



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

**\*SPECIAL TIME\***

**SPECIAL MEETING**

June 3, 2015

12:00 Noon

**\*SPECIAL LOCATION\***

**CENTRAL LIBRARY**

2090 Kittredge St.

Community Meeting Room

**AGENDA**

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. ACTION CALENDAR

- A. **Proposed Biennial Budget FY 2016 and FY 2017 – All Library Funds**  
**Recommendation:** Adopt a resolution to approve the Biennial Budgets for FY 2016 of revenue of \$17,344,774 and expenditures of \$18,935,748 and for FY 2017 of revenue of \$17,679,069 and expenditures of \$17,605,686 as presented.

## III. AGENDA BUILDING

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

## IV. ADJOURNMENT

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Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



**Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.**

**Please refrain from wearing scented products to public programs.**

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on May 27, 2015.

//s//

Jeff Scott, Director of Library Services

Serving as Secretary to the Board of Library Trustees

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

## COMMUNICATIONS

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

\* Public Comments - speakers allowed 3 minutes each





**ACTION CALENDAR**

June 3, 2015

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** Proposed Biennial Budget FY 2016 and FY 2017 – All Library Funds

**INTRODUCTION**

The proposed FY 2016 and FY 2017 Biennial Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Biennial Budget for all Library Funds for FY 2016 projects revenue of \$17,344,293 and expenditures of \$18,935,784; and for FY 2017, revenue of \$17,679,069 and expenditures of \$17,605,686. The following table reflects the dollar values by Fund grouping.

**Proposed Biennial Budget**

Fund	FY 2016		FY 2017	
	Revenue	Expense	Revenue	Expense
Library Tax (301)	\$17,200,793	\$18,492,593	\$17,539,069	\$17,165,995
All Other Funds(302,304)	\$50,000	\$124,691	\$50,000	\$124,691
Gift Funds (306)	\$90,000	\$115,000	\$90,000	\$115,000
Foundation (307)	\$3,500	\$203,500	\$0	\$200,000
Measure FF (308)*	-	-	-	-
<b>Berkeley Public Library</b>	<b>\$17,344,293</b>	<b>\$18,935,784</b>	<b>\$17,679,069</b>	<b>\$17,605,686</b>

\* Measure FF activities completed in FY15.

The Board of Library Trustees established the FY16 and FY 17 Budget Priorities as adopted by Resolution No.: R14-077 on December 10, 2014:

- 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 marketing campaign to raise the Library's profile in the community
- Consider options / strategies to increase community partnerships and collaborative opportunities

- Conduct a technology needs assessment, identify strategic technology improvements, and draft a 3-year Technology Plan for the Library

In assessing and developing an appropriate biennial budget that takes into account the transitioning for the Directorship post from Donna Corbeil to Jeff Scott, the Library concluded that the organizational interests, in ensuring a successful transition, supported an approach that countenanced both adhering to the Budget Priorities as established by the Board of Library Trustees and a biennial budget package that was relatively countenanced in regards to budgeted activities and initiatives.

#### FISCAL IMPACT OF RECOMMENDATION

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for the biennial period comprising fiscal years 2016 and 2017.

#### *Library Tax Fund*

The Library Tax Fund is projected to achieve revenues of \$17,200,793 in FY 2016, and \$17,539,069 the following fiscal year. Fiscal year 2016 revenue is projected to increase \$569,381 over the FY 2015 mid-year estimate driven by the selection of the CA Personal Income Growth Factor (PIG) of 3.82% over the San Francisco Bay Area Consumer Price Index (CPI) of 2.436%. The following fiscal year, revenue is anticipated to rise \$338,276 when applying the City default rate of 2%. Miscellaneous receipts, primarily attributable to fines and fees, are forecasted in both fiscal years at \$287,500.

Planned expenditure budgets total \$18,492,593 in FY16, a prior period increase of 10.5% over the ending FY15 projection; followed by a 7.2% decline in FY17 at \$17,165,995. Excluding estimated City pass-through expenses library expenditures for fiscal year 2016 are \$18,464,993, and for fiscal year 2017 are \$17,138,094.

#### *Library Tax Rate*

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: 3.82% for the CA Personal Income Growth factor, and 2.436% for the San Francisco Bay Area Consumer Price Index the Library's FY 2016 budget incorporates the higher of the two rates as pursuant to BOLT Resolution No.: R15-108 in order to maintain and enhance public services on several fronts: capitalizing on a rejuvenated branch system, demand for digital media, the adaptation to the changing nature of contemporary library services, and the creation of a dedicated and articulated teen space in the Central Library.

#### *Personnel*

Personnel expenses for FY 2016 are projected at \$13,266,062 and for FY 2017 at \$13,459,464.

The Library is requesting minor changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual job loss, reductions in-force or lay-off. All staffing proposals contained in this report are directly related to short and long-term library

interests and operations. COLAs, subject to current labor negotiations, are not included in the proposed budgets.

Organizationally, due to complementary tasks the Library seeks to relink back-office operations performed by Technical Services (TS) and Collections Management (CM) by shifting management of TS from the Information Systems Administrative Manager to the Library Services Manager (see attached org charts). Prior to FY 2012 both divisions reported to a single manager. In the FY 2012 reorganization a retirement triggered a reduction of one managerial position; resulting in the divisions being assigned according to today's separated configuration. Consequently, the Library Services Manager handling Collections currently supervises CM, Adult Services and Teen Services; however, under the proposed relinked scenario oversight, Adult Services will move as a direct report to the Director of Library Services. Teen Services will be shifted to report to the Library Services Manager supervising neighborhood services.

Position changes include a request to add a full-time Information Systems Specialist position to the Library's IT group with an intent for an eventual phase-out of the full-time Information Systems Support Technician position as a one-to-one FTE offset. Upgrading the Technician position to that of a Specialist will allow greater flexibility for assignment of duties; a technician classification limits tasks to routine technical and clerical support duties involving installation, maintenance, and trouble-shooting of IT equipment and systems. A Specialist classification allows additional tasks to equipment and systems involving supervision, modification, and integration. At the West Branch Library, based on patron demand and workload, a non-benefited 15-hour Library Aide position would be upgraded to 20-hours with benefits. This upgrade is consistent with the Library's ongoing initiative to convert, where feasible, non-benefited hourly positions to benefited career-track status. Additionally, at West, one 20-hour Library Specialist II would be increased to a 40-hour position. In Reference, the existing one-off 36-hour Library Specialist would convert to a 40-hour slot for standardization purposes. The Library is eliminating supplementary funding for an extended Youth Enrollee Intern program which requires the Library to pay for any services rendered beyond the initial 7 week no-fee-to-the-Library assignment; and in Circulation two non-benefited 15-hour Library Aide positions are slated for removal.

Increased CalPERS rates applicable to all Library staff appear in FY 2016 at 24.03%, and an estimated 25.90% in FY 2017 – the new actuarial smoothing policy adopted on April 17, 2013 takes effect in FY 2016. This new policy designed to pay off existing unfunded liabilities over a fixed 30 years sets an initial five-year ramp-up of rates during years one through five and an ending five-year ramp-down from years twenty-five through thirty.

The biennial budgets estimate fiscal year 2016 fringe benefit costs to increase \$204,138 above the FY 2015 year-end projection of which \$201,232 is related to CalPERS contributions. The following fiscal year, costs are up \$193,402 of which \$155,979 is attributed to CalPERS. Fringe benefit expense items are considered nondiscretionary, as for the most part they can only be reduced by a direct decrease in FTE count.

The salary savings rate as reflected by the practice of restraining or not backfilling vacant or vacated positions remains unchanged from prior years at approximately 2.0% in both budget years.

As occurs during each budget development exercise, ending budgeted labor expenses within the Library Tax Fund are always subject to change based on labor cost calculations within the City's Fund\$ system once staffing headcount changes are entered; consequently, staffing costs may vary slightly in contrast to what is presented in this report.

#### **Non-Personnel**

At \$5,226,531, non-personnel costs constitute 28.3% of total Fund expenditures. Principal items and programs built into the FY 2016 budget include:

- Adult Programs: \$5,000 (matching)
- Programming Committee: \$10,000
- Staff Day: \$10,000
- Book Fair: \$10,000
- Central Meeting Room A/V: \$50,000
- Central Staff Furniture Replacement: \$75,000
- Library Materials: \$1,300,000
- Central Improvement-Prof. Svcs: \$350,000
- Central Improvement-Construction: \$1,125,000
- Reserve: \$1.4M

Construction of a dedicated Teen Room and other ancillary improvements at the Central Library highlight the FY 2016 budget. At a total budgeted value of \$1,475,000 this Central Library project is the lone non-personnel expense item to exceed the \$1.3M set-aside for library materials acquisitions – typically the Library’s largest non-personnel expense item. With the conclusion of the Measure FF Branch Libraries Improvement Program the Library has shifted it’s focus in regards to physical plant maintenance and improvement to the Central Library. The Central Library was last substantially upgraded in 2002 when it reopened after major expansion and retrofit work funded by Measure S, a 1996 voter approved bond measure. In FY 2014, the Library initiated steps to conceptualize and define a teen space when it contracted with Noll and Tam Architects and Planners for programmatic architectural and design services supported by the board’s subsequent action to set infrastructure repairs and improvements at the Central Library as a biennial budget priority for fiscal years 2016 and 2017. Other larger expenditures include an increase of \$100,000 to maintain reserve funds at an 8% level of projected revenues (the City’s general guideline), continuation of staff furniture upgrades similar to that in the branches, and updating of the audio/visual system in the Central Library’s Community Meeting Room from analog to digital with installation of video/microphone capture capabilities. FY 2017 expenditures are generally flat with FY 2016 with the exclusion of the Central Library improvements project.

#### *Other Funds*

Other Funds revenues include a \$20,000 estimate for public photocopier revenue to the Transaction-based Reimbursements Fund (302) and \$30,000 for BerkeleyREADS to the Grants Fund (304). Currently FY 2015 public photocopier revenue is trending to end at about \$23,000 for the fiscal year; and the Konica Minolta service provision contract is set to expire on June 18, 2016. To date, the Library has not received information from the California State Library regarding likely funding for fiscal year 2016 for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. BPL’s FY 2015 CLLS support was \$49,011.

Transaction-based Reimbursements Fund (302) expenditures cover public photo copier rental and supplies, and delivery services for the Link+ library materials lending exchange program. The Grants Fund (304) appropriation primarily supports BerkeleyREADS.

