



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
May 20, 2014

AGENDA
5:30 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 CALENDAR

- A. **Branch Out Program and Events**

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 April 9, 2014 Regular Meeting**
Recommendation: Approve the minutes of the April 9, 2014 regular meeting of the Board of Library Trustees.
- B. **FY 2015 Library Tax Rate**
Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2015 tax rate for the Library Services Tax at **\$0.1856 (18.56 cents)** per square foot for dwelling units and **\$0.2806 (28.06 cents)** per square foot for industrial, commercial, and institutional buildings, **based on the April 2014 San Francisco Bay Area Consumer Price Index of 2.7874%.**
- C. **Grant: Califa Group, BOOKS4U, in an Amount not to Exceed \$7,000 in Fiscal Years 2014/15.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, and if awarded, accept and receive, a Califa Group Grant for the purchase of materials in two subject areas: a print materials grant to support the ordering of books from selected vendors that support Common Core homework assignments, valued in an amount not to exceed \$5,000; and print materials to boost the popular print fiction collections in an amount not to exceed \$2,000, for a total grant of \$7,000 in fiscal years 2014/15.
- D. **Donor Recognition: Nello and Mary Jo Pace Trust Gift**
Recommendation: Adopt a Resolution approving activities directly related to acknowledgement of the Pace Trust gift, including the installation of a plaque at the branch commemorating the donation and scheduling of a special event open to the public, to be held at the North Branch Library.
- E. **Measure FF, Bond Program Budget**
Recommendation: Adopt a resolution accepting the Measure FF Neighborhood Branch Library Improvement Program Budget for fiscal year 2015.

IV. ACTION CALENDAR

- A. **Biennial Budget Update FY 2015 – All Library Funds**
Recommendation: Adopt a resolution to approve the Biennial Budget update for FY 2015 for revenues of \$16,861,314 and expenditures of \$19,120,989
- B. **Director Recruitment**

* Public Comments - speakers allowed 3 minutes each

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, April 9, 2014, 6:00 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Acting Chair Julie Holcomb	Winston Burton
Abigail Franklin	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_the_library/bolt/bolt.php

A. Call to Order: 6:05 P.M.

Present: Trustees Burton, Holcomb, Moore and Novosel.

Absent: Trustee Franklin.

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

B. Public Comments:

1. Dana Holz – Librarian in the Art & Music Department. Spoke in support of the Art & Music Department.
2. Barbara Rydlander – Library patron. Spoke in support of the Art & Music Department.
3. Kim Anno – Member of Berkeley Arts Commission. Spoke in support of the Art & Music Department.
4. Carla Woodworth – Library patron. Spoke in support of the Art & Music Department.
5. John Schott – Library patron. Spoke in support of the Art & Music Department.
6. Pat Mullin – Retired supervising librarian of Art & Music. Spoke in support of the Art & Music Department.
7. Jane Scantlebury – Retired supervising librarian of Art & Music. Spoke in support of the Art & Music Department.
8. Andrea Segall – Retired librarian in Art & Music. Spoke in support of the Art & Music Department.

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

1. Andrea Mullarkey – Spoke regarding staff morale and staff concerns about changes within Art & Music and Children's Services departments.

D. Report from Board of Library Trustees:

1. Trustee Novosel – Looking forward to the Branch Out events.

2. Trustee Holcomb – Also looking forward to Branch Out events and pleased to see article in Berkeleyside.

II. Presentations

A. Proposed Preliminary FY15 Budget Update

Dennis Dang provided an update.

5-Year FTE Summary by Division provided (Attachment 1.)

Board discussion.

III. CONSENT CALENDAR

Item B (Unattended Children in the Library) pulled for discussion.

Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R14-021 to adopt Consent Calendar minus Item B.

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

Abstentions: Moore.

A. Approve minutes of March 19, 2014 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 19, 2014 Regular Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-022.

B. Unattended Children in the Library

Board discussion.

From: Neighborhood and Children's Services Manager

Recommendation: Adopt a resolution approving revisions to the Unattended Children in the Library Policy, clarifying the age of 8 years as the youngest age at which a child may be left unattended.

Financial Implications: None.

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

Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R14-023 approving revisions to the Unattended Children in the Library Policy, clarifying the age of 8 years as the youngest age at which a child may be left unattended.

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

Abstentions: None.

IV. INFORMATION REPORTS

A. Central Library Space Planning

Community meetings will be held on April 16 and April 26.

From: Deputy Director of Library Services

Contact: Suzanne Olawski, Deputy Director of Library Services

Action: Received.

B. Communication Plan Update

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, May 14 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Budget

VI. ADJOURNMENT

Adjourned at 7:27 P.M.

COMMUNICATIONS:

1. Barbara Rydlander – copy of letter to Berkeley Daily Planet by Sheila Goldmacher

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. 5-Year FTE Summary by Division.

BERKELEY PUBLIC LIBRARY
 FY 2010 THRU FY 2015 -- POSITION FTE SUMMARY BY DIVISION

14-Feb-14
 Attachment 1

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Dep/Div	Position		FTE					
	Title	No.	FY15*	FY14*	FY13	FY12	FY11	FY10
	LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	1.000	1.000
9205	Literacy Programs		2.500	2.500	2.500	2.500	2.500	2.500
9302	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY AIDE	4245	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	1.500	1.500	1.500	1.500	1.500	1.500
	LIBRARY SPECIALIST II	9610	2.000	2.000	1.800	1.800	1.800	1.800
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	0.875	0.875	1.125	1.125	1.125	1.125
	LIBRARY PAGE	4246	0.700	0.700				
	YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200	0.200	0.200
9302	North Branch		9.275	9.275	8.625	8.625	8.625	8.625
9303	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.500	1.500	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.250	1.250	1.125	1.125	1.125	1.125
	LIBRARY PAGE	4246	0.350	0.350				
	YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200	0.200	0.200
9303	South Branch		7.300	7.300	6.325	6.325	6.325	6.325
9304	LIBRARIAN I	2605			1.000	1.000	1.000	1.000
	LIBRARIAN II	2604	2.000	2.000	1.000	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.500	1.500	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.250	1.250	1.125	1.125	1.125	1.125
	LIBRARY PAGE	4246	0.350	0.350				
	YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200	0.200	0.200
9304	West Branch		8.300	8.300	7.325	7.325	7.325	7.325
9305	LIBRARIAN II	2604	2.000	2.000	2.000	2.000	2.000	2.000
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.250	1.250	1.250	1.250	1.750	1.750
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.625	1.625	1.500	1.500	1.500	1.500
	LIBRARY PAGE	4246	0.350	0.350				
	YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200	0.200	0.200
9305	Claremont Branch		8.425	8.425	7.950	7.950	8.450	8.450
9306	LIBRARY SPECIAL SERVICES	2610					1.000	1.000
9306	Special Services						1.000	1.000
9307	TOOL LENDING SPECIALIST	6301	2.075	2.075	2.075	2.075	2.125	2.125
9307	Tool Lending		2.075	2.075	2.075	2.075	2.125	2.125

BERKELEY PUBLIC LIBRARY
 FY 2010 THRU FY 2015 -- POSITION FTE SUMMARY BY DIVISION

14-Feb-14
 Attachment 1

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Dep/Div	Position		FTE					
	Title	No.	FY15*	FY14*	FY13	FY12	FY11	FY10
9401	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	1.000	1.000
	LIBRARY AIDE	4245	1.000	1.000	1.000	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	2.500	2.500	2.500	2.500	3.100	3.600
	LIBRARY SERVICES MANAGER	1468					1.000	1.000
	LIBRARY SPECIALIST II	9610	3.750	3.750	3.750	3.750	3.750	3.000
	SENIOR LIBRARIAN	2606					1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	1.000	2.000
	LIBRARY AIDE	42452				0.750	1.125	1.125
	YOUTH ENROLLEE	6718					0.200	0.200
9401	Technical Services		10.250	10.250	10.250	10.500	13.675	14.425
9402	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000		
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000	1.000		
9402	Collections Management		2.000	2.000	2.000	2.000		
Total	Berkeley Public Library		111.775	111.775	109.550	109.700	113.775	114.900

* As adopted by BOLT in FY14/15 Biennial Budget by Resolution No.: R13-035 on May 29, 2013.



CONSENT CALENDAR

May 20, 2014

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Subject: RECOMMENDATION TO CITY COUNCIL ON FY 2015 LIBRARY TAX RATE

RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2015 tax rate for the Library Services Tax at \$0.1856 (18.56 cents) per square foot for dwelling units and \$0.2806 (28.06 cents) per square foot for industrial, commercial, and institutional buildings, based on the April 2014 San Francisco Bay Area Consumer Price Index of 2.7874%.

FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Tax in FY15 is expected to be approximately \$16,445,813 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2015:

Size in Square Feet	Annual Tax for Dwellings	
	FY 2015	FY 2014
1,200	\$222.72	\$216.72
1,500	\$278.40	\$270.90
1,900	\$352.64	\$343.14
3,000	\$556.80	\$541.80
3,900	\$723.84	\$704.34
10,000	\$1856.00	\$1806.00

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to \$420.90 in FY15 from \$409.50 in FY14.

BACKGROUND

The Central Library and neighborhood branch libraries will have received approximately 99% of their 2014 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.1806 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.2730 per square foot on all improvements to industrial, commercial, and institutional real property.

The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

CURRENT SITUATION

Currently, Berkeley's Library Tax raises almost \$16.0 million per year and is indexed to either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by the 2.7874% increase in the April 2014 San Francisco Bay Area Consumer Price Index which is greater than the -0.23% decrease in the per capita personal income growth factor in California. This recommended action will result in a rate increase from \$0.1806 in FY14 to \$0.1856 in FY15 on residential property and from \$0.2730 in FY14 to \$0.2806 in FY15 on industrial, commercial, and institutional property.

ALTERNATIVE ACTIONS

The alternative action of adopting the per capita personal income growth factor in California of -0.23% would be no increase or decrease to projected FY 2015 library tax receipts over FY 2014. This is not recommended due to increased cost factors for personnel, materials, and infrastructure maintenance in the FY 2015 Library budget. Or from another perspective, adoption of the April 2014 San Francisco Bay Area Consumer Price Index would result in an increase to the Library Tax Fund of approximately \$445,981 over currently projected FY 2014 receipts.

FUTURE ACTION

The Board's recommendation will be forwarded to the City's Director of Finance for inclusion as a submittal to the City Council for action.

Attachments:

1. Resolution

RESOLUTION NO.: R14-___

RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2015 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.1856 (18.56 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.2806 (28.06 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE SAN FRANCISCO BAY AREA CONSUMER PRICE INDEX OF 2.7874%

WHEREAS, each year the City Council adopts an ordinance to establish the rate for the Library Services Tax, which supports the Library’s operations; and

WHEREAS, the increase is based on either the San Francisco Bay Area Consumer Price Index or the per capita Personal Income Growth in California; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of a tax rate for Library Services, with a potential increase in the Library Services Tax rate based on either the Consumer Price Index for the San Francisco Bay Area or the per capita Personal Income Growth for the state of California; and

WHEREAS, for April 2014 the San Francisco Bay Area Consumer Price Index is 2.7874% and the per capita Personal Income Growth for California is -0.23%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2015 tax rate for the Library Services Tax at \$0.1856 (18.56 cents) per square foot for dwelling units and \$0.2806 (28.06 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita San Francisco Bay Area Consumer Price Index of 2.7874%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Regular Meeting held on May 20, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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



CONSENT CALENDAR

May 20, 2014

TO: Board of Library Trustees

FROM: Sarah Dentan, Children's and Neighborhood Services Manager

SUBJECT: GRANT: CALIFA GROUP, BOOKS4U, IN AN AMOUNT NOT TO EXCEED \$7,000 IN FISCAL YEARS 2014/15.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for, and if awarded, accept and receive, a Califa Group Grant for the purchase of materials in two subject areas: a print materials grant to support the ordering of books from selected vendors that support Common Core homework assignments, valued in an amount not to exceed \$5,000; and print materials to boost the popular print fiction collections in an amount not to exceed \$2,000, for a total grant of \$7,000 in fiscal years 2014/15.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

Common Core Grant

The Library collects materials of interest to students, teachers, parents, caregivers and local non-profits serving young people. The material purchased with these grant funds will directly benefit students using the public library. There is a strong relationship between the Berkeley Unified School district and the Berkeley Public Library, librarians visit class rooms, give classes tours of the library, and engage students in the annual summer reading program prior to the beginning of summer. As the school district shifts directions or adds new programs the Library attempts to provide support by collecting information and materials related to homework assignments; and reading materials that encourages recreational reading.

While the public library is not and shouldn't replace or duplicate school libraries in their unique mission and relationship to classroom teachers, we do acknowledge and support the needs of students and their caregivers with materials of strong interest to them and supportive of academic achievement. The acceptance of this grant is in the spirit of cooperation and will extend library material budgets by allowing a large purchase of high-demand materials.

Popular Fiction Grant

Each year the BOOKS4U grants lend support to specific subject areas or collections of interest. The second piece to the 2014 grant effort will boost popular print fiction collections. This is timed to precede the summer, a time when adults are traveling and on vacation and may search the library for something to read. Jurisdictions may apply to receive a one-time allocation of \$2,000 to purchase titles from identified vendors in the genre of popular fiction in print.

CURRENT SITUATION AND ITS EFFECTS

The Califa Group is administering a California State Library Grant Program, BOOKS4U, which will directly support the selection and purchase of materials that support public library print collections in two popular areas: Common Core and Popular fiction. The titles and number of copies purchased will be selected by the library's professional staff to ensure they are a good fit for the collection and local needs.

RATIONALE FOR RECOMMENDATION

By accepting and appropriating the funds received the Library will purchase materials in high-demand and supportive of academic achievement in the city, there is no negative impacts associated with acceptance of this grant award.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-0XX

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR, AND IF AWARDED, TO ACCEPT AND EXPEND CALIFA GROUP GRANT FUNDS FOR BOOKS4U IN AMOUNT NOT TO EXCEED \$7,000 IN FISCAL YEAR 2014/15.

WHEREAS, the Berkeley Public Library actively seeks and welcomes government and private funding support for its myriad of services and programs; and

WHEREAS, the California State Library is authorized to support public libraries through the State; and

WHEREAS, the CALIFA Group has acted as the fiscal agent to administer State funded grants in the past and will do so in FY2014 through the BOOKS4U grant program; and

WHEREAS, the two areas of funding, common core curriculum and popular fiction are appropriate and desirable by the library's users; and

WHEREAS, this supplemental fiscal support for the material budget is welcomed; the Library has the capacity to order materials within the timeline and grant specified conditions with no negative impacts

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for, and if awarded to accept and appropriate in fiscal year 2014/15 a CALIFA Group BOOKS4U Grant in an amount not to exceed \$7,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 20, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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



CONSENT CALENDAR

May 20, 2014

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: DONOR RECOGNITION: NELLO PACE AND MARY JO PACE TRUST GIFT

RECOMMENDATION

Adopt a resolution approving activities directly related to acknowledgement of the Pace Trust gift, including the installation of a plaque at the North Branch Library commemorating the donation and scheduling of a special event open to the public, to be held at the North Branch Library.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The Board request to the City Council that the Pace Trust gift be formally accepted as presented has been approved. The next steps are to acknowledge the gift publicly and allocate expenditures beginning in FY14. Staff recommends several activities: release of a public statement in the form of a press release announcing the gift; organize a public event at the North branch, inviting the Pace family and Berkeley community, in particular those that may have known Mr. and Mrs. Pace; and the installation of a wall plaque in a prominent public location.

*In Gratitude and Appreciation to
Nello Pace and Mary Jo Pace
(1916-1995) (1925-2013)
and the
Estate and Trust of Mary Jo Pace
for a generous gift to the
North Branch Library*

*Board of Library Trustees
May 2014*

Staff has begun communication with the trust administrator and will continue to do so throughout the planning of these activities.

BACKGROUND

The Board of Library Trustees passed a resolution on March 19, 2014 to recommend the Berkeley City Council approve the Library's acceptance of a significant gift from the Pace Trust, in the amount of \$686,250.34. On April 29, 2014, by Resolution No.66,555-N.S. the City Council approved the library's request to accept the Pace Trust bequest. As a result the funds were deposited into Fund 306 (Library Gift Fund) and assigned a dedicated Project Code -14LB29, beginning in fiscal year 2014.

The Library has a Gift / Donation Policy, A.R. Number: 10.11 most recently updated and approved by the board in July 2011 by Resolution R11-051. The policy includes a provision for donor recognition, *"The purpose of recognition is to commemorate the gifts of all donors. A gift to the Berkeley Public Library may be commemorated with a book plate, signage, plaque or by other means. In the case of a tribute donation, the Library will send the honoree(s) a formal announcement of the donation."*

The FY 2015 library budget includes the allocation of a portion of the designated gift; \$30,000 of which is to enhance adult programming at the North Branch Library and \$20,000 to be utilized toward direct branch operational costs. This is in keeping with the Estate and Trust of Mary Jo Pace bequeath, that a proportionate share of the Survivor's Trust's residue be distributed for exclusive use and benefit of the North Branch Library of the Berkeley Public Library.

RATIONALE FOR RECOMMENDATION

The Library regularly receives gift funding and support from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, as well as many individuals and organizations. Donations and gifts are greatly appreciated by the Library as they allow the Library augment and enhance the delivery of public services in a tangible and visible manner that benefits the quality of life standards enjoyed by all members of the Berkeley community.

