BOLT members, two library staff, and three community members; and

WHEREAS, the BOLT chair is empowered by the City of Berkeley Commission Manual to appoint a temporary subcommittee with the consent of the full board.; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley to empower the BOLT Chair to appoint a Library Signage Subcommittee to decide on the new sign for the South/Tarea Hall Pittman branch library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 1, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



INFORMATION CALENDAR

July 1, 2015

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: Director's Report

RECOMMENDATION

Receive monthly report from Jeff Scott, Director of Library Services.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

This is a report provided by the Director of Library Services on a Monthly Basis.

CURRENT SITUATION AND ITS EFFECTS

Noll and Tam Report

Central Library improvement contract amendment is in this BOLT packet. The next phase of the work is construction documents. Library staff will come back to BOLT in September with 50% costs and November with 100% projected cost of project.

Strategic Plan Update

Progress on Strategic Plan initiatives will be highlighted in the monthly reports. Furthermore, there will be a special report demonstrating strategic accomplishments.

Security Audit Update

New Behavior Guidelines were approved in May. We are currently setting up dates for training staff. We have a draft of the City of Berkeley Emergency Response Manual and will be adapting that for library needs along with training.

Arntz Update

Attached is a punch list of items still outstanding from the 2002 renovation. Walter Johnson has assembled items that have been completed, items still outstanding, and items that require critical attention. This list was distributed to the City and we will be working with them on a plan forward.

Measure FF Update

Currently, as long as spend on new branch projects we can utilize these funds. However, we have not spent any money in the last three months. Library administration and facilities are working on a series of proposals and follow-up meetings in the branches for suggestions.

Friends Annual Meeting

The Friends of the Berkeley Public Library held their annual meeting on Wednesday June 17th. I spoke on the topic "Our Bright Future" highlighting aspects of our Strategic Plan. The Friends funded over \$97,000 in projects for the next fiscal year.

Foundation Commitment

The Berkeley Public Library Foundation has committed \$25,000 towards the library's Chromebook project for teens and Chromebooks for homeless teens. They are currently reviewing plans for the renovation at the Central Library.

ALA Annual Conference

Berkeley Public Library staff will be presenting at the ALA Annual Conference on our newly inaugurated Library on Wheels service. It will be part of the Poster Session at the Moscone Convention Center - Exhibit Hall - Poster Session - Poster 14 on Saturday June 27 from 10:30 to noon.

Library staff will also be in attendance at the conference. We are also partnering with various libraries and services to assist in presentations and to provide support.

Public Comments Procedure

The Board of Library Trustees follows the City of Berkeley Commission Manual which is different from City Council rules. BOLT does not have the staff to support the nuance in a City Council situation (City Clerk, City Attorney, Timekeeper, and myriad support staff), therefore, the requirement for public comment is simpler. Of particular note are the following stipulations:

3) Public Comment

a. When? At the beginning or during each item?

Decide whether to allow comment at the beginning or during each item as authorized under section 54954.3. Since the Act requires that public comment for regular meetings be permitted on any subject within the subject matter jurisdiction of the city, if you

decide to allow comment during each item, you will also need to decide when you will allow general comments on subjects not related to anything on that agenda.

b. Any overall time limits and/or limit per speaker?

Section 54954.3(b) allows a commission to adopt reasonable regulations to govern public comments. Typical of such rules are time limits on speakers and overall time limit on public comment. You should decide whether to set an overall time limit and/or limit per speaker.

e. Formal Participation by the Public/Presentations

An individual wishing to formally address the commission or make a presentation should prepare a written request to the secretary to be scheduled on a future agenda. The request is discussed at the next meeting and the commission may grant or deny the request.

Library staff does not recommend any changes at this time and would welcome any board member or citizen comments on this issue in the future.

Recruitments

The Library currently has open recruitments for the Deputy Director of Library Services (to close July 13), Librarian I (currently closed and under review), Library Specialist, Library Page, Library Assistant, Library Aide and Administrative and Fiscal Services Manager. Further information is provided in the Human Resources Report.

Library Gardens Accident

On Wednesday morning, the apartment complex next to the library had a balcony collapsed killing six students and injuring seven more. The library often serves these students as they arrive every summer. The library provides library cards, internet access, and other materials to assist with their stay in our country. The accident was keenly felt at the library as many of these students had just come in the week before to get established.

The library remained open and available. Kittredge Street was closed on Wednesday and Thursday. It was reopened on Friday morning. We did cancel our program on Thursday out of respect for the families and friends of those killed and injured. Berkeley Public Library mourns the loss of our young neighbors at Library Gardens

FURTHER ACTION

No further action is needed.