#### *Gifts Fund*

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, and direct receipts from individuals and organizations and trusts and estates.

FY 2016 and FY 2017 include a placeholder amount for estimated annual award receipts of \$90,000 from the Friends of the Berkeley Public Library (*On May 26, 2015, Attachment 7 was received with an FY 2016 commitment of \$97,628*). Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous prior years' donations to BerkeleyREADS, and other Fund balance support as directed by the Director of Library Services.

#### *Foundation Fund*

The Foundation Fund was rechristened in mid-FY14 having been originally established to exclusively support FF&E purchases from the Foundation's branch libraries capital campaign. With the conclusion of the program the Fund's name was modified to reflect a broader scope as it was repurposed to encompass all monies received from or passed-through the Foundation as well as to ascribe spending funded from such sources.

The Library is in discussion with the Foundation regarding their potential level of revenue and expenditure support for programs during this biennial budget cycle; although as a placeholder \$200,000 in expenditures is appropriated in direct Foundation support in fiscal years 2016 and 2017. BerkeleyREADS FY 2015 pass-through funding amounting to \$3,500 from the Raymond Family Foundation is expected to be spent in FY 2016.

#### *Measure FF Fund*

Program completed in FY 2015.

#### CURRENT SITUATION

At the March 11, 2015 regular Board of Library Trustees meeting an updated baseline budget was presented for the biennial budget cycle for fiscal years 2016 and 2017. This report further refines that presentation to contain budget details for all Library Fund groups. Importantly, this package incorporates the BOLT recommendation (BOLT Resolution No.: R15-108) to the Berkeley City Council to set the FY 2016 library tax rate at the per capita personal income growth factor for California of 3.82%.

On December 10, 2014, the Board of Library Trustees by approval of BOLT Resolution No.: R14-077 adopted the 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 marketing campaign to raise the Library's profile in the community
- Consider options / strategies to increase community partnerships and collaborative opportunities
- Conduct a technology needs assessment, identify strategic technology improvements, and draft a 3-year Technology Plan for the Library

The Library believes the FY16 and FY17 biennial budget contained herein directly addresses each budget priority in a balanced approach. Combined with the FY 2016 revenue increase generated from the per capita personal income growth rate for California at 3.82%, the Library is determined and excited to expand its services to its patrons through innovative programs and partnerships, enhanced technology, and modern facilities galvanized by the vision of a dynamic youthful director.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

On adoption by the Library Board of Trustees the Library will report the final budget to the City Manager's Office for inclusion into the consolidated budget for the City.



Attachments:

1. Resolution
2. Proposed Revenue Biennial Budget by Fund
3. Proposed Expense Biennial Budget by Fund
4. Proposed Biennial Budget Revenue Adjustments
5. Proposed Biennial Budget Personnel Expense Adjustments
6. Proposed Biennial Budget Non-Personnel Expense Adjustments
7. Friends of the Berkeley Public Library – FY 2016 Gift Funding Requests
8. Library Tax Fund 5-Year Fund Analysis
9. Other Funds 5-Year Fund Analysis
10. Gifts Fund 5-Year Fund Analysis
11. Foundation Fund 5-Year Analysis
12. Position FTE Summary by Position Detail
13. Position FTE Summary by Classification
14. Position FTE Summary Division
15. Organization Chart



**BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 15-\_\_\_\_

**APPROVE THE PROPOSED BIENNIAL REVENUE BUDGET FOR FY 2016 OF \$17,344,293 AND FOR FY 2017 OF \$17,679,069 AND THE PROPOSED BIENNIAL EXPENDITURE BUDGET FOR FY 2016 OF \$18,935,784 AND FOR FY 2017 OF \$17,605,686**

WHEREAS, on December 10, 2014, the Board of Library Trustees by Resolution No. 14-077 adopted budget priorities for FY 2016 and FY 2017; and

WHEREAS, at the March 11, 2015 meeting of the Board of Library Trustees, during the budget workshop session the Library presented an updated baseline budget; and

WHEREAS, the Director of Library Services, the Deputy Director of Library Services, and the Administrative and Fiscal Services Manager have submitted balanced budgets for FY 2016 and FY 2017 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the biennial budgets no later than June 30, 2015; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budgets for FY 2016 of revenue of \$17,344,293 and expenditures of \$18,935,784 and for FY 2017 of revenue of \$17,679,069 and expenditures of \$17,605,686 as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on June 3, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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



## Attachment 2

BERKELEY PUBLIC LIBRARY														data as of:
REVENUES BIENNIAL BUDGET FY16/17														22-May-15
G:\ADMIN\FINANCE\BUDGETS\Budget FY1617\Base Budget REV														
Berkeley Public Library w/CoB														
Ele/Obj	Account Description	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	Zero Wste 820	BSNL FY16	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Zero Wste 820	BSNL FY17
01-01	Refund on Bills	2,000						2,000	2,000					2,000
10-01	Collection by City						10,444	10,444					10,453	10,453
13-15	Library Tax	16,617,288						16,617,288	16,949,634					16,949,634
20-07	Library Svc&Constr Act			30,000				30,000			30,000			30,000
20-11	Library Fines	223,000						223,000	223,000					223,000
20-15	Lost Book Fines	30,000						30,000	30,000					30,000
20-21	Tool Lending Fines	20,000						20,000	20,000					20,000
23-12	BPL Foundation					3,500		3,500						
23-13	Friends of BPL				90,000			90,000				90,000		90,000
65-01	Meeting Room Fees	2,000						2,000	2,000					2,000
99-99	Miscellaneous Revenue	10,000	20,000					30,000	10,000	20,000				30,000
<b>Bgn UPD</b>	<b>Berkeley Public Library w/CoB</b>	16,904,288	20,000	30,000	90,000	3,500	10,444	17,058,232	17,236,634	20,000	30,000	90,000	10,453	17,387,087
		301	302	304	306	307	820	Mod FY16	301	302	304	306	820	Mod FY17
13-15	Library Tax	296,505						296,505	302,435					302,435
<b>Mod UPD</b>	<b>Berkeley Public Library w/CoB</b>	296,505						296,505	302,435					302,435
		301	302	304	306	307	820	End FY16	301	302	304	306	820	End FY17
01-01	Refund on Bills	2,000						2,000	2,000					2,000
10-01	Collection by City						10,444	10,444					10,453	10,453
13-15	Library Tax	16,913,793						16,913,793	17,252,069					17,252,069
20-07	Library Svc&Constr Act			30,000				30,000			30,000			30,000
20-11	Library Fines	223,000						223,000	223,000					223,000
20-15	Lost Book Fines	30,000						30,000	30,000					30,000
20-21	Tool Lending Fines	20,000						20,000	20,000					20,000
23-12	BPL Foundation					3,500		3,500						
23-13	Friends of BPL				90,000			90,000				90,000		90,000
65-01	Meeting Room Fees	2,000						2,000	2,000					2,000
99-99	Miscellaneous Revenue	10,000	20,000					30,000	10,000	20,000				30,000
<b>End UPD</b>	<b>Berkeley Public Library w/CoB</b>	17,200,793	20,000	30,000	90,000	3,500	10,444	17,354,737	17,539,069	20,000	30,000	90,000	10,453	17,689,522



## EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY (w/CoB)													
Elmnt- Object	Description	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	CM FY16	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	CM FY17
11-01	Monthly Rated Employees	7,801,443					7,801,443	7,801,443					7,801,443
11-03	Hourly and Daily Rated Empl	223,661		23,286			246,947	223,661		23,286			246,947
11-04	Monthly Rated - Part Benefitted	106,220					106,220	106,220					106,220
13-01	O/T-Monthly Rated Employee	6,771					6,771	6,771					6,771
13-05	Holiday Pay	5,081					5,081	5,081					5,081
<b>Prsnl Svcs-Salaries and Wages</b>		8,143,176		23,286			8,166,462	8,143,176		23,286			8,166,462
20-11	Medical Insurance	1,189,212					1,189,212	1,224,053					1,224,053
20-12	Dental Insurance	172,424					172,424	174,946					174,946
20-13	Life Insurance	7,275					7,275	7,275					7,275
20-21	Cash-in-Lieu	127,999					127,999	128,274					128,274
20-31	Pers/Misc Other	2,627,323					2,627,323	2,783,302					2,783,302
20-34	PARS (3.75%)	12,372		873			13,245	12,372		873			13,245
20-36	SRIP	288,748					288,748	288,748					288,748
20-40	Medicare Tax	110,773					110,773	110,777					110,777
20-63	Retirement Med: Misc. Emp Medical Trusts	172,399					172,399	172,175					172,175
20-71	Workers Comp: Workers Comp Charges	188,707					188,707	188,712					188,712
20-82	Allowances: Shoes Allowance	1,212					1,212	1,212					1,212
20-87	Terminal Payouts-Misc.Emp	146,249					146,249	146,249					146,249
20-90	Other Employee Benefits	301,326					301,326	301,326					301,326
20-91	Commuter Check	21,630					21,630	21,630					21,630
27-20	Fringe Benefits (Budget)	11,480		810			12,290	11,480		810			12,290
<b>Prsnl Svcs-Fringe Benefits</b>		5,379,129		1,683			5,380,812	5,572,531		1,683			5,574,214
20-99	Salary Savings	(256,243)					(256,243)	(256,243)					(256,243)
<b>Personal Services-Employee</b>		13,266,062		24,969			13,291,031	13,459,464		24,969			13,484,433

