

Berkeley Public Library

Budget Presentation

FY 2008 – FY 2009

May 9, 2007



Board of Library Trustees

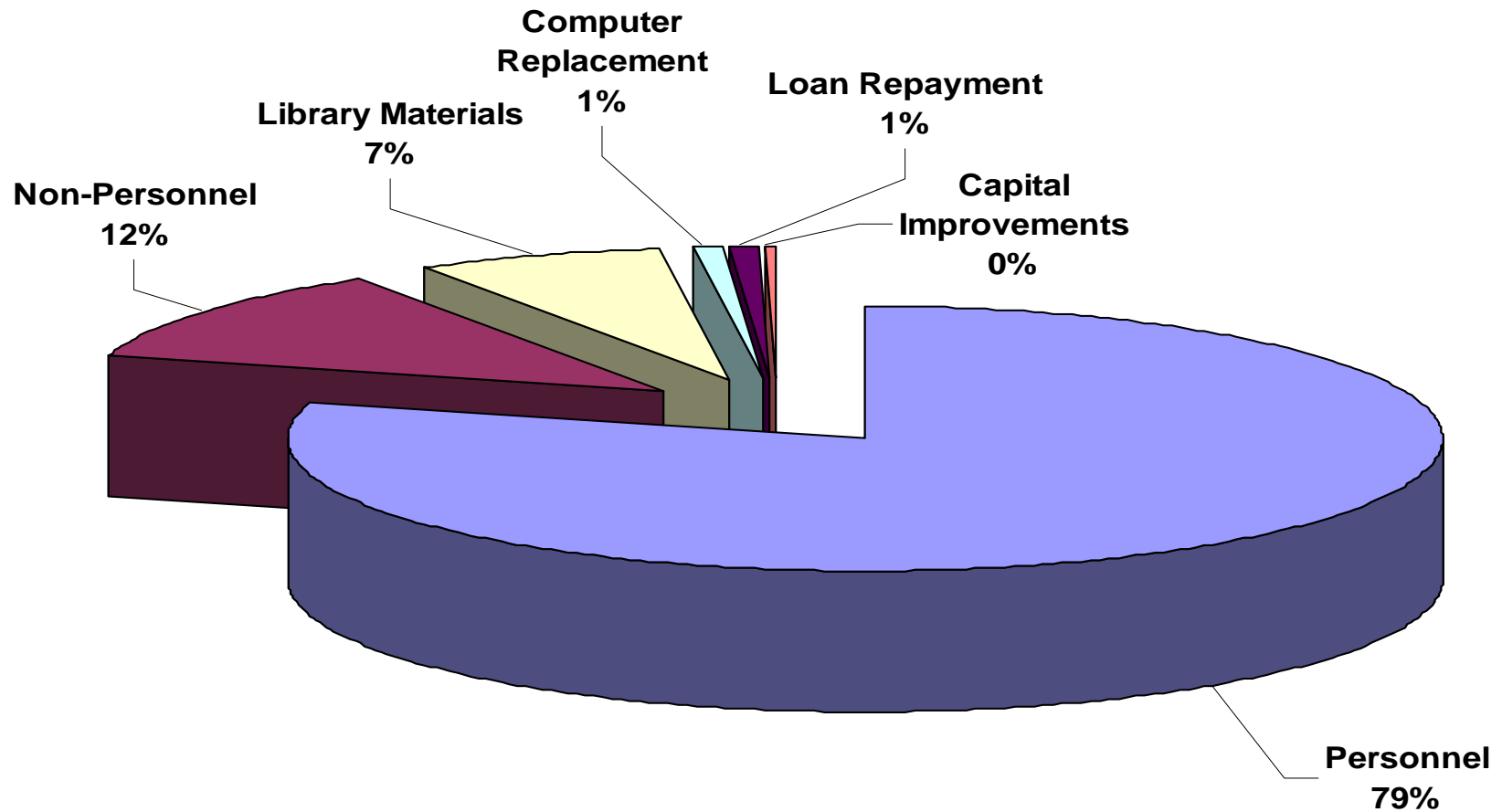
Budget Priorities

- Pursue Restoration of Hours of Service at the branches
- Pursue Potential Move of South Branch to Ed Roberts Campus
- Pursue Implementation of WiFi at All Branches
- Identify and Meet Needs of Southwest Berkeley
- Undertake Two (2) Planning Studies for Services and Facilities