Attachments: none.



INFORMATION CALENDAR

July 1, 2015

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: Library Operations Report

RECOMMENDATION

Receive monthly on Library Operations.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

This is a monthly report on library operations.

CURRENT SITUATION AND ITS EFFECTS

See attached reports.

FURTHER ACTION

No further action is needed.

Attachments:

- 1) Strategic Plan Update for July
- 2) Adult Services Report
- 3) Berkeley READS Report
- 4) Central Children's Room Report
- 5) Claremont Report
- 6) Human Resources
- 7) North Branch Report
- 8) South Branch Report
- 9) West Branch
- 10) May Statistics

Strategic Plan Report

Accomplishments for July

- **Support Curriculum for All Generations Action Item: Review and revise the Library's Collection Development Policy and practices, inclusive of developing a plan that curates collections that respond to, anticipate and reflect community needs, interests and trends**
 - **by July 1, 2015 (COMPLETED)**
 - *Team: Collection Development*
 - New Collection Development Policy and Requesting Library Materials policy was approved by BOLT at the May 28th meeting.
 - Library Organization Chart has been changed to improve Collection Services at the library combining Collection Development with Technical Services.
 - Collection Development ordering is in the process of being centralized. The intent is to speed up the selection process, save the time of selectors, and provide a holistic view of the library's collection.
 - Staff can place their suggestions for purchase in an online webform.
 - With the exception of Rosie Merlin, our selectors are public service librarians.
 - Our selectors: Nora Hale (West), children's selector, Nikki Santiago (Claremont), Teen and all ages GN selector, Jack Baur (North), all ages GN selector, Debbie Carton (Central), scores, Rosie Merlin (Collection Services), Adult, Lucky Day all ages
- **Be progressive Action Item: Evaluate systems, processes and service models in all division operations, implementing improvements to streamline workflow, increase capacity and improve services to best be responsive to community needs and recommend Changes to BOLT by July 1, 2015 (COMPLETED)**
 - *Director of Library Services*
 - Library Org chart changes reflect this effort and was approved by BOLT at the June 3rd Budget Meeting.

- **Be Progressive Action Item: Facilitate communication at all organizational levels via new or revised, improved consistent in-person and online models to better link staff and community. Implement new Intranet for Staff by July 1, 2015 (INCOMPLETE)**
 - *Team: Information Technology*
 - Intranet project has been delayed. Library was set to go with a vendor, but there was a disagreement with contract details and compliance with the City of Berkeley rules. IT is reviewing the other vendors who responded to the RFP. We will report on status until this project is completed.

- **Be Progressive Action Item: Develop organizational basic and job function competencies that tie to performance and service expectations. Present to Staff July 1, 2015 (Completed/In Progress)**
 - *Director of Library Services*
 - The Library Three Year Strategic Plan was approved as of May 28th, 2015. Library staff were informed at the May 29th staff meeting that all future evaluations will be tied to accomplishments within the Strategic Plan. For future goals, library staff will be evaluated on their contribution to the plan.

- **Be Progressive Action Item: Develop and train staff on customer service standards in order to exceed expectations of service, both internally and externally. Staff will be required to attend four training sessions per year (webinar, in-person, or conference) by July 1, 2015**
 - *Director of Library Services/Human Resources*
 - Associate Human Resources Analyst July Cole is currently keeping track of training for library staff. Library Managers and Supervisors will keep track of staff training throughout the year as well. At quarterly Library Council meetings (Library Council is monthly meeting that includes all library supervisors), there will be a report on training to ensure training goals are being met.

- **Be progressive Action Item: Implement recommendations in Safety Audit report, inclusive of establishing an Emergency Communication Plan to ensure timely dissemination of emergency information to all staff. Recommend changes to BOLT by July 1, 2015**
 - *Director of Library Services*
 - New Behavior Guidelines were approved by BOLT at the May 28th meeting. The plan now is to provide training on how to enforce rules. The City of Berkeley is currently working on its own Emergency Communication Plan and we will wait until that

process is completed to implement that plan. We will continue to seek training opportunities both in-house and from outside contacts for safety and security training as well as library drills. We are also developing a monthly safety report based on incidents at the library. Furthermore, more training on the use of our PITS system is being developed. Progress on safety issues will be reported on a monthly basis.