## Attachment 3 (cont)

## EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY (w/CoB)													
Elmnt- Object	Description	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	CM FY16	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	CM FY17
30-35	Professional: Engrng & Architecural Svcs	200,000					200,000						
30-38	Professional: Misc Prof Svcs	545,750				15,000	560,750	345,750				15,000	360,750
30-39	Hazardous Materials Handling	2,000					2,000	2,000					2,000
30-42	Maint Svcs: Office Equip Maint Svcs	6,500					6,500	6,500					6,500
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000					174,000	174,000					174,000
30-44	Maint Svcs: Field Equip Maint	83,750	2,500				86,250	83,750	2,500				86,250
30-46	Maint Svcs: Computer Maintenance	5,000					5,000	5,000					5,000
30-47	Maint Svcs: Software Maintenance	350,000					350,000	350,000					350,000
30-51	Bank Credit Card Fees	4,500					4,500	4,500					4,500
<b>Purchased Prof &amp; Tech Svcs</b>		1,371,500	2,500			15,000	1,389,000	971,500	2,500			15,000	989,000
35-20	County/State/Fed Pymts.	5,000					5,000	5,000					5,000
<b>Grants &amp; Gvrnmntl Payments</b>		5,000					5,000	5,000					5,000
40-10	Professional Dues and Fee	47,250					47,250	47,250					47,250
40-31	Communications: Telephones	87,200					87,200	87,200					87,200
40-33	Communications: Cellular	14,550					14,550	14,550					14,550
40-41	Utilities: Water	22,500				10,000	32,500	22,500				10,000	32,500
40-42	Utilities: Gas/Electricity	275,000				25,000	300,000	275,000				25,000	300,000
40-43	Utilities: Refuse	34,252					34,252	34,252					34,252
40-50	Printing and Binding	17,350		500			17,850	17,350		500			17,850
40-61	Travel: Commerical Travel	2,000					2,000	2,000					2,000
40-62	Travel: Meals & Lodging	7,000					7,000	7,000					7,000
40-63	Travel: Registration/Admin Fees	25,000					25,000	25,000					25,000
40-64	Travel: Transportation	2,000					2,000	2,000					2,000
40-70	Advertising	20,000					20,000	20,000					20,000
40-80	Books and Publications	16,000					16,000	16,000					16,000
40-90	Other			10,000	115,000	53,500	178,500			10,000	115,000	50,000	175,000
<b>Other Purchased Services</b>		570,102		10,500	115,000	88,500	784,102	570,102		10,500	115,000	85,000	780,602
50-10	Rental of Land/Buildings	1,500					1,500	1,500					1,500
50-20	Rental of Equip/Vehicles	1,500	45,000				46,500	1,500	45,000				46,500
50-30	Rental of Office Equipment & Furniture	10,000					10,000	10,000					10,000
50-40	Rental of Software & Licenses	75					75	75					75
<b>Rentals / Leases</b>		13,075	45,000				58,075	13,075	45,000				58,075
51-10	Postage	46,500		500			47,000	46,500		500			47,000
51-20	Messenger/Deliver		13,000				13,000		13,000				13,000
<b>Mail Services</b>		46,500	13,000	500			60,000	46,500	13,000	500			60,000



## Attachment 3 (cont)

## EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY (w/CoB)													
Elmnt- Object	Description	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	CM FY16	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	CM FY17
55-11	Office Supplies	38,260		1,000			39,260	38,260		1,000			39,260
55-20	Field Supplies	143,030	8,500	18,191			169,721	143,030	8,500	18,191			169,721
55-34	Equip & Veh Supp: Spare Replacement Parts	6,000					6,000	6,000					6,000
55-50	Food	1,000		531			1,531	1,000		531			1,531
55-60	Library Materials	1,327,000					1,327,000	1,327,000					1,327,000
	<b>Supplies</b>	1,515,290	8,500	19,722			1,543,512	1,515,290	8,500	19,722			1,543,512
60-20	Outside Janitorial Svcs	205,000					205,000	205,000					205,000
	<b>Purchased Property Services</b>	205,000					205,000	205,000					205,000
65-70	Building - Existing Construction	1,200,000				100,000	1,300,000	125,000				50,000	175,000
	<b>Infrastructure</b>	1,200,000				100,000	1,300,000	125,000				50,000	175,000
70-41	Machinery and Equipment	54,000					54,000	9,000					9,000
70-43	Furniture and Fixtures	75,000					75,000	75,000				20,000	95,000
70-44	Computers & Printers	40,000					40,000	40,000					40,000
70-47	Computer Softwares & Lic	25,000					25,000	25,000					25,000
	<b>Property</b>	194,000					194,000	149,000				20,000	169,000
71-10	Small Equipment	26,000					26,000	26,000					26,000
71-43	Mach & Equip: Furniture And Fixtures											30,000	30,000
71-44	Mach & Equip: Computers And Printers	50,000					50,000	50,000					50,000
71-47	Mach & Equip: Software & Licenses	20,000					20,000	20,000					20,000
	<b>Property Under Cap Limit</b>	96,000					96,000	96,000				30,000	126,000
75-35	Mail Services	1,764					1,764	1,764					1,764
75-50	City Vehicles/Fuel & Main	7,800					7,800	7,800					7,800
75-60	City Parking Permits	500					500	500					500
	<b>Internal Services</b>	10,064					10,064	10,064					10,064
	<b>Other Expenses</b>	5,226,531	69,000	30,722	115,000	203,500	5,644,753	3,706,531	69,000	30,722	115,000	200,000	4,121,253
	<b>Berkeley Public Library + CoB</b>	18,492,593	69,000	55,691	115,000	203,500	18,935,784	17,165,995	69,000	55,691	115,000	200,000	17,605,686



**Proposed Biennial Budget Revenue Adjustments**

Fund	DepDiv	Base	EleObj	Description	FY16	FY17	Comment
301	9101	369	99-99	Miscellaneous Revenue	1,500	1,500	Estimated Misc. to \$12,000
301	9101	368	23-13	Friends of BPL	10,000	10,000	Estimated Friends at \$90K
301	3302	311	13-15	Library Tax	296,505	302,435	FY16 at PIG=3.82%
<b>Total</b>					<b>308,005</b>	<b>313,935</b>	



**Proposed Biennial Budget Personnel Expense Adjustments**

Fund	DepDiv	Base	EleObj	Description	FY16	FY17	Comment
301	9302	450	12-12	General Summer Youth	2,824	2,824	Delete paid Youth Worker program support
301	9303	450	12-12	General Summer Youth	2,824	2,824	Delete paid Youth Worker program support
301	9304	450	12-12	General Summer Youth	2,824	2,824	Delete paid Youth Worker program support
301	9305	450	12-12	General Summer Youth	2,824	2,824	Delete paid Youth Worker program support
				<b>Library Tax Fund (301)</b>	<b>11,296</b>	<b>11,296</b>	<b>Labor</b>
308	9301	450	11-03	Hourly and Daily Rated Empl	(25,000)	(25,000)	Delete all expenses in FY 2016 and FY 2017
308	9301	450	20-34	PARS (3.75%)	(938)	(938)	Delete all expenses in FY 2016 and FY 2017
308	9301	450	27-20	Fringe Benefits (Budget)	(870)	(870)	Delete all expenses in FY 2016 and FY 2017
				<b>Measure FF Fund (308)</b>	<b>(26,808)</b>	<b>(26,808)</b>	<b>Labor</b>
				<b>Labor</b>	<b>(15,512)</b>	<b>(15,512)</b>	<b>Total</b>



## Proposed Biennial Budget Non-Personnel Expense Adjustments

Fund	DepDiv	Base	EleObj	Description	FY16	FY17	Comment
301	9101	450	30-35	Professional: Engrng & Architectura	200,000		Noll & Tam (14LB24) + CoB project management fees
301	9101	450	40-70	Advertising	3,956	3,956	BPL system-wide at \$20K
301	9101	450	70-43	Furniture and Fixtures		(35,000)	Reduce furniture replacement
301	9150	450	65-70	Building - Existing Construction	250,000	(250,000)	Central Teen Room Construction (14LB24) + Arntz repairs
301	9101	450	30-38	Professional: Misc Prof Svcs	20,000	(180,000)	Add bkup \$s for CNTL cnstrctn mgmnt cnsltnt & FY16 end
301	9101	450	40-62	Travel: Meals & Lodging	4,000	4,000	Based on FY14 actuals
301	9101	450	40-63	Travel: Registration/Admin Fees	4,400	4,400	\$10K Trvl; \$15K Training/Dvlpmnt
301	9101	450	40-64	Travel: Transportation	(2,500)	(2,500)	Based on FY14 actuals
301	9101	450	70-43	Furniture and Fixtures		35,000	Set to \$75K
301	9102	450	70-41	Machinery and Equipment	25,000	(20,000)	Deferred FY14 CNTL A/V Mtng Room=\$50K; misc purch
301	9103	450	40-20	Insurance	(575)	(575)	Reduce based on history
301	9103	450	55-34	Equip & Veh Supp: Spare Replaceme	(6,000)	(6,000)	Reduce based on history
301	9103	450	70-41	Machinery and Equipment	(4,450)	(4,450)	Reduce based on history
301	9150	450	65-70	Building - Existing Construction	450,000	(125,000)	Cntrl Tn Rm Cnstrctn \$1.125M (14LB24) + Maintenance \$75K
301	9150	450	70-41	Machinery and Equipment	(38,892)	(38,892)	Delete based on history
301	9204	450	30-38	Professional: Misc Prof Svcs	(15,000)	(15,000)	Adult Programs at \$5K
301	9302	450	55-11	Office Supplies	2,000	2,000	Increased to \$3K
301	9302	450	55-20	Field Supplies	(1,750)	(1,750)	Moved to 55-11
301	9303	450	55-11	Office Supplies	2,000	2,000	Increased to \$3K
301	9303	450	55-20	Field Supplies	(1,250)	(1,250)	Moved to 55-11
301	9303	450	71-10	Small Equipment	250	250	Increased to \$500
301	9304	450	55-11	Office Supplies	2,000	2,000	Increased to \$3K
301	9304	450	55-20	Field Supplies	(1,500)	(1,500)	Moved to 55-11
301	9304	450	71-10	Small Equipment	250	250	Increased to \$500
301	9305	450	55-11	Office Supplies	2,000	2,000	Increased to \$3K
301	9305	450	55-20	Field Supplies	(1,500)	(1,500)	Moved to 55-11
301	9307	450	30-44	Maint Svcs: Field Equip Maint	(700)	(700)	Reduced, not ever used since at least FY08
301	9307	450	55-11	Office Supplies	(190)	(190)	Deleted, not used since FY09
				<b>Library Tax Fund (301)</b>	<b>891,549</b>	<b>(628,451)</b>	<b>Non-labor</b>
302	9201	450	50-20	Rental of Equip/Vehicles	5,000	5,000	Konica Copiers
				<b>TBR Fund (302)</b>	<b>5,000</b>	<b>5,000</b>	<b>Non-labor</b>
304	9205	450	40-90		10,000	10,000	Placeholder for Literacy CLLS award
304	9205	450	55-50	Food	31	31	Guess to estimated CLLS grant value at \$40K
				<b>Grants Fund (304)</b>	<b>10,031</b>	<b>10,031</b>	<b>Non-labor</b>
305	9101	450	40-90	Other	28,000	28,000	Placeholder for Staff Retreat
305	9101	450	40-90	Other	(28,000)	(28,000)	Delete placeholder for Staff Retreat; is in 301.30-38=\$10K
				<b>Public Library Fund (305)</b>			<b>Non-labor</b>
306	9101	450	40-90	Other	(7,500)	(7,500)	Placeholder for Friends FY gift 85K+5K other/misc
306	9202	450	55-60	Library Materials	(50,000)	(50,000)	Spend-down of Alice Meyer Trust (07LB16)
306	9202	450	55-60	Library Materials	(25,000)		Final Spend-out of Alice Meyer Trust (07LB16)
306	9101	450	40-90	Other	25,000	25,000	BPL funds for misc
306	9302	450	30-38	Professional: Misc Prof Svcs	(30,000)	(30,000)	Correction to 307 of Pace Grant (14LB29)
306	9302	450	40-41	Utilities: Water	(10,000)	(10,000)	Correction to 307 of Pace Grant (14LB29)
306	9302	450	40-42	Utilities: Gas/Electricity	(25,000)	(25,000)	Correction to 307 of Pace Grant (14LB29)
				<b>Gifts Fund (306)</b>	<b>(122,500)</b>	<b>(97,500)</b>	<b>Non-labor</b>
307	9101	450	40-90	Other	50,000	50,000	Placeholder for miscellaneous/other; teen stipends
307	9101	450	65-70	Building - Existing Construction	(150,000)	(150,000)	Delete expenses in FY 2016 and FY 2017
307	9101	450	71-43	Mach & Equip: Furniture And Fixture	(50,000)	(50,000)	Delete expenses in FY 2016 and FY 2017
307	9150	450	65-70	Building - Existing Construction	100,000	50,000	Central Teen Room Construction (14LB24)
307	9150	450	70-43	Furniture and Fixtures		20,000	Central Teen Room (14LB24)
307	9150	450	71-43	Mach & Equip: Furniture And Fixtures		30,000	Central Teen Room (14LB24)
307	9205	450	40-90	Other	3,500		Raymond Family FY15 (15LB26) for BkyREADS
307	9302	450	30-38	Professional: Misc Prof Svcs	15,000	15,000	Correction fr 306 and reduction of Pace Grant (14LB29)
307	9302	450	40-41	Utilities: Water	10,000	10,000	Correction fr 306 of Pace Grant (14LB29)
307	9302	450	40-42	Utilities: Gas/Electricity	25,000	25,000	Correction fr 306 of Pace Grant (14LB29)
				<b>Foundation Fund (307)</b>	<b>3,500</b>		<b>Non-labor</b>
308	9301	450	30-35	Professional: Engrng & Architectura	(50,000)	(50,000)	Delete Fund expenses in FY 2016 and FY 2017
308	9301	450	30-38	Professional: Misc Prof Svcs	(50,000)	(50,000)	Delete Fund expenses in FY 2016 and FY 2017
308	9301	450	40-90	Other	(100,000)	(100,000)	Delete Fund expenses in FY 2016 and FY 2017
308	9301	450	65-75	Building - New Construction	(1,126,030)	(1,126,030)	Delete Fund expenses in FY 2016 and FY 2017
308	9301	450	30-38	Professional: Misc Prof Svcs	(2,000)		Delete Fund expenses in FY 2017
				<b>Measure FF Fund (308)</b>	<b>(1,328,030)</b>	<b>(1,326,030)</b>	<b>Non-labor</b>
				<b>Non-Labor</b>	<b>(545,450)</b>	<b>(2,041,950)</b>	<b>Total</b>





