



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
Wednesday, 07/18/2018

AGENDA  
6:30 PM

Tarea Hall Pittman South Branch  
1901 Russell Street

## I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments** – Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker’s cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.
- C. **Comments from Library Unions** – For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.
  - i. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
  - ii. Public Employees Union, LOCAL 1
  - iii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- D. **Comments from Board of Library Trustees**

## II. CONSENT CALENDAR

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

- A. **Approve Minutes of the June 6, 2018 Regular Meeting**  
Recommendation: Approve the minutes of the June 6, 2018 Regular Meeting of the Board of Library Trustees.
- B. **Fiscal Year 2019 Purchase Authorization in Excess of Director of Library Services’ Granted Authority**  
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2019 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.
- C. **Fiscal Year 2018 Annual Gift Report**  
Recommendation: Adopt the resolution to approve annual reporting to the City Council of gifts received in fiscal year 2018 as mandated by CC Resolution No. 65,444-N.S.
- D. **Resolution in Support of Library services for Undocumented Residents, Immigrants, and Dreamers**  
Recommendation: Adopt the resolution in Support of Library Services for Undocumented Residents, Immigrants, and Dreamers.

## III. INFORMATION REPORTS

- A. **Bylaws Sub Commission Oral Report** – Sophie Hahn and Judy Hunt
- B. **Organizational Review Oral Report** – Elliot Warren, Acting Director of Library Services
- C. **Monthly Library Director’s Report** – Elliot Warren, Acting Director of Library Services
- D. **Library Events** – Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

## IV. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 5, 2018 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

**V. ADJOURNMENT**

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**Communication Access Information**



**This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 510-981-6418 (V) or 510-981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.**

I hereby certify that this amended agenda for the special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website on July 11, 2018.

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

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

**COMMUNICATIONS**

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's records. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Berkeley Public Library Administration Office located at 2090 Kittredge Street, 3<sup>rd</sup> Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at [www.berkeleypubliclibrary.org/about/board-library-trustees](http://www.berkeleypubliclibrary.org/about/board-library-trustees) and may be read at reference desks at the following locations:

- Central Library - 2090 Kittredge Street
- Claremont Branch – 2940 Benvenue Avenue
- West Branch – 1125 University Avenue
- North Branch – 1170 The Alameda
- South Branch – 1901 Russell Street

Communications:

- |                       |  |           |
|-----------------------|--|-----------|
| 1. Xan Joi            | Library fees!!!  | 7/5/2018  |
| 2. Hogan, Ann-Marie   | City Auditor Fiscal Year 2019 Audit Plan   | 6/28/2018 |
| 3. Eric Neville       | Universal access to Berkeley library?  | 6/26/2018 |
| 4. John Selawsky      | Re: Stoic Ethics   | 6/25/2018 |
| 5. William Ferraiolo  | Stoic Ethics   | 6/25/2018 |
| 6. Melissa del Barrio | End to Late Fees   | 6/21/2018 |
| 7. Hogan, Ann-Marie   | Requests for audits? RE: Audit Planning Memo to Dept Directors for FY 2019 (April 2018).docx | 6/20/2018 |
| 8. Joseph Beason      | Filing a complaint   | 6/13/2018 |
| 9. Amanda Bradford    | Daily Californian - Berkeley Public Library Overdue Charges                                  | 6/13/2018 |
| 10. Joseph Beason     | filing a complaint   | 6/12/2018 |



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, June 6, 2018 6:30 PM**

Tarea Hall Pittman South Branch – 1901 Russell Street

Board of Library Trustees:

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

**I. PRELIMINARY MATTERS**

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

**1. Call to Order: 6:32pm.**

Present: Trustees Davenport, Hahn, Hunt and Selawsky.

Absent: Trustee Roth.

Also Present: Elliot Warren, Acting Director of Library Services; Sarah Dentan, Library Services Manager; Anna Gonzalez, Library Services Manager; Dennis Dang, Admin and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Linda Sakamoto-Jahnke, Literacy Program Coordinator; Dan Beringhele, Librarian II; Eve Franklin, Administrative Secretary.

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

**3. Comments from Library Unions:**

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

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

- A. Trustee Hunt – Spoke regarding variety of programming we are doing at the library, it would be nice to repeat some events at more branches. Spoke about a Lunch and Learn program at Contra Costa County Library. Called attention to “Our Towns” book.
- B. Trustee Roth – Thanked Judy for highlighting “Our Towns” book.
- C. Trustee Hahn – Thank you to everyone for attending.
- D. President Davenport – Called attention to the 37<sup>th</sup> Annual Quilt Show at Central Library.

**II. CONSENT CALENDAR**

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R18-021 to approve the consent calendar as presented.

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

**A. Approve Minutes of the May 2, 2018 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 2, 2018 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-022.

**B. Contract Amendment: No. 8852 Stuart’s Clear Choice**

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8852 with Stuart’s Clear Choice Cleaning, Inc. to increase the contracted not-to-exceed amount to \$75,000 for cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as the power washing of external entry areas, and to extend the term of the Contract to December 31, 2020.

Financial Implications: see report.

Action: Adopted resolution # R18-023.

**C. Library Community Meeting Room Use Policy & Guidelines**

From: Elliot Warren, Acting Director of Library Services

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

Financial Implications: none.

Action: Adopted resolution # R18-024.

**D. RFP: Public PC Time and Print Management System**

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt the resolution to authorize the Library to issue a Request for Proposals for a new Public PC Time and Print Management System.

Financial Implications: see report.

Action: Adopted resolution # R18-025.

**III. Action Calendar**

**A. Recommendation to City Council on FY 2019 Library Tax Rate**

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2019 tax rate for the Library Services Tax at \$0.2185 (21.85 cents) per square foot for dwelling units and \$0.3303 (33.03 cents) per square foot for industrial, commercial, and institutional buildings, based on the Fiscal Year 2018-19 per capita Personal Income Growth factor in California of 3.67%.

Financial Implications: see report.

Action: Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R18-026.