The Library is honored to have been named a recipient for this very generous bequest from the Survivor's Trust of Nello Pace and Mary Jo Pace.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-0XX

DONOR RECOGNITION OF BEQUEST FROM MARY JO PACE TRUST

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

WHEREAS, following passage by the City Council of Resolution No. 66,555-N.S. accepting a donation to the Library from the Estate and Trust of Mary Jo Pace in the sum of \$686,250.34; and

WHEREAS, the Library has a Gift / Donation Policy, A.R. Number: 10.11 most recently updated and approved by the board in July 2011 by Resolution R11-051, that includes a provision for donor recognition; and

WHEREAS, the policy includes an option to commemorate significant gifts with a book plate, signage, plaque or by other means; and

WHEREAS, the bequest stipulated distribution for exclusive use and benefit of the North Branch Library of the Berkeley Public Library and it was the location most frequented by Mrs. Pace, it will be the most appropriate location for recognition, acknowledgements and subsequent related activities.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby approves the acknowledgement of the Pace Trust gift, to include installation of a plaque at the North Branch Library with text commemorating the donation; and scheduling of a special event open to the public, to be held at the North Branch Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 20, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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



ACTION CALENDAR

May 20, 2014

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: MEASURE FF PROGRAM FY 2015 BUDGET UPDATE

RECOMMENDATION

Adopt a resolution accepting the Measure FF funded Branch Libraries Improvement Program budget update for fiscal year 2015.

FISCAL IMPACT

The adopted Biennial Budget for fiscal years 2014 and 2015 projected a conclusion of the Measure FF funded Branch Libraries Improvement Program in FY 2014. Consequently, Program funding was not extended into FY 2015. However, although all major construction activities have concluded across all branches and all facilities are now open providing full public services, events encountered among all four branch projects necessitate funding into FY 2015.

The FY 2015 budget reflects an estimated prior-year Fund balance carryover of \$1,351,030 and expenditures in an equivalent amount. It is expected that actual expenditures the bulk of which will be related to close-out of the West Branch Library, the last completed among the sequenced branch renovation projects, will fall below the requested budgeted expenditure amount.

BACKGROUND

Branch Libraries Improvement Program -- Measure FF Funding Authorizations by City Council

CC Resolution No.	Date	Description
64,275-N.S.	8DEC 2008	Confirmation of Canvass of Voting Returns (including Measure FF)
64,387-N.S.	8DEC 2008	Authorizing issuance of \$10M Measure FF general obligation bonds
64,970-N.S.	6JUL 2010	Authorizing issuance of \$16M Measure FF general obligation bonds

At the July 9, 2008 regular meeting, the Board of Library Trustees adopted (R08-73) by resolution approving the final Branch Library Facilities Master Plan report, which contained a program schedule and program budget.

At the November 12, 2008 regular meeting, the Board of Library Trustees approved (R08-103) by resolution adopting a project schedule and the launching of a process to select architectural service firms for the North Branch Library and the South Branch Library.

At the February 11, 2009 regular meeting, the Board of Library Trustees approved (R09-14) by resolution establishing a \$26M budget for the Branch Libraries Improvement Program and project schedules; both actions necessary to initiate the sale of Measure FF bonds by the City and to approve the process to select the design teams and project management consultant.

At the December 8, 2010 regular meeting, the Board of Library Trustees approved (R10-091) by resolution appropriation of \$16M in Measure FF bond proceeds.

At the June 12, 2013 regular meeting, the Board of Library Trustees approved (R13-039) by resolution accepting a revised program schedule and revised budget for fiscal years 2013 and 2014. In addition, at this meeting Kitchell CEM provided the last of their quarterly presentations before the board providing detailed updates on the Measure FF branch bond program, including progress on individual projects, program scheduling, and budget related information.

In FY 2014, the board recommended to the City Council two contracts be approved for amendment.

At the September 11, 2013, regular meeting, the Board of Library Trustees approved (R13-055) by resolution recommending amendment of Contract No. 7561, Kitchell CEM, to provide extended construction / project management services and LEED commissioning agent services for the bond program for an incremental amount of \$50,000 yielding a revised contract value not-to-exceed \$1,523,580. City Council approved the board recommendation on October 15, 2013 by Resolution No. 66,339-N.S.

At the September 11, 2013, regular meeting, the Board of Library Trustees approved (R13-052) by resolution recommending amendment of Contract No. 8159, Harley Ellis Devereaux, to provide additional services on the West Branch Library for an incremental amount of \$50,000 yielding a revised contract value not-to-exceed \$838,194. City Council approved the board recommendation on October 15, 2013 by Resolution No. 66,340-N.S.

Staff continues to provide fiscal updates and activities as part of the Library's regular budget reporting and refers contract amendments for construction and architectural design contracts to the board for recommendation to the City Council for consideration and approval.

Contract Amendments for Construction and Architectural Design Contracts authorized by the City Council

Site	Service	Designer	City Council Resolutions			
			Authorizing	Amend #1	Amend #2	Amend #3
NB	Architect	Architectural Resources Grp <i>*closed*</i>	64,514-N.S.	65,034-N.S.		
CB	Architect	Gould Evans Baum Thornley <i>*closed*</i>	64,622-N.S.	65,816-N.S.		
SB	Architect	Field Paoli Architects, Inc. <i>*closed*</i>	64,513-N.S.	65,036-N.S.	65,815-N.S.	
WB	Architect	Harley Ellis Devereaux	64,621-N.S.	66,340-N.S.		
NB	Gn Cntrctr	BHM <i>*closed*</i>	65,240-N.S.			
CB	Gn Cntrctr	Fine Line <i>*closed*</i>	65,213-N.S.			
SB	Gn Cntrctr	Gonsalves & Stronck <i>*closed*</i>	65,610-N.S.			
WB	Gn Cntrctr	West Bay Builders	65,702-N.S.			
All	Prjct Mgmt	Kitchell CEM <i>*closed*</i>	64,430-N.S.	64,756-N.S	65,814-N.S	66,339-N.S

CURRENT SITUATION AND ITS EFFECTS

In addition to the major contract services for architectural and engineering, and for project management and construction, other consultants were required to fulfill the programmatic goals of the Branch

Libraries Improvement Program. Such services included library programming, performance testing for building engineering, construction materials, public art, and other functions.

Upon the December 14, 2013 opening of the newly constructed West Branch Library all five Berkeley Public Library locations are open and offering a full range of library services. All major Program construction activities have concluded and West Branch is undergoing warranty review. In addition four hours – 2 evening hours on Tuesdays, and 2 morning hours on Wednesdays – were added to the weekly schedule at all branch libraries increasing service hours to 52 hours, six days a week.

Project Management costs at April 30, 2014:

CC Authorized	Contracted w/ASAs	Site	Project Manager	Expended	Expended /CC Auth	Expended /Cntrctd
\$1,523,580	\$1,521,603	All	Kitchell CEM <i>*closed*</i>	\$1,521,603	99.8%	100.0%

Architectural Design costs at April 30, 2014:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Res Grp <i>*closed*</i>	\$728,619	96.9%	97.3%
\$637,132	\$627,145	CB	GEPT <i>*closed*</i>	\$614,322	96.4%	98.0%
\$893,500	\$879,033	SB	Field Paoli Architects <i>*closed*</i>	\$867,249	97.1%	98.7%
\$838,194	\$788,194	WB	Harley Ellis Devereaux	\$756,909	90.0%	96.0%
\$3,120,071	\$3,043,232	Total	Architectural Design Services	\$2,967,099	95.1%	97.5%

General Contractor construction costs at April 30, 2014:

CC NTE Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	Expended (excl. w/h)	Expended /CC Auth	Expended /Cntrctd
\$4,760,000	\$4,508,765	NB	BHM <i>*closed*</i>	\$4,508,765	94.7%	100.0%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*closed*</i>	\$2,994,394	90.7%	100.0%
\$4,963,000	\$4,773,844	SB	Gonsalves & Stronck <i>*closed*</i>	\$4,773,844	96.2%	100.0%
\$5,985,000	\$5,731,954	WB	West Bay Builders	\$5,705,004	95.3%	99.5%
\$19,008,000	\$18,008,957	Total	Construction Services	\$17,982,007	94.6%	99.9%

Project Schedule and Budget Review

The previous Master Schedule dated May 15, 2012 was last updated on June 3, 2013. As all projects are complete no schedule is included in this report for consideration or approval.

Program Budget Update

The April 30, 2014 Cost Control Report (CCR) for the Branch Libraries Improvement Program is included (Attachment 4). At \$24,700,149 of total program expenditures, 95.09% of the \$26,015,000 budgeted funding has been expended.

Close-out of the Measure FF program budget is expected to be completed in FY 2015 following activities primarily related to the close-out of the West Branch Library that includes commissioning and LEED certification at West and South branch libraries.

A final report will be prepared following final fiscal close-out.

FUTURE ACTION

No future action is required at this time.

Attachments:

1. Resolution
2. FY 2015: Proposed Expenses
3. Measure FF: 5-Year Fund Analysis
4. Cost Control Report (CCR)

**BOARD OF LIBRARY TRUSTEES
RESOLUTION NO.: R14-___**

Attachment 1

ADOPT A RESOLUTION ACCEPTING THE MEASURE FF FUNDED BRANCH LIBRARIES IMPROVEMENT PROGRAM BUDGET UPDATE PROJECTING A PRIOR-YEAR FUND BALANCE CARRYOVER OF \$1,351,030 AND EXPENDITURES IN AN EQUIVALENT AMOUNT FOR FISCAL YEAR 2015

WHEREAS, the Board of Library Trustees is responsible for managing the Library building program funded by voters, Measure FF, a \$26M bond program and is responsible for making annual reports on the fiscal status of the projects to the City Council; and

WHEREAS, the Branch Library Master Facility Plan included recommendations for specific next steps, a Project Schedule, cost estimates and information relevant to the scope of each project; and

WHEREAS, since November 2008 and the passage of Measure FF, the board has approved the initiation of key activities related to implementing and managing the program including the selection of architectural design firms, the construction management consultant, public artists, and assignment of a general contractor for each site; and

WHEREAS, since November 2008 and the passage of Measure FF, the Library has directed all contract amendments for construction and architectural design contracts to the City Council for consideration and approval; and

WHEREAS, major construction activities have been completed at all Program project sites and each is open and operational delivering public services;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve as presented the fiscal year 2015 budget update projecting a prior-year fund balance carryover of \$1,351,030 and expenditures in an equivalent amount for the Measure FF funded Branch Libraries Improvement Program.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 20, 2014.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Donna Corbeil, Library Director

Serving as Secretary to the Board of Library Trustees

FY 2015: PROPOSED EXPENSES

Berkeley Public Library: CoB+Library		
Elmnt-		Mse FF
Object	Description	308-DP
11-03	Hourly and Daily Rated Empl	25,000
Personal Services-Salaries and Wages		25,000
20-11	Medical Insurance	
20-12	Dental Insurance	
20-13	Life Insurance	
20-21	Cash-in-Lieu	
20-31	Pers/Misc Other	
20-34	PARS (3.75%)	
20-36	SRIP	
20-40	Medicare Tax	
20-63	Retirement Med: Misc. Emp Medical Trusts	
20-71	Workers Comp: Workers Comp Charges	
20-72	Workers Comp: Temp Disability Payments	
20-82	Allowances: Shoes Allowance	
20-83	Allowances: Tools Allowance	
20-87	Terminal Payouts-Misc.Emp	
20-90	Other Employee Benefits	
20-91	Commuter Check	
27-20	Fringe Benefits (Budget)	
Personal Services-Fringe Benefits		
20-99	Salary Savings	
Personal Services-Employee		25,000
30-35	Professional: Engnrng & Architecural Svcs	50,000
30-38	Professional: Misc Prof Svcs	50,000
Purchased Professional & Technical Svcs		100,000
40-90	Other	100,000
Other Purchased Services		100,000
Infrastructure		1,126,030
Other Expenses		1,326,030
Berkeley Public Library: CoB+Library		1,351,030

MEASURE FF: 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 5,245,411	\$ 5,245,411	\$ -	\$ 1,351,030
Revenues										
Bond Proceeds	\$ 10,000,000		\$ 16,428,536							
Misc./ Interest		13,641	28,477	5,508	17,486	1,500	1,500	3,000		
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 1,500	\$ 1,500	\$ 3,000	\$ -	\$ -
Expenditures										
Bond Issuance: Costs/Premiums	35,425		310,207							
Operations										
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 31,336	\$ 31,336	\$ 53,628		\$ 25,000
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	750,000	500,000	250,000		100,000
Building		112,704	1,023,319	6,770,851	7,175,207	2,334,420	4,649,330	3,522,053		1,126,030
Misc./Utilities/Other		14,209	111,169	135,316	308,455	50,000	58,895	50,000		100,000
Other Infrastructure/Public Art			19,587	80,790	44,017	7,350	7,350	21,700		
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,173,106	\$ 5,246,911	\$ 3,897,381	\$ -	\$ 1,351,030
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,171,606)	\$ (5,245,411)	\$ (3,894,381)	\$ -	\$ (1,351,030)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 2,073,805	\$ -	\$ 1,351,030	\$ -	\$ -

COST CONTROL REPORT (CCR)

(1 OF 5)

						Period Ending 30APR14
PROGRAM COST CONTROL REPORT						
BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14	
NORTH BRANCH						
Hard Costs	\$ 4,578,065	\$ 4,578,065	\$ 4,578,065	\$ 4,572,252		
Soft Costs	\$ 1,033,804	\$ 1,013,563	\$ 1,013,563	\$ 1,013,562		
Project Contingency	\$ -	\$ 20,241	\$ 20,241	\$ -		
<i>Branch Total</i>	\$ 5,611,869	\$ 5,611,869	\$ 5,611,869	\$ 5,585,815		
SOUTH BRANCH / TOOL LENDING						
Hard Costs	\$ 5,044,500	\$ 5,032,500	\$ 5,032,500	\$ 4,813,503		
Soft Costs	\$ 1,435,176	\$ 1,408,388	\$ 1,408,468	\$ 1,312,906		
Project Contingency	\$ 49,844	\$ 88,632	\$ 88,552	\$ -		
<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	\$ 6,126,408		
WEST BRANCH						
Hard Costs	\$ 5,883,500	\$ 6,053,000	\$ 6,053,000	\$ 5,768,790		
Soft Costs	\$ 1,371,183	\$ 1,357,569	\$ 1,357,569	\$ 1,281,007		
Project Contingency	\$ 259,772	\$ 103,886	\$ 103,886	\$ -		
<i>Branch Total</i>	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	\$ 7,049,797		
CLAREMONT BRANCH						
Hard Costs	\$ 3,080,755	\$ 3,080,330	\$ 3,080,330	\$ 3,074,823		
Soft Costs	\$ 955,219	\$ 942,381	\$ 942,381	\$ 942,381		
Project Contingency	\$ -	\$ 13,263	\$ 13,263	\$ -		
<i>Branch Total</i>	\$ 4,035,974	\$ 4,035,974	\$ 4,035,974	\$ 4,017,204		
TOTAL SITE COSTS	\$ 23,691,818	\$ 23,691,819	\$ 23,691,819	\$ 22,779,224		
GENERAL PROGRAM SOFT COSTS						
Programming Consultant	\$ 60,000	\$ 60,000	\$ 60,000	\$ 58,794		
IT Consultant	\$ 125,000	\$ 127,660	\$ 127,660	\$ 120,654		
Bond Consultant	\$ 100,000	\$ 100,000	\$ 100,000	\$ 89,918		
City Consultant	\$ 200,000	\$ 200,000	\$ 200,000	\$ 165,525	2	
Construction Management	\$ 996,990	\$ 1,398,735	\$ 1,428,975	\$ 1,428,975	1, 2	
Accessibility Consultant	\$ 1,000	\$ 250	\$ 250	\$ 250		
Legal Fees	\$ 100,000	\$ -	\$ -	\$ -		
Bond Fees	\$ 95,000	\$ 37,825	\$ 37,825	\$ 37,825		
Public Relations	\$ 30,000	\$ 30,000	\$ 30,000	\$ 19,759	2	
Tool Library Rental / Moving	\$ 50,000	\$ 50,000	\$ 50,000	\$ 37,050		
Contract Authorized Contingencies	\$ 108,962	\$ 32,217	\$ 1,977	\$ -		
Bookmobile	\$ -	\$ -	\$ -	\$ -		
TOTAL GENERAL PROGRAM COSTS	\$ 1,866,952	\$ 2,036,687	\$ 2,036,687	\$ 1,958,750		
TOTAL PROGRAM & SITE COSTS	\$ 25,558,770	\$ 25,728,505	\$ 25,728,505	\$ 24,737,974		
PROGRAM CONTINGENCY	\$ 456,230	\$ 286,495	\$ 286,495	\$ -		
TOTAL PROGRAM BUDGET	\$ 26,015,000	\$ 26,015,000	\$ 26,015,000	\$ 24,737,974	*	
* Total less Bond Fees for comparison to BPL report ->		\$ 24,700,148.55				
Notes - Since 01/01/14						
1	Kitchell - Executed ASA #7 (as of 1/17/14)					
2	Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14)					

COST CONTROL REPORT (CCR)

(2 OF 5)