## FRIENDS OF THE BERKELEY PUBLIC LIBRARY FY 2016 GIFT FUNDING COMMITMENT

Division / Program		Amount Requested	Expenditure Categories		
			Salaries / Benefits	Services / Contracts	Supplies
1	Admin/Staff Dvlpmnt/Events/Refreshments	\$2,500		\$550	\$1,950
2	Arts and Music Programs	6,800		5,650	1,150
3	BerkeleyREADS	3,300			3,300
4	Children's Services Programs	37,200		29,100	8,100
5	Teen Services Programs	8,338		4,000	4,338
6	Reference Programs and Projects	16,090		13,930	2,160
7	Branch: Claremont Branch	5,050		2,650	2,400
8	Branch: North Branch				
9	Branch: South Branch	4,000		3,300	700
10	Branch: West Branch	4,350		2,000	2,350
11	Programming Committee	10,000			10,000
<b>Totals</b>		<b>\$97,628</b>		<b>\$61,180</b>	<b>\$36,448</b>

**Note:** Projected revenues may be estimated in the budget. The budget as presented in this Action Item projected a projected FoBPL gift commitment of \$90,000 as a placeholder. On May 26, 2015, a firm commitment value was received to be indicated (as shown above) in the biennial budget package.



# LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	\$ 1,540,808	\$ 2,267,968	\$ 3,068,245	\$ 3,602,218	\$ 3,602,218	\$ 3,602,218	\$ 3,466,010	\$ 2,150,610
<b>Revenues</b>								
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,991,855	\$ 16,345,912	\$ 16,345,912	\$ 16,345,912	\$ 16,913,793	\$ 17,252,069
Fines/Fees	254,985	210,984	213,243	275,000	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	30,941	10,500	10,500	10,500	12,000	12,000
<b>TOTAL REVENUE</b>	<b>\$ 14,909,060</b>	<b>\$ 15,488,692</b>	<b>\$ 16,236,039</b>	<b>\$ 16,631,412</b>	<b>\$ 16,631,412</b>	<b>\$ 16,631,412</b>	<b>\$ 17,200,793</b>	<b>\$ 17,539,069</b>
<b>Expenditures</b>								
<b>Operations</b>								
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,480,850	\$ 13,146,196	\$ 13,146,196	\$ 12,823,947	\$ 13,522,305	\$ 13,715,707
<b>Salaries, Wages, Benefits</b>								
less: Labor Vacancy Savings				256,243	256,243	256,243	256,243	256,243
Personnel	\$ 11,740,958	\$ 11,928,221	\$ 12,480,850	\$ 12,889,953	\$ 12,889,953	\$ 12,567,704	\$ 13,266,062	\$ 13,459,464
Non-Personnel	516,299	536,892	824,374	909,830	1,092,607	937,607	1,081,379	836,379
Library Materials (incl Tool Lndng)	859,099	990,423	1,155,518	1,327,000	1,321,000	1,321,000	1,327,000	1,327,000
Misc. Professional Services	232,389	249,284	299,932	540,750	564,178	564,178	560,750	360,750
Utilities+Telephone	329,620	284,052	404,688	433,402	475,746	475,746	433,402	433,402
Janitorial	157,763	161,230	184,076	205,000	220,924	220,924	205,000	205,000
Software Maintenance	238,126	154,770	220,045	350,000	388,629	388,629	350,000	350,000
Computer & Software Purchase >\$1K	66,121	37,014	52,292	65,000	65,000	65,000	65,000	65,000
Building/Infrastructure	20,364	325,259	59,285	500,000	495,000	200,000	1,200,000	125,000
<b>Subtotal:</b>	<b>\$ 14,160,739</b>	<b>\$ 14,667,145</b>	<b>\$ 15,681,060</b>	<b>\$ 17,220,935</b>	<b>\$ 17,513,037</b>	<b>\$ 16,740,788</b>	<b>\$ 18,488,593</b>	<b>\$ 17,161,995</b>
<b>Charges From Other Depts</b>								
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 13,553	\$ 13,736	\$ 13,736	\$ 13,736	\$ 14,101	\$ 14,279
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	7,453	13,096	13,096	13,096	13,499	13,622
<b>Subtotal:</b>	<b>\$ 21,161</b>	<b>\$ 21,270</b>	<b>\$ 21,006</b>	<b>\$ 26,832</b>	<b>\$ 26,832</b>	<b>\$ 26,832</b>	<b>\$ 27,600</b>	<b>\$ 27,901</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,181,900</b>	<b>\$ 14,688,415</b>	<b>\$ 15,702,066</b>	<b>\$ 17,247,767</b>	<b>\$ 17,539,869</b>	<b>\$ 16,767,620</b>	<b>\$ 18,516,193</b>	<b>\$ 17,189,896</b>
<b>Projected Surplus/(Shortfall) {Rev - Exp}</b>	<b>\$ 727,160</b>	<b>\$ 800,277</b>	<b>\$ 533,973</b>	<b>\$ (616,355)</b>	<b>\$ (908,457)</b>	<b>\$ (136,208)</b>	<b>\$ (1,315,400)</b>	<b>\$ 349,173</b>
<b>GROSS FUND BALANCE {Bal + Rev - Exp}</b>	<b>\$ 2,267,968</b>	<b>\$ 3,068,245</b>	<b>\$ 3,602,218</b>	<b>\$ 2,985,863</b>	<b>\$ 2,693,761</b>	<b>\$ 3,466,010</b>	<b>\$ 2,150,610</b>	<b>\$ 2,499,783</b>
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 2,267,968</b>	<b>\$ 3,068,245</b>	<b>\$ 3,602,218</b>	<b>\$ 2,985,863</b>	<b>\$ 2,693,761</b>	<b>\$ 3,466,010</b>	<b>\$ 2,150,610</b>	<b>\$ 2,499,783</b>
Annual Committed Reserve		\$ 1,200,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000
<b>Uncommitted Fund Balance</b>	<b>\$ 2,267,968</b>	<b>\$ 1,868,245</b>	<b>\$ 2,302,218</b>	<b>\$ 1,685,863</b>	<b>\$ 1,393,761</b>	<b>\$ 2,166,010</b>	<b>\$ 750,610</b>	<b>\$ 1,099,783</b>



## OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	\$ 266,656	\$ 253,529	\$ 281,955	\$ 260,013	\$ 260,013	\$ 260,013	\$ 196,759	\$ 122,068
Direct Loan Fund (302)	194,613	199,151	180,223	156,272	156,272	156,272	110,137	61,137
Grants Fund (304)	13,330	(3,015)	45,450	47,458	47,458	47,458	30,338	4,647
Public Library Fund (305)	58,713	57,393	56,283	56,283	56,283	56,283	56,283	56,283
<b>Revenues</b>								
Direct Loan Fund	\$ 36,205							
Literacy Services & LSTA		43,288	30,632	30,000	30,000	49,011	30,000	30,000
Miscellaneous Grant Revenue	15,000	50,691	15,000					
Public Library Fund (SB 358)								
Other	21,987	19,976	22,155	20,000	20,000	20,000	20,000	20,000
<b>TOTAL REVENUE</b>	<b>\$ 73,192</b>	<b>\$ 113,955</b>	<b>\$ 67,787</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 69,011</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Expenditures</b>								
<b>Operations</b>								
Personnel	\$ 3,234	\$ 24,331	\$ 29,202	\$ 25,000	\$ 25,000	\$ 29,000	\$ 24,969	\$ 24,969
Non-Personnel	83,084	56,544	60,293	84,691	88,255	103,265	99,722	99,722
Library Materials		4,654	234					
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,318</b>	<b>\$ 85,529</b>	<b>\$ 89,729</b>	<b>\$ 109,691</b>	<b>\$ 113,255</b>	<b>\$ 132,265</b>	<b>\$ 124,691</b>	<b>\$ 124,691</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ (13,126)</b>	<b>\$ 28,426</b>	<b>\$ (21,942)</b>	<b>\$ (59,691)</b>	<b>\$ (63,255)</b>	<b>\$ (63,254)</b>	<b>\$ (74,691)</b>	<b>\$ (74,691)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 253,529</b>	<b>\$ 281,955</b>	<b>\$ 260,013</b>	<b>\$ 200,322</b>	<b>\$ 196,758</b>	<b>\$ 196,759</b>	<b>\$ 122,068</b>	<b>\$ 47,377</b>
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## GIFTS FUND (306): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$ 609,927</b>	<b>\$ 531,885</b>	<b>\$ 484,450</b>	<b>\$ 414,157</b>	<b>\$ 414,157</b>	<b>\$ 414,157</b>	<b>\$ 355,107</b>	<b>\$ 330,107</b>
<b>Revenues</b>								
Friends of BPL	\$ 86,810	\$ 76,028	\$ 92,004	\$ 80,000	\$ 80,000	\$ 92,400	\$ 90,000	\$ 90,000
BPL Foundation	500	500	500					
Donations/Private	6,882	5,928						
Interest/Misc. Revenues	140	858	1,924			19,209		
<b>TOTAL REVENUE</b>	<b>\$ 94,332</b>	<b>\$ 83,314</b>	<b>\$ 94,428</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 111,609</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>
<b>Expenditures</b>								
<b>Operations</b>								
Personnel	\$ 3,202	\$ 2,021	\$ 3,042					
Non-Personnel	39,065	38,582	51,999	132,500	74,545	733	115,000	115,000
Professional Services	58,946	38,196	52,889	30,000	45,994	77,528		
Library Materials	62,367	51,950	56,791	50,000	55,120	92,398		
<b>TOTAL EXPENDITURES</b>	<b>\$ 172,377</b>	<b>\$ 130,749</b>	<b>\$ 164,721</b>	<b>\$ 212,500</b>	<b>\$ 175,659</b>	<b>\$ 170,659</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>
<b>Projected Surplus / (Deficit) (Rev - Exp)</b>	<b>\$ (78,045)</b>	<b>\$ (47,435)</b>	<b>\$ (70,293)</b>	<b>\$ (132,500)</b>	<b>\$ (95,659)</b>	<b>\$ (59,050)</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 531,885</b>	<b>\$ 484,450</b>	<b>\$ 414,157</b>	<b>\$ 281,657</b>	<b>\$ 318,498</b>	<b>\$ 355,107</b>	<b>\$ 330,107</b>	<b>\$ 305,107</b>
G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR_FY10 14_19MAR15.xlsx]308							printed:	15-Apr-15





## FOUNDATION FUND (307)-All Other Funds: 5-YEAR FUND ANALYSIS

	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	\$ 50,000	\$ 249,745	\$ 307,694	\$ 596,181	\$ 1,117,990	\$ 1,117,990	\$ 1,117,990	\$ 1,011,196	\$ 807,696
<b>Revenues</b>									
Foundation	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,086,250					
Misc./ Interest									
<b>TOTAL REVENUE</b>	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,086,250	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>									
Personnel									
Consultants	255	37,952	6,544	60,640		27,636	30,000	15,000	15,000
Furniture and Fixtures		383,846	224,709	260,158	50,000	89,598	40,000		50,000
Equipment		314,932	124,578	238,788		2,235	5,000		
Building					150,000	121,263		100,000	50,000
Miscellaneous/Other		5,320	5,682	4,855		37,062	31,794	88,500	85,000
<b>TOTAL EXPENDITURES</b>	\$ 255	\$ 742,050	\$ 361,513	\$ 564,441	\$ 200,000	\$ 277,794	\$ 106,794	\$ 203,500	\$ 200,000
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	\$ 199,745	\$ 57,950	\$ 288,487	\$ 521,809	\$ (200,000)	\$ (277,794)	\$ (106,794)	\$ (203,500)	\$ (200,000)
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	\$ 249,745	\$ 307,694	\$ 596,181	\$ 1,117,990	\$ 917,990	\$ 840,196	\$ 1,011,196	\$ 807,696	\$ 607,696
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	\$ 249,745	\$ 307,694	\$ 596,181	\$ 1,117,990	\$ 917,990	\$ 840,196	\$ 1,011,196	\$ 807,696	\$ 607,696
G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\{Prjctn 5YR_FY10 14_19MAR15.xlsx}308								printed:	15-Apr-15
Final FY14: Revenue=\$400K (Foundation) + \$686,250 (Pace Fund)									



## Position FTE Summary by Position Detail

DepDiv	Position		FTE		
	Title	No.	FY 2017	FY 2016	FY 2015
9101	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000
	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000
	ADMIN & FISCAL SVS MGR	1463	1.000	1.000	1.000
	ADMINISTRATIVE SECRETARY	4613	1.000	1.000	1.000
	ASSOCIATE HUMAN RESOURCES	2703	1.000	1.000	1.000
	DEPUTY DIRECTOR OF LIBRAR	1211	1.000	1.000	1.000
	DIRECTOR OF LIBRARY SERVI	1115	1.000	1.000	1.000
	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000
	LIBRARY SPECIALIST II	4610	1.000	1.000	1.000
	OFFICE SPECIALIST II	4703	1.000	1.000	1.000
	<b>Administration</b>		<b>10.000</b>	<b>10.000</b>	<b>10.000</b>
9102	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000
	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000
	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	
	INFORMATION SYSTEMS SUPPO	3605	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY INFO SYS ADMINIST	1464	1.000	1.000	1.000
	<b>Information Systems</b>		<b>6.000</b>	<b>6.000</b>	<b>5.000</b>
9103	BUILDING MAINTENANCE MECH	5106	1.000	1.000	1.000
	BUILDING MAINTENANCE SUPE	5117	1.000	1.000	1.000
	SENIOR BUILDING MTC SUPER	1335	1.000	1.000	1.000
	<b>Facilities Maintenance</b>		<b>3.000</b>	<b>3.000</b>	<b>3.000</b>

## Position FTE Summary by Position Detail

DepDiv	Position		FTE		
	Title	No.	FY 2017	FY 2016	FY 2015
9201	MAIL SERVICES AIDE	4401	0.750	0.750	0.750
	MAIL SERVICES AIDE	4401	1.000	1.000	1.000
	CIRCULATION SERVICES MANA	1469	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.750	0.750	0.750
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	LIBRARY AIDE (n/c)	42452	0.375	0.375	0.375
	LIBRARY AIDE (n/c)	42452			0.375
	LIBRARY AIDE (n/c)	42452			0.375
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	<b>Circulation Services</b>		<b>25.775</b>	<b>25.775</b>	<b>26.525</b>

## Position FTE Summary by Position Detail

DepDiv	Position		FTE		
	Title	No.	FY 2017	FY 2016	FY 2015
9202	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	0.500	0.500	0.500
	LIBRARIAN II	2604	0.600	0.600	0.600
	LIBRARY SPECIALIST II	4610	0.800	0.800	0.800
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	<b>Childrens Services</b>		<b>5.900</b>	<b>5.900</b>	<b>5.900</b>
9203	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	1.000	1.000	1.000
	<b>Art+Music</b>		<b>4.000</b>	<b>4.000</b>	<b>4.000</b>
9204	LIBRARIAN I	2605	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	0.500	0.500	0.500
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	0.500	0.500	0.500
	LIBRARIAN II	2604	0.700	0.700	0.700
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY SPECIALIST II	4610	1.000	1.000	1.000
	LIBRARY SPECIALIST II	4610			0.900
	LIBRARY SPECIALIST II	4610	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	<b>Reference</b>		<b>8.700</b>	<b>8.700</b>	<b>8.600</b>
9205	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000
	<b>Literacy Programs</b>		<b>2.500</b>	<b>2.500</b>	<b>2.500</b>

## Position FTE Summary by Position Detail

DepDiv	Position		FTE		
	Title	No.	FY 2017	FY 2016	FY 2015
9302	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	1.000	1.000	1.000
	LIBRARY SPECIALIST II	4610	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	0.500	0.500	0.500
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	YOUTH ENROLLEE INTERN	6718			0.200
	<b>North Branch</b>		<b>10.050</b>	<b>10.050</b>	<b>10.250</b>
9303	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	1.000	1.000	1.000
	LIBRARY SPECIALIST II	4610	0.500	0.500	0.500
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	YOUTH ENROLLEE INTERN	6718			0.200
	<b>South Branch</b>		<b>8.350</b>	<b>8.350</b>	<b>8.550</b>

## Position FTE Summary by Position Detail

DepDiv	Position		FTE		
	Title	No.	FY 2017	FY 2016	FY 2015
9304	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610			0.500
	LIBRARY SPECIALIST II	4610	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	LIBRARY AIDE (n/c)	42452			0.375
	LIBRARY AIDE (n/c)	42452	0.375	0.375	0.375
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	YOUTH ENROLLEE INTERN	6718			0.200
	<b>West Branch</b>		<b>9.075</b>	<b>9.075</b>	<b>8.650</b>
9305	LIBRARIAN I	2605	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	0.750	0.750	0.750
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	LIBRARY AIDE (n/c)	42452	0.375	0.375	0.375
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350
	YOUTH ENROLLEE INTERN	6718			0.200
	<b>Claremont Branch</b>		<b>8.325</b>	<b>8.325</b>	<b>8.525</b>
9307	TOOL LENDING SPECIALIST	6301	0.700	0.700	0.700
	TOOL LENDING SPECIALIST	6301	0.700	0.700	0.700
	TOOL LENDING SPECIALIST	6301	0.700	0.700	0.700
	<b>Tool Lending Library</b>		<b>2.100</b>	<b>2.100</b>	<b>2.100</b>