- **Promote Community Value: Develop outcome measures and evaluation tools to assess programs, events, collections and services effectiveness, usage and ROI; and promote Library's positive impact on community and individuals' lives. Include Monthly Report to BOLT on all Library Activities from all divisions by July 1, 2015.**
 - *Director of Library Services*
 - Monthly reports will continue with plans to make the report more readable with comparative statistics.

Highlights

- **Lynette Cook**, world recognized and award-winning astronomy illustrator, shared her stunning and vibrant scientific artwork through her slides and paintings. She led attendees through the process of creating illustrations from working with scientists who have made planetary discoveries, to doing her own supporting research and arriving at a final vision that is both scientifically accurate and also captivates the lay person with the wonder and mystery of space. Every member of the audience paid rapt attention and stayed into the Q & A period which elicited technical as well as general questions. Afterwards we had time to browse the books she brought which contained her striking scientific illustrations and look at some of the original paintings. 31 people attended. *(This program was sponsored by the Friends of the Berkeley Public Library.)*



- Our **Saturday Morning Yoga** three-class series, taught by Stacey Singleton, was attended by 30 library patrons. Stacey began with breathing techniques and easy stretching poses and progressed throughout the course to more challenging poses. Several attendees approached staff after the classes to thank the library for the opportunity to explore their interests in yoga. Mats were provided though a few brought their own. Dan Beringhele set up a display of the Library's yoga materials in the lobby of the CMR for patrons wishing to practice at home. *(This program was sponsored by the Friends of the Berkeley Public Library.)*



- An excited and eager inter-generational capacity crowd of over 100 coming from all over the Bay Area filled the Community Meeting Room to hear notable Astronomy educator, **Andrew Fraknoi**, from Santa Clara University, explain with great humor, and accessibility, about the phenomenon of Black Holes in space, how they are formed, what their properties are and why you never want to fall into one. A long and lively Q & A period followed which Mr. Fraknoi answered with pleasure and enthusiasm. He said afterwards that he was very impressed with the thoughtfulness and caliber of the questions which came from both adults and children. *(This program was sponsored by the Friends of the Berkeley Public Library.)*



- On May 23rd, the Library hosted author Berkeley author Liz Carlisle and food justice attorney Neil Thapar in an event co-presented by the Ecology Center and the Sustainable Economies Law Center. 26 attendees came to hear Liz talk about her new book **Lentil Underground**, the story of how a few maverick farmers in Montana started a revolution by growing organic heirloom lentils amid the state's golden fields of wheat. Carrie Bennett of the Ecology Center maintains the Bay Area Seed Interchange Library here in Berkeley and brought seeds from the Library for patrons to take home. The Ecology Center also sold copies of *Lentil Underground* which Liz signed at the end.



- The **Library on Wheels** made 5 appearances in May at Berkeley City College, Bike to Work Day, the Free Family Fun Festival, the North and South Farmers' Markets. We had 50 checkouts, 12 new cards, and 20 craft participants. *(The Library on Wheels is a Berkeley Public Library Foundation funded service.)*



- We originally presented **“Paul Robeson, Renaissance Man”** at South Branch in February, to an overflow crowd. We brought **Mr. Autris Paige** back by popular demand, because many people were turned away from that first performance for lack of space. The program was primarily speaking, with a few songs- read aloud from Robeson's memoirs, giving an encapsulated but revealing look at that extraordinary man. A fine actor, Paige brought out Robeson's courage, strength and dignity. Paige has a remarkable voice, both speaking and singing. The standing ovation only came to a close when he did a brief encore. People shared their memories of encounters with Robeson, with each other and with Mr. Paige, and enjoyed their time together remembering and celebrating an iconic American hero. *(This program was sponsored by the Friends of the Berkeley Public Library.)*



- Over 100 people attended our **Chinese Culinary Workshop**, a class in Chinese cooking methods on Saturday, May 30. Celebrated chef and owner John Yao from China Village restaurant gave attendees a brief history of Chinese cuisine and included styles originating from the diverse regions of North and South of China, Shanghai and Canton . He then gave step by step demonstrations for two dishes, “double skins” and “cold noodle salad”.



- Jessica Jaramillo and Rudy Tapia created a B.B. King Display in his honor, showcasing library materials that patrons could check out from the A&M department, including books, CDs and Vinyl.



General Information

- Quilt Show (5/1-6/7): Reference staff report lots of people come by to see the quilts, more than in previous years. 50 quilts are currently on display at Central through June 7. 14 more are making the rounds of the branches for this year's 35th Annual Quilt Show. Of special note:- new this year, the travelling element, wherein 4 display cases make the rounds every week to each branch, so branches get a taste of the show. Hopefully this inspires branch patrons to visit Central for the main show. Also new this year is an online show. Photographer Marina Perrera Small took pictures of the quilts, which are available on the website so there is a digital display of the quilts for visitors near and far to enjoy.
- Rudy Tapia, Debbie Carton, and Kay Finney attended the CLA training *Serving with Compassion: Improving Library Service to Patrons with Mental Illness within Public Libraries*.