Period Ending 30APR14

PROJECT COST CONTROL REPORT

North Branch Renovation and Expansion	* Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
SITE HARD COSTS					
General Contractor					
Contract / Estimate	\$ 4,360,000	\$ 4,360,000	\$ 4,360,000	\$ 4,360,000	
Approved Change Order Requests	\$ 148,765	\$ 148,765	\$ 148,765	\$ 148,765	
Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
Change Order Contingency	\$ -	\$ -	\$ -	\$ -	
Other Project Hard Costs					
Public Art	\$ 43,202	\$ 43,202	\$ 43,202	\$ 43,202	
Miscellaneous Purchase Orders	\$ 13,850	\$ 13,550	\$ 13,550	\$ 9,850	
- Berkeley Shade - Rotunda Film	\$ 350	\$ 350	\$ 350	\$ 350	
- i-Sys - Door Re-Wiring	\$ 3,474	\$ 3,474	\$ 3,474	\$ 3,461	
- Johnson Controls - Rain Detector	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	
- Urbain Design - BFL Signage	\$ 5,150	\$ 5,450	\$ 5,450	\$ 3,350	
TOTAL SITE HARD COSTS	\$ 4,578,065	\$ 4,578,065	\$ 4,578,065	\$ 4,572,252	
SITE SOFT COSTS					
Architectural and Engineering Fees	\$ 682,950	\$ 662,802	\$ 662,802	\$ 662,802	
Executed ASAs	\$ 65,910	\$ 65,817	\$ 65,817	\$ 65,817	
LEED Commissioning	\$ 31,236	\$ 31,236	\$ 31,236	\$ 31,236	
LEED Fees	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	
Special Inspections & Testing	\$ 13,586	\$ 13,586	\$ 13,586	\$ 13,586	
Miscellaneous Consultants	\$ 7,613	\$ 7,613	\$ 7,613	\$ 7,613	
City Fees (Planning Studies, etc.)	\$ 8,505	\$ 8,505	\$ 8,505	\$ 8,505	
Building Permit Inspections	\$ 97,917	\$ 97,917	\$ 97,917	\$ 97,917	
Environmental Consultants & Studies (CEQA)	\$ 50	\$ 50	\$ 50	\$ 50	
Utility Fees - PG&E	\$ 22,815	\$ 22,815	\$ 22,815	\$ 22,815	
Utility Fees - AT&T	\$ 7,989	\$ 7,989	\$ 7,989	\$ 7,989	
Utility Fees - EBMUD	\$ 17,463	\$ 17,463	\$ 17,463	\$ 17,463	
Geotechnical Survey & Report	\$ 14,406	\$ 14,406	\$ 14,406	\$ 14,406	
Survey Fees	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	
Hazmat Monitoring/Testing Services	\$ 10,280	\$ 10,280	\$ 10,280	\$ 10,280	
Temporary Storage Costs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
Printing/Plan Reproduction	\$ 10,775	\$ 10,775	\$ 10,775	\$ 10,775	
Bid Advertising	\$ -	\$ -	\$ -	\$ -	
Moving Costs	\$ 12,145	\$ 12,145	\$ 12,145	\$ 12,145	
Contract Authorized Contingencies	\$ -	\$ -	\$ -	\$ -	
TOTAL SITE SOFT COSTS	\$ 1,033,804	\$ 1,013,563	\$ 1,013,563	\$ 1,013,562	
TOTAL SITE COSTS	\$ 5,611,869	\$ 5,591,628	\$ 5,591,628	\$ 5,585,815	
PROJECT CONTINGENCY	\$ -	\$ 20,241	\$ 20,241	\$ -	
TOTAL SITE BUDGET	\$ 5,611,869	\$ 5,611,869	\$ 5,611,869	\$ 5,585,815	

Notes - Since 01/01/14

COST CONTROL REPORT (CCR)

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Period Ending 30APR14



PROJECT COST CONTROL REPORT

South & Tool Lending Branch Renovation and Expansion	Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
SITE HARD COSTS					
General Contractor					
Contract / Estimate	\$ 4,500,000	\$ 4,613,000	\$ 4,613,000	\$ 4,613,000	1
Approved Change Order Requests	\$ -	\$ 73,844	\$ 160,844	\$ 160,844	1
Pending Change Order Requests	\$ -	\$ 87,000		\$ -	
Change Order Contingency	\$ 430,000	\$ 189,156	\$ 189,156	\$ -	
Other Project Hard Costs					
Public Art	\$ 64,500	\$ 64,500	\$ 64,500	\$ 35,747	1
Miscellaneous Purchase Orders	\$ 50,000	\$ 5,000	\$ 5,000	\$ 3,912	
TOTAL SITE HARD COSTS	\$ 5,044,500	\$ 5,032,500	\$ 5,032,500	\$ 4,813,503	
SITE SOFT COSTS					
Architectural and Engineering Fees	\$ 785,000	\$ 785,000	\$ 785,000	\$ 774,179	1
Executed ASAs	\$ -	\$ 94,033	\$ 94,033	\$ 93,071	
LEED Commissioning	\$ 31,156	\$ 31,236	\$ 31,236	\$ 31,236	1
LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
Special Inspections & Testing	\$ 30,000	\$ 8,354	\$ 8,354	\$ 8,354	
Miscellaneous Consultants	\$ 15,000	\$ 10,000	\$ 10,000	\$ 1,795	
City Fees (Planning Studies, etc.)	\$ 20,000	\$ 26,952	\$ 26,952	\$ 26,952	
Building Permit	\$ 150,000	\$ 136,544	\$ 136,544	\$ 136,529	
Inspections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 29,715	
Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 45,758	\$ 45,758	\$ 45,758	
Utility Fees - PG&E	\$ 37,500	\$ 19,115	\$ 19,115	\$ 19,115	
Utility Fees - AT&T	\$ 12,500	\$ -	\$ -	\$ -	
Utility Fees - EBMUD	\$ 10,000	\$ 96,430	\$ 96,430	\$ 96,430	
Geotechnical Survey & Report	\$ 15,000	\$ 14,578	\$ 14,578	\$ 14,578	
Survey Fees	\$ 10,000	\$ 6,200	\$ 6,200	\$ 6,200	
Hazmat Monitoring/Testing Services	\$ 35,000	\$ 11,767	\$ 11,767	\$ 11,767	
Temporary Storage Costs	\$ 37,500	\$ 4,500	\$ 4,500	\$ 4,500	
Printing/Plan Reproduction	\$ 20,000	\$ 15,000	\$ 15,000	\$ 4,194	
Bid Advertising	\$ 1,500	\$ -	\$ -	\$ -	
Moving Costs	\$ 16,520	\$ 8,534	\$ 8,534	\$ 8,534	
Contract Authorized Contingencies	\$ 78,500	\$ 14,467	\$ 14,467	\$ -	
TOTAL SITE SOFT COSTS	\$ 1,435,176	\$ 1,408,468	\$ 1,408,468	\$ 1,312,906	
TOTAL SITE COSTS	\$ 6,479,676	\$ 6,440,968	\$ 6,440,968	\$ 6,126,408	
PROJECT CONTINGENCY	\$ 49,844	\$ 88,552	\$ 88,552	\$ -	
TOTAL SITE BUDGET	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	\$ 6,126,408	

Notes - Since 04/01/14

1 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14; 4/31/14)

COST CONTROL REPORT (CCR)

(4 OF 5)



Period Ending 30APR14

PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion	Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
SITE HARD COSTS					
General Contractor					
Contract / Estimate	\$ 5,265,000	\$ 5,495,000	\$ 5,495,000	\$ 5,468,051	1
Approved Change Order Requests	\$ -	\$ 39,190	\$ 236,954	\$ 236,954	1
Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
Change Order Contingency	\$ 490,000	\$ 450,810	\$ 253,046	\$ -	
Other Project Hard Costs					
Public Art	\$ 73,500	\$ 53,000	\$ 53,000	\$ 53,555	1
Miscellaneous Purchase Orders	\$ 55,000	\$ 15,000	\$ 15,000	\$ 10,230	1
TOTAL SITE HARD COSTS	\$ 5,883,500	\$ 6,053,000	\$ 6,053,000	\$ 5,768,790	
SITE SOFT COSTS					
Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	\$ 690,816	
Executed ASAs	\$ -	\$ 71,654	\$ 71,654	\$ 66,093	
LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,900	1
Special Inspections & Testing	\$ 35,000	\$ 12,148	\$ 12,148	\$ 12,148	
Miscellaneous Consultants	\$ 15,000	\$ 5,000	\$ 5,000	\$ 7,500	1
Administration Costs	\$ -	\$ -	\$ -	\$ -	
City Fees (Planning Studies, etc.)	\$ 20,000	\$ 39,933	\$ 39,933	\$ 39,933	
Building Permit	\$ 158,478	\$ 130,637	\$ 130,637	\$ 130,605	
Inspections	\$ 100,000	\$ 60,000	\$ 60,000	\$ 38,470	1
Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 64,521	\$ 64,521	\$ 64,521	
Utility Fees - PG&E	\$ 37,500	\$ 64,602	\$ 64,602	\$ 64,602	
Utility Fees - AT&T	\$ 12,500	\$ -	\$ -	\$ -	
Utility Fees - EBMUD	\$ 10,000	\$ 113,915	\$ 113,915	\$ 113,915	
Geotechnical Survey & Report	\$ 10,000	\$ 15,000	\$ 15,000	\$ 8,699	
Survey Fees	\$ 4,000	\$ 3,028	\$ 3,028	\$ 3,028	
Hazmat Monitoring/Testing Services	\$ 50,000	\$ 9,735	\$ 9,735	\$ 9,735	
Temporary Storage Costs	\$ 37,500	\$ 8,250	\$ 8,250	\$ 8,250	
Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 8,856	1
Bid Advertising	\$ 1,500	\$ -	\$ -	\$ -	
Moving Costs	\$ 16,520	\$ 17,606	\$ 17,606	\$ 10,936	1
Contract Authorized Contingencies	\$ 71,645	\$ -	\$ -	\$ -	
TOTAL SITE SOFT COSTS	\$ 1,371,183	\$ 1,357,569	\$ 1,357,569	\$ 1,281,007	
TOTAL SITE COSTS	\$ 7,254,683	\$ 7,410,569	\$ 7,410,569	\$ 7,049,797	
PROJECT CONTINGENCY	\$ 259,772	\$ 103,886	\$ 103,886	\$ -	
TOTAL SITE BUDGET	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	\$ 7,049,797	

Notes - Since 01/01/14

1 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14)

COST CONTROL REPORT (CCR)

(5 OF 5)

Period Ending 30APR14



PROJECT COST CONTROL REPORT

Claremont Branch Renovation and Expansion	* Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
SITE HARD COSTS					
General Contractor					
Contract / Estimate	\$ 2,970,000	\$ 2,970,000	\$ 2,970,000	\$ 2,970,000	
Approved Change Order Requests	\$ 24,394	\$ 24,394	\$ 24,394	\$ 24,394	
Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
Change Order Contingency	\$ -	\$ -	\$ -	\$ -	
Other Project Hard Costs					
Public Art	\$ 34,570	\$ 34,570	\$ 34,570	\$ 34,570	
Miscellaneous Purchase Orders	\$ 42,714	\$ 42,714	\$ 42,714	\$ 37,207	
- Agnitsch Electric - Lighting Revisions	\$ 4,722	\$ 4,722	\$ 4,722	\$ 4,722	
- Berkeley Shade - Additional Shades	\$ 4,355	\$ 3,930	\$ 3,930	\$ 3,930	
TOTAL SITE HARD COSTS	\$ 3,080,755	\$ 3,080,330	\$ 3,080,330	\$ 3,074,823	
SITE SOFT COSTS					
Architectural and Engineering Fees	\$ 577,075	\$ 564,252	\$ 564,252	\$ 564,252	
Executed ASAs	\$ 50,070	\$ 50,070	\$ 50,070	\$ 50,070	
LEED Commissioning	\$ 30,156	\$ 30,156	\$ 30,156	\$ 30,156	
LEED Fees	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	
Special Inspections & Testing	\$ 16,548	\$ 16,548	\$ 16,548	\$ 16,548	
Miscellaneous Consultants	\$ 396	\$ 396	\$ 396	\$ 396	
City Fees (Planning Studies, etc.)	\$ 8,211	\$ 8,211	\$ 8,211	\$ 8,211	
Building Permit	\$ 75,089	\$ 75,089	\$ 75,089	\$ 75,089	
Inspections	\$ 20,840	\$ 20,840	\$ 20,840	\$ 20,840	
Environmental Consultants & Studies (CEQA)	\$ 50	\$ 50	\$ 50	\$ 50	
Utility Fees - PG&E	\$ 5,797	\$ 5,797	\$ 5,797	\$ 5,797	
Utility Fees - AT&T	\$ 8,650	\$ 8,650	\$ 8,650	\$ 8,650	
Utility Fees - EBMUD	\$ 107,953	\$ 107,938	\$ 107,938	\$ 107,938	
Geotechnical Survey & Report	\$ -	\$ -	\$ -	\$ -	
Survey Fees	\$ 10,190	\$ 10,190	\$ 10,190	\$ 10,190	
Hazmat Monitoring/Testing Services	\$ 10,868	\$ 10,868	\$ 10,868	\$ 10,868	
Temporary Storage Costs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
Printing/Plan Reproduction	\$ 7,501	\$ 7,501	\$ 7,501	\$ 7,501	
Bid Advertising	\$ -	\$ -	\$ -	\$ -	
Moving Costs	\$ 16,426	\$ 16,426	\$ 16,426	\$ 16,426	
Contract Authorized Contingencies	\$ -	\$ -	\$ -	\$ -	
TOTAL SITE SOFT COSTS	\$ 955,219	\$ 942,381	\$ 942,381	\$ 942,381	
TOTAL SITE COSTS	\$ 4,035,974	\$ 4,022,711	\$ 4,022,711	\$ 4,017,204	
PROJECT CONTINGENCY	\$ -	\$ 13,263	\$ 13,263	\$ -	
TOTAL SITE BUDGET	\$ 4,035,974	\$ 4,035,974	\$ 4,035,974	\$ 4,017,204	

Notes - Since 01/01/14



ACTION CALENDAR

May 20, 2014

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager
SUBJECT: Biennial Budget Update FY 2015 – All Library Funds

RECOMMENDATION

Adopt a resolution to approve the Biennial Budget update for FY 2015 for revenues of \$16,861,314 and expenditures of \$19,120,989

INTRODUCTION

This proposed updated biennial budget for fiscal year 2015 has several modifications to what was presented at last month’s April 9th board meeting with revisions to reflect revenues based on the released library tax rate indices, and expenditure adjustments based on current expectations.

As configured for all Library Funds the proposed Biennial Budget for FY 2015 projects revenue of \$16,861,314 and expenditures of \$19,120,989.

FY 2015 Budget

Fund	Revenue			Expense		
	May 20	+/-	April 9	May 20	+/-	April 9
Library Tax (301)	\$16,731,314	\$403,420	\$16,327,894	\$17,247,767	\$85,539	\$17,162,228
Transaction Based Reimb (302)	20,000		20,000	64,000		64,000
Grants (304)	30,000		30,000	45,692		45,692
Public Library (305)						
Gift Funds (306)	80,000		80,000	212,500		212,500
Foundation (307)				200,000		200,000
Measure FF (308)				1,351,030	1,351,030	
Berkeley Public Library	\$16,861,314	\$403,420	\$16,457,894	\$19,120,989	\$1,436,569	\$17,684,420

Item Changes since April 9, 2014

Type	Fund	Description	May 20	+/-	April 9
Revenue	301	Library Tax	\$16,445,814	\$403,420	\$16,042,394
Expense	301	Staff Wages and Benefits	12,912,785	23,539	12,889,246

Expense	301	Staff Furniture at Central	75,000	59,000	16,000
Expense	301	Travel: Transportation	4,500	3,000	1,500
Expense	308	Mse FF Program Close-out	1,351,030	1,351,030	

FISCAL IMPACT OF RECOMMENDATION

The total proposed revenue and expenditure budgets for all funding sources contained herein present the Library’s budget for fiscal year 2015, the final period for the biennial cycle comprising fiscal years 2014 and 2015.

Library Tax Fund

The Library Tax Fund is projected to achieve revenues of \$16,731,314. Revenue is projected to increase \$439,645 over the projected FY 2014 year-end estimate driven by the selection of the San Francisco Bay Area Consumer Price Index (CPI) which registered an April increase of 2.7874% over the reported per capita Personal Income Growth factor of -0.23% for the State of California. Miscellaneous receipts, primarily attributable to fines and fees, are forecasted at \$285,500.

Planned expenditures total \$17,247,767 in FY15, a prior period increase of 5.8% over the FY14 mid-year estimate. Excluding estimated City pass-through expenses library expenditures for fiscal year 2015 are \$17,220,935.

Library Tax Rate Index

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to assure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. Based on the recent release of both indices: -0.23% for the CA Personal Income Growth Factor, and 2.7874% for the San Francisco Bay Area Consumer Price Index, the Library is requesting to the Board in a separate agenda item the higher of the two rates in order to maintain and enhance public services on several fronts: capitalizing on a rejuvenated branch system, increased demand for digital media, and the ongoing evolution and expansion of what constitutes contemporary library services. Selection of the San Francisco Bay Area Consumer Price Index at 2.7874% will yield the Library \$445,981 over the alternative action of no increase or decrease to projected library tax receipts due to the negative rate of the CA Personal Income Growth Factor.

Budget Development (*recap from April 9, 2014, Item II.A., “Proposed Preliminary FY15 Budget Update”*)

Although on the expenditure side the Library is proposing a 6.1% increase amounting to \$993,626 over the Base Budget, the Library is presenting a budget consistent with the limited nature of a mid-cycle (or second year) Biennial Budget update and adhering to the FY 2014 and FY 2015 board established budget priorities to, 1) identify and prioritize **strategic capital improvements**, including infrastructure and Central Library repairs and improvements for possible actions, 2) maintain the **stability of operating budget and plan for future operational needs**, including establishing / maintaining a balanced budget, 3) undertake a **Strategic Planning** process for the period beginning January 2015, and 4) consider options / strategies to **increase branch library hours of service**. The significant programs, projects, and activities are summarized in the table below and represent initiatives approved by the board.

FY 2015: Programs, Projects, and Activities

Description	Projected \$
Staffing: including Reassignments and Changes to FTE	291,727
Central Library Improvement: Construction	500,000
Collections: Shelf-ready, Lucky Day, Lower Holds Ratio	50,000
Books by Mail	32,000
Strategic Plan	30,000
Central Library Audio/Video System Upgrades	30,000
Intranet Revamp	30,000
Library Programming – system-wide	20,000
ADD 20MAY: Staff Furniture Replacement at Central	59,000

Personnel

There are no staffing changes to those already presented at the April 9, 2014 board meeting. However, the budget now includes expected Library Aide savings (11-04) stemming from the proposed realigned staffing. As previously stated, the proposed staff realignments are directly related to short-term and long-term library interests and operations and are modelled to respond to the reopening of all branch locations and delivery of a full menu of services at all five BPL locations. Staffing changes will not result in individual job loss, reductions in-force, or lay-offs. Presented costs have been updated since the April meeting but remain subject to change once the final budget is loaded and run by the City’s budgeting group. A cost of living adjustment is currently not configured in the fiscal year’s budget.