## Position FTE Summary by Position Detail

DepDiv	Position		FTE		
	Title	No.	FY 2017	FY 2016	FY 2015
9401	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST II	4610	1.000	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	4609	1.000	1.000	1.000
	<b>Technical Services</b>		<b>6.500</b>	<b>6.500</b>	<b>6.500</b>
9402	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000
	LIBRARY SPECIALIST II	4610	1.000	1.000	1.000
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000
	<b>Collections Management</b>		<b>3.000</b>	<b>3.000</b>	<b>3.000</b>
	<b>Total</b>		<b>113.275</b>	<b>113.275</b>	<b>113.100</b>



**Position FTE Summary by Classification**

Position		FTE		
No.	Name	FY 2017	FY 2016	FY 2015
1115	DIRECTOR OF LIBRARY SERVI	1.000	1.000	1.000
1211	DEPUTY DIRECTOR OF LIBRAR	1.000	1.000	1.000
1335	SENIOR BUILDING MTC SUPER	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	19.300	19.300	19.300
2605	LIBRARIAN I	2.000	2.000	2.000
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	3.000	3.000	2.000
3605	INFORMATION SYSTEMS SUPPO	1.000	1.000	1.000
4213	LIBRARY ASSISTANT	14.250	14.250	14.250
4240	ACCOUNTING OFF SPEC III	2.000	2.000	2.000
4245	LIBRARY AIDE	14.000	14.000	13.500
4250	LIBRARY SPECIALIST I	3.000	3.000	3.000
4401	MAIL SERVICES AIDE	1.750	1.750	1.750
4609	SUPERVISING LIBRARY ASSIS	9.000	9.000	9.000
4610	LIBRARY SPECIALIST II	13.550	13.550	12.950
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	2.100	2.100
6718	YOUTH ENROLLEE INTERN			0.800
42452	LIBRARY AIDE (n/c)	1.125	1.125	2.250
42462	LIBRARY PAGE (n/c)	4.200	4.200	4.200
BPL	Total	113.275	113.275	113.100



**Position FTE Summary Division**

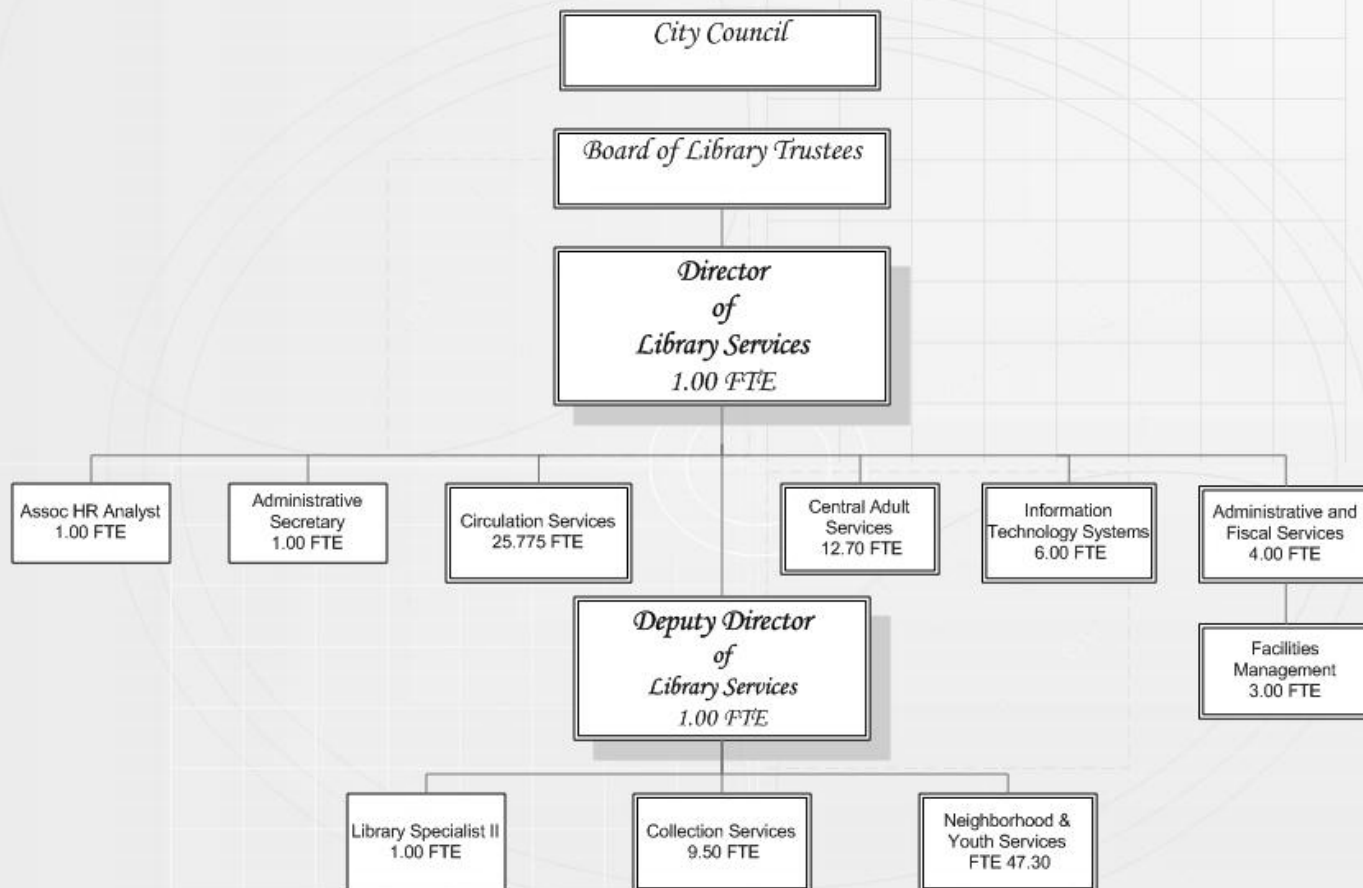
DepDiv	Name	FTE		
		FY 2017	FY 2016	FY 2015
9101	Administration	10.000	10.000	10.000
9102	Information Systems	6.000	6.000	5.000
9103	Facilities Maintenance	3.000	3.000	3.000
9201	Circulation Services	25.775	25.775	26.525
9202	Childrens Services	5.900	5.900	5.900
9203	Art+Music	4.000	4.000	4.000
9204	Reference	8.700	8.700	8.600
9205	Literacy Programs	2.500	2.500	2.500
9302	North Branch	10.050	10.050	10.250
9303	South Branch	8.350	8.350	8.550
9304	West Branch	9.075	9.075	8.650
9305	Claremont Branch	8.325	8.325	8.525
9307	Tool Lending Library	2.100	2.100	2.100
9401	Technical Services	6.500	6.500	6.500
9402	Collections Management	3.000	3.000	3.000
BPL	Total	113.275	113.275	113.100



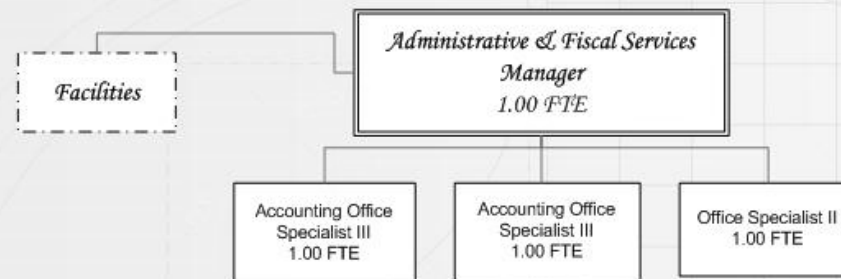
# Berkeley Public Library

## All Divisions

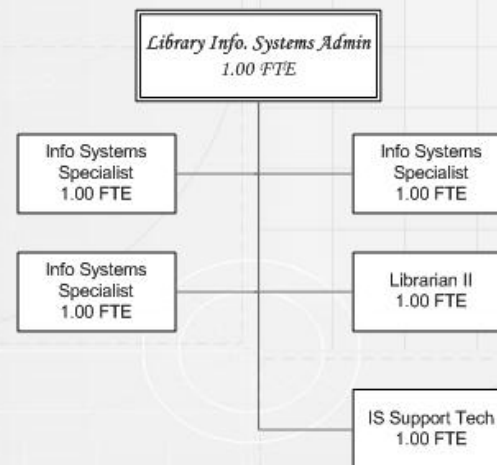
Total FTE 113.275



*Berkeley Public Library*  
*Administration and Fiscal Services*  
 4.00 Total FTE