Baseline Expenditures

FY08: Library Tax Fund

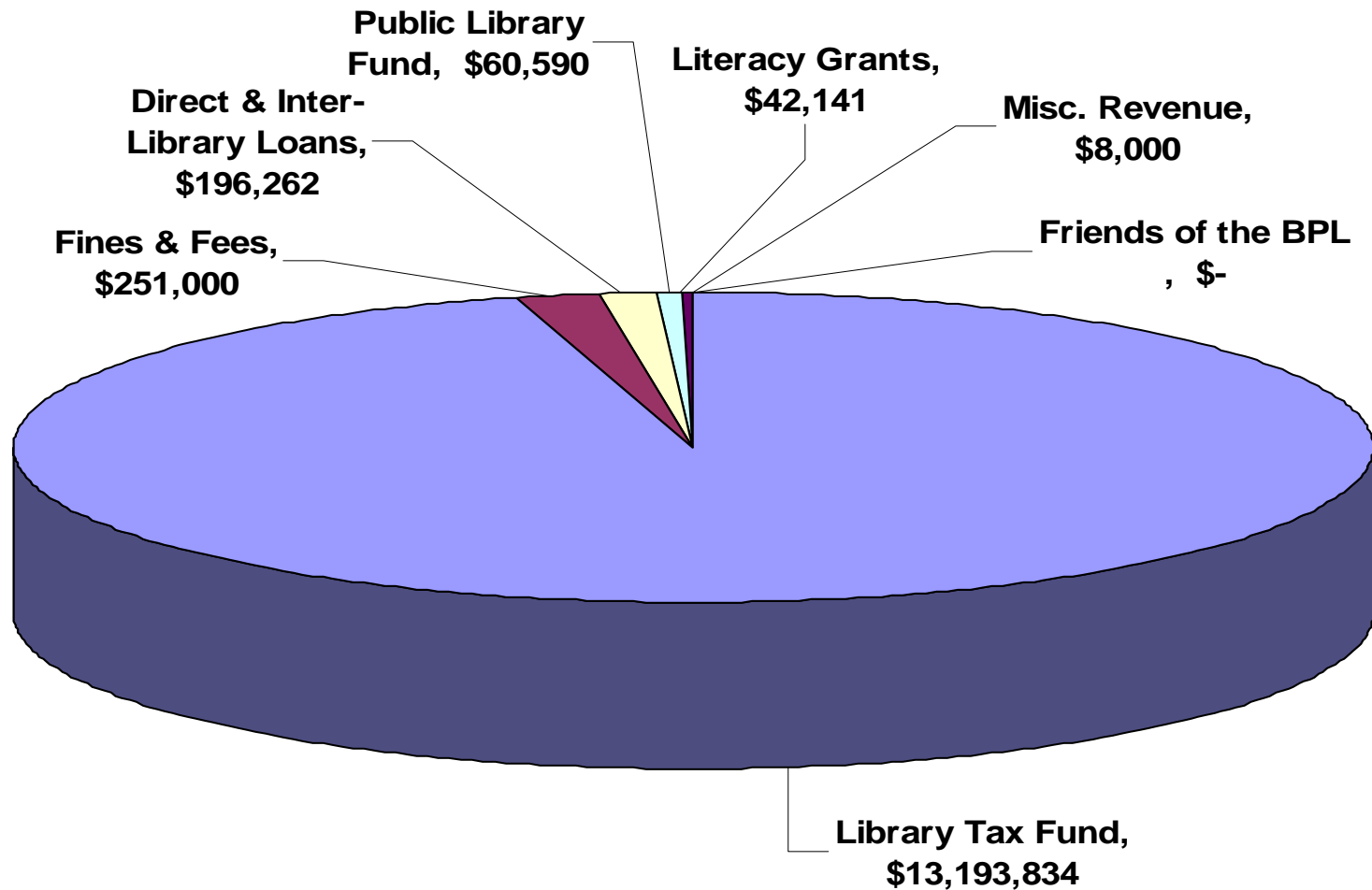
\$14,425,510



Projected Revenue

FY08: All Funds

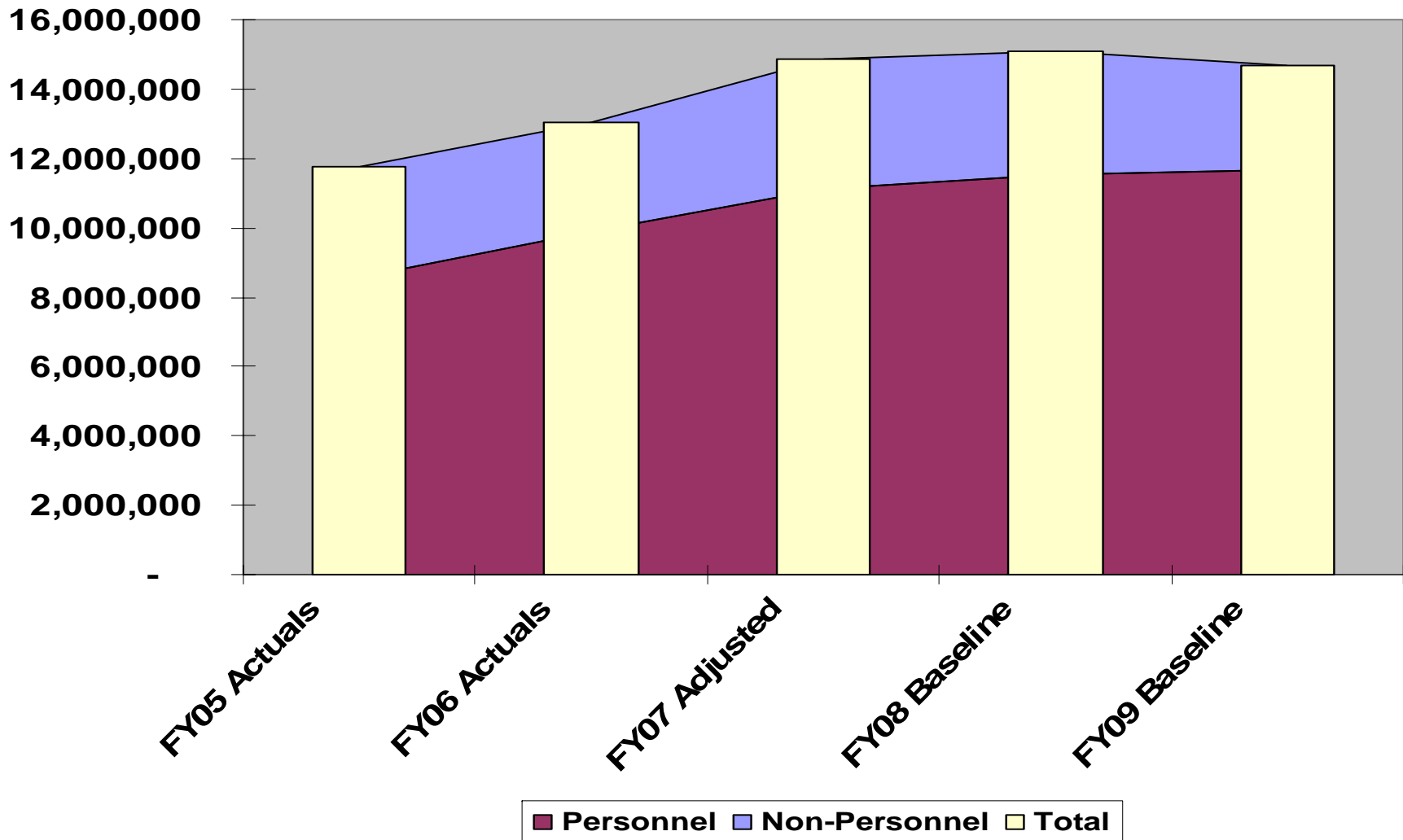
\$13,751,827



Budget Comparisons

FY05 to FY09