Non-Personnel

Changes to non-personnel costs since last month’s report amount to \$62,000, encompassing an increase to support ongoing staff furniture replacement at the Central Library up to a value of \$75,000 during FY 2015, and an addition of \$3,000 to Transportation funding to enable the finalist candidate(s) for the Director of Library Services position the opportunity to visit the Library and the Berkeley community prior to a final selection by the board.

Other Funds

Composed of the Transaction Based Reimbursement Fund and the Grants Fund, there are no changes since the April 9, 2014 board meeting.

Gifts Fund

There are no changes since the April 9, 2014 board meeting. The Gifts Fund is attributed \$80,000 of income, constituting the FY 2015 award from the Friends of the Library. The award amount is a projected estimate and will be revised during the first Annual Appropriations Ordinance adjustment in FY 2015.

Berkeley Public Library Foundation Fund

There are no changes since the April 9, 2014 board meeting.

Measure FF Fund

The Measure FF Fund, the depository of all Measure FF bond proceeds, has completed all major construction activities. The only remaining active general contractor contract is for the West Branch Library. This contract is expected to close by fiscal year-end 2014. Commissioning activities and other miscellaneous close-out activities for the South and West branch libraries will continue into FY 2015. The expenditure budget appropriates the projected ending Fund balance; however it is expected that actual expenses will fall below what is budgeted.

SUMMARY

The Board of Library Trustees approved Resolution No. 12-084 on December 19, 2012 adopting the fiscal years 2014 and 2015 Biennial Budget priorities as follows:

- Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
- Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
- Undertake a Strategic Planning process for the period beginning January 2014
- Consider options / strategies to increase branch library hours of service

The presented FY15 budget is designed in response and in support of these enunciated priorities, and is structured for the current and future viability and continued growth of the Library.

Upon adoption by the Board the Library will report the budget to the City Manager's Office for inclusion into the consolidated budget for the City.

Attachments:

1. Resolution
2. Proposed Revenues Biennial Budget by Fund
3. Proposed Expenses Biennial Budget by Fund
4. Proposed Biennial Budget Revenue Adjustments
5. Proposed Biennial Budget Expenditure Adjustments
6. Library Tax Fund 5-Year Fund Analysis
7. Other Funds 5-Year Fund Analysis
8. Gifts Fund 5-Year Fund Analysis
9. Foundation Fund 5-Year Fund Analysis
10. Measure FF Fund 5-Year Fund Analysis
11. Berkeley Public Library Organization Chart for FY2105
12. FTE Summary by Division and Position
13. FTE Summary by Division
14. FTE Summary by Position Number

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-___

APPROVE THE PROPOSED BIENNIAL BUDGET UPDATE FOR FISCAL YEAR 2015 FOR REVENUES OF \$16,861,314 AND FOR EXPENDITURES OF \$19,120,989

WHEREAS, the Director of Library Services and Deputy Director of Library Services conducted a series of discussion and informational sessions with all divisions and branches, and hosted a staff budget forum to hear, identify, and incorporate needs and concerns for the FY 2015 biennial budget update period; and

WHEREAS, on December 19, 2012, the Board of Library Trustees by Resolution No. 12-084 adopted budget priorities for FY 2014 and FY 2015; and

WHEREAS, at the March 19, 2014 meeting of the Board of Library Trustees, the Library conducted the first of two public workshops on the Biennial Budget; and

WHEREAS, at the April 9, 2014 meeting of the Board of Library Trustees, the Library conducted the second of two public workshops on the Biennial Budget; and

WHEREAS, the Board of Library Trustees must adopt the fiscal year 2015 biennial budget update no later than June 30, 2014; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budget update for FY 2015 for revenues of \$16,861,314 and expenditures of \$19,120,989.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 20, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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

ALL FUNDS – PROPOSED REVENUES BIENNIAL BUDGET FY15 (\$)

Elemnt- Object	Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	Fndn 307	Mse FF 308	RV End FY15
01-01	Refund on Bills	2,000							2,000
13-15	Library Tax	16,445,814							16,445,814
20-07	Library Svc&Constr Act			30,000					30,000
20-11	Library Fines	223,000							223,000
20-15	Lost Book Fines	30,000							30,000
20-21	Tool Lending Fines	20,000							20,000
23-13	Friends of BPL					80,000			80,000
65-01	Meeting Room Fees	2,000							2,000
99-99	Miscellaneous Revenue	8,500	20,000						28,500
End UPD	Berkeley Public Library w/CoB	16,731,314	20,000	30,000		80,000			16,861,314

All Funds shown have FY 2015 beginning balances.

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET w/CoB FY15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Pub Lib 305	Gift 306	Fndtn 307	Mse FF 308	Bdgt FY15
11-01	Monthly Rated Employees	7,599,325							7,599,325
11-03	Hourly and Daily Rated Empl	223,661		23,286				25,000	271,947
11-04	Monthly Rated - Part Benefitted	147,903							147,903
12-12	General Summer Youth	11,296							11,296
13-01	O/T-Monthly Rated Employee	6,771							6,771
13-05	Holiday Pay	5,081							5,081
Personal Services-Salaries and Wages		7,994,037		23,286				25,000	8,042,323
20-11	Medical Insurance	1,222,558							1,222,558
20-12	Dental Insurance	186,609							186,609
20-13	Life Insurance	8,498							8,498
20-21	Cash-in-Lieu	84,796							84,796
20-31	Pers/Misc Other	2,426,091							2,426,091
20-34	PARS (3.75%)	22,812		929					23,741
20-36	SRIP	297,789							297,789
20-40	Medicare Tax	110,047							110,047
20-63	Retirement Med: Misc. Emp Medical Trusts	166,077							166,077
20-71	Workers Comp: Workers Comp Charges	172,325							172,325
20-82	Allowances: Shoes Allowance	1,012							1,012
20-87	Terminal Payouts-Misc.Emp	140,094							140,094
20-90	Other Employee Benefits	296,655							296,655
20-91	Commuter Check	19,964							19,964
27-20	Fringe Benefits (Budget)	19,664		786					20,450
Personal Services-Fringe Benefits		5,174,991		1,715					5,176,706
20-99	Salary Savings	(256,243)							(256,243)
Personal Services-Employee		12,912,785		25,001				25,000	12,962,786

All Funds shown have FY 2015 beginning balances.

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET w/CoB FY15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Pub Lib 305	Gift 306	Fndtn 307	Mse FF 308	Bdgt FY15
30-35	Professional: Engnrng & Architecural Svcs							50,000	50,000
30-38	Professional: Misc Prof Svcs	540,750				30,000		50,000	620,750
30-39	Hazardous Materials Handling	2,000							2,000
30-42	Maint Svcs: Office Equip Maint Svcs	6,500							6,500
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000							174,000
30-44	Maint Svcs: Field Equip Maint	84,450	2,500						86,950
30-46	Maint Svcs: Computer Maintenance	5,000							5,000
30-47	Maint Svcs: Software Maintenance	350,000							350,000
30-51	Bank Credit Card Fees	4,500							4,500
Purchased Professional & Technical Svcs		1,167,200	2,500			30,000		100,000	1,299,700
35-20	County/State/Fed Pymts.	5,000							5,000
Grants & Governmental Payments		5,000							5,000
40-10	Professional Dues and Fee	47,250							47,250
40-20	Insurance	575							575
40-31	Communications: Telephones	87,200							87,200
40-33	Communications: Cellular	14,550							14,550
40-41	Utilities: Water	22,500				10,000			32,500
40-42	Utilities: Gas/Electricity	275,000				25,000			300,000
40-43	Utilities: Refuse	34,252							34,252
40-50	Printing and Binding	17,350		500					17,850
40-61	Travel: Commerical Travel	2,000							2,000
40-62	Travel: Meals & Lodging	3,000							3,000
40-63	Travel: Registration/Admin Fees	20,600							20,600
40-64	Travel: Transportation	4,500							4,500
40-70	Advertising	16,044							16,044
40-80	Books and Publications	16,000							16,000
40-90	Other					97,500		100,000	197,500
Other Purchased Services		560,821		500		132,500		100,000	793,821

All Funds shown have FY 2015 beginning balances.

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET w/CoB FY15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Pub Lib 305	Gift 306	Fndtn 307	Mse FF 308	Bdgt FY15
50-10	Rental of Land/Buildings	1,500							1,500
50-20	Rental of Equip/Vehicles	1,500	40,000						41,500
50-30	Rental of Office Equipment & Furniture	10,000							10,000
50-40	Rental of Software & Licenses	75							75
Rentals / Leases		13,075	40,000						53,075
51-10	Postage	46,500		500					47,000
51-20	Messenger/Deliver		13,000						13,000
Mail Services		46,500	13,000	500					60,000
55-11	Office Supplies	30,450		1,000					31,450
55-20	Field Supplies	149,030	8,500	18,191					175,721
55-33	Equip & Veh Supp: Petroleum, Oil, Lubricant								
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000							12,000
55-50	Food	1,000		500					1,500
55-60	Library Materials	1,327,000				50,000			1,377,000
Supplies		1,519,480	8,500	19,691		50,000			1,597,671
60-20	Outside Janitorial Svcs	205,000							205,000
Purchased Property Services		205,000							205,000
65-70	Building-Improvement/Renovation	500,000					150,000		650,000
65-75	Building-New Construction							1,126,030	1,126,030
Infrastructure		500,000					150,000	1,126,030	1,776,030
70-41	Machinery and Equipment	72,342							72,342
70-43	Furniture and Fixtures	75,000							75,000
70-44	Computers & Printers	40,000							40,000
70-47	Computer Softwares & Lic	25,000							25,000
Property		212,342							212,342

All Funds shown have FY 2015 beginning balances.

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL w/CoB BUDGET FY15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Pub Lib 305	Gift 306	Fndtn 307	Mse FF 308	Bdgt FY15
71-10	Small Equipment	25,500							25,500
71-43	Mach & Equip: Furniture And Fixtures						50,000		50,000
71-44	Mach & Equip: Computers And Printers	50,000							50,000
71-47	Mach & Equip: Software & Licenses	20,000							20,000
Property Under Cap Limit		95,500					50,000		145,500
75-35	Mail Services	1,764							1,764
75-50	City Vehicles/Fuel & Main	7,800							7,800
75-60	City Parking Permits	500							500
Internal Services		10,064							10,064
Other Expenses		4,334,982	64,000	20,691		212,500	200,000	1,326,030	6,158,203
Berkeley Public Library: CoB+Library		17,247,767	64,000	45,692		212,500	200,000	1,351,030	19,120,989

All Funds shown have FY 2015 beginning balances.

ALL FUNDS – BIENNIAL BUDGET REVENUE ADJUSTMENTS FY15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY15	Comment
301	3302	311	13-15	Library Tax	403,420	CPI increase at 2.7874%
306	9101	368	23-13	Friends of BPL	80,000	Projected for Friends FY15 award
Total					483,420	

Note: Yellow highlighted items were not included in the April 9, 2014, Proposed Preliminary FY15 Budget Update.

ALL FUNDS – BIENNIAL BUDGET EXPENDITURE ADJUSTMENTS FY15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY15	Comment
301	9101	450	##-##	Labor	469,694	Projected Labor FTE changes
301	9201	450	11-04	Monthly Rated - Part Benefitted	(60,852)	Savings fr Lib Aide=0.375 position reductions
301	9202	450	11-04	Monthly Rated - Part Benefitted	(14,431)	Savings fr Lib Aide=0.375 position reductions
301	9203	450	11-04	Monthly Rated - Part Benefitted	(30,986)	Savings fr Lib Aide=0.375 position reductions
301	9302	450	11-04	Monthly Rated - Part Benefitted	(2,170)	Savings fr Lib Aide=0.375 position reductions
301	9303	450	11-04	Monthly Rated - Part Benefitted	(18,103)	Savings fr Lib Aide=0.375 position reductions
301	9305	450	11-04	Monthly Rated - Part Benefitted	(14,728)	Savings fr Lib Aide=0.375 position reductions
301	9401	450	11-04	Monthly Rated - Part Benefitted	(30,455)	Savings fr Lib Aide=0.375 position reductions
301	9101	450	30-38	Professional: Misc Prof Svcs	30,000	Strategic Plan Outreach/Production
301	9101	450	30-38	Professional: Misc Prof Svcs	175,000	Central Infra Design+Construction (14LB24)
301	9101	450	40-64	Travel: Transportation	3,000	Travel for Director candidate finalists
301	9101	450	51-10	Postage	(5,000)	All Library usage to \$16K
301	9101	450	40-63	Travel: Registration/Admin Fees	8,500	Staff Training +Dvlpmnt (inc \$5K to \$15K)
301	9101	450	70-43	Furniture+Equipment >\$1K	60,000	CNTL Staff Furn Rplcmnt Prgrm to \$75K total
301	9101	450	71-43	Furniture+Equipment <\$1K	(32,425)	To \$0; remove prior year's plug
301	9102	450	30-38	Professional: Misc Prof Svcs	25,000	Intranet Redesign
301	9102	450	70-41	Machinery+Equipment >\$1K	25,000	Central A/V upgrades
301	9102	450	71-10	Small Equipment <\$1K	5,000	Central A/V upgrades
301	9103	450	11-03	Hourly and Daily Rated Empl	(25,000)	delete Intermittent staffing due to new Senior
301	9150	450	65-70	Building-Improvement/Renovation	325,000	Central Infrastructure Construction (14LB24)
301	9201	450	40-50	Printing and Binding	(10,000)	Read Local (Defunct Program; incl Lib cards)
301	9201	450	40-70	Advertising	(10,000)	Read Local (Defunct Program; incl Lib cards)
301	9201	450	51-10	Postage (Add Project Code to \$)	30,000	Books by Mail (1-year pilot-Outreach)
301	9201	450	55-20	Postage (Add Project Code to \$)	2,000	Books by Mail (1-year pilot-Outreach)
301	9204	450	30-38	Professional: Misc Prof Svcs	15,000	Fairs/Festivals Programming+Adult Prgrms
301	9204	450	40-70	Advertising	10,000	Fairs/Festivals Programming
301	9302	450	30-38	Professional: Misc Prof Svcs	(300)	Intrusion and Landscaping services
301	9302	450	30-42	Maint Svcs: Office Equip Maint Svcs	(1,000)	delete
301	9302	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	2,050	Fire Monitoring, Pest Cntrl, misc maint to \$6K
301	9302	450	40-41	Utilities: Water	(6,000)	to 306: Pace Estate Gift Trust-Water
301	9302	450	40-42	Utilities: Gas/Electricity	(20,000)	to 306: Pace Estate Gift Trust-PG&E
301	9302	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9302	450	55-11	Office Supplies	50	Projected full-year needs
301	9302	450	55-20	Field Supplies	(250)	Projected full-year needs
301	9303	450	55-11	Office Supplies	350	Projected full-year needs
301	9303	450	55-20	Field Supplies	450	Projected full-year needs
301	9304	450	55-11	Office Supplies	500	Projected full-year needs
301	9304	450	55-20	Field Supplies	1,000	Projected full-year needs
301	9305	450	55-11	Office Supplies	50	Projected full-year needs
301	9305	450	55-20	Field Supplies	(500)	Projected full-year needs
301	9303	450	30-38	Professional: Misc Prof Svcs	3,000	Intrusion and Landscaping services
301	9303	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	4,500	Fire Monitoring, Pest Cntrl, misc maint to \$6K
301	9303	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9304	450	30-38	Professional: Misc Prof Svcs	3,500	Intrusion and Landscaping services
301	9304	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	6,000	Fire Monitoring, Pest Cntrl, misc maint to \$6K
301	9304	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9305	450	30-38	Professional: Misc Prof Svcs	(4,050)	Intrusion and Landscaping services
301	9305	450	30-42	Maint Svcs: Office Equip Maint Svcs	(500)	delete
301	9305	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	2,050	Fire Monitoring, Pest Cntrl, misc maint to \$8K
301	9305	450	50-10	Rentals/Lease	250	Shredder Consoles/Pickup
301	9401	450	70-43	Furniture+Equipment >\$1K	(1,000)	Move \$\$ to 9101
301	9402	450	55-60	Library Materials	50,000	e-Collections, shelf-ready, other
301				Sub-total	969,944	

Note: Yellow highlighted items were not included in the April 9, 2014, Proposed Preliminary FY15 Budget Update.