*Berkeley Public Library*  
*Information Technology Systems*  
*FTE 6.00*



*Berkeley Public Library*  
*Facilities Management*  
*3.00 Total FTE*

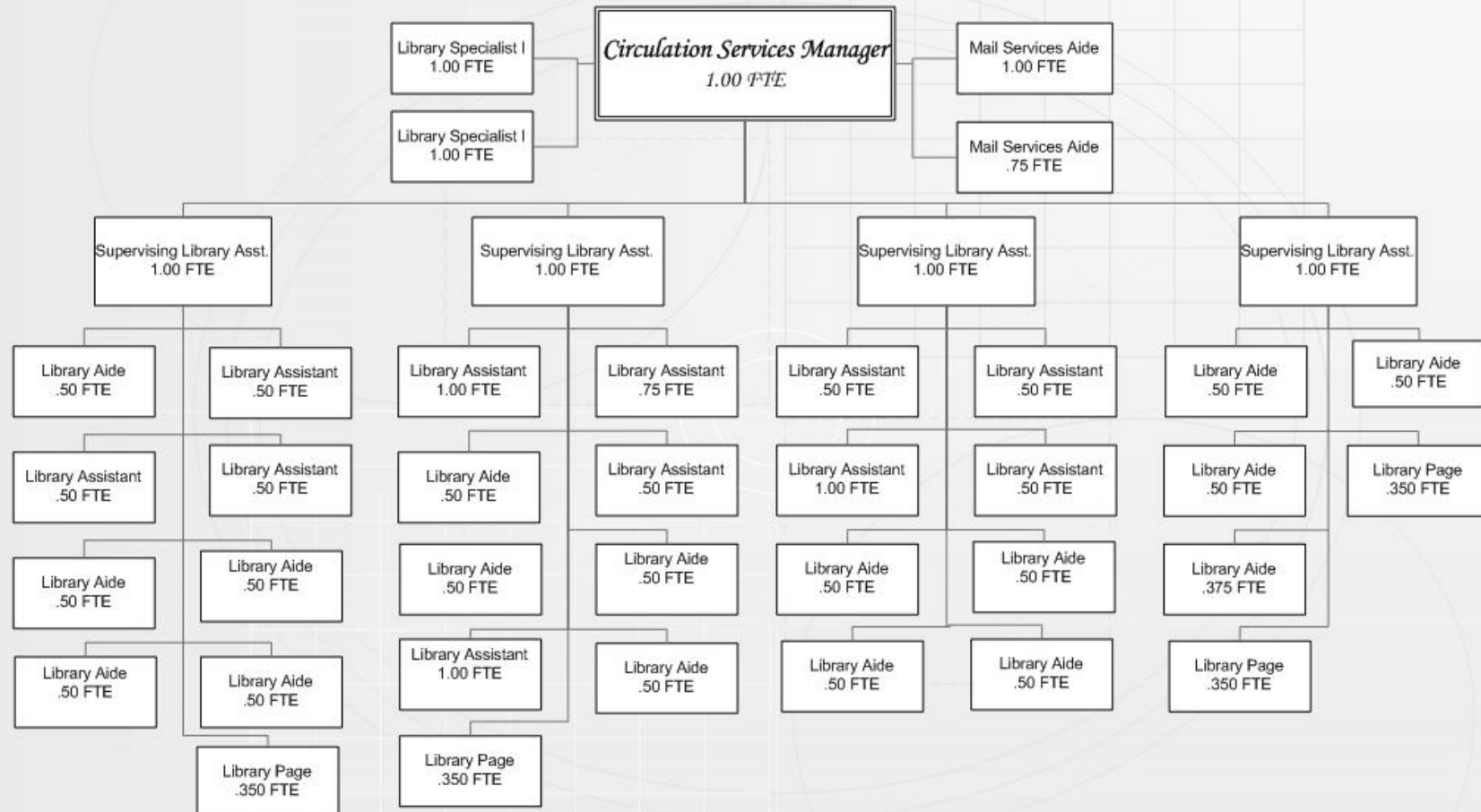
*Senior Building Maintenance  
Supervisor*  
*1.00 FTE*

Building Maintenance  
Supervisor  
1.00 FTE

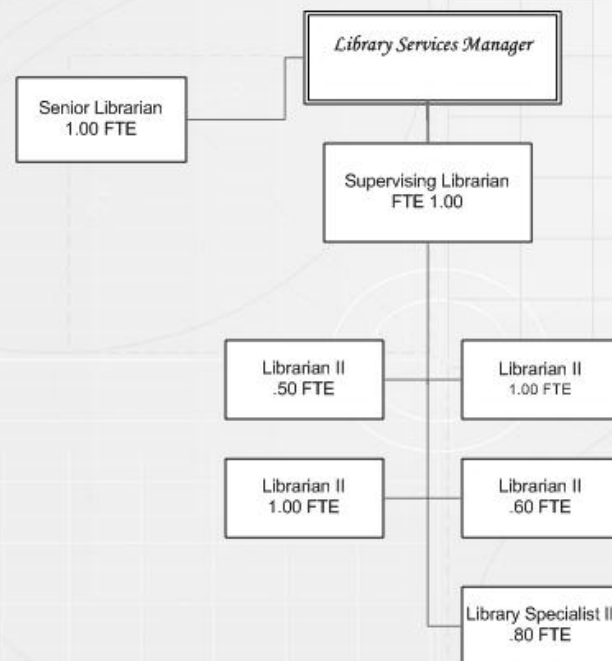
Building Maint. Mechanic  
1.00 FTE



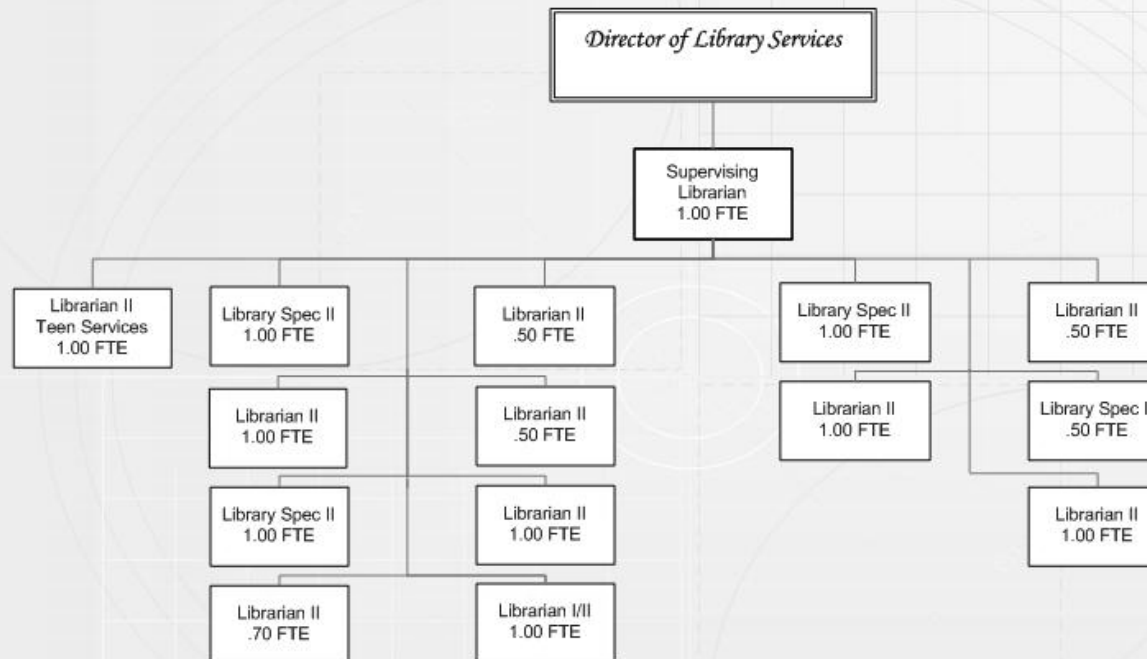
*Berkeley Public Library*  
*Circulation Services*  
 25.775 Total FTE



*Berkeley Public Library*  
*Central Children's Services*  
*Total FTE 5.90*



*Berkeley Public Library*  
*Central Adult Services*  
*Total FTE 12.70*



## *Berkeley Public Library*

### *Literacy Programs*

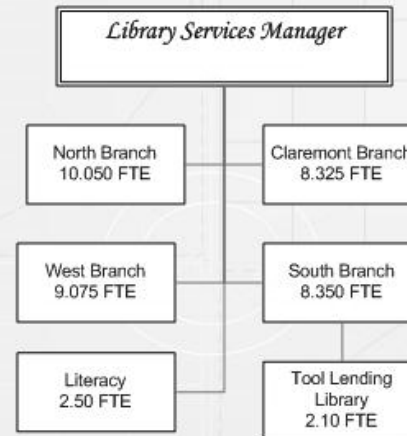
*2.50 Total FTE*

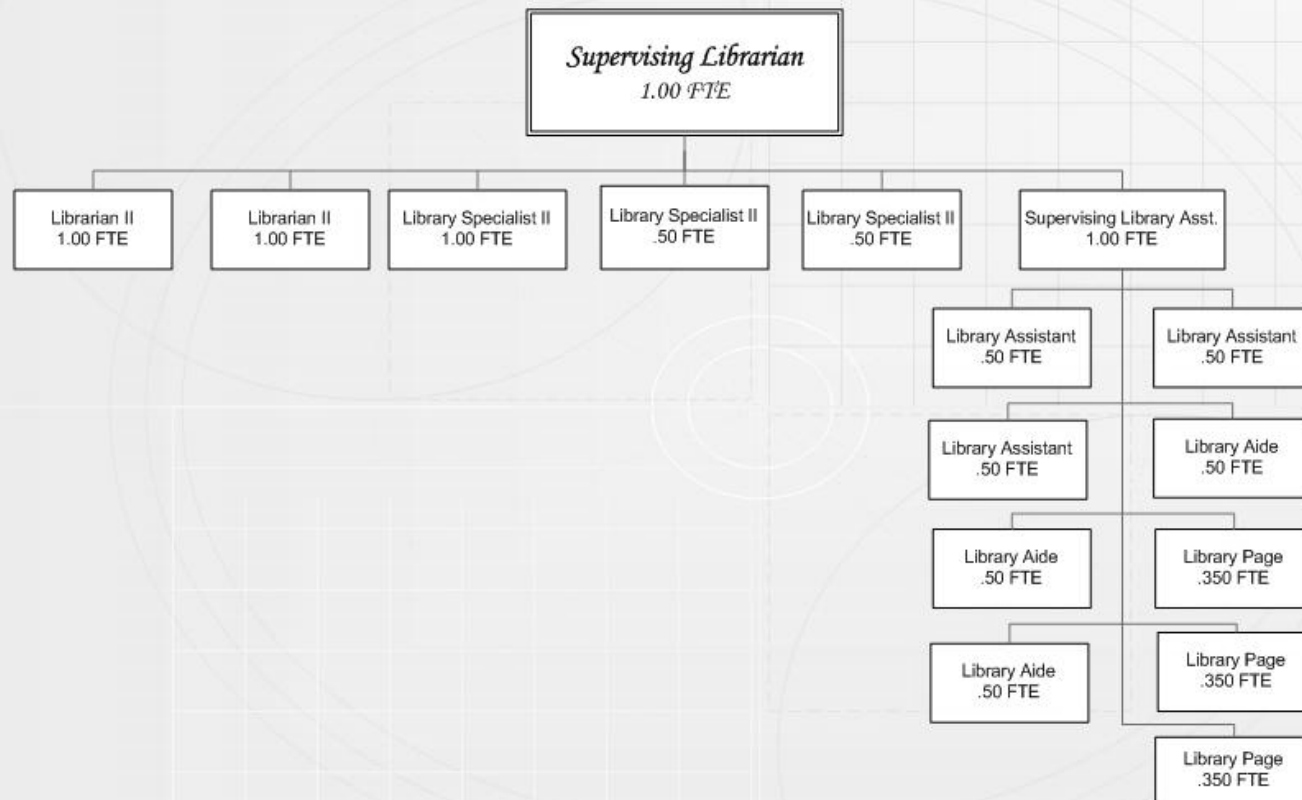
*Library Literacy  
Program Coordinator  
1.00 FTE*

