



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING  
September 7, 2016

AGENDA  
6:30 PM

SOUTH BRANCH  
1901 RUSSELL STREET  
Community Meeting Room

The Board of Library Trustees may act on any item on this agenda.

## I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments (limited to agenda items)
- C. Comments from Library Unions:
  - i. Public Employees Union, LOCAL 1
  - ii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
  - iii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- D. Comments from Board of Library Trustees

## II. CONSENT CALENDAR

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

- A. **Gann Override Measure** – Acting Director of Library Services, Sarah Dentan  
Recommendation: Gann Override Measure Reauthorizing the Library Tax Approved in 1988  
Recommendation: Adopt the resolution supporting the passage of the Gann Override measure on the November 2012 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.
- B. **Contract Amendment: L.J. Kruse Company** – Administrative and Fiscal Services Manager, Dennis Dang  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with L.J. Kruse Company increasing the contracted not-to-exceed amount to \$350,000, to add to the Scope of Services repair and renovation of the HVAC system at the Central Library for exhaust fan and air distribution improvements, and to extend the contracted termination date to December 31, 2018.
- C. **Contract Amendment: Konica Minolta Business Solutions USA, Inc.** – Administrative and Fiscal Services Manager, Dennis Dang  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8977 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$250,000 for the continuing provision of public use copiers, printers, and related vending services at all Library locations and extending the term date to end on September 18, 2020.
- D. **FY 2016 Closing Budget Results and FY 2017 Budget Amendment (AAO1)** – Administrative and Fiscal Services Manager, Dennis Dang  
Recommendation: Adopt a resolution amending the FY 2017 Adopted Expenditures Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$565,237.

## III. ACTION CALENDAR

- A. **Appointment of Director of Library Services**  
Recommendation: Adopt a Resolution confirming the appointment of Heidi Dolamore to be Director of Library Services for the Berkeley Public Library effective September 30, 2016 at an annual salary of \$180,000.

\* Public Comments - speakers allowed 3 minutes each

**IV. INFORMATION CALENDAR**

- A. Update - Disciplinary Actions and Investigations** – Acting Director of Library Services, Sarah Dentan  
**B. Update - Hiring Process** – Associate Human Resources Analyst, July Cole

**V. Agenda Building**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 14, 2016 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

**VI. 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 September 1, 2016.

//s//

Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees

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

## COMMUNICATIONS

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

### **Article on New Director**

Lillian Dong  
Lillian Dong  
Lillian Dong

### **Library Whistleblowers: COMMEND them don't condemn them**

Janette M. Reid  
Briana Elliot  
Susan Goldstein  
Stephen Martin  
Jeffrey Boffo  
M. Senica  
Maki Kasai  
Priscilla Meckel  
Mei Hung  
Daniel Hess  
Eileen Menteer  
Alice Medrich  
Diana Navon  
Courtney Cheng  
Pat Mullan  
Kristen Wortman  
Jill  
Melissa Riley  
Kathleen Vickery  
Kioma Palkhivala  
Liz Wiener  
Nga Trinh  
Emma Coleman  
Mary Mashuta  
John Wehrle  
Roberta Horton  
Susan Taylor  
Jean Barish  
Eugene Erickson

Judy Jensen  
Judith Cohen  
Ambarish Mehrotra

Vivian Jaquette  
Geraldine Peña  
Anthony Iafrate  
Eleanor Leard  
Debbie Carton  
Rachel Cloud  
John Hershberger  
rachelle barber  
Joan Svetik  
Barbara Hamze  
Daniela Yew  
Chadidjah McFall  
Eva Hecht  
Janice Foss  
prapaporn ausvakul  
P. Yarkin  
Kenneth Potter  
Sandra Easley  
Matthew Steen  
Andrea Segall  
BB Simmons  
Claire Sherman  
Mort Cohn  
Andrea Moss  
catherine durand  
Helena Liber  
Weli Turdy

### **New email address**

Jules Horowitz

### **Revisiting my previous email regarding disabilities information and resources**

Jasmine Parker  
Jasmine Parker  
Jasmine Parker

### **Feedback Request for MastersinPsychology.org - Follow-up**

Alexis Harrison  
Alexis Harrison

### **We Could Use Your Support!**

Kaylie Milliken & Mellissa  
Wood

### **OPEN LETTER: Library Whistleblowers' Lament**

Pat Mullan

### **Protect the whistleblowers!**

Eitan Saenger

### **Forwarding a copy of Union's PRA**

Nathan Dahl





**CONSENT CALENDAR**

September 7, 2016

To: Board of Library Trustees

From: Sarah Dentan, Acting Director of Library Services

Subject: Gann Override Measure Reauthorizing the Library Tax Approved in 1988

**RECOMMENDATION**

Adopt a Resolution to support the passage of the Gann Override Measure on the November 8, 2016 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

**FISCAL IMPACTS OF RECOMMENDATION**

The ballot measure, if approved by the voters in the upcoming November 8 2016 General Municipal Election, will allow the Library (City) to continue spending the proceeds from the library tax. This measure would reauthorize spending taxes previously approved by the voters.

**BACKGROUND**

The Central Library and all of the Branches are almost entirely funded by a citywide special tax (referred to as the Library Relief Act of 1980), which was approved by the voters in 1988. Article XIII B of the California Constitution, the "Gann Appropriations Limit," limits each city's annual appropriation of taxes, adjusted for population and cost of living, to the amount spent during the prior year. Half of any amount collected in excess of the appropriation limit must be refunded to the taxpayers within the next two years unless the voters approve a change in the appropriations limit. The annual appropriations limit can only be exceeded if the majority of voters approve the excess expenditures, which is required every four years; this constitutional restriction is in addition to the special tax requirement of a two-thirds vote of the people.

**CURRENT SITUATION AND ITS EFFECTS**

The authorization to spend the proceeds of the Library Tax was last renewed during the Presidential Election of 2012. The City Council approved on May 24, 2016, by Resolution the ballot language for a measure to be placed on the November General Municipal Election ballot:

*Shall the City's appropriation limit under Article XIII B of the California Constitution be increased to allow expenditure