ALL FUNDS – BIENNIAL BUDGET EXPENDITURE ADJUSTMENTS FY15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY15	Comment
302	9201	450	51-20	Messenger/Delivery	(12,000)	Lower delivery costs for inter-library lending
302				Sub-total	(12,000)	
304	9101	450	55-20	Field Supplies	15,691	BALIS Toolkit Grant (spend-down)
304				Sub-total	15,691	
306	9101	450	40-90	Other	15,000	Staff Development Day \$10K=Fol+\$5K=BPL
306	9101	450	40-90	Other	2,500	Misc. Discretionary Purchases
306	9101	450	40-90	Other	80,000	estimated Fol gift
306	9302	450	30-38	Professional Services	30,000	Pace Estate Gift Trust-Programming (14LB29)
306	9302	450	40-41	Utilities: Water	10,000	Pace Estate Gift Trust-Water (14LB29)
306	9302	450	40-42	Utilities: Gas/Electricity	25,000	Pace Estate Gift Trust-PG&E (14LB29)
306				Sub-total	162,500	
307	9101	450	65-70	Existing Prop Improvements	150,000	Central Infrastructure Construction (14LB24)
307	9101	450	71-43	Furniture & Fixtures	50,000	Central Infrastructure FF&E (14LB24)
307	9301	450	71-10	Furniture & Fixtures	(50,000)	Mse FF FF&E (10LB28)
307	9301	450	71-43	Furniture & Fixtures	(200,000)	Mse FF FF&E (10LB28)
307				Sub-total	(50,000)	
				TOTAL	1,071,602	

LIBRARY TAX FUND 5-YEAR ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 1,540,808	\$ 2,267,968	\$ 3,068,245	\$ 3,068,245	\$ 3,068,245	\$ 3,093,824	\$ 2,380,099	\$ 3,069,069	\$ 2,552,615
Revenues									
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,870,770	\$ 15,870,770	\$ 15,999,834	\$ 16,188,185	\$ 16,188,185	\$ 16,445,814	\$ 16,774,730
Fines/Fees	254,985	210,984	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	10,500	10,500	16,835	10,500	10,500	10,500	12,000
TOTAL REVENUE	\$ 14,909,060	\$ 15,488,692	\$ 16,156,270	\$ 16,156,270	\$ 16,291,669	\$ 16,473,685	\$ 16,473,685	\$ 16,731,314	\$ 17,061,730
Expenditures									
Operations									
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,729,231	\$ 12,729,231	\$ 12,543,098	\$ 12,854,469	\$ 12,854,469	\$ 13,146,196	\$ 13,540,582
Salaries, Wages, Benefits									
less: Labor Vacancy Savings			253,691	253,691	253,691	256,243	256,243	256,243	275,000
Personnel	\$ 11,740,958	\$ 11,928,221	\$ 12,475,540	\$ 12,475,540	\$ 12,289,407	\$ 12,598,226	\$ 12,598,226	\$ 12,889,953	\$ 13,265,582
Non-Personnel	516,299	536,892	904,005	1,166,741	985,621	799,005	799,005	909,830	800,000
Library Materials (incl Tool Lndng)	859,099	990,423	1,152,000	1,227,000	1,227,000	1,277,000	1,277,000	1,327,000	1,500,000
Misc. Professional Services	232,389	249,284	318,600	650,924	472,042	293,600	293,600	540,750	300,000
Utilities+Telephone	329,620	284,052	509,402	566,454	551,344	459,402	459,402	433,402	450,000
Janitorial	157,763	161,230	200,000	203,182	203,182	205,000	205,000	205,000	210,000
Software Maintenance	238,126	154,770	325,000	313,805	340,182	350,000	350,000	350,000	350,000
Computer & Software Purchase >\$1K	66,121	37,014	65,000	49,632	90,924	65,000	65,000	65,000	75,000
Building/Infrastructure	20,364	325,259	150,000	159,994	100,000	175,000	175,000	500,000	250,000
Subtotal:	\$ 14,160,739	\$ 14,667,145	\$ 16,099,547	\$ 16,813,272	\$ 16,259,702	\$ 16,222,233	\$ 16,222,233	\$ 17,220,935	\$ 17,200,582
Charges From Other Depts									
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 18,110	\$ 18,110	\$ 18,110	\$ 18,812	\$ 18,812	\$ 13,736	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	13,034	13,034	13,034	13,096	13,096	13,096	14,000
Subtotal:	\$ 21,161	\$ 21,270	\$ 31,144	\$ 31,144	\$ 31,144	\$ 31,908	\$ 31,908	\$ 26,832	\$ 34,000
TOTAL EXPENDITURES	\$ 14,181,900	\$ 14,688,415	\$ 16,130,691	\$ 16,844,416	\$ 16,290,846	\$ 16,254,141	\$ 16,254,141	\$ 17,247,767	\$ 17,234,582
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 727,160	\$ 800,277	\$ 25,579	\$ (688,146)	\$ 824	\$ 219,544	\$ 219,544	\$ (516,453)	\$ (172,852)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 2,267,968	\$ 3,068,245	\$ 3,093,824	\$ 2,380,099	\$ 3,069,069	\$ 3,313,368	\$ 2,599,643	\$ 2,552,615	\$ 2,379,763
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 2,267,968	\$ 3,068,245	\$ 3,093,824	\$ 2,380,099	\$ 3,069,069	\$ 3,313,368	\$ 2,599,643	\$ 2,552,615	\$ 2,379,763
Annual Committed Reserve		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000
Uncommitted Fund Balance	\$ 2,267,968	\$ 1,868,245	\$ 1,893,824	\$ 1,180,099	\$ 1,769,069	\$ 2,113,368	\$ 1,399,643	\$ 1,252,615	\$ 1,079,763

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OTHER FUNDS 5-YEAR ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 266,656	\$ 253,529	\$ 281,955	\$ 281,955	\$ 281,955	\$ 202,941	\$ 198,498	\$ 209,130	\$ 149,439
Direct Loan Fund (302)	194,613	199,151	180,223	180,223	180,223				
Grants Fund (304)	13,330	(3,015)	45,450	45,450	45,450				
Public Library Fund (305)	58,713	57,393	56,283	56,283	56,283				
Revenues									
Direct Loan Fund	\$ 36,205								
Literacy Services & LSTA		43,288	30,632	30,000	30,632	30,000	30,000	30,000	
Miscellaneous Grant Revenue	15,000	50,691	15,000	15,000	15,000				
Public Library Fund (SB 358)									
Other	21,987	19,976	20,000	20,000	20,000	20,000	20,000	20,000	30,000
TOTAL REVENUE	\$ 73,192	\$ 113,955	\$ 65,632	\$ 65,000	\$ 65,632	\$ 50,000	\$ 50,000	\$ 50,000	\$ 30,000
Expenditures									
Operations									
Personnel	\$ 3,234	\$ 24,331	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 35,000
Non-Personnel	83,084	56,544	119,646	123,457	113,457	81,000	81,000	84,691	80,000
Library Materials		4,654							
TOTAL EXPENDITURES	\$ 86,318	\$ 85,529	\$ 144,646	\$ 148,457	\$ 138,457	\$ 106,000	\$ 106,000	\$ 109,691	\$ 115,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (13,126)	\$ 28,426	\$ (79,014)	\$ (83,457)	\$ (72,825)	\$ (56,000)	\$ (56,000)	\$ (59,691)	\$ (85,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 253,529	\$ 281,955	\$ 202,941	\$ 198,498	\$ 209,130	\$ 146,941	\$ 142,498	\$ 149,439	\$ 64,439

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GIFTS FUND 5-YEAR ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 609,927	\$ 531,885	\$ 484,450	\$ 484,450	\$ 484,450	\$ 305,950	\$ 290,248	\$ 291,797	\$ 159,297
Revenues									
Friends of BPL	\$ 86,810	\$ 76,028	\$ 82,004	\$ 82,004	\$ 82,004			\$ 80,000	
BPL Foundation	500	500							
Donations/Private	6,882	5,928							
Interest/Misc. Revenues	140	858			1,651				
TOTAL REVENUE	\$ 94,332	\$ 83,314	\$ 82,004	\$ 82,004	\$ 83,655	\$ -	\$ -	\$ 80,000	\$ -
Expenditures									
Operations									
Personnel	\$ 3,202	\$ 2,021		\$ 1,645	\$ 1,747				
Non-Personnel	39,065	38,582	85,504	39,667	39,685			132,500	
Professional Services	58,946	38,196	125,000	174,876	174,876			30,000	
Library Materials	62,367	51,950	50,000	60,018	60,000	50,000	50,000	50,000	30,000
TOTAL EXPENDITURES	\$ 172,377	\$ 130,749	\$ 260,504	\$ 276,206	\$ 276,308	\$ 50,000	\$ 50,000	\$ 212,500	\$ 30,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (78,045)	\$ (47,435)	\$ (178,500)	\$ (194,202)	\$ (192,653)	\$ (50,000)	\$ (50,000)	\$ (132,500)	\$ (30,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 531,885	\$ 484,450	\$ 305,950	\$ 290,248	\$ 291,797	\$ 255,950	\$ 240,248	\$ 159,297	\$ 129,297

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FOUNDATION FUND 5-YEAR ANALYSIS

	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED
Beginning Fund Balance	\$ 50,000	\$ 249,745	\$ 307,694	\$ 596,181	\$ 596,181	\$ 596,181	\$ 38,487	\$ -	\$ 436,226
Revenues									
Foundation	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 400,000	\$ 400,000			
Misc./ Interest									
TOTAL REVENUE	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -
Expenditures									
Personnel									
Consultants	255	37,952	6,544	100,000	70,331	48,654			
Furniture and Fixtures		383,846	224,709	800,000	349,997	266,775	200,000		50,000
Equipment		314,932	124,578	657,694	575,853	239,761	50,000		
Building									150,000
Miscellaneous/Other		5,320	5,682			4,765			
TOTAL EXPENDITURES	\$ 255	\$ 742,050	\$ 361,513	\$ 1,557,694	\$ 996,181	\$ 559,955	\$ 250,000	\$ -	\$ 200,000
Projected Surplus/Shortfall (Rev - Exp)	\$ 199,745	\$ 57,950	\$ 288,487	\$ (557,694)	\$ (596,181)	\$ (159,955)	\$ (250,000)	\$ -	\$ (200,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 249,745	\$ 307,694	\$ 596,181	\$ 38,487	\$ -	\$ 436,226	\$ (211,513)	\$ -	\$ 236,226

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MEASURE FF FUND 5-YEAR ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 5,245,411	\$ 5,245,411	\$ -	\$ 1,351,030
Revenues										
Bond Proceeds	\$ 10,000,000		\$ 16,428,536							
Misc./ Interest		13,641	28,477	5,508	17,486	1,500	1,500	3,000		
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 1,500	\$ 1,500	\$ 3,000	\$ -	\$ -
Expenditures										
Bond Issuance: Costs/Premiums	35,425		310,207							
Operations										
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 31,336	\$ 31,336	\$ 53,628		\$ 25,000
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	750,000	500,000	250,000		100,000
Building		112,704	1,023,319	6,770,851	7,175,207	2,334,420	4,649,330	3,522,053		1,126,030
Misc./Utilities/Other		14,209	111,169	135,316	308,455	50,000	58,895	50,000		100,000
Other Infrastructure/Public Art			19,587	80,790	44,017	7,350	7,350	21,700		
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,173,106	\$ 5,246,911	\$ 3,897,381	\$ -	\$ 1,351,030
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,171,606)	\$ (5,245,411)	\$ (3,894,381)	\$ -	\$ (1,351,030)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 2,073,805	\$ -	\$ 1,351,030	\$ -	\$ -
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 2,073,805	\$ -	\$ 1,351,030	\$ -	\$ -

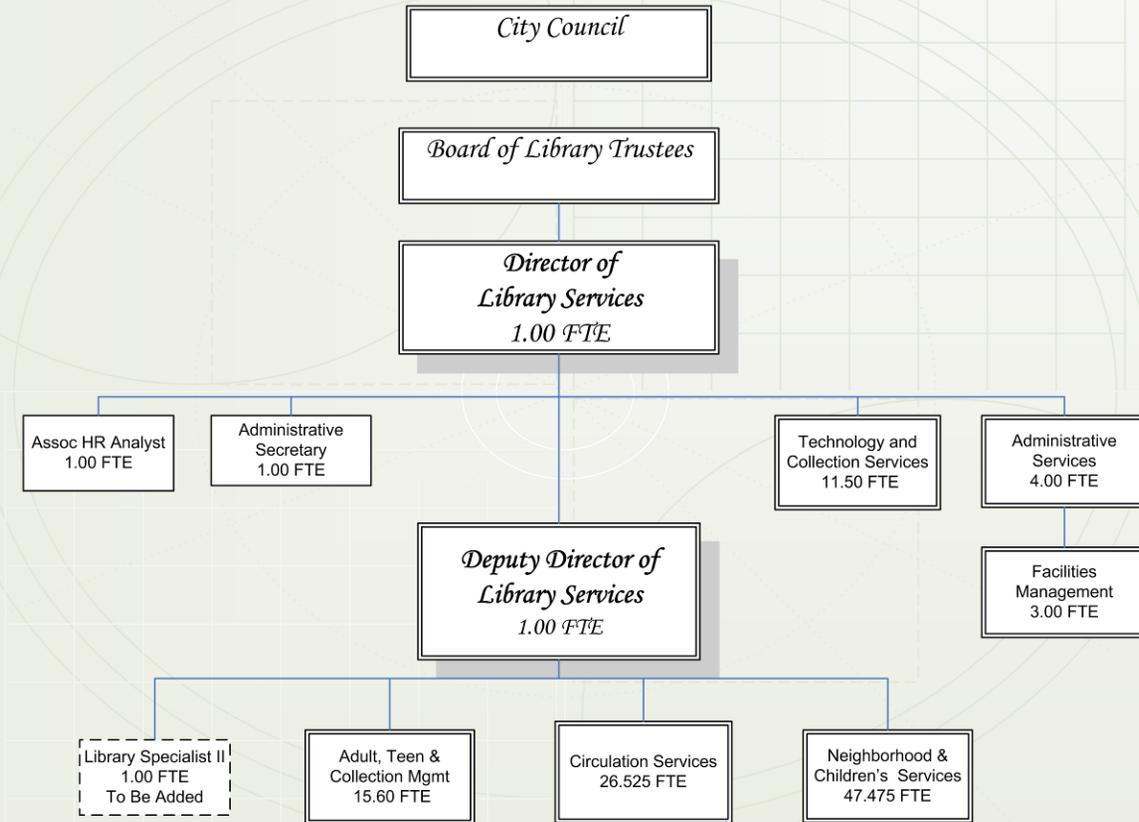
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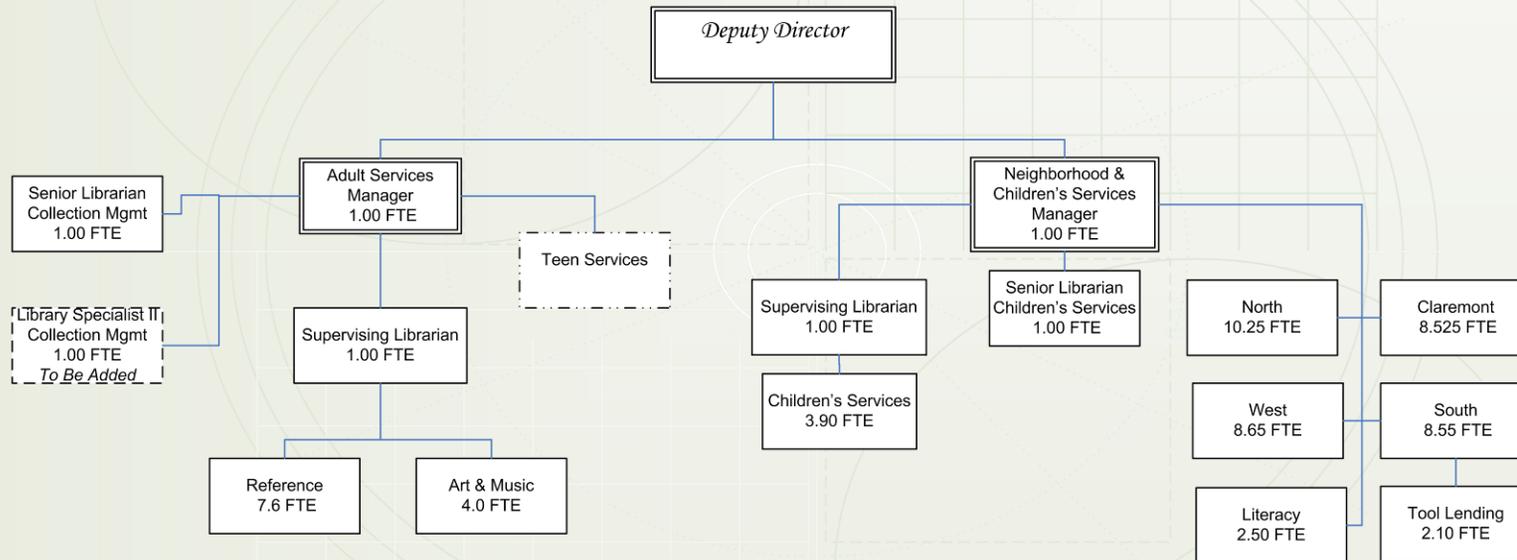
Berkeley Public Library