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

**B. Revision to Biennial Budget FY 2019 and FY 2020 – Library Tax Fund (301)**

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution revising the adopted Library Tax Fund (301) biennial budget for fiscal years 2019 and 2020 to incorporate projected revenue based on the Fiscal Year 2018-19 per capita Personal Income Growth factor in California of 3.67%.

Financial Implications: see report.

Action: Action: M/S/C Trustee Hahn / Trustee Roth to adopt resolution # R18-027.

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

**C. Circulation Policies Update**

From: Jay Dickinson, Circulation Services Manager

Recommendation: Adopt the resolution approving update and simplification of the Library fee schedule. The new schedule expands fine free practices at Berkeley Public Library to include all items except for tools, laptops, Cornerstone Kits, and Link+ materials. Furthermore, fines for late return of tools will be simplified into three categories. The proposal also includes removal of the \$10 Processing Fee that is charged when people lose materials and the \$5 Maximum Late Fee that is applied when an item goes to

“Billed” status after 42 days of being overdue. Patrons will continue to be billed the replacement cost of items that they do not return.

Financial Implications: see report.

Action: Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution # R18-028.

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

#### **IV. INFORMATION CALENDAR**

##### **A. FY18 – 3rd Quarter YTD Budget Report – Dennis Dang**

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

##### **B. Bylaws Sub Commission Oral Report – Sophie Hahn and Judy Hunt**

The next Bylaws Sub Commission Meeting will be held on Friday, June 8, 10:15am at Central Library Community Meeting Room

From: Sophie Hahn and Judy Hunt

Contact: Trustees Sophie Hahn and Judy Hunt

Action: Received

##### **C. Organizational Review Oral Report – Elliot Warren, Acting Director of Library Services**

Communications Training sessions will take place in July. The contract for the formal organization review is still in process.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

##### **D. Monthly Library Director’s Report – Elliot Warren, Acting Director of Library Services**

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

##### **E. Library Events**

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### **V. AGENDA BUILDING**

- Stucco Project Update
- Homeless Taskforce Update
- Tool Lending Library Update and Survey

#### **VI. ADJOURNMENT**

**Adjourned at 7:05 PM.**

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 6, 2018 as approved by the Board of Library Trustees

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

Attachments: None.





**CONSENT CALENDAR**  
July 18, 2018

To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: Fiscal Year 2019 Purchase Authorization in Excess of Director of Library Services' Granted Authority

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2019 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**

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget update for fiscal year 2019 adopted by the Board of Library Trustees on April 4, 2018 by BOLT Resolution No.: R18-018.

**BACKGROUND**

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

On May 31, 2017, the board approved BOLT Resolution No.: R17-032 adopting the FY 2018 and FY 2019 Biennial Budget, which included funds for services, goods, materials and equipment.

On April 4, 2018, the board approved BOLT Resolution No.: R18-018 adopting the Biennial Budget update for fiscal year 2019, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

Commencing July 1, 2018, the Library will begin processing fiscal year 2019 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2018 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. See Attachment 2 to this report for purchase expenses recorded up to June 25, 2018 in excess \$20,000: vendors associated with a contract number were individually brought before BOLT for authorization; items in bold with no associated contract number were authorized as a group as per the resolution presented for consideration.

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

**BERKELEY PUBLIC LIBRARY  
CONSENT CALENDAR**

Fiscal Year 2019 Purchase Authorization in Excess of Director of Library Services' Granted Authority **Page 2**

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ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2 designated in **bold** – during FY 2019. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 981-6118

Attachments

1. Resolution
2. FY19 Authorization for Purchase of Services, Materials and Supplies from Specified Vendors



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R18-\_\_\_**

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF  
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2019 PER ATTACHMENT 2**

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

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

WHEREAS, the Board of Library Trustees on May 31, 2017 passed Resolution No.: R17-032 adopting the Biennial Budget for revenues and expenditures for fiscal years 2018 and 2019; and

WHEREAS, the Board of Library Trustees on April 4, 2018 passed Resolution No.: R18-018 adopting the Biennial Budget update for fiscal year 2019, which included funds for services, goods, materials and equipment; 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 2019 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 designated in **bold** 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 18, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Diane Davenport, Chairperson