Highlights

- League of Women Voters Berkeley, Albany, Emeryville submitted a Berkeley READS nomination for their Spirit of the League Award.
- Annual May children's book distribution (total 360 books) conducted at 9 outreach sites.
- Two Berkeley READS adult learners selected to be Adult Learner Leadership Institute workshop facilitators by State Library Project Coordinator for the May Northern CA training.
- Outreach Table at Black Infant Health /Mother's Day event per BIH Coordinator invitation.



- League of Women Voters Berkeley, Albany, Emeryville announced that Berkeley READS has been selected as the 2015 recipient of their Spirit of the League Award in celebration of “organizations that have improved our communities and mobilized others to make changes for the common good.” The award presentation will be at the Annual Community Luncheon on September 21.
- Tutor Training enrolled 25 volunteers in the June training session.
- Bay Area Book Festival - Adult Learner Panel Presentation-“A Journey to Literacy: Adult Learners in Conversation”- on June 6, 2015--100+ audience members in Central Community Meeting Room-was coordinated by Berkeley READS.



BAY AREA BOOK FESTIVAL

A Journey to Literacy: Adult Learners in Conversation

Listen to a panel of adult learners who share their journeys
of reading books that impacted their lives
and opened new worlds.

Saturday, June 6th 2015
1:00 PM

Berkeley Public Library
Community Meeting Room / 3rd Floor

Presented by:
Bay Area Library Adult Literacy Programs

BERKELEY READS
ADULT & FAMILY LITERACY PROGRAM

Coordinated by:
Berkeley READS Adult and Family Literacy Program

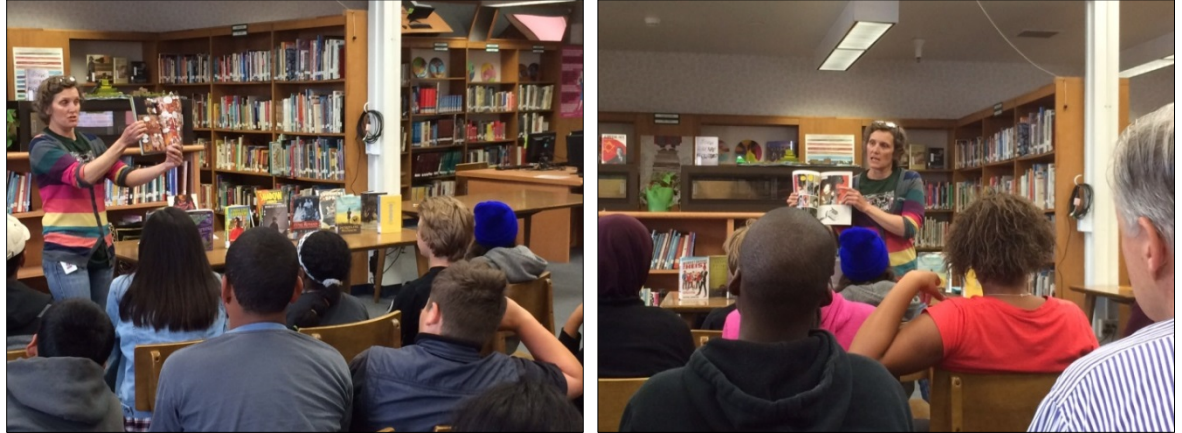
General Information

Two Cultural Arts Literacy community trips to The Contemporary Jewish Museum and to The Yerba Buena Art Center(in-kind admissions and docent tours provided). May statistics: 123 tutors; 140 students; 15 families.

Berkeley Adult School classes visited Berkeley READS and registered for library cards; BAS students were referred from the Basic Education and ESL classes for summer tutoring sessions. June Statistics: 130 tutors; 145 students; 20 families

Highlights

- Children's librarians have been busy promoting Summer Reading at the local public schools. Alan Bern visited over 400 students at Cragmont Elementary, and Emma Coleman visited a total of 542 students at King, Longfellow, and Willard Middle Schools. Erica Dean Glenn began visits to Washington Elementary. Summer Reading outreach visits will continue in early June.



Emma Coleman visits Willard Middle School to promote Summer Reading.