All Divisions

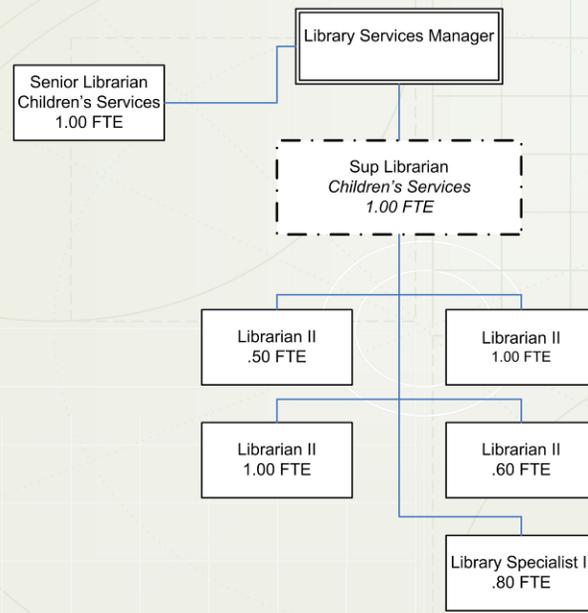
113.10 Total FTE



Berkeley Public Library
Public Services Divisions
Total FTE 63.075



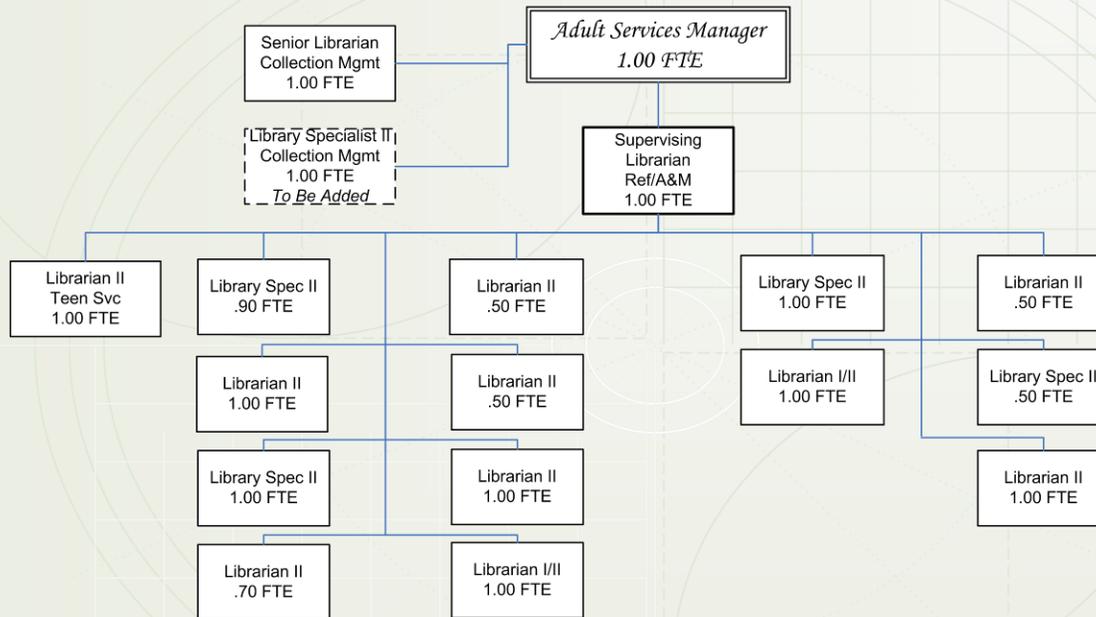
Berkeley Public Library
Children's Services Division
Total FTE 5.90



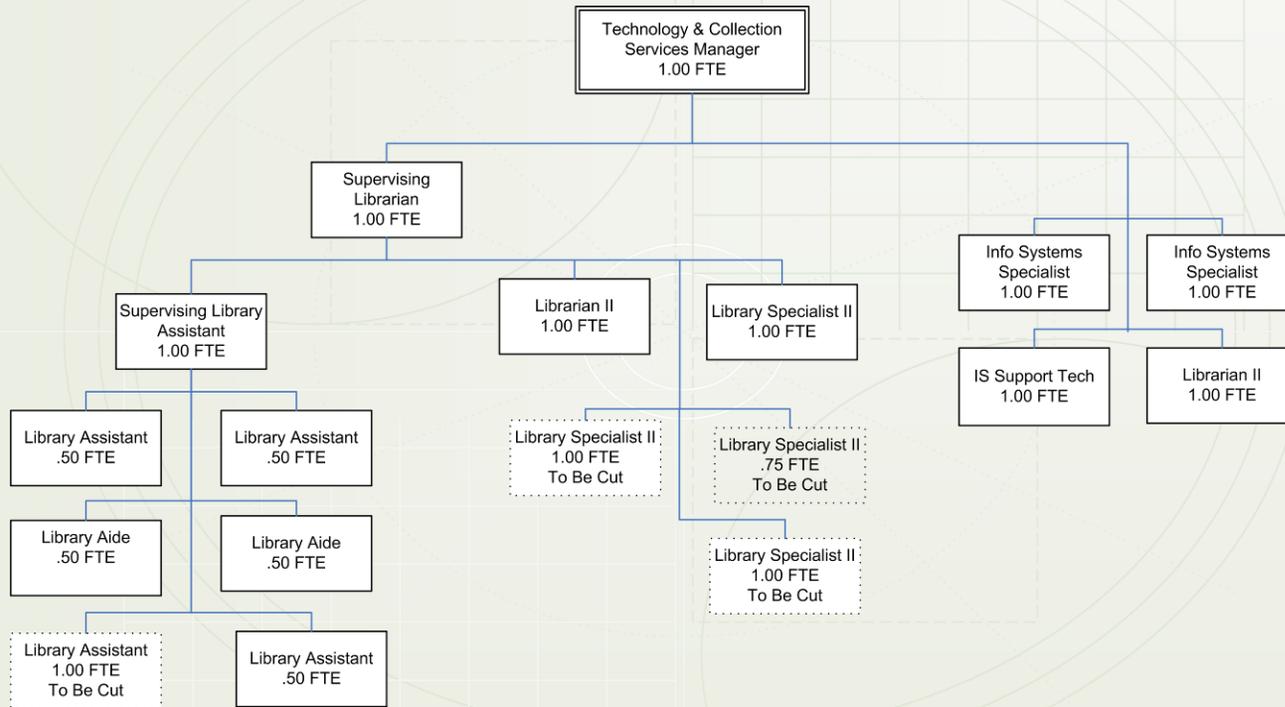
Berkeley Public Library

Adult Services Divisions

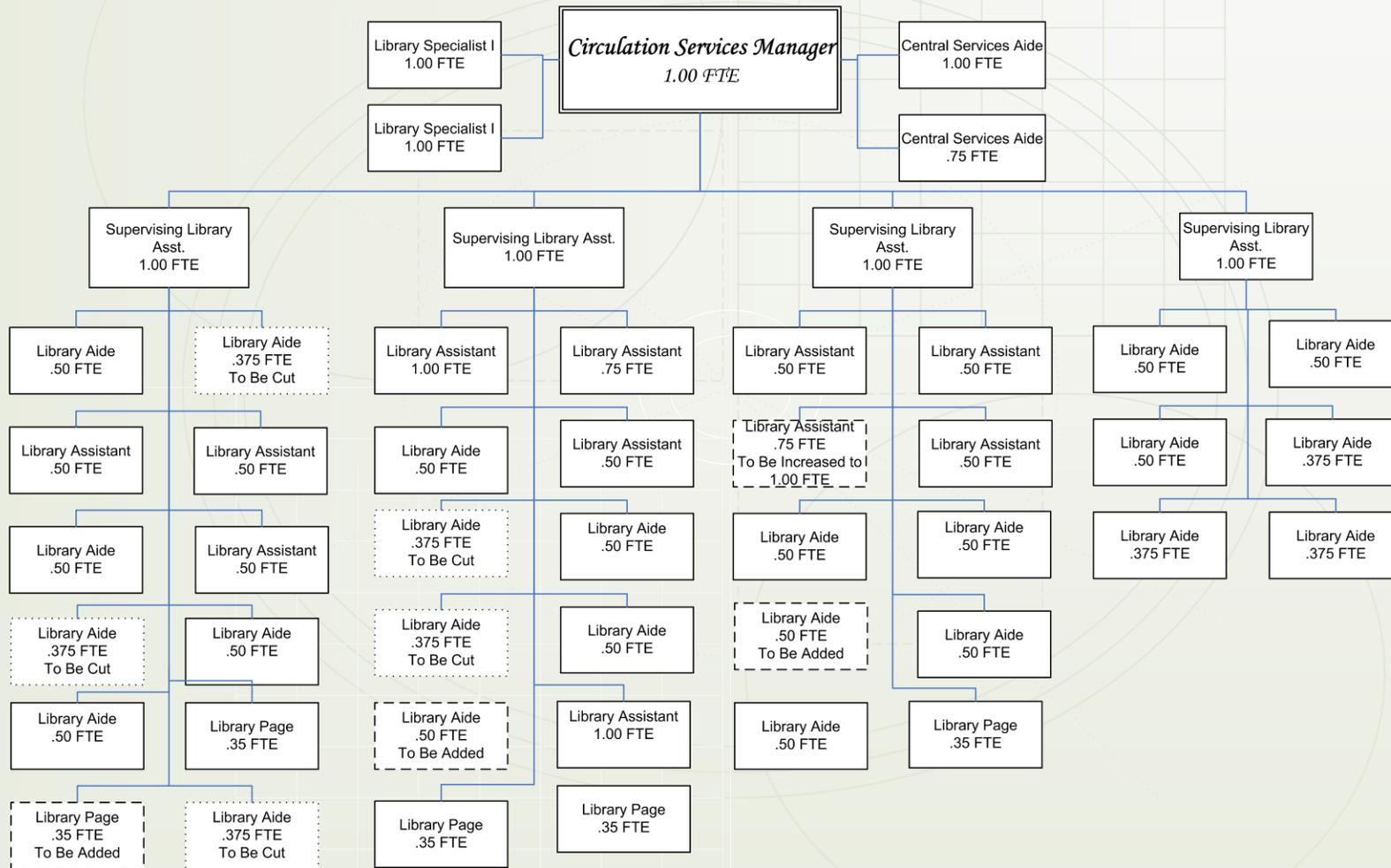
Total FTE 15.6



Berkeley Public Library
Technology & Collection Services
 FTE 11.50



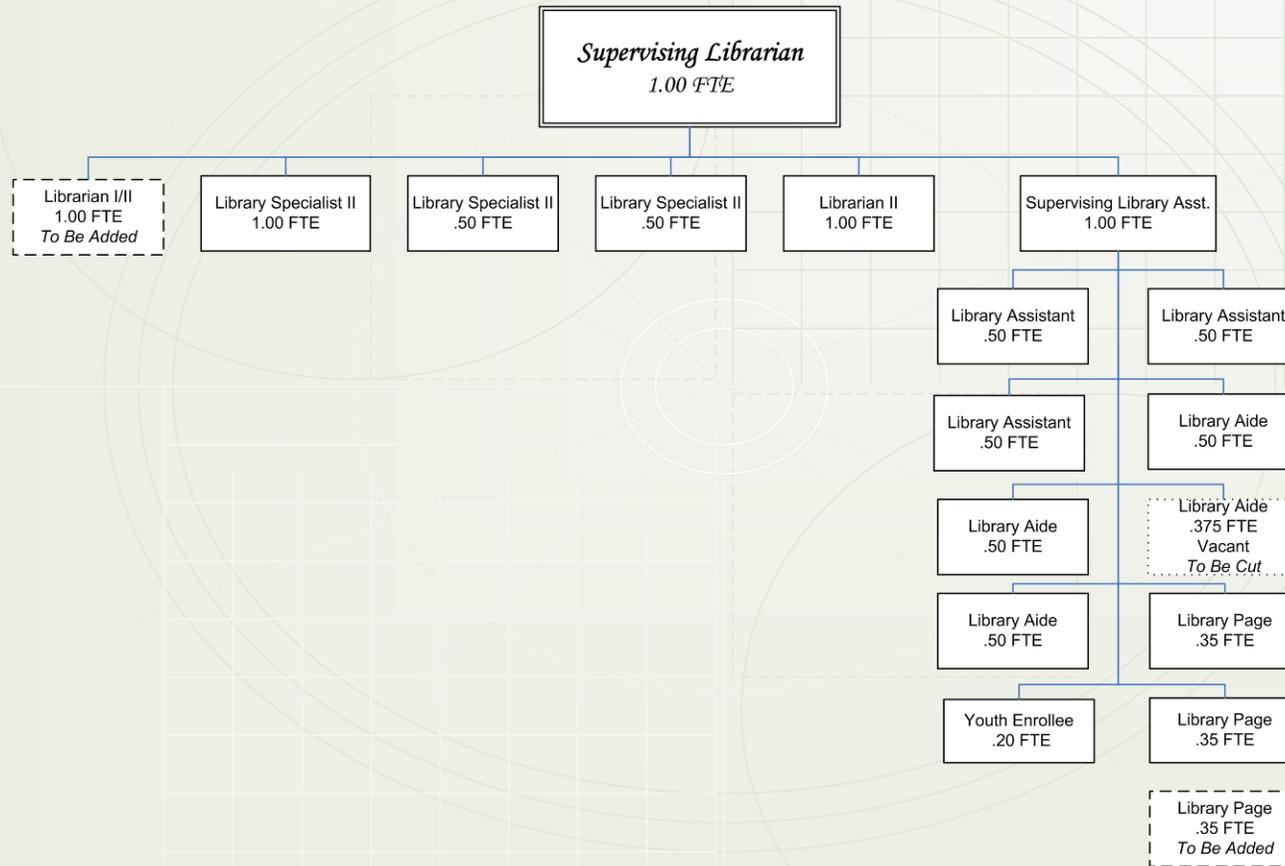
Berkeley Public Library
Circulation Services Division
26.525 Total FTE



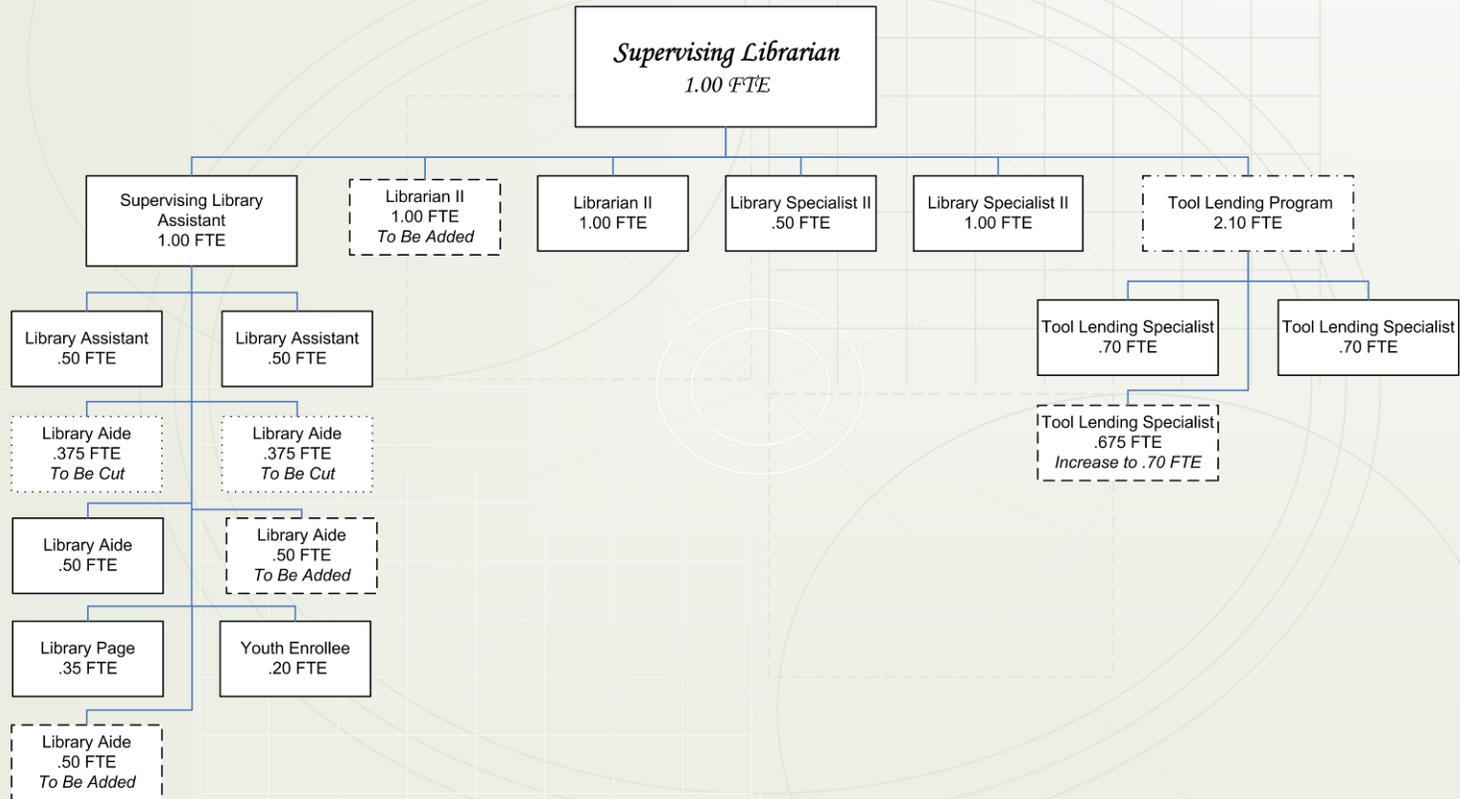
Berkeley Public Library

North Branch

10.25 Total FTE



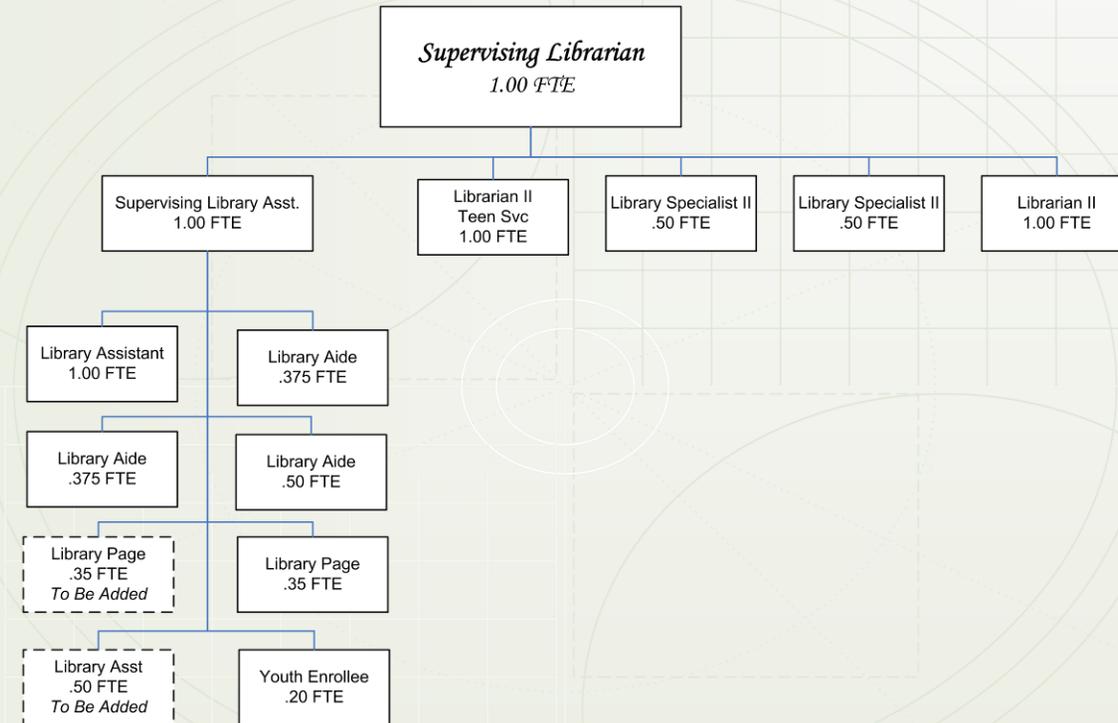
Berkeley Public Library
South Branch / Tool Lending
10.65 Total FTE