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



BERKELEY PUBLIC LIBRARY							as of:	25-Jun-18
FY 2018: LARGER PURCHASE VALUES TO 25JUN18 BY VENDOR AND FUND								
SPENDING-TO-DATE								
Vendor Name	Description	301 Lib Tax	302 TBR	304 Grants	306 Frnd/Gfts	307 Fndtn	FY18 BPL	
<b>BAKER &amp; TAYLOR, INC.</b>	<b>Library Materials</b>	<b>585,285</b>			<b>53,077</b>	<b>1,153</b>	<b>639,515</b>	
<b>MIDWEST TAPE</b>	<b>Library Materials</b>	<b>282,622</b>			<b>2,624</b>		<b>285,246</b>	
<b>PACIFIC GAS &amp; ELECTRIC CO</b>	<b>Utility</b>	<b>273,127</b>					<b>273,127</b>	
<b>OVERDRIVE, INC</b>	<b>Library Materials</b>	<b>268,259</b>					<b>268,259</b>	
UNIVERSAL BUILDING SERVICE	Contract-97645	253,835					253,835	
INNOVATIVE INTERFACES INC	Contract-97646	162,451					162,451	
FIRST SECURITY SERVICES	Contract-103581	120,711					120,711	
<b>CALIFA GROUP</b>	<b>Library Materials</b>	<b>116,772</b>					<b>116,772</b>	
<b>DELL MARKETING LP</b>	<b>Computer Equipment</b>	<b>115,282</b>					<b>115,282</b>	
BIBLIOTHECA	Contract-86767	94,977					94,977	
<b>STATE BOARD OF EQUALIZATIO</b>		<b>80,682</b>		<b>463</b>	<b>6,198</b>	<b>273</b>	<b>87,617</b>	
<b>MISC. VENDOR-PROPERTY TAX</b>		<b>76,047</b>					<b>76,047</b>	
<b>AMS.NET, INC</b>	<b>Computer Equipment</b>	<b>62,522</b>					<b>62,522</b>	
L.J. KRUSE CO.	Contract-91259	58,987					58,987	
<b>EBSCO INFORMATION SERVICES</b>	<b>Library Materials</b>	<b>54,286</b>					<b>54,286</b>	
W A ROSE CONSTRUCTION	Contract	50,000					50,000	
<b>AMAZON.COM-LIBRARY</b>	<b>Library Materials</b>	<b>35,793</b>		<b>1,324</b>	<b>0</b>	<b>596</b>	<b>37,714</b>	
NOLL & TAM ARCHITECTS	Contract-99497	36,992					36,992	
<b>EBMUD</b>	<b>Utility</b>	<b>35,775</b>					<b>35,775</b>	
<b>AT&amp;T</b>	<b>Utility</b>	<b>33,187</b>					<b>33,187</b>	
KONICA MINOLTA PREMIER FIN	Contract-90880	30,382					30,382	
<b>CDW-GOVERNMENT</b>	<b>Computer Equipment</b>	<b>28,372</b>					<b>28,372</b>	
<b>PACIFIC LIBRARY PARTNERSHI</b>	<b>Consortium Affiliation</b>	<b>26,966</b>					<b>26,966</b>	
<b>KANOPY LLC</b>	<b>Library Materials</b>	<b>26,666</b>					<b>26,666</b>	
MISC. VENDOR-REBATE		25,389					25,389	
<b>RECORDED BOOKS, LLC.</b>	<b>Library Materials</b>	<b>25,375</b>					<b>25,375</b>	
ELB US INC	Foundation Gift					25,060	25,060	
CLARK PEST CONTROL	Contract-112423	25,000					25,000	
VOMAR PRODUCTS INC	Contract-116884	25,000					25,000	
NEW IMAGE LANDSCAPE COMPAN	Contract-116496	20,210					20,210	
<b>&gt; \$20,000 at 25JUN18</b>		<b>\$3,030,955</b>	<b>\$0</b>	<b>\$1,787</b>	<b>\$61,899</b>	<b>\$27,083</b>	<b>\$3,121,724</b>	

**BOLD:** Subject to BOLT authorization for Director of Library Services to execute fiscal year 2019 purchase agreements and payment approvals – i.e., no blue-back contract agreement required.





**CONSENT CALENDAR**

July 18, 2018

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** Fiscal Year 2018 Annual Gift Report

**RECOMMENDATION**

Adopt the resolution to approve annual reporting to the City Council of gifts received in fiscal year 2018 as mandated by CC Resolution No. 65,444-N.S.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

The Open Government Ordinance (Ordinance No. 7,166-N.S.) approved by the City Council on March 8, 2011 includes Section 2.06.150 addressing disclosure on acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, BOLT Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept on behalf of the Library any gifts of funds, goods, or services up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, “Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda.” Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance’s obligation covering the period from July 1, 2017 through June 30, 2018.

**CURRENT SITUATION AND ITS EFFECTS**

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2017 through June 30, 2018 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: the Berkeley Public Library Foundation for \$20,667, and the Friends of the Berkeley Public Library for \$104,000.

**FY 2018 Gift Receipts**

Report to CC	Donor	Value	Fund	Purpose
Yes	BPL Foundation: Pass-through	1,000	307	R. P. Saturno Foundation
Yes	BPL Foundation	3,500	307	Program: Berkeley Builds Readers
Yes	BPL Foundation	16,167	307	Program: Interactive Video Monitors
Yes	Friends of BPL	104,000	306	Library programs and materials support
BPL	Total	\$124,667.00		

As indicated in the *Library’s Gift / Donation Policy A.R. Number 10.11* (Attachment 2) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

FURTHER ACTION

None.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R18-\_\_\_**

**FISCAL YEAR 2018 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL**

WHEREAS, the Berkeley Public Library regularly accepts and receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as individuals and groups; and

WHEREAS, the Open Government Ordinance (Ordinance No. 7,166-N.S.) approved by the City Council on March 8, 2011 includes Section 2.06.150 addressing disclosure on acceptance of gifts of \$1,000 or more; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. delegating to the Board of Library Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and included a requirement that the Board of Library Trustees report annually to Council gifts in excess of \$1,000 in aggregate; and

WHEREAS, this year's report covers the fiscal year period from July 1, 2017 through June 30, 2018; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Berkeley Public Library Foundation for \$20,667, and the Friends of the Berkeley Public Library for \$104,000; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the submission of the Library's annual gift report to the Berkeley City Council.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 18, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Diane Davenport, Chairperson

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



**CONSENT CALENDAR**

Wednesday, July 18, 2018

To: Board of Library Trustees  
From: Elliot Warren, Acting Library Director  
Subject: Resolution in Support of Library services for Undocumented Residents, Immigrants, and Dreamers

**RECOMMENDATION**

Adopt a Resolution in Support of Library Services for Undocumented Residents, Immigrants, and Dreamers.

**FISCAL IMPACTS OF RECOMMENDATION**

None.

**BACKGROUND**

In 1981, the Board of Library Trustees adopted a resolution affirming the principles and values outlined in the American Library Association (ALA) Library Bill of Rights. These values reflect the Library's commitment to equity, education and enlightenment; presenting all points of view; nonpartisanship; challenging censorship; free expression; free access to ideas; and the rights of everyone to use the library.

In 2016, the Board of Library Trustees adopted a resolution affirming Berkeley Public Library's commitment to diversity, equity, inclusion, and social justice, asserting the principle that the entire community benefits when every individual is treated with respect.

In 2017, the Library adopted a set of customer service principles. The first two principles are the following:

- We provide a universally welcoming environment.
- We facilitate equitable access to Library resources.