- On May 2nd, we participated in the system-wide celebration of Free Comic Book Day, giving away comic books to kids and families, and hosting a Jedi knight magic show. These activities were generously supported by the Friends of the Berkeley Public Library.
- In honor of Children's Book Week, we hosted a visit by award-winning illustrator Christian Robinson, funded by the Friends.
- On May 15th, we started early bird signups for this year's all-ages Summer Reading. Entire families have been eager to participate. The miniature thematic stickers, purchased with Friends funds, have been extremely popular with the kids.
- Ann Hotta launched a baby and toddler story time on Tuesday evenings. The patron response has been rewarding, with numerous repeat attendees and participation by parents who are unable to attend daytime programs that conflict with their work schedules.
- By invitation, Ann Hotta also shared stories and promoted early literacy during the Mommy and Me event at Ocean View Head Start.

General Information

- Janitors cleaned and polished the floors in the public area of the 4th floor.
- Emma Coleman attended the training, *Serving with Compassion: Improving Library Service to Patrons with Mental Illness within Public Libraries*, organized by the California Library Association.

Highlights

The name of the game was summer reading outreach, and Nikki and Michael have been out of the branch quite a bit this month (and will continue to visit schools in June) to share information about the Summer Reading game and the ways the library can keep them connected during the summer. Nikki had a full house the day after she visited the entire 7th and 8th grade student body of Willard, and we heard from children who saw Michael in their schools, too.

Nikki Santiago with Willard Middle School 7th and 8th graders



We also unveiled a new program plan for two of our most popular children's programs, which have gradually grown too big for our space. After looking at all of our options and talking to other systems about how they manage their big storytimes we opted for a registration-based system for the Tuesday storytimes and for our Friday Movement and Music program. Both programs will enjoy a small break during the summer (The Tuesday program will take two and a half months off, with patrons being encouraged to join us outdoors this summer for storytime in the park, the Friday program will take off the month of August). In September, both programs will resume with the new registration process (which we'll be unveiling with help from IT)!

General Information

Summary of activities at Claremont:

Free Comic Book Day was a success; we were almost totally cleaned out of our giveaways by the end of the event. Nikki hosted an anime marathon in the teen room, with participants of all ages in attendance for the entire 3 hour long run.

Poetry Circle was mostly regulars this month, who now know each other's names and styles. Participants were able to read at least three times and still had time to discuss the poems. They were reluctant to leave and Glenn had to rush to clean up. A pleasant evening, 5/14/15 Thursday.

Piano chat- Local pianist, teacher and library supporter Brenda Becker offered a series of free, 90 minute piano classes for seniors each Wednesday in May. She covered the basics and we got great feedback about the series, including: "I found the class valuable" "This one was important". She hopes we'll continue to offer "chat-styled" programming for seniors.

Claremont Book Group- The book group tackled National Book Award winner for 2014, *Redeployment* by Phil Klay. We had a great discussion about this powerfully written short story collection which takes the wars in Iraq and Afghanistan as its subject.



Uncle Jer’s Traveling Bee Show- A large intergenerational crowd showed up at the Claremont Branch on Saturday (May 9th) to witness Uncle Jer's Traveling Bee Show. Attendees learned about a day in the life of a beekeeper, the important role honeybees play in our ecosystem, health benefits associated with consuming honey as well as the opportunity to view an observation hive containing real honeybees. The presentation also included an adorable puppet show used to illustrate the relationship between queen bees and drones. This entertaining and educational experience was topped off with a delicious treat of honey sticks for all!

Culinary Kid- Jason (of the College Avenue Pasta Shop) was back for his third and final cheese tasting, a sampling of winning cheeses from all over the world. This has been a popular, fun program and both Jason, who volunteered his time and the cheeses, and Michael, who dreamed up and developed the program, deserve the positive feedback we’ve gotten about Culinary Kid!



Shani participated in a month-long flyer design webinar. Nikki and Shani signed up to take the ALA Maker webinar series in June (with Rudy Tapia from Central A&M)!

Hats off to the Maintenance team- they are investigating a window blind solution to the glare over the computer area and also looking into solutions to our electric hand blower/ trash layout challenge in the public restrooms. They are also working on fixing the lock to the Flex space closet, which failed recently.