Berkeley Public Library

West Branch

8.65 Total FTE



Berkeley Public Library

Berkeley Reads

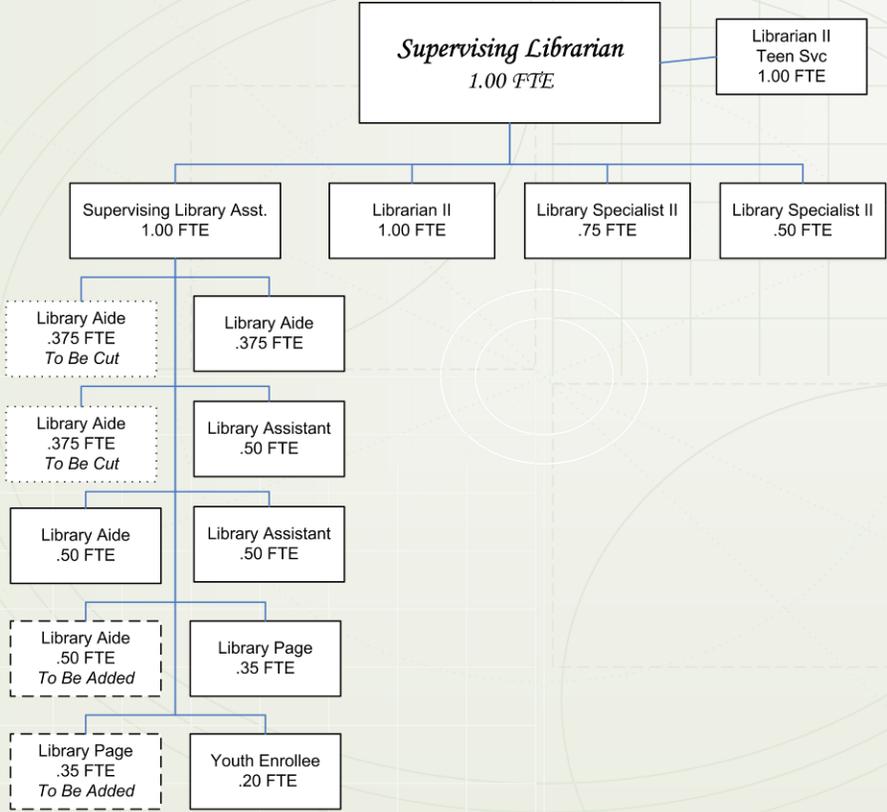
2.50 Total FTE

*Library Literacy
Program Coordinator
1.00 FTE*

Library Specialist I
1.00 FTE

Library Assistant
.50 FTE

Berkeley Public Library
Claremont Branch
8.525 Total FTE



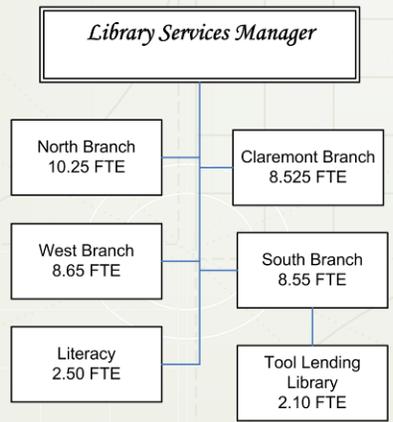
Berkeley Public Library
Facilities Management Division
3.00 Total FTE

Senior Building Maintenance
Supervisor
1.00 FTE
To Be Added

Building Maintenance
Supervisor
1.00 FTE

Building Maint.
Mechanic
1.00 FTE

Berkeley Public Library
Neighborhood Services Division
Total FTE 40.575



FTE SUMMARY BY DIVISION AND POSITION

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9101	ASSOCIATE HUMAN RESOURCES	2703	1.000	1.000	1.000	1.000	
	DEPUTY DIRECTOR OF LIBRAR	1211	1.000	1.000	1.000	1.000	
	DIRECTOR OF LIBRARY SERVI	1115	1.000	1.000	1.000	1.000	
	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000	1.000	
	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000	1.000	
	ADMIN & FISCAL SVS MGR	1463	1.000	1.000	1.000	1.000	
	ADMINISTRATIVE SECRETARY	4613	1.000	1.000	1.000	1.000	
	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000	
	OFFICE SPECIALIST II	4703	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	0.000	1.000			<i>add</i>
	Administration			10.000	9.000	9.000	
9102	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000	1.000	
	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000	1.000	
	INFORMATION SYSTEMS SUPPO	3605	1.000	1.000	1.000	1.000	
	LIBRARY INFO SYS ADMINIST	1464	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	Information Services			5.000	5.000	5.000	
9103	BUILDING MAINTENANCE MECH	5106	1.000	1.000	1.000	1.000	
	BUILDING MAINTENANCE SUPE	5117	1.000	1.000	1.000	1.000	
	SENIOR BUILDING MTC SUPER	13350	0.000	1.000			<i>add</i>
	Facilities Maintenance			3.000	2.000	2.000	

Each *add* or *delete* represents a specific position.

FTE SUMMARY BY DIVISION AND POSITION

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9201	CENTRAL SERVICES AIDE	4401	1.000	0.750	0.750	0.750	
	CENTRAL SERVICES AIDE	4401	1.000	1.000	1.000	1.000	
	CIRCULATION SERVICES MANA	1469	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	0.750	0.750	0.750	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.000	0.000	0.750	0.750	delete
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000			add, xfr from 9202
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	delete
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	delete
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	delete
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	delete
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	delete
	LIBRARY AIDE	4245	0.000	0.375			add, xfr from 9202
	LIBRARY AIDE	4245	0.000	0.375			add, xfr from 9202
	LIBRARY AIDE	4245	0.000	0.375			add, xfr from 9202
LIBRARY AIDE	4245	0.500	0.500			add	
LIBRARY AIDE	4245	0.500	0.500			add	
LIBRARY AIDE	4245	0.500	0.500			add, xfr from 9202	
LIBRARY AIDE	4245	0.500	0.500			add, xfr from 9202	
LIBRARY AIDE	4245	0.500	0.500			add, xfr from 9202	
LIBRARY ASSISTANT	4213	1.000	1.000			add; increase FTE=0.250	
	Circulation Services			26.525	23.525	23.525	

Each **add** or **delete** represents a specific position.

FTE SUMMARY BY DIVISION AND POSITION

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9202	SUPERVISING LIBRARY ASSIS	9609	0.000	0.000	1.000	1.000	<i>delete, xfr to 9201</i>
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	0.500	0.600	0.600	0.600	
	LIBRARY AIDE	4245	0.000	0.000	0.500	0.500	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	0.000	0.500	0.500	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	0.000	0.500	0.500	<i>delete, xfr to 9201</i>
	LIBRARY SPECIALIST II	9610	1.000	0.800	0.800	0.800	
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	<i>delete, xfr to 9201</i>
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	<i>delete, xfr to 9201</i>
		Childrens Services			5.900	9.525	9.525
9203	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	Art & Music			4.000	4.000	4.000	
9204	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	0.500	0.700	0.700	0.700	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	0.900	0.900	0.900	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	Reference			8.600	8.600	8.600	
9205	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	Literacy Programs			2.500	2.500	2.500	

Each **add** or **delete** represents a specific position.

FTE SUMMARY BY DIVISION AND POSITION

Dep/Div	Position			FTE			Notes	
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14		
9302	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000		
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000		
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	<i>delete</i>	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500		
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500		
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000		
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500		
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000		
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350		
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350		
	YOUTH ENROLLEE INTERN	6718	0.000	0.200	0.200	0.200		
	LIBRARIAN II	2604	1.000	1.000			<i>add</i>	
	LIBRARY PAGE	4246	0.000	0.350			<i>add</i>	
		North Branch			10.250	9.275	9.275	
	9303	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
LIBRARIAN II		2604	1.000	1.000	1.000	1.000		
LIBRARY AIDE		4245	0.500	0.500	0.500	0.500		
LIBRARY ASSISTANT		4213	0.500	0.500	0.500	0.500		
LIBRARY ASSISTANT		4213	0.500	0.500	0.500	0.500		
LIBRARY SPECIALIST II		9610	1.000	1.000	1.000	1.000		
LIBRARY SPECIALIST II		9610	0.500	0.500	0.500	0.500		
SUPERVISING LIBRARIAN		2603	1.000	1.000	1.000	1.000		
LIBRARY AIDE		4245	0.000	0.000	0.375	0.375	<i>delete</i>	
LIBRARY AIDE		4245	0.000	0.000	0.375	0.375	<i>delete</i>	
LIBRARY PAGE		4246	0.000	0.350	0.350	0.350		
YOUTH ENROLLEE INTERN		6718	0.000	0.200	0.200	0.200		
LIBRARIAN II		2604	1.000	1.000			<i>add</i>	
LIBRARY AIDE		4245	0.500	0.500			<i>add</i>	
LIBRARY AIDE		4245	0.500	0.500			<i>add</i>	
	South Branch			8.550	7.300	7.300		
9304	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000		
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000		
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000		
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500		
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000		
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500		
	LIBRARY SPECIALIST II	9610	0.000	0.000	0.500	0.500	<i>delete; authorized at FTE=1.0; unused 0.5</i>	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000		
	LIBRARY AIDE	4245	0.000	0.375	0.375	0.375		
	LIBRARY AIDE	4245	0.000	0.375	0.375	0.375		
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350		
	YOUTH ENROLLEE INTERN	6718	0.000	0.200	0.200	0.200		
	LIBRARY PAGE	4246	0.000	0.350			<i>add</i>	
	LIBRARY ASSISTANT	4213	0.500	0.500			<i>add</i>	
	LIBRARY SPECIALIST II	9610	0.500	0.500			<i>add</i>	
	LIBRARY SPECIALIST II	9610	0.000	0.000	0.500	0.500	<i>delete; authorized at FTE=1.0; unused 0.5</i>	
		West Branch			8.650	8.300	8.300	

Each *add* or *delete* represents a specific position.

FTE SUMMARY BY DIVISION AND POSITION

Dep/Div	Position			FTE			Notes
	Title	No.	Med	Prop FY15	Bdgt FY15	Bdgt FY14	
9305	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	0.750	0.750	0.750	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.000	0.375	0.375	0.375	
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	<i>delete</i>
	LIBRARY AIDE	4245	0.000	0.000	0.375	0.375	<i>delete</i>
	LIBRARY PAGE	4246	0.000	0.350	0.350	0.350	
	LIBRARY PAGE	4246	0.000	0.350			<i>add</i>
	YOUTH ENROLLEE INTERN	6718	0.000	0.200	0.200	0.200	
LIBRARY AIDE	4245	0.500	0.500			<i>add</i>	
	Claremont Branch			8.525	8.425	8.425	
9307	TOOL LENDING SPECIALIST	6301	0.500	0.700	0.700	0.700	
	TOOL LENDING SPECIALIST	6301	0.500	0.700	0.700	0.700	
	TOOL LENDING SPECIALIST	6301	0.000	0.000	0.675	0.675	<i>delete</i>
	TOOL LENDING SPECIALIST	6301	0.500	0.700			<i>add</i>
	Tool Lending Library			2.100	2.075	2.075	
9401	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.000	0.000	1.000	1.000	<i>delete</i>
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	0.000	0.000	1.000	1.000	<i>delete</i>
	LIBRARY SPECIALIST II	9610	0.000	0.000	1.000	1.000	<i>delete</i>
	LIBRARY SPECIALIST II	9610	0.000	0.000	0.750	0.750	<i>delete</i>
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	Technical Services			6.500	10.250	10.250	
9402	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000	
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	1.000			<i>add</i>
	Collections Management			3.000	2.000	2.000	
	Total			113.100	111.775	111.775	

* Med : Medical benefits coverage provided based on Prp FY15 FTE.

Bold Italics indicates a proposed FY 2015 FTE change

Gray colored filter indicates non-career classified position.

Each **add** or **delete** represents a specific position.

FTE SUMMARY BY DIVISION FY 2015

Dep/Div	Name	FTE		
		<i>Prop FY15</i>	Bdgt FY15	Bdgt FY14
9101	Administration	10.000	9.000	9.000
9102	Information Services	5.000	5.000	5.000
9103	Facilities Maintenance	3.000	2.000	2.000
9201	Circulation Services	26.525	23.525	23.525
9202	Childrens Services	5.900	9.525	9.525
9203	Art & Music	4.000	4.000	4.000
9204	Reference	8.600	8.600	8.600
9205	Literacy Programs	2.500	2.500	2.500
9302	North Branch	10.250	9.275	9.275
9303	South Branch	8.550	7.300	7.300
9304	West Branch	8.650	8.300	8.300
9305	Claremont Branch	8.525	8.425	8.425
9307	Tool Lending Library	2.100	2.075	2.075
9401	Technical Services	6.500	10.250	10.250
9402	Collections Management	3.000	2.000	2.000
	Total	113.100	111.775	111.775

**FTE SUMMARY BY POSITION NUMBER
FY 2015**

Position Number	Name	FTE		
		Prop FY15	Bdgt FY15	Bdgt FY14
1115	DIRECTOR OF LIBRARY SERVI	1.000	1.000	1.000
1211	DEPUTY DIRECTOR OF LIBRAR	1.000	1.000	1.000
1463	ADMIN & FISCAL SVS MGR	1.000	1.000	1.000
1464	LIBRARY INFO SYS ADMINIST	1.000	1.000	1.000
1468	LIBRARY SERVICES MANAGER	2.000	2.000	2.000
1469	CIRCULATION SERVICES MANA	1.000	1.000	1.000
2603	SUPERVISING LIBRARIAN	7.000	7.000	7.000
2604	LIBRARIAN II	21.300	19.300	19.300
2606	SENIOR LIBRARIAN	2.000	2.000	2.000
2615	LIBRARY LITERACY PROGRAM	1.000	1.000	1.000
2703	ASSOCIATE HUMAN RESOURCES	1.000	1.000	1.000
2830	INFORMATION SYSTEMS SPECI	2.000	2.000	2.000
3605	INFORMATION SYSTEMS SUPPO	1.000	1.000	1.000
4213	LIBRARY ASSISTANT	14.250	14.500	14.500
4240	ACCOUNTING OFF SPEC III	2.000	2.000	2.000
4245	LIBRARY AIDE	15.750	17.000	17.000
4246	LIBRARY PAGE	4.200	3.150	3.150
4250	LIBRARY SPECIALIST I	3.000	3.000	3.000
4401	CENTRAL SERVICES AIDE	1.750	1.750	1.750
4613	ADMINISTRATIVE SECRETARY	1.000	1.000	1.000
4703	OFFICE SPECIALIST II	1.000	1.000	1.000
5106	BUILDING MAINTENANCE MECH	1.000	1.000	1.000
5117	BUILDING MAINTENANCE SUPE	1.000	1.000	1.000
6301	TOOL LENDING SPECIALIST	2.100	2.075	2.075
6718	YOUTH ENROLLEE INTERN	0.800	0.800	0.800
9609	SUPERVISING LIBRARY ASSIS	9.000	9.000	9.000
9610	LIBRARY SPECIALIST II	12.950	14.200	14.200
13350	SENIOR BUILDING MTC SUPER	1.000	0.000	0.000
		113.100	111.775	111.775



ACTION CALENDAR

May 20, 2014

TO: Board of Library Trustees
FROM: Jenifer Shurson, Assoc. Human Resources Analyst
SUBJECT: DIRECTOR RECRUITMENT PROCESS

RECOMMENDATION

Adopt a resolution approving the process for recruitment and selection of a new Director of Library Services upon the retirement of the current incumbent; and approve the formation of a two-member board *ad hoc* subcommittee to work with city staff on the process and to periodically report to the board.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The current Director of Library Services has notified the Board Chair and Vice-Chair of her intent to retire in September of 2014. Given the estimated three to four month minimum recruitment and selection period required for executive level positions, staff has prepared a draft timeline and process for board consideration and approval. This timeline assumes the filling of the position in a timely manner is a priority of the board. Staff recommends the recruitment effort begin immediately; that the board considers library staff and community involvement for inclusion in the process; a board *ad hoc* committee be formed to work with city staff; and that the board agree to schedule special meetings as needed.

Recommended Recruitment Plan / Timeline

May 27: Recruitment opens. The position is posted to the City of Berkeley job site, identified library job sites, listservs, paid advertisements in professional journals / sites, and a promotional outreach effort is undertaken by the consultant.

June 28 & 29: Promote the position at the annual American Library Association conference career center being held in Las Vegas, Nevada. Staff will secure a booth in the career area for this purpose.

July 27: Recruitment closes. All applicants are required to submit an application and supporting documentation to the City of Berkeley HR department electronically: <http://agency.governmentjobs.com/berkeley/default.cfm>

July 28: Applications are screened by City staff for completeness, minimum and desired qualifications with qualified candidates being placed on official eligible list.

July 29-30: Applications and responses to supplemental questionnaires are reviewed and rated by a 3-person panel composed of current/former library directors to determine ranking on eligible list.

Week of August 4th: The top ranked 5-7 candidates are invited to participate in two panel interviews; one will include all of the library management team members and a second will include representatives from line staff and the union.