On January 30, 2017 the ALA released a press release entitled "*ALA opposes new administrative policies that contradict core values,*" which reaffirmed public libraries' commitment to services to community members regardless of immigration status. It includes the following statement from then ALA President Julie Todaro: "Our nation's 120,000 public, academic, school and special libraries serve all community members, including people of color, immigrants, people with disabilities and the most vulnerable in our communities, offering services and educational resources that transform communities, open minds, and promote inclusion and diversity. ALA believes that the struggle against racism, prejudice, stereotyping and discrimination is central to our mission. We will continue to speak out and support efforts to abolish intolerance and cultural invisibility, stand up for all the members of the communities we serve, and promote understanding and inclusion through our work."

In 2018, the Board of Library Trustees adopted a resolution affirming the Urban Library Council's Statement on Race and Social Equity. This confirmed the Library's commitment to working toward a more just society by recommitting to the elimination of racial and social equity barriers in library programs, services, policies and practices. It also committed the Library to maintain an environment of diversity, inclusion, and respect. The Library has taken active steps to doing so by transforming its practices related to daily late fees,





recommitting to inclusive programming that highlights the diversity of communities within Berkeley, and refreshing Library collections to better reflect the diversity of interests, experiences, and perspectives of Berkeley residents. Furthermore, the Library has invited immigrants to the Library by initiating such services as its popular ESL Conversation Club at West Branch, and expanding that service to the Central Library. America's public libraries serve as an introduction to public services for many immigrant families, and provide opportunities for cultural enrichment, lifelong education, support for formal educational and career goals, and opportunities to learn about American culture and civic life. Berkeley Public Library is committed to providing such opportunities for all immigrants residing and/or working in the City of Berkeley regardless of residency status.

#### CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley has been a City of Refuge since 1971 and has reaffirmed its sanctuary city status on numerous occasions:

- 1986
- 2007 in response to an increase in U.S. Immigration and Customs Enforcement (ICE) raids in the Bay Area
- 2016 after the presidential election.

On July 25, 2017, the City of Berkeley adopted a resolution amending the City of Refuge policy, specifying procedures regarding staff interaction with ICE and reiterating that city services and benefits shall not be denied to residents on the basis of their immigration status.

On October 5th of 2017, California State Governor Jerry Brown, signed SB54 declaring California a Sanctuary State.

A 2013 study estimated more than 129,500 undocumented residents in Alameda County (*Immigration and Public Health: An Issue Brief*, July 2017, Alameda County Public Health Department, <http://www.acphd.org/media/470384/immigration.pdf>), or 8.2% of the County's residents. There is no known accurate count of undocumented residents within the City of Berkeley. Assuming a similar percentage lives within the city would mean just under 10,000 undocumented individuals in Berkeley.

#### RATIONALE FOR RECOMMENDATION

By adopting a Resolution in Support of Undocumented Residents, Immigrants, and Dreamers, we reaffirm the Library's commitment to diversity, equity, inclusion and social justice; and the enactment of policies and programs that recognize the diversity of our community and further the inclusion of all residents in civic life. We also commit to supporting DACA Dreamers and our immigrant community, providing services to all regardless of residency status. Beyond our everyday services such as programs and collections, this includes providing information on legal assistance/guidance extended by the City, the County, and other agencies to undocumented students, immigrants, and their families.

Adopting this resolution affirms the Library's commitment to Berkeley's status as a City of Refuge and the City's restrictions on the use of City funds and resources relating to enforcement of federal immigration law. Furthermore, adopting this resolution reaffirms our commitment to the Library's Privacy Policy, including requiring appropriate legal documentation and review before responding to information requests by U.S. Immigration and Customs Enforcement or others. That policy states the following: "In accordance with California state law, registration and circulation records are confidential, and disclosure of these records is limited to the patron him/herself or to that person's designee as indicated in writing, and to Library staff in the performance of their duties. All other disclosure of these records is permitted only by court order."

Finally, we seek to adopt this resolution in order to encourage all residents to use the Library regardless of immigration status.

### **CONTACT PERSON**

Elliot Warren, Acting Director, Library Services, 610-981-6195

#### Attachments:

1. Resolution
2. BPL Privacy Policy
3. City of Berkeley City of Refuge Policy (Resolution 63,711-N.S.)
4. BPL Customer Service Philosophy



**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO: 18-\_\_\_****Resolution in Support of Undocumented Residents, Immigrants, and Dreamers**

WHEREAS, American society is composed of indigenous people; people whose ancestors were enslaved and shipped here against their will; and immigrants and their descendants; and

WHEREAS, American society is composed of people of diverse origins, ages, backgrounds, views and cultures; who contribute strong, valuable elements in the social fabric of our communities, states, and nation; and

WHEREAS, in 2016 the Board of Library Trustees adopted resolution R16-052 affirming Berkeley Public Library's commitment to diversity, equity, inclusion, and social justice, affirming the belief that everyone benefits when individuals are treated with respect, and ideas and information are freely shared; and

WHEREAS, on February 7, 2018 the Board of Library Trustees adopted resolution R18-008, affirming Urban Library Council's Statement on Race and Social Equity, and confirming our commitment to working toward a more just society in which all community members can realize their full potential and recommitting the Library to eliminating racial and social equity barriers in library programs, services, policies and practices, and maintaining an environment of diversity, inclusion and respect; and

Whereas, on December 10, 2008, the Board of Library Trustees adopted resolution R08-87, establishing for Berkeley Public Library a Privacy Policy; and

Whereas, the City of Berkeley has a long and proud tradition of embracing diversity and protecting its immigrant community; and

Whereas, the City of Berkeley has been a City of Refuge since 1971 (Resolution 44,784-N.S.) and reaffirmed its sanctuary city status in 1986 (Resolution 52,526-N.S.), in 2007, in response to an increase in ICE raids in the Bay Area (Resolution 63,711-N.S.), and again in 2016 after the election of President Donald Trump (Resolution 67,763-N.S.); and

WHEREAS, in July 2017, the City of Berkeley amended the City of Refuge policy (Resolution 63,711-N.S.) specifying procedures regarding staff interaction with U.S. Immigration and Customs Enforcement related to enforcement of federal immigration law; and

