



## REQUEST FOR LEGAL SERVICES PROPOSALS

### ADDENDUM A

#### Reading Public Library Background, Scope of Services, and Billing

##### Background

The Reading Public Library (RPL) was established in 1763. It currently consists of four branches throughout the City of Reading: the Main Library, the Northeast Branch, the Northwest Branch, and the Southeast Branch. While independently governed and operated, RPL is one of 19 libraries in the Berks County Public Library System, a federated library system established in 1986. RPL also serves as the District Center for all the public libraries in Berks County. The Reading District Center consists of the 19 state-funded libraries in the Berks County Public Library System, two state-funded independent libraries, four library branches, and a total service population of over 410,000.

RPL is governed by a 15-member Board of Trustees. Trustees are appointed either by the Library Company, the Berks County Commissioners, or Reading City Council. Additionally, the Reading Public Library Foundation was created to supplement public funding by raising money to extend the collection of RPL, and cover general operating expenses and special projects that ensure quality collections and services for the residents of Reading and Berks County. The Reading Public Library Foundation is a registered 501(c)(3) organization.

Of RPL's approximate \$3.2 million annual budget, about \$2.3 million is public funding, including about \$1.2 million from the County of Berks, \$525,000 in state funding, and \$400,000 in funding from the City of Reading. The remainder of revenue is from grants and fundraising.

RPL typically employs about 48 people total. This includes 36 full-time positions and 12 part-time positions. Nine (9) of the 48 are city employees, six (6) of which are union positions. As the District Center, RPL coordinates activities, collaboration, and shared resources among the libraries of the district; acts as an intermediary between the libraries and the state (Office of Commonwealth Libraries); and provides support and assistance to library staff and boards, mainly through the district consultant librarians.

More information about RPL can be found on the library's website at <https://readingpubliclibrary.org/>

##### Scope of Services

The needs of the library largely relate to library and board policies, negotiation of agreements with the County of Berks, review of grants and contracts, and general issues related to non-profit organizations. There is a need for some assistance in employment matters and legal disputes as they arise. Recognizing there may be additional needs that arise, the below list provides the general scope of services.

- Advise on employment and labor matters, including individual personnel actions. Review and assist with personnel and related policies. Limited participation in labor-management relations as most negotiations are handled by the City of Reading.
- Review and assist with library policies, particularly those related to Pennsylvania library privacy and First Amendment issues. Advise on individual issues that arise related to intellectual freedom, freedom of speech, access to library services, library privacy, and First Amendment issues.
- Advise the Library Board on board policy issues, such as by-laws, Right to Know, and Sunshine laws. Attend board and committee meetings as requested. Advise on general governance issues as needed.
- Review grants and contracts. Assist with negotiating agreements between RPL and the County of Berks.
- Advise on general non-profit, municipal, and corporate issues.
- Advise on responses to subpoenas, court orders, and requests for information from third parties.
- Defend on lawsuits, administrative claims, or other legal claims and disputes.
- Perform other legal services as needed.

#### Billing

- Bills should be submitted in the month following the month in which the services were performed.
- Each bill should have a distinct invoice number.
- All charges for services by attorneys and paralegals must be itemized based on actual time in one-tenth (.10) increments.
- Bills should reflect a description of specific tasks and identify the attorney or paralegal working on each task.
- Time should be chronologically listed unless a different format has been requested.
- Fees and disbursements should be totaled separately.
- Prior unpaid balances should not be added to a later invoice.
- Travel time should be billed only to the extent the attorney or paralegal is working directly on RPL matters during travel. Photocopying may be billed at the maximum of 10 cents per page. Expenses for experts may be billed as a disbursement provided the arrangement is directed or approved in advance by RPL.