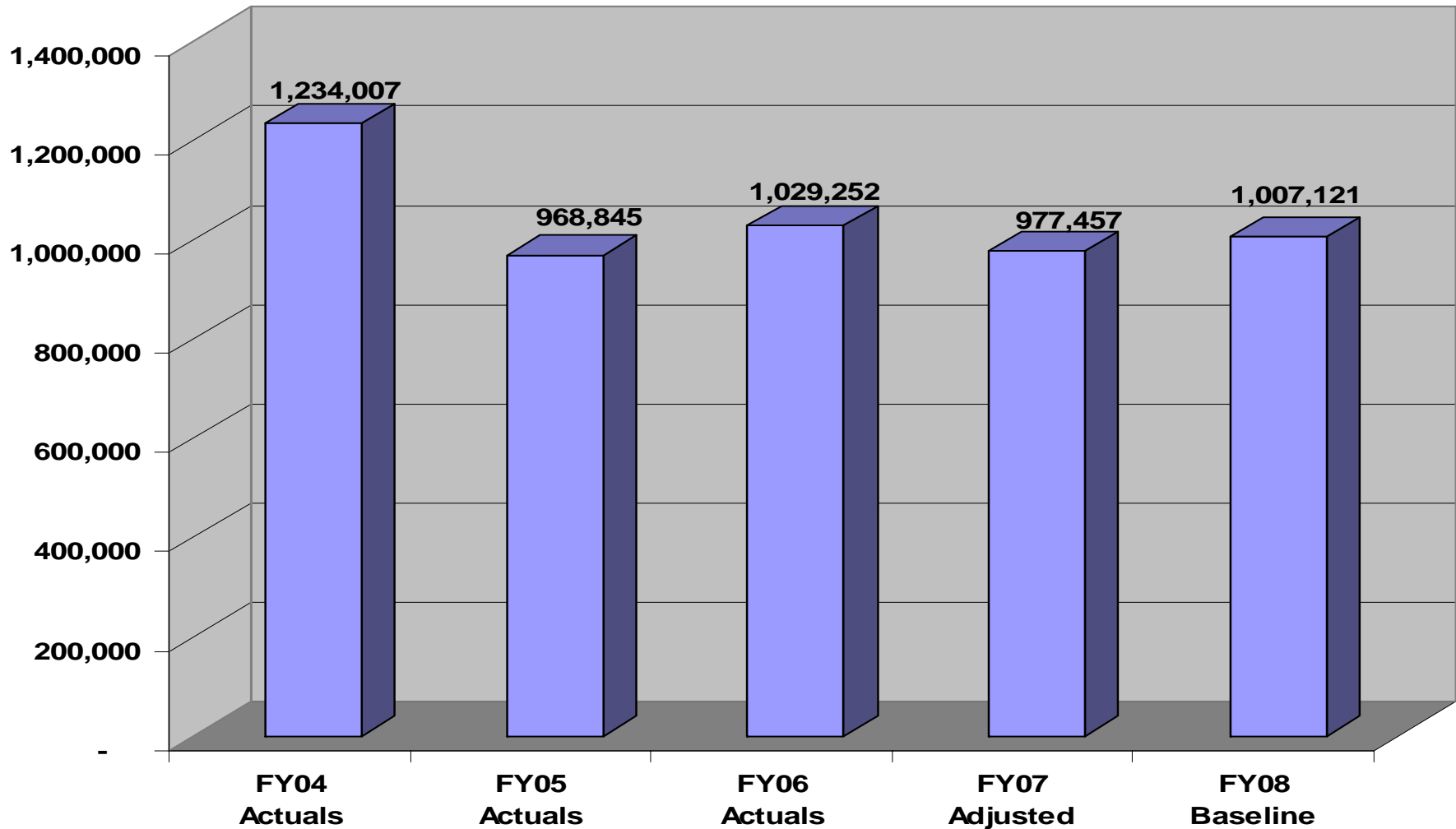
All Funds



Library Materials Budget

FY04 – FY08

Library Tax Fund





Library Materials Information

- Library Materials Budget includes
 - books, periodicals, audiovisual and database purchases
 - collections for branches, Art & Music, Reference, Children and Teens
 - cost of processing library materials performed by vendors
- 20% of Library Materials budget includes replacement of worn, damaged or missing items
- All MLS-degree Librarians are material selectors