WHEREAS, in June 2012, President Barack Obama established Deferred Action for Childhood Arrivals (DACA, for immigrants who came to the United States as children (Dreamers), and created the opportunity to apply for temporary residence and eligibility for a work permit in the United States, thus providing personal and family security until immigration issues could be resolved; and

WHEREAS, a 2013 study estimated more than 129,500 undocumented residents in Alameda County, of which thousands are estimated to reside within the City of Berkeley; and

WHEREAS, the City of Berkeley has declared its support of Dreamers and undocumented immigrants who have come to our community to build a better life and are now part of our community; and

WHEREAS, the leadership of the American Library Association, the California Library Association, the State of California, and the City of Berkeley have expressed support for safety and security of all students and community members regardless of residency status; and

WHEREAS, Berkeley Public Library supports the efforts of the City of Berkeley, the State of California, and others to provide protection for DACA participants and immigrant communities throughout the City of Berkeley, the State of California, and the nation as a whole; and

WHEREAS, Berkeley Public Library affirms that diversity, equity, and inclusion are core values of democracy and intellectual freedom; and

WHEREAS, Berkeley Public Library recognizes the vital need for access to library and information, resources, services, and technologies by all members of the community; and

WHEREAS in 2017, the Library adopted a set of customer service principles to provide a universally welcoming space, a central point for community engagement and learning, while addressing issues of equity and inclusion and social justice for all community members, regardless of residency status;

NOW THEREFORE, BE IT RESOLVED, that Berkeley Public Library:

1. Reaffirms its own “Commitment to Diversity, Equity, Inclusion and Social Justice” in light of the uncertainty many feel in our current society;
2. Commits to enacting policies and programs recognizing the diversity of our community and furthering the inclusion of all residents living in the City of Berkeley;
3. Supports DACA Dreamers and our immigrant community, providing services to all regardless of residency status;
4. Provides information on legal assistance/guidance extended by the City, the County and other agencies within the City, County and State to undocumented students, immigrants, and their families;
5. Reaffirms the Privacy Policy of the Berkeley Public Library and the City of Berkeley’s restrictions on the use of City funds and resources relating to enforcement of federal immigration law;
6. Encourages all residents to use the Library regardless of immigration status.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, July 18, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Diane Davenport, President

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

**BERKELEY PUBLIC LIBRARY  
POLICIES**

ORIGINAL DATE: 09/29/08
BOLT Resolution #: 08-87
REVISED DATE: 12/10/08
PAGE: 1

**SUBJECT: PRIVACY POLICY**

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**I. PURPOSE**

The purpose of this policy is to explain the privacy and confidentiality rights of all users of the Berkeley Public Library, the steps the Library takes to respect and protect users' privacy when using library resources, and how the Library manages personally identifiable information that it may collect from users.

Although often referred to as "privacy," the more appropriate term for steps taken by the Library is "records confidentiality." This means that most information held by Berkeley Public Library about a person's use of the Library is not available for scrutiny by others.

**II. POLICY**

**The Basis of this Policy**

Berkeley Public Library provides confidentiality of data regarding use of the Library's materials and services in accordance with California state law<sup>i</sup>.

**Scope**

The Library strives to protect the patron confidentiality in relation to items used in the Library or checked out, and to information sought through library systems or the Library's reference services. In accordance with California state law, registration and circulation records are confidential, and disclosure of these records is limited to the patron him/herself or to that person's designee as indicated in writing, and to Library staff in the performance of their duties<sup>ii</sup>. All other disclosure of these records is permitted only by court order.

Protection of confidentiality does not extend to records of outstanding fines or fees; payments for the use of Library premises or equipment; or communications directed to the Library regarding Library services.

**Responsible Data Practices**

The Library is committed to responsible data practices. This means that no user data is retained that is not essential to the functioning of a Library service; that information is available only to those Library staff who must use it in the course of their duties; and that data is kept secure while in the Library's possession and discarded when it is not longer used.

**The Data**

The following is a brief list of areas and functions where patron data is utilized in Library services:

## Library Card and Circulation Information

Library cards are issued after a patron fills out one of the registration forms, either online or in hard copy. The forms are destroyed once the data has been entered into the Library's computer system.

The user record shows which items are currently checked out, but does not show previous items checked out and returned. Records of fines owed on items are kept until paid, and the data is then stored for one year after payment is made.

## Computer and Internet Use

Patrons may reserve time on Library computers by logging on at a Library catalog terminal and entering their Library card number and four-digit PIN. The reservation data for each day is routinely deleted. Library computers are configured to prohibit the saving of files to the hard drive, and to keep the amount of cached data and browsing history stored by Web browsers to the minimum required by each program. Additionally, while using public Internet computers, users may opt to clear their browsing history, cache and other personally identifying information at any time during their session. Otherwise, that data is deleted from the computer upon a computer reboot.

Users are strongly encouraged to log out of all computer programs they utilize at the Library before leaving the computer station so that others do not have access to their personal information. As an additional measure, the Library has implemented an automated system which routinely removes temporarily stored information on Library computers. However, users should not rely on this measure alone to remove or safeguard their session data.

Patrons should also consult the Library's *Internet Use Policy* (BOLT Resolution #: R07-106)<sup>iii</sup>. As noted in the *Internet Use Policy*, the Berkeley Public Library does not monitor Library users' Internet use. Network equipment is configured to log the minimum level of data necessary to ensure proper equipment operation, and is generally overwritten frequently. Log data is not analyzed except to diagnose network performance problems, errors or malfunctions.

The Library's *Internet Use Policy* also states that "[i]llegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited. Use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws."

## Meetings, Groups and Events

Reservation of a meeting room requires contact information of one representative of the group holding the meeting. This information is not considered confidential and is stored according to the City of Berkeley records management requirements.



Members of the public who attend Library-sponsored meetings or participate in group activities organized by the Library may be asked to provide contact information for notification of future events. Doing so is voluntary, and at any time the user may ask to be removed from any such list.