Statistics

FY15-Claremont	May 2015		June 2015	
	Events	Events	attendees	attendees
Pre-School (0-4) @Library	17	17	13	1126
Pre-School (0-4) outreach	1	1	0	0
School Age (5-11) @Library	5	5	6	112
School Age (5-11) outreach	13	13	10	221
Young Adult (12-18) @Library	11	11	7	47
Young Adult (12-18) outreach	9	9	1	40
Adult @Library	3	3	6	66
Adult outreach			0	0
Senior @Library	4	4	0	0
Senior outreach			0	0
Computer usage	1264		1099	
Gate Count	6488		6785	
Circulation	20129		17650	
Meeting Room bookings	0			
Volunteer hours	19			
Information requests	1680			
Circulation of Children’s Materials	10532		9133	

* June figures are not for the complete month and may be missing data

Training & Development

Staff will be attending the American Library Association Annual Conference in San Francisco on June 25 – 29, 2015. BPL staff will have an opportunity to learn and hear about innovation and transformation, ebook lending and usability, digital content, community engagement, best practices on a range of library-related concerns and much more. There's also a wide range of networking opportunities and fun events.

Volunteer Program

On June 10, 2015, the Library hosted a Volunteer Appreciation Reception. This event was a time to honor and recognize the hard work of the dedicated volunteers. Volunteers were treated to refreshments and presented with a gift bag as a token of our appreciation. The event was well attended by volunteers from a variety of BPL programs including Literacy, Youth Services, Adult Services and Friends of the Library.



Our volunteers help year round by supporting BPL with program coordination, assisting patrons utilizing technology, literacy instruction, and general office work such as copying program flyers. Our volunteers are truly amazing and we are grateful for their time, energy and efforts!

Staffing

We have a number of vacancies due to a recent retirements, transfers, and resignations. These vacancies are being filled temporary by BPL staff which allows them the opportunity to gain experience working in a higher classification and developed skills for upward career mobility. The Library's Human Resources Analyst is planning to open recruitments to fill these vacancies starting Summer 2015. Upcoming recruitments will include Library Specialist, Library Page, Library Assistant, Library Aide and Administrative and Fiscal Services Manager. Recently the recruitment for Librarian I closed and an eligible list will be established in the upcoming weeks. Currently, the Deputy Director of Library Services recruitment is open for application until July 13, 2015.

General Information

Planning is underway for additional training development and staff events in the upcoming months.

Highlights

Children's (David Howd)

Meetings Attended: Association of Children's Librarians, Children's Services, North Branch Staff meeting.

Additional Comments:

Oxford Kindergarten classes came for a visit. Thousand Oaks Kindergarten had to cancel. Picture book author Jon Agee did a wonderful spirited presentation. We had one last Paws to Read session closing out our spring.

Teen (Jack Baur):

In Library: 8 Events, 153 Attendees

Games: Games continued every week this month with Magic: The Gathering, Nintendo Wii, and board games (mostly checkers this month). Attendance continued to grow steadily to the point where we are now getting about 30 kids a week. My teen volunteer who helps out with Games has become invaluable by helping set-up, prep and serve snacks, and clean up at the end of the day.

Crafts: This month's craft programs included buttons, collages, mini-catapults (which predictably morphed into a full-blown marshmallow fight), and recycled cassette tape pencil holders. One of the teens' pencil holder crafts is in use at the North Circ desk, and continually gets complements from patrons, creating a good opportunity to talk up the teen craft program.

School Outreach: I went on a field trip with Kay to Berkeley High School with the LOW, and I helped first-timer Nikki out at Willard Middle School.

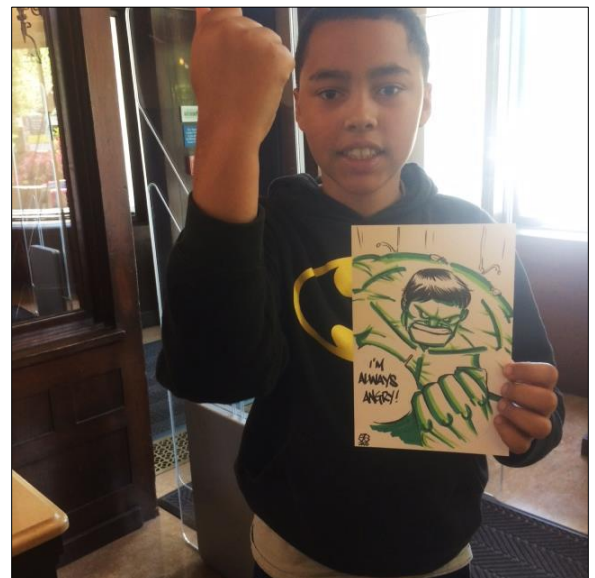
Outside of Library: 2 Events, 145 Attendees

FREE COMIC BOOK DAY

North Branch: 120 participants, most comics given away

This year's Free Comic Book Day was the best ever. Tables were set up in the lobby of the North Branch where the free comics were given out. We had a program for kids and teens happening in the Teen Room. Lots of positive feedback and lots of folks pleasantly surprised and excited to see the comics on offer.