Week of August 11th: The top rated 3-4 candidates resulting from the panel interviews are invited to interview over a one to two day period, including community interviews and a board interview. They will have the opportunity to meet with community members and Library affiliates. A full schedule will be developed but, may include: City personnel in the Department of Health, the City Manager's Office; and community representatives from Ed Roberts Campus, Berkeley Unified School District, and Library support organizations - the Friends and Foundation. Feedback elicited from these people would be provided to the Board for their consideration in selection.

The Trustees will represent the final selection panel, interviewing in-person all of the finalists. Following the board's process, references will be confirmed and upon board approval a job offer extended. The negotiation of a start date and terms of employment will follow.

Board input into the above process is needed to finalize the timeline and process. Adherence to the steps and process approved by the board will be critical to ensuring a professional and comprehensive effort.

Executive Recruitment Firm

The Library has engaged the services of an executive search firm, as has been the practice with previous executive level vacancies, to assist us in generating a pool of highly qualified candidates. The firm engaged for this effort is Bradbury Associates / Gossage Sager Associates. They are a well-established firm which has completed over 60 executive searches for academic, special and public libraries during their first 17 years – more than any other Library search firm. During the past 10 years the firm has successfully completed more than 100 additional searches for libraries of all types and sizes. They are currently working with the Las Vegas-Clark County Library District on their Director search and have previously completed searches for other Bay Area clients including the Sonoma County Library system and the City of Richmond Public Library.

The scope of their work will focus on candidate pool enhancement and related activities, which include; designing/printing of a customized recruitment brochure, identifying/recruiting potential candidates, publicizing/posting position thru network of resources to reach broad group of qualified prospects, initial vetting and referral of qualified candidates to the City of Berkeley website to complete

the required application materials, sharing referred candidate information collected during vetting with the Library, assistance with reviewing/rating responses to supplemental questionnaires, and reference checks for finalists as needed.

BACKGROUND

The Board of Library Trustees is vested, under the Charter of the City of Berkeley, Section 30, with the authority to hire, discipline and dismiss all officers and employees of the Library. Further, it has been the historical practice of the Library to conduct its hiring and promotional examinations pursuant to the City's Personnel Rules and Regulations. The unrepresented classification, Director of Library Services, is included in the posted list of city positions on the city's website: <http://agency.governmentjobs.com/berkeley/default.cfm?action=viewclassspec&classSpecID=104809&agency=1568&viewOnly=yes>. The past practice of the library has been to follow these practices in the posting, recruitment and selection process, with the Board of Library Trustees as the final decision-making body with the power to appoint the Library Director.

On occasion, the board may, "with the confirmation of the commission, appoint several members but fewer than the existing quorum of the present body to serve as a temporary subcommittee." (City of Berkeley Commissioner's Manual, Page 25-26; [http://www.ci.berkeley.ca.us/Clerk/Commissions/Commissions Commission Manual.aspx](http://www.ci.berkeley.ca.us/Clerk/Commissions/Commissions_Commission_Manual.aspx))

Subcommittees are considered ad hoc single purpose committees, with the understanding the charge or outline of responsibilities of the committee will be established by the board and that they will report back to the full board. The Library board most recently, established a subcommittee to examine the Library's naming policy. Given the nature of recruitment efforts a subgroup of the full board will be in a better position to respond to staff needs.

RATIONALE FOR RECOMMENDATION

The Library regularly conducts the recruitment, interviewing and selection processes for Library personnel and is equipped to assist the board in the process to hire a new Director of Library Services. Conferring with the subcommittee as needed, will ensure Library staff is aware of board input and direction, while adherence to City processes and practices is observed. The Board is charged by the City Charter with making the selection and appointment of the Library Director. The process and timeline outlined will ensure all city personnel requirements are met, staff and the community are engaged and the candidate pool is reflective of a national search, such that the board will be in a position to consider and appoint the best candidate to serve the board and manage the operations of the library successfully.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO.: R14-0XX

Attachment 1

DIRECTOR OF LIBRARY SERVICES RECRUITMENT PROCESS

WHEREAS, the Board of Library Trustees is vested under the City Charter with the authority to hire all officers and employees of the Library; and

WHEREAS, the current incumbent serving as Director of Library Services has noticed the Board Chair and Vice-Chair of her intent to retire; and

WHEREAS, it has been the board's practice to conduct library hiring and promotional examinations pursuant to the city's personnel rules and regulations; and

WHEREAS, past selection processes at the executive level in the library have utilized the professional services of an executive recruiter to ensure a pool of well-qualified candidates, the firm of Bradbury Associates has been retained to assist the board and staff; and

WHEREAS, the board may, according to the City of Berkeley Commission Manual, with the confirmation of the body, appoint several members but fewer than the existing quorum of the present body to serve as a temporary subcommittee; and

WHEREAS, the Board of library Trustees has done so in the past, a two-person subcommittee is hereby appointed for the purpose stated, members are Trustee _____ and Trustee _____ ;and

WHEREAS, the Board of Library Trustees as a body will represent the final selection panel; and

WHEREAS, the Board has a strong interest in approving a process and timeline that ensures all city personnel requirements are met, staff and the community are engaged and the candidate pool is reflective of a national search, such that the board will be in a position to consider and appoint the best candidate to serve the board and manage the operations of the library successfully.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts a resolution approving the process for recruitment and selection of a new Director of Library Services upon the retirement of the current incumbent; and approves the formation of a two-member board *ad hoc* subcommittee to work with city staff on the process and to periodically report to the board.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 20, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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



INFORMATION CALENDAR

May 14, 2014

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

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

Readings and Reports

Of interest to Librarians and library planning efforts is the latest research report by the Pew Research Center to mark the 25th anniversary of the creation of the World Wide Web. The full report is available at <http://www.pewinternet.org/2014/03/11/digital-life-in-2025/>.

“The Web became a major layer of the Internet. Indeed, for many, it became synonymous with the Internet, even though that is not technically the case. Its birthday offers an occasion to revisit the ways it has made the Internet a part of Americans’ social lives.

Our first [report](#) tied to the anniversary looked at the present and the past of the Internet, marking its strikingly fast adoption and assessing its impact on American users’ lives. This report is part of an effort by the Pew Research Center’s Internet Project in association with [Elon University’s Imagining the Internet Center](#) to look at the future of the Internet, the Web, and other digital activities. This is the first of eight reports based on a canvassing of hundreds of experts about the future of such things as privacy, cybersecurity, the “Internet of things,” and net neutrality. In this case we asked experts to make their own predictions about the state of digital life by the year 2025. We will also explore some of the economic change driven by the spectacular progress that made digital tools faster and cheaper. And we will report on whether Americans feel the explosion of digital information coursing through their lives has helped them be better informed and make better decisions.”

For a more directly library related resource on the future of libraries the work of Dave Lankes, professor at Syracuse iSchool, access of his book "Expect More: Demanding Better Libraries for Today's Complex

World.", can be downloaded or read through Medium by going to the following webpage: http://quartz.syr.edu/blog/?page_id=4598. Also included are brief videos explaining specific concepts and providing practical examples.

R. David Lankes is a professor and Dean's Scholar for the New Librarianship at Syracuse University's School of Information Studies and director of the Information Institute of Syracuse. Lankes is a passionate advocate for libraries and their essential role in today's society. He also seeks to understand how information approaches and technologies can be used to transform industries. In this capacity he has served on advisory boards and study teams in the fields of libraries, telecommunications, education, and transportation including at the National Academies. He has been a visiting fellow at the National Library of Canada, the Harvard School of Education, and the first fellow of ALA's Office for Information Technology Policy. His book "The Atlas of New Librarianship," co-published by the Association of College & Research Libraries, a division of the American Library Association, and MIT Press, won the 2012 ABC-CLIO/Greenwood Award for the Best Book in Library Literature.

Conferences

The California Library Association 2014 annual conference will be held at the Oakland City Center Marriott this November 7-9, 2014. Registration is scheduled to open June 2nd. Early bird registration ends August 15th. This should be a good one, focusing on the bay area and super convenient to attend for a few hours or every day. More information is on the CLA website: <http://conference.cla-net.org/2014/the-details/>.

City Council

At the regular Council meeting of March 25, 2014, http://www.ci.berkeley.ca.us/Clerk/City_Council/2014/03_Mar/City_Council_03-25-2014_-_Regular_Meeting_Annotated_Agenda.aspx, during Ceremonial Matters, the Library was given a proclamation honoring National Library Week and the Branch Out program (Attachment A). the Library director was present to accept the proclamation and to say a few words about the Branch Out April events.

At the regular Council meeting of April 29, 2014, the library item was approved as presented: http://www.ci.berkeley.ca.us/Clerk/City_Council/City_Council_Agenda_Index.aspx

Consent Calendar:

Donation: Bequest from Estate and Trust of Mary Jo Pace to the Berkeley Public Library
From: Board of Library Trustees
Recommendation: Adopt a Resolution accepting a donation from the Estate and Trust of Mary Jo Pace (passed through the Berkeley Public Library Foundation) in the sum of \$686,250.34.
Financial Implications: \$686,250 (Donation)
Contact: Donna Corbeil, Commission Secretary, 981-6100

Information Report:

Update on Measure FF Public Art Projects
From: Board of Library Trustees
Contact: Donna Corbeil, Commission Secretary, 981-6100

PROGRAMS, SERVICES AND COLLECTIONS

Collections

The library continues to enhance the collection with electronic resources; these are an important source for additional materials that may not be available in other formats to the public.

Freegal Music

On Friday, April 11, the Library launched a new database service (on the library's home page). This is a great new service for music-loving patrons. With access to over 6 million songs from over 28,000 labels with music that originates in over 80 countries covering genres from acapella to zydeco you are sure to find something you want to listen to. Patrons may download 5 songs per week from Freegal Music in addition to streaming up to 3 hours of music per day all for free with your library card. There are no holds lists, no returns, and no fees or fines.

IndieFlix

Also in April, fresh from our launch of Freegal Music and Freegal Movies the library made available to the public and staff, another digital movies service: IndieFlix! We are excited to offer this service to patrons and think it will nicely complement the content in Freegal Movies. IndieFlix provides patrons access to award-winning independent films, shorts and documentaries from around the world. Patrons have unlimited access to stream thousands of film-festival hits, including the best of Sundance, Cannes, Tribeca, and more. There is no borrowing, viewing, or simultaneous use limits. All patrons need to do is sign in and they have unlimited access to the full collection of films. It is also available on Apple, Android, and all internet-enabled devices. Patrons can also watch films on TV with their Roku devices or Xbox. Films on IndieFlix are all independent which means the MPAA does not rate them. Viewer discretion is advised. IndieFlix is on the same platform as Zinio which means if patrons have a Zinio account, they sign in using that information without having to make a new account.

Other

NEW Library Electronic Newsletter

On Monday, April 14 the Library launched its new monthly newsletter. Patrons can sign-up to receive the newsletter in their email automatically to stay in touch with the library by going to the library's website and from the Contact or Events page to read the e-newsletter and sign-up to receive it each month. Staff is excited about this new tool to communicate with the public, the newsletter will include information on programs and events, new policies and the latest library innovations, as well as features on services and collections. A graphic designer is working on a "look" which should be ready for the next editions.

PERSONNEL

In March, Megan McArdle, the Library Manager for adult services and collection development resigned her position, she and her husband have moved out of the area. Following interviews a selection was made to replace her. I am pleased to announce that Rachel MacNeilly, the North Branch Supervising Librarian has been selected to fill the position of Adult, Teen and Collections Manager. Bill Kolb, will be

joining the BPL team as the new Supervising Librarian at North Branch. The appointments will be effective early May 2014.

BOND PROGRAM

West Branch

As we did with the first three projects the Library will have official architectural pictures of West Branch taken for our use and to document the finished project. The photo shoot is scheduled for April 17, 2014.

On immediate use of the photographs will be to submit an application for the annual American Library Association Architectural Showcase issue, these are due at the end of May for the special issue to be published in Fall 2014.

The notice of completion was filed with the County Records Office April 14, 2014. The final payment with the contractor has been negotiated and LEED certification documents submitted for review and consideration, the project is now in warranty phase. Enhanced Commissioning will occur at 12-months after completion, in December 2014.

The West Branch was used as the location for the acceptance of the California Environmental Achievement Award by the mayor for the City of Berkeley on April 30th, the award recognized the city's solar efforts and sustainability programs. (Attachment B)

North Branch

The library has asked ARG (Architectural Resources Group) the designer of the North Branch renovation project to assist with assessment of the "checking" in the historic wood trusses, this is cracking in the wood that is a naturally occurring process. Some minimal repair will be required; the actual work will be completed over the next few months. No disruption to operations is anticipated.

South Branch

The Library filed the Notice of Completion with the County Recorder's Office for the South Branch Library on March 27, 2014. The final payment and release documents with the general contractor Gonsalves and Stronck Construction company k is in progress. The 10-month commissioning meeting was held with the contractor and commissioning agent, Kitchell CEM, and library staff. The last outstanding item is the completion and certification for LEED, this is in progress and will be reported when the award is granted.

Sustainability Web Page

The library has added a webpage to its site to capture information related to the green elements of the branch projects, it can be viewed at: <http://www.berkeleypubliclibrary.org/locations/sustainable-spaces>.

Donor Signage

The Library has been working with the GNU group and the Library foundation on the design and installation of Measure FF capital campaign donor signage for the branches. In March the final signage was installed, each location now has a number of the small individual donor signs one larger donor sign

acknowledging the Foundations overall campaign contribution, including names of donors - individuals, non-profits, local businesses and local grant givers. The text and size of the large program wide campaign sign is the same at all four locations with different fabrication material used for each that reflects the finishes in the respective branch design.

The signage was sponsored by the Foundation, no library tax funds were used for the project.

Other

Steve Dewan, representing Kitchell CEM has informed me that the CMAA (Construction Management Association of America) Northern California Chapter has selected Berkeley Public Library West Branch to receive the Building / New Construction / Less than \$25 Million / Honorable Mention Project Achievement Award, more information is at: www.cmaanorcal.org. Awards will be presented at the Annual Awards Gala on Thursday, May 22 at the Hyatt in Sacramento.

Attachments:

- A. Council Proclamation of April as Library Month
- B. CA Environmental Achievement Award



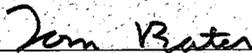
CELEBRATING NATIONAL LIBRARY WEEK and BERKELEY PUBLIC LIBRARY MONTH

- WHEREAS,** Libraries and librarians bring people together to enrich and shape the community and address local issues as well as help lives change in their communities; and
- WHEREAS,** Librarians work to meet the changing needs of their communities, including providing resources for everyone and bringing services outside of library walls; and
- WHEREAS,** Libraries, librarians, library workers, and supporters across America are celebrating National Library Week, April 13 through 19, 2014; and
- WHEREAS,** During the entire month of April 2014, Library staff, the Library Foundation and the Friends of the Library are bringing the public a full array of events and activities, to celebrate the re-opening of all four branches; and
- WHEREAS,** Patrons are welcomed back to the neighborhood branches and the Central Library, to *branch out* and visit a library they may not usually visit, to explore and enjoy the new and renewed spaces, and to attend one of the many special events being planned; and
- WHEREAS,** The Board of Library Trustees thanks supporters, voters, and patrons and welcomes them to enjoy the wonderful, light-filled, and accessible library spaces; and
- WHEREAS,** Berkeley has demonstrated its strong support for public libraries, demonstrated by opening two renovated branches, North Branch and Claremont Branch libraries in 2012, and two newly rebuilt branches, South and West Branch libraries in 2013, within a five-year period, thus successfully completing Measure FF.

NOW THEREFORE, BE IT RESOLVED that I, Mayor Tom Bates, on behalf of the City of Berkeley proclaim

**National Library Week
and
Berkeley Public Library Month**

in April 2014 and encourage all residents to visit the library this week to take advantage of the wonderful library resources available at your library, because lives change at your library.


Tom Bates
Mayor



March 25, 2014

IN RECOGNITION OF DONNA CORBEIL, DENNIS DANG AND STEVEN DOUGLAS

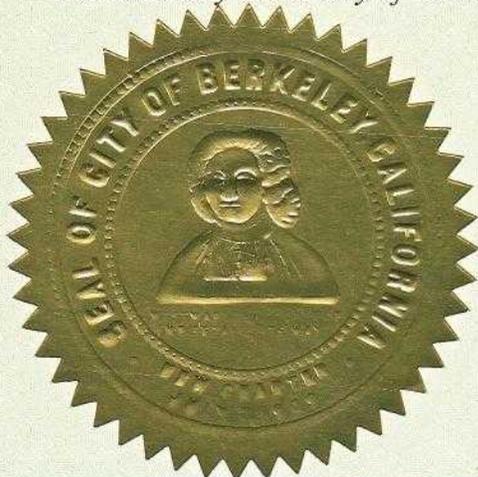
Donna Corbeil, Dennis Dang, and Steven Douglas have demonstrated exemplary initiative and dedication in leading the work to renovate Berkeley's branch libraries and to integrate green building strategies into the renovations.

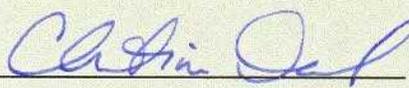
The renovations resulted in four resource-efficient, green-certified branch libraries, and the West Branch is designed for net zero energy consumption, which goes beyond the City of Berkeley's green building requirements for new construction. In addition, the renovated libraries replace existing facilities with state-of-the-art green facilities that use less water and energy.

Donna Corbeil, Dennis Dang, and Steven Douglas were nominated by colleagues to receive a Berkeley Environmental Achievement Award, and were selected by the City of Berkeley Sustainability Working Group as 2014 recipients of a Berkeley Environmental Achievement Award.

**DONNA CORBEIL
DENNIS DANG
STEVEN DOUGLAS**

Are recognized for outstanding leadership in advancing environmental sustainability at the City of Berkeley.




Christine Daniel, City Manager