### **Reference Services**

If a reference question cannot be answered immediately, it may be necessary for the reference librarian to telephone or email the requester at a later time. The contact information provided by the patron is retained only as long as is necessary to reply to the request, after which it is destroyed.

### **Online Subscription Resource Access**

In addition to all the resources a user may choose to access on the Internet, the Library also subscribes to and provides the public with access to online resources and services that are managed by third parties, such as article databases, online newspapers, and reference works. When Library patrons are asked to identify themselves using their Library card number to access these subscription resources, the card number is checked against the Library database to verify that the user is a legitimate member of the Berkeley Public Library community. The online service receives the information that the user is authenticated but is not provided with the user's Library card number or with any other information identifying the user.

### **Library Web Site Statistics**

The Berkeley Public Library uses web server log analysis tools to create periodic summary reports of our Web sites' usage. Starting in September 2008, the Library began providing a summary of these usage statistics to the California State Library as part of the annual "California Library Statistics" published by the State Library (<http://www.library.ca.gov/lds/librariystats.html>). These statistics are counted as "virtual visits" to the Library.

The statistics collected provide summaries such as: general access (number of hits received), resources accessed (the most and least popular pages), visitors and demographics (IP addresses and domains), activity statistics (most/least active days), technical statistics (client errors), referrers and keywords (search engines and sites that point to our site), and browsers and platforms. The statistics collected are used to improve the Library's Web services, to help us understand how people are using our services and to continually improve the value of the materials available. The Library does not use this data to identify individual users.

### **Online Fine Payment System**

The Library offers users the ability to pay their fines online via an online form on the Library's integrated Library system. During the fine payment process the user enters her/his name, address, email address, credit card number, expiration-date and card security number into the online form. The data in this form is encrypted before being

sent to the processing vendor, PayPal, which conducts the financial transaction. Credit card data is not retained by the Library. The Library records the amount paid in the Library system and immediately credit's the user's Library account with the payment.

### **Optional Services**

The Library may provide services that allow users to store personalized reading lists on the Library's integrated library system. These services will be provided on an "opt-in" basis and will be under the control of the user in terms of initiating the service, modifying the data stored, or opting out and deleting any stored data if the service is no longer desired. The Library will inform users of the privacy implications of these services as part of their online documentation.

Additionally, the Library may establish a presence on third party Web sites or "social networking" sites in order to communicate in more direct ways with users of those sites. Many "social networking" sites allow users of those sites to become a "friend", "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that specific site, using the communication methods available on that site. Users may remove themselves at any time from the Library's "friends" or "fan" lists, or request that the Library's technical contact remove them.

### **User Rights & Responsibilities**

Users have a right to view their own patron record and record of items currently checked out or requested. They can update contact phone numbers and email addresses by signing into their user account online.

It is the responsibility of users to make sure that their information in the Library's patron database is current and accurate. Users can have their information updated at the circulation desk of any branch.

The Library card is the user's access to Library services. Lost or misplaced cards must be reported to the Library as soon as possible. Cards can be misused by others and so should be kept secure by the Library user.

Users have a right to opt-in or opt-out of any electronic communications and/or personalization systems that the Library offers.

Users should read and understand the privacy policies of any third party sites to which they provide any personally identifiable information. The Library is not responsible for the data users submit to third party sites.

Users must take responsibility for removing any storage media or other devices that they have attached to the computer they are using. The Library cannot reveal the identities of subsequent users for any reason.

It is the responsibility of users to understand and adhere to the *Berkeley Public Library Rules of Conduct*<sup>iv</sup> (BOLT Resolution #: R07-126) while in the Library. Violation of these rules while in the Library may lead to the suspension of Library privileges, and appropriate legal action.

## RFID Tags

RFID tags are affixed to Library materials and used to automate check-out and check-in of materials and for general inventory control. The only information stored on the RFID tag is the item's inventory number, the same as a barcode. The inventory number cannot be associated with the item through the public interface to the Library database. Library cards do not have RFID tags in them.

## Video Monitoring Equipment in the Library

As stated in the *Use of Video Monitoring Equipment*<sup>v</sup> policy (BOLT Resolution #:08-14), the Library utilizes video cameras and video recording equipment on Library property as a tool to address specific security related problems and as a deterrent to criminal activity. Library security cameras are limited to locations and uses that do not violate the reasonable expectation of privacy. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner consistent with existing Library and city policies, and within applicable laws and ordinances.

## Law Enforcement and Library Records

There are times when law enforcement officials may request Library registration and circulation records. As specified in California state law, the Library may disclose these records only upon the presentation of a signed order from the appropriate superior court<sup>vi</sup>.

Additionally, certain federal laws, including the Patriot Act, may allow federal law enforcement officials to access records, including those of libraries, through means outside of those defined by state law.

Should any law enforcement requests be made to the Library, the Library will strive to provide only the specific information requested and will exercise its best effort to protect the privacy of patrons whose information has not been requested in the legal documentation.

Reviewed by:	<u>Donna Cabel</u>	<u>1-5-09</u>
	Director of Library Services	Date
Approved by:	<u>David Moran</u>	<u>1-2-2009</u>
	Chair, Board of Library Trustees	Date

<sup>i</sup> There is an exemption under the *Public Records Act* for library circulation records kept for the purpose of identifying borrowers of library materials, meaning that they are not subject to normal disclosure as public records. However, records of fines imposed on the borrowers are not exempt. (Gov't Code § 6254(j).)

<sup>ii</sup> California Gov't Code § 6267:

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All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

<sup>iii</sup> [http://www.berkeleypubliclibrary.org/about\\_the\\_library/documents/Internet\\_Use.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/Internet_Use.pdf)

<sup>iv</sup> [http://www.berkeleypubliclibrary.org/about\\_the\\_library/documents/Rules\\_of\\_Conduct\\_12\\_07.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/Rules_of_Conduct_12_07.pdf)

<sup>v</sup> [http://www.berkeleypubliclibrary.org/about\\_the\\_library/documents/Video\\_Monitoring\\_Policy.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/Video_Monitoring_Policy.pdf)

<sup>vi</sup> Ibid Gov't Code § 6267(c).