We also had comic book artist Vincent Kukua set up at the Info Desk doing free sketches for kids who wanted them. More than a dozen people got sketches from Kukua, and many more sat and watched as he drew and colored the pictures.





North Teen Librarian Jack Baur was point person for FCBD across the system. He ordered books for Children, Teen, and Adult through our partners at Fantastic Comics in downtown Berkeley, picked up the comics when they came in and divided them up among all the locations with the help of Teen volunteers, made sure there was a point person at every location that would be on hand to run programs on the appointed day and managed cross-branch publicity for the program.

Jack Baur: Library Super Hero.

GREAT JOB, JACK!

General Information

Supervising Librarian Bill Kolb continued making preparations and arrangements for the upcoming photography exhibit and opening reception for Humans of Berkeley and the Bay Area ([HUBBA — http://humansofberkeleyandthebayarea.tumblr.com](http://humansofberkeleyandthebayarea.tumblr.com)) photographer **Nancy Rubin**. Rubin, a longtime Berkeley High School instructor, will speak briefly at the opening reception, scheduled for 6:30-8 p.m. on Saturday, June 6 in the main library space at North. The event is open to the public, and light refreshment will be served.



The exhibit, focused intently on local fathers and their children in honor of Father's Day, will run the entire month of June, and will feature virtual displays of Rubin's additional work and interactive aspects.

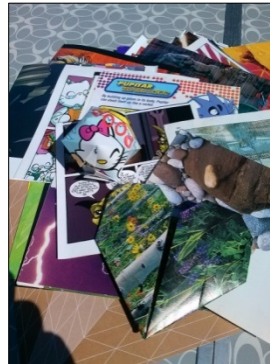
Statistics (Branches only)

FY15-North	May 2015		June 2015 *	
	events	events	events	events
Pre-School (0-4) @Library	9	9	13	520
Pre-School (0-4) outreach	6	6	10	325
School Age (5-11) @Library	4	4	9	193
School Age (5-11) outreach	0	0	6	440
Young Adult (12-18) @Library	8	8	6	477
Young Adult (12-18) outreach	2	2	0	0
Adult @Library	3	3	0	0
Adult outreach	0	0	0	0
Senior @Library	0	0	13	520
Senior outreach	0	0	10	325
Computer usage	1,764			
Gate Count	27,388		21,921	
Circulation	21,687			
Meeting Room bookings	33			
Volunteer hours	9			
Information requests	4918		5130	
Circulation of Children's Materials	9272			

* June figures are not for the complete month and may be missing data

Highlights

South Branch librarians connected with more neighbors at the South Berkeley Farmer's Market on May 12. Joined by librarians with the Library on Wheels, we made recycled book-igami bringing a library-twist to celebration of Asian-Pacific American Heritage month.



South Children's Report:

In May we had a puppet show at South that incorporated some bilingual Spanish dialogue. I visited Malcolm X school and told the students there about the summer reading game. We did a papercraft activity as part of the monthly theme about Asia. Baby/Toddler program continues to be well attended. I visited Chronicle Books for their semi-annual event highlighting new books for librarians and book sellers.



South Teens Report:

Our Teen Advisory Board has continued to meet in small bug engaged sessions. One particularly strong brainstorming meeting generated several new program ideas for summer and with the assistance of teen volunteers we will be launching a writing salon on Fridays.

Craft programs continue to engage hands-on work with some beautiful creations that even allowed for discussion of other famous artists like Mondrian.



And May was a big month for outreach as summer approaches. This month the regular outreach expanded to include multiple visits to Berkeley High with the Library on Wheels to register teens for the #bplsummer game.

This Month we celebrated Asian Pacific American Heritage Month the South Berkley branch. In honor of the contributions made to American by people whose roots extend to the region, we made displays showcasing the many words and phrases that have made their way into American English after being born in the Asian Pacific region. Once again, library specialist Angela McGowen used her remarkable computing and design skills to come up with the perfect images to convey the idea I wished to convey of strength and understanding through the celebration of our diverse community. Below are some images of our display:



The great fun event of this May was a showing of a cult classic reggae film called “Rockers”. It’s a “Robin Hood” story that features just about every great Jamaican musician from the magical period. It is also one of a surprising plethora of cultural gems the Berkeley Public Library holds as part of their DVD and music collection. Big thanks to library specialist, Juan Castille, who presented the idea to me, then proceeded to invite every patron he knew to the event. It was a blast.