Library Tax Projections

FY05 – FY11

	FY05 Actuals	FY06 Actuals	FY07 Adjusted	FY07 Projection	FY08 Baseline	FY09 Baseline	FY10 Projection	FY11 Projection
Beginning Balance	655,072	1,747,407	1,508,800	1,508,800	1,707,739	735,063	194,459	214,112
Revenue	12,776,765	12,450,241	12,912,325	12,989,674	13,452,834	13,980,587	14,529,450	15,100,268
Library Tax	11,680,378	12,167,897	12,650,325	12,635,351	13,193,834	13,721,587	14,270,450	14,481,268
Other	1,096,387	282,344	262,000	354,323	259,000	259,000	259,000	259,000
Expenses	11,684,430	12,688,848	14,093,643	12,790,735	14,425,510	14,521,190	14,509,798	14,509,798
Personnel	8,555,113	9,800,713	10,989,016	10,000,005	11,472,221	11,573,101	11,573,101	11,573,101
Non-Personnel	3,129,317	3,101,605	3,104,627	2,790,730	2,953,289	2,948,089	2,936,697	2,936,697
Surplus/ Shortfall	1,092,335	-238,607	-1,181,318	198,939	-972,676	-540,603	19,652	590,470
Ending Balance	1,747,407	1,508,800	327,482	1,707,739	735,063	194,459	214,112	804,582



Assumptions/Uncertainties

Revenue

- Library Tax: Annual Rate Increase based on 4% Personal Income Growth
- Public Library Funds: Subject to the State budget allocation
- Direct & Inter-Library Loan Funds: Subject to State reimbursement rates and actual patron usage
- Friends of the Berkeley Public Library Grant: Subject to approval by the Friends' Board and their fundraising levels

Expenditures

- Labor Contracts: Expire June 28, 2008
- Medical Insurance: All premiums continue to increase



Budget Recommendations

FY08 & FY09

- *Increase* Library Materials budget with a goal to return to FY04 level
- *Increase* materials budget for Tool Lending Library
- New contract for public copier & printer system
- Correct Baseline Position Control
- *Increase* Hourly Staff line item to cover existing Sunday hours
- *Add* Youth Enrollee positions to work at Central
- *Add* Position to increase delivery services between Central and Branches
- Reclassify positions to reflect actual work assignments



Budget Presentation

FY 2008 – FY 2009

Public Comments

**BERKELEY PUBLIC LIBRARY
FY08 Budget Timeline**

Date	Item	Documents
January 17, 2007	FY07 Annual Budget Update - 2nd Quarter	<ol style="list-style-type: none"> 1. Y-T-D Expenditure Details: FY07 as of 12/29/06 2. Library Tax Fund: 5-Year Fund Analysis (1/10/07) 3. Gift Fund: 5-Year Fund Analysis (12/29/06) 4. All Other Funds: 5-Year Fund Analysis (12/29/06)
February 21, 2007	Budget Workshop in Preparation for Development and Approval of the FY08 Library Budget	<p><u>FY2008 Budget Binder</u></p> <ol style="list-style-type: none"> 1. Y-T-D Exenditure Details: FY07 as of 2/9/07 2. Expenditure Category Descriptions 3. Pie Chart: FY07 Adjusted Budget 4. Pie Chart: FY07 Materials Allocation 5. Pie Chart: FY07 Revenue 6. Pie Chart: FY08 Revenue 7. Library Tax Fund: 5-Year Fund Analysis (2/13/07) 8. Gift Fund: 5-Year Fund Analysis (2/12/07) 9. All Other Funds: 5-Year Fund Analysis (2/12/07) 10. FY08 Position Summary by Classification (2/12/07) 11. FY08 Position Summary (12/29/06) 12. FY08 Baseline Organizational Charts
March 14, 2007	Supplemental Budget Meeting, if necessary	Canceled
March 21, 2007	FY08 Baseline Budget and preliminary proposed changes; personnel expenditures; adopt priorities	<ol style="list-style-type: none"> 1. Y-T-D Expenditure Details: FY07 as of 3/9/07 2. Organizational Chart Narrative 3. Capital Improvements 4. Library Tax Fund: 5-Year Fund Analysis (3/12/07) 5. Personnel Budget Modifications (3/15/07) 6. Non-Personnel Budget Modifications (3/15/07) 7. Friends of BPL: FY08 Grant Request Summary
April 18, 2007	FY07 Annual Budget Update - 3rd Quarter FY08 Proposed Budget submission and discussion	<ol style="list-style-type: none"> 1. Y-T-D Expenditure Details: FY07 as of 3/30/07
May 9, 2007	Public Hearing on the budget	<ol style="list-style-type: none"> 1. Personnel Budget Modifications 2. Non-Personnel Budget Modifications