Library Specialist I  
1.00 FTE

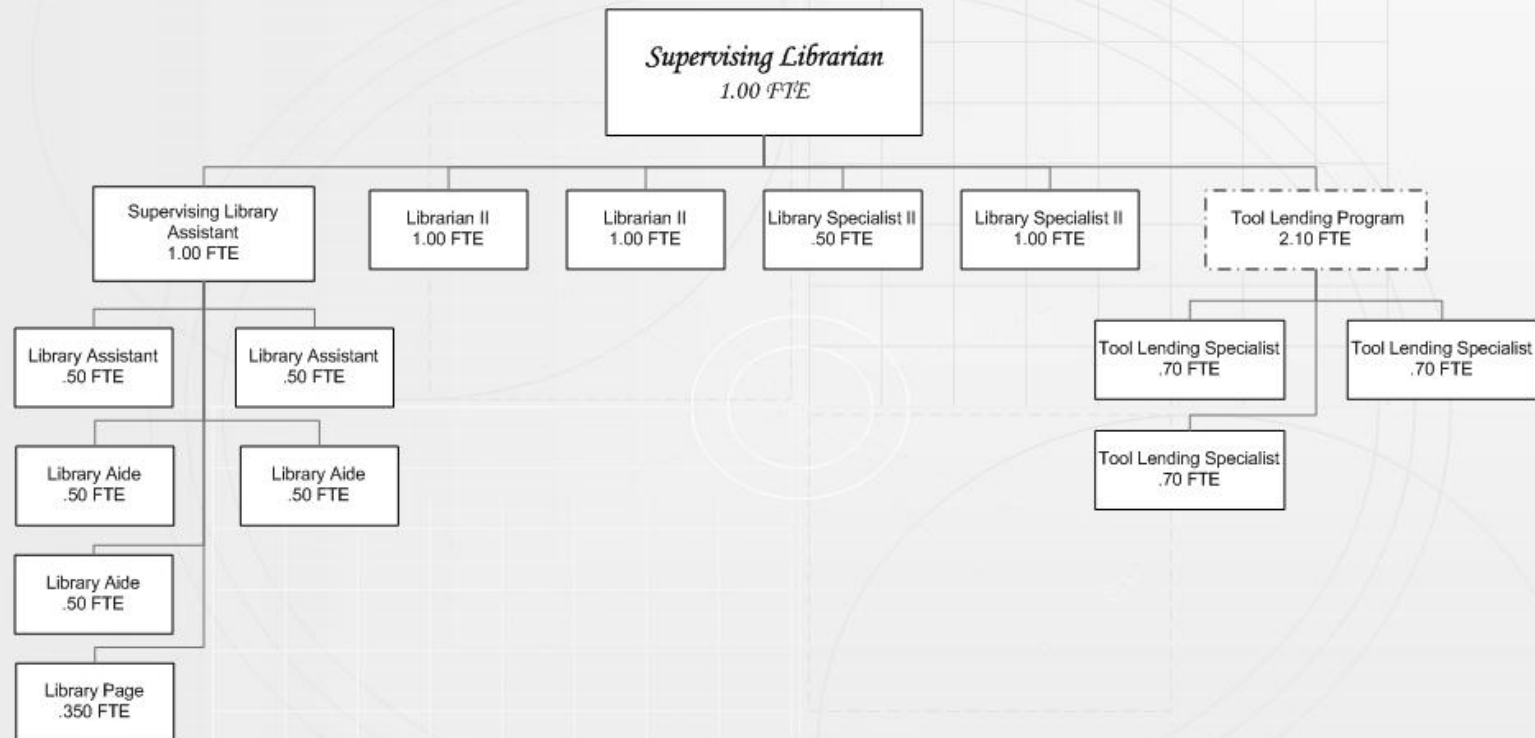
Library Assistant  
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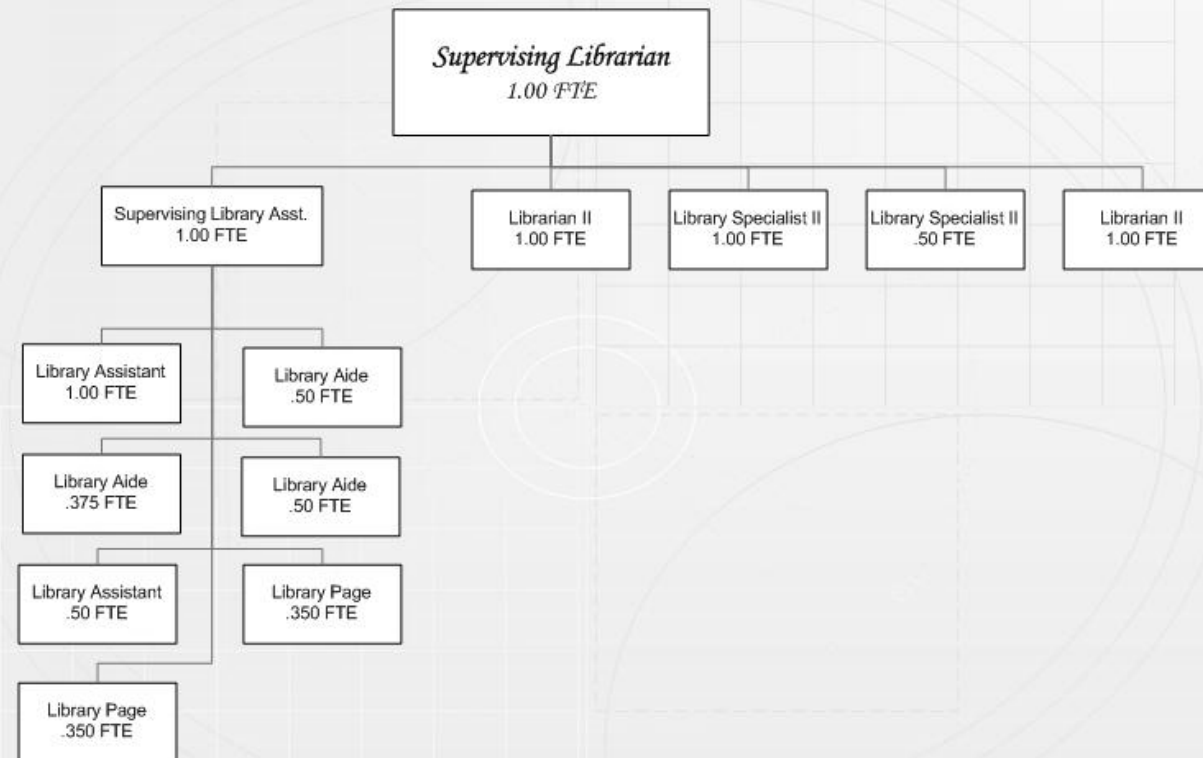
*Berkeley Public Library*  
*Neighborhood and Youth Services*  
*Total FTE 40.40*



*Berkeley Public Library**North Branch**10.050 Total FTE*

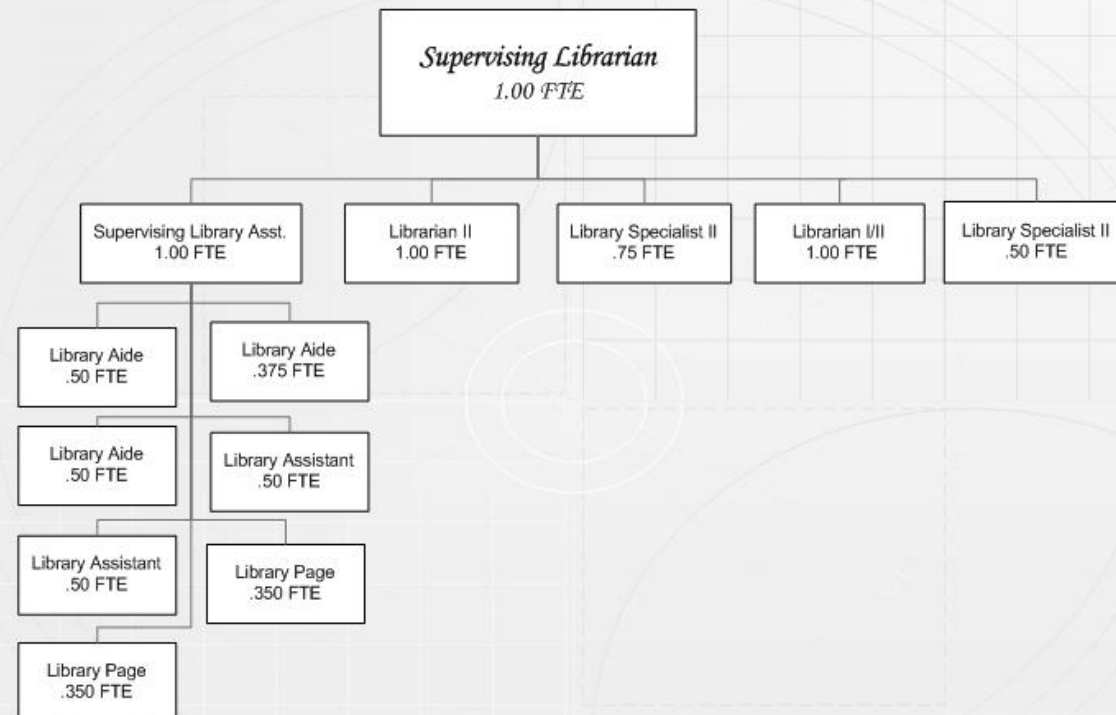
*Berkeley Public Library*  
*South Branch / Tool Lending*  
*10.45 Total FTE*



*Berkeley Public Library**West Branch**Total 9.075 FTE*



*Berkeley Public Library*  
*Claremont Branch*  
*8.325 Total FTE*



*Berkeley Public Library*  
*Collection Services*  
*Total FTE 9.50*