## RESOLUTION NO. 63,711–N.S.

## REAFFIRMING BERKELEY AS A CITY OF REFUGE

WHEREAS, the Berkeley Council has found that peace is inseparable from justice, and the residents of Berkeley have welcomed to our city those who have been forced into exile and those who have come fleeing torture and death (BMC 3.68.010 E,L), and

WHEREAS, the Berkeley Council declared Berkeley to be a City of Refuge in 1971 (Resolution No 44,784-N.S.) and reaffirmed that decision in 1986 relating to Central American refugees (Resolution No. 52-596N.S.), and

WHEREAS, the recent deployment of the United States Department of Homeland Security “Operation Return to Sender”, which is enforced by U.S. Immigration and Customs Enforcement (ICE) officers, demonstrate that violations of immigrants’ civil rights in this country are relevant today as they were 20 years ago, and

WHEREAS, according to community and media sources, such as the Contra Costa Times and the San Francisco Chronicle there have been over 100 detentions in Contra Costa alone, and thousands of people have been detained in the Bay Area since the beginning of Operation Return to Sender as part of over 18,000 arrests nationwide; In Northern California nearly one-third of the people detained (approximately 800) have been deported from Bay Area cities like Redwood City, Richmond, San Rafael, Concord, San Mateo and San Francisco and may likely occur within Berkeley, and

WHEREAS, immigrant parents who are victims of ICE raids are being separated from their young children, or equally abhorrent, children are being incarcerated along with their parents, and

WHEREAS, communities around the Bay Area have organized responses to the ICE raids, including passage of city and county resolutions condemning the raids and calling for no cooperation between ICE officials and local police officers; These cities include: Richmond, San Francisco, San Jose and East Palo Alto, and

WHEREAS, during some of these raids, witnesses have reported that federal agents have identified themselves as local police, have forcibly entered people’s homes without warrants, and have used intimidation and harassment and in a few cases, federal agents were seen in close proximity to schools; and

WHEREAS, the deportation of family enrolled in the Berkeley Unified School District has occurred and is leading to an increased climate of fear and intimidation among Latino families and students; and

WHEREAS, for decades the Berkeley community through many public organized events has demonstrated their opposition to our Federal Government’s arming and support of oppressive governments throughout Central and South America who impoverish their citizens and violate their human rights, and

WHEREAS, the spirit and intent of Berkeley’s refuge Resolutions would be violated if City funds, facilities or staff were utilized to assist the Federal government’s inhumane immigration policies and practices.

THEREFORE, BE IT RESOLVED the Council shall affirm that the City of Berkeley is a City of Refuge and that the following restrictions on the use of City funds and resources be applied:

1. No department, agency, commission, officer or employee of the City of Berkeley shall use any City funds or resources to assist in the enforcement of Federal immigration law or to gather or disseminate information status of individuals in the city of Berkeley unless such assistance is required by federal or state statute, regulation or court decision.
2. The prohibition set forth shall include but not be limited to:
  - a. Assisting or cooperating, in one's official capacity, with any Department of Homeland Security (DHS) investigation, detention, or arrest procedures, public or clandestine, relating to alleged violations of the civil provisions of federal immigration law, except as required by federal or state statute, regulation or court decision.
  - b. Requesting information about, or disseminating information regarding, the immigration status of any individual, or conditioning the provision of services or benefits by the City of Berkeley upon immigration status, except as required by federal or state statute, regulation, City of Berkeley public assistance criteria or court decision.
  - c. Including on any application, questionnaire or interview form used in relation to benefits, services or opportunities provided by the City of Berkeley any question regarding immigration status, except as required by federal or state statute, regulation or court decision.

BE IT FURTHER RESOLVED that the Council shall instruct the City Clerk to transmit copies of this resolution including any future amendments thereto that shall be made, to every department, agency and commission and employee of the City of Berkeley.

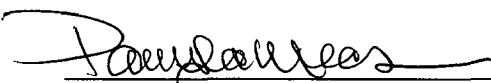
The foregoing Resolution was adopted by the Berkeley City Council on May 22, 2007 by the following vote:

Ayes: Councilmembers Anderson, Capitelli, Maio, Moore, Olds, Spring, Worthington, Wozniak and Mayor Bates.

Noes: None.

Absent: None.

  
 \_\_\_\_\_  
 Tom Bates, Mayor

Attest:   
 \_\_\_\_\_  
 Pamyla Means, MMC, City Clerk



## **Customer Service Philosophy**

*This philosophy was adopted in November, 2017 as the result of work by the Library's Customer Service Planning Team, Library Council, and Library Management.*

We provide a universally welcoming environment.

We facilitate equitable access to Library resources.

We assume best intentions and respond with empathy and integrity.

We actively listen to community members and each other.

We empower patrons to use the Library independently and with ease; we meet patrons' needs at point of contact, refer to others when necessary, and follow up consistently.

We regularly promote the Library in a positive manner.

We are committed to finding more ways to say "yes."

We develop methods to satisfy the needs of our diverse community and mindfully consider the developmental needs and interests of all age levels.

We maintain a high level of safety awareness for the community and each other.

We are knowledgeable of Library policies and procedures and apply them equitably.







**INFORMATION REPORTS**

July 18, 2018

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

**Summer Reading:**

The Summer Reading Program "Reading Takes you Everywhere" is looking to be one of the Library's busiest. This year is the first year teenagers and adults are receiving a free book at sign-up, and two weeks into the program we exceeded last year's signups for both groups.

Children's sign-ups were also ahead of last year's pace, and we expect to exceed last year's sign-ups for both school age children and babies/toddlers/preschoolers in the month of July.

In addition to distributing books to everyone signing up for Summer Reading this year, staff are visiting and distributing books to children participating in the City of Berkeley Summer Playground programs. This is a pilot program designed to bring summer reading to children who might not have the opportunity to participate otherwise. As part of this pilot, staff also met with summer learning tutors to share our expertise in selecting high-interest books with kids, to encourage reading for fun and forestall the summer slide.

**Programming:**

Programming in June included a broad range of arts and sciences. Among the dozens of programs this month, seventy patrons at Central enjoyed a Flamenco Dance performance (including live guitar and vocal accompaniment) from Sara Ayala's accomplished all-ages student ensemble. Also at Central, Bay Area Discovery Museum presented *Más Math!*, highlighting early numeracy skills – and librarians provided a simultaneous STEM storytime for the overflow crowd. North Branch hosted Marin Poetry Center's *Traveling Poetry Show*, and Uncle Jer's *Traveling Bee Show*. At West Branch, teens engaged in creative activities (poetry, art, etc.) as part of the weekly *Art, Music and Writing Club*, and teens and adults had opportunities to try out virtual reality technology at weekly VR drop-in sessions. Tarea Hall Pittman South Branch celebrated Juneteenth with jazz musician Michael Marcus and Friends, and played host to live spiders (and spider themed crafts) with a naturalist from East Bay Regional Parks. Finally, Claremont Branch hosted both a *Cupcake Party* and a *Sushi Soiree*, as well as weekly beginning computer classes.

**LGBTQ Pride Month:**

Berkeley Public Library celebrated LGBTQ Pride Month with two programs, both at Claremont Branch. Kathleen Archambeau opened the celebration sharing her book *Pride & Joy*, which features stories of the LGBTQ community around the corner and around the world. Later in the Month, Claremont Branch presented a musical performance from Dillbilly, a genre-queer alt-country singer-songwriter based out of Oakland, CA. In addition, the Central Library and multiple branches featured recommended LGBTQ fiction and non-fiction titles for all ages in book displays. IT staff and Librarians posted a banner on the front page of the Library website that linked to numerous community and Library resources of interest to LGBTQ community members, families, and anyone interested in the topic.

### **Berkeley Reads:**

Berkeley Reads completed a new round of tutor training. Fourteen tutors completed this multi-session training, and will now be matched to individual adult learners in our community.

### **The Commons (the Library Lounge)**

The Library has received the majority of furniture for the Central Library's new first floor lounge, a project made possible by a gift of the Berkeley Public Library Foundation. Staff recently engaged in an extensive brainstorming process to identify a name for the area, including a final all-staff vote that resulted in naming the area "The Commons," which is designed to connote a shared, public space welcome to all and in which group and social activity may take place. There has been a delay in receipt of some elements of the Commons area, and the Library has yet to "punch out" the area with the vendors and architect. Final furniture delivery is expected in August.

The Library has received and is working to implement the new laptop lending machine. It includes 12 laptops that can be checked out for two hours by library patrons for use within the Library.

### **Safety Committee**

The Library's Safety Committee includes over a dozen staff-members across the Library's units whose charge it is to identify and implement best practices to ensure safe facilities for both the community and staff. Team members are considered Area Safety Monitors (ASM) and are responsible for familiarity with the Library's Emergency Action Plan and distribution of important information to their units and back to the committee for input and actions. Current focus is on preparing ASMs to conduct effective branch fire evacuation drills, ensuring that necessary and up-to-date emergency equipment is stockpiled at each location and is familiar to staff, ensuring that emergency exit routes are identified and known by ASMs and others, developing a training plan for use of fire extinguishers, and ensuring safety and security of staff-only areas.

### **Fine Free Practices:**

On July 1 the Library implemented the Circulation policy passed by BOLT at its June meeting. Staff report that it is going smoothly and that many patrons have expressed appreciation for the opportunity to return to the Library without fear of being charged late fees. Library staff have described the first week of the year as busy and engaging, and some of this can be attributed to the email newsletter sent to over 100,000 Library card holders that included information about the policy changes. Staff developed an FAQ page on the Library website and a set of talking points that includes

### **Collections Update – Annual Use Data**

The Library's fiscal year ended on June 30, and the Library is compiling usage data for both its annual report and its statistical report to the California State Library. Initial examination of the data shows some remarkable trends, including the following:

- Use of the Library's e-book, e-audiobook, and streaming media shows significant increases—we expect to see about a 35% increase in use of such resources compared to fiscal year 2017, including an 81% increase in use of Hoopla (audiobooks, eBooks, music and movies), a tripling in use of the Enki eBook platform, a doubling in use of the Naxos streaming music platform, and a 22% increase in use of Overdrive (eBooks and audiobooks). The Library's Technical Services division contributed to enabling access to these materials by cataloging a large number of electronic resources in the past twelve months.

- Circulation at the branches has also increased significantly, especially for children's materials, and particularly at the Tarea Hall Pittman South and West Branches, while circulation at the Central Library has gone down. More materials are checked out from the combined branches than from the Central Library. In 2018, considerable effort was invested in enabling refreshment of branch collections through staff analysis of circulation data and identification of collection areas for which investment was likely to result in a higher degree of patron satisfaction. These efforts appear to have paid off.
- Use of Children's books in the physical collection has again increased compared to the previous year. For the first time in the Library's history, circulation of children's books surpassed circulation of adult books. This is likely due to the refreshment of high use children's titles in the areas of picture books, board books, and early readers, along with increased investment in standing orders for popular chapter book series.
- We expect use of the Library's adult collections to be relatively flat year-over-year mainly due to decreases in use of adult audiovisual materials (CDs and DVDs). Adult book circulation appears to have changed little year over year, while use of DVDs and CDs appears to have gone down fairly significantly likely due to a fewer people using CD and DVD players along with the growing popularity of the Library's streaming services and other online access to digital music, audiobooks, and movies.
- Use of the Library's Lucky Day Collections increased significantly.

Special thanks to the Library's Collection Management Planning Team for developing strategies to improve patrons' experiences of collections based upon the input of over 4,200 survey respondents from June 2017!

A final Annual Report will be presented at a future BOLT meeting which will include further detail about collection use and other service outputs measures.

CONTACT PERSON

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