**BERKELEY PUBLIC LIBRARY
FY08 Budget Timeline**

Date	Item	Documents
May 16, 2007	Adoption of FY08 Budget and recommended Library Tax rate increase	TBD
May 16, 2007	City Council to adopt Library Tax rate for FY08	TBD
June 20, 2007	No budget discussion scheduled	Presentation of Proposed Budget

Personnel Budget Modifications

Proposed Budget Modifications		Division or Unit	Impacts	F/V/H	FY08 FTE	FY08 Amount	FY09 FTE	FY09 Amount
LIBRARY TAX FUND								
1	Eliminate two Library Assistant positions (1.00, .85 FTE)	Children's Services	Positions were supposed to be eliminated in the FY07 budget	V	(1.85)	\$ (116,335)	(1.85)	\$ (116,335)
2	Eliminate 1.00 FTE Librarian position	Reference	Substituted for Supervising Librarian, which is already in the budget	F	(1.00)	\$ (112,805)	(1.00)	\$ (112,805)
3	Eliminate .375 FTE Library Aide position	North	One .50 FTE Library Aide positions was added to the baseline as substitute	V	0.375	\$ (13,783)	0.375	\$ (13,783)
4	Add Landscape Gardener	Facilities	Allow Building Maintenance Mechanics to focus on facilities maintenance		0.50	\$ 47,887	0.50	\$ 47,887
5	Eliminate .375 FTE Library Aide position	Claremont	One .50 FTE Library Aide positions was added to the baseline as substitute	F	0.375	\$ (13,783)	0.375	\$ (13,783)
6	Reclassify three (3) Library Specialist I positions (1.00, .80, and .50 FTE) to Library Specialist II	various	Pending outcome of desk audits			\$ 15,204		\$ 15,204
7	Add .50 Library Specialist II	Special Services	Volunteer Coordinator was incorrectly eliminated from the baseline staffing		0.50	\$ 39,366	0.50	\$ 39,366
8	Add three .20 FTE Youth Enrollee positions @ Central	Teen Services	Expand popular and successful teen employment program		0.60	\$ 10,608	0.60	\$ 10,608
9	Increase Hourly Staff line item for intermittent staffing	various	See 3/21/07 Budget Memorandum			\$ 30,000		\$ 30,000
Total Library Tax Fund					(0.50)	\$ (113,642)	(0.50)	\$ (113,642)

*F=Filled position; V=Vacant position; H=Hourly position

ALL OTHER FUNDS								
10	Increase Direct and Inter-Library Loans revenue	Circulation Services	Revenue from the DL and ILL programs has increased; revenue to offset increased delivery and mailing costs			\$ (60,000)		\$ (60,000)
11	Add .75 Central Services Aide	Circulation Services	Provide delivery services on Saturday and second delivery Tuesday - Friday		0.75	\$ 53,917		\$ 53,917
12	Add project-funded .50 Office Specialist I	Literacy	Position is recruited from graduated Literacy students and is a Literacy Student Advocate; position will be funded by existing State grant		0.50	\$ 34,382		\$ 34,382
Total All Other Funds					1.25	\$ 28,299	\$ -	\$ 28,299

Non-Personnel Budget Modifications

Proposed Budget Modifications		Division or Unit	Impacts	FY08 Amount	FY09 Amount
LIBRARY TAX FUND					
1	Public Printer/Copier Contract (one-time expense)	Circulation Services	Anticipate that most of the cost will be born through associated revenue, but there might be start-up costs.	\$ 5,000	\$ -
2	Increase materials budget for Tool Lending Library	South	Materials budget has been restricted by fees & fines revenue, which is no longer sufficient to support the replacement and repair of materials	\$ 5,000	\$ 5,000
3	Increase fines & fees for Tool Lending Library	South	While other fines and fees have been increased, the TLL fines & fees have had no increases in 5 years; increased revenue will offset increase in materials cost	\$ (5,000)	\$ (5,000)
4	Increase materials budget	Collection Management	Materials continue to increase in cost, which means the Library cannot afford to replace missing and worn items	\$ 50,000	\$ 50,000
Total All Library Tax Fund				\$ 55,000	\$ 50,000