Statistics

FY15-South	May		June *	
	events	events	attendees	attendees
Pre-School (0-4) @Library	8	8	3	45
Pre-School (0-4) outreach	2	2	7	56
School Age (5-11) @Library	2	2	3	64
School Age (5-11) outreach	12	12	4	78
Young Adult (12-18) @Library	9	9	2	74
Young Adult (12-18) outreach	3	3	0	0
Adult @Library	1	1	1	12
Adult outreach	0	0		
Senior @Library	0	0		
Senior outreach	1	1		
Computer usage	13700			
Gate Count	14800		21167	
Circulation	19450			
Meeting Room bookings	24			
Volunteer hours	12			
Information requests	2380			

* June figures are not for the complete month and may be missing data

Adults

Highlights

West had two groups visit from Berkeley Adult School to tour the library and get library cards. In total, 75 new patrons learned about the library and its many offerings and received new library cards. Our popular Café Literatorio Spanish book discussion group had 14 individuals participate in a Spanish language book discussion. And, we had three patrons use the free Lawyer service.

General Information

The library supervisor was able to assist with Library on Wheels and travel to the North Berkeley Farmer's Market for outreach. And, the library hosted the first University Avenue Association Meeting. Now, a member, I had an opportunity to meet other West Berkeley business owners and hear them voice their concerns and hopes for the changing community. The May meeting also had councilmember Linda Maio in attendance, there specifically to address security concerns as well as a growing homeless population in the area.

Children

Highlights

The Roller Coaster Engineer program given by the Lawrence Hall of Science was terrific. We had about 20 kids ranging in age from very young (2) to our actual target ages, which were 5 and up. The kids had a great time figuring what would and would not work, and some pretty amazing roller coasters made with cardstock and tape went home for further engineering.

Teen

Highlights

The highlight of the month for teens at West was the Free Comic Book Day on May 2. We received 205 comic books for children, 130 for teens, and 100 books for adults, which we gave out in the Teen Room. Some of the popular titles were *Sonic the Hedgehog*, *Dr. Who*, *Spongebob*, *Bob's Burgers*, and *Rocket Raccoon*. We had a button making program to go along with the giveaway, and a projector to show anime from our online movie resource.

Our Art, Music & Writing Club has been bringing out some wonderful contributions from teens for the West Branch Teen Zine, which is at the press. Some of the teens have opened up about their creativity and I think it has made them look at themselves in a positive light.

General Information

Our new button maker arrived this month (thank you, Friends!), and after some valiant searching by Rory Dean-Evans, we were able to order 1,000 button parts to keep us going through the year.



Some of the Free Comic Book Day buttons and some other examples from May button making.

Statistics

FY15-West	May 2015		June 2015	
	events	events	attendees	attendees
Pre-School (0-4) @Library			3	165
Pre-School (0-4) outreach				
School Age (5-11) @Library			1	26
School Age (5-11) outreach			14	316
Young Adult (12-18) @Library	13	13	4	13
Young Adult (12-18) outreach			6	227
Adult @Library	4	4	3	27
Adult outreach				
Senior @Library				
Senior outreach				
Computer usage	1736			
Gate Count	13083		10282	
Circulation			10334	
Meeting Room bookings	30		24	
Volunteer hours	2.5			
Information requests	1185			

FY15 - All Locations	May		June *		Total *	
	events	attendees	events	attendees	events	attendees
Pre-School (0-4) @Library	42	2859	28	1718	580	30826
Pre-School (0-4) outreach	16	316	13	168	160	3229
School Age (5-11) @Library	22	493	14	269	274	7385
School Age (5-11) outreach	52	1400	28	615	103	3054
Young Adult (12-18) @Library	44	594	16	266	341	3550
Young Adult (12-18) outreach	34	1159	9	222	100	3042
Adult @Library	31	891	7	191	360	7676
Adult outreach	5	140	0	0	47	1897
Senior @Library	4	16	0	0	16	269
Senior outreach	15	0	0	0	26	323
Computer usage	26373		9307		188,604	
Gate Count	61,762		94,174		1,087,397	
Circulation	61,423		145,482		1,667,482	
Meeting Room bookings	123		115		1,359	
Volunteer hours	124.25		108.5		1,652.3	
Information requests	15916		11916		204,414	
Wireless Users	6449		4724		47,718	
Circulation of Children's Materials	19,804		55268		223,223	

* June figures are not for the complete month and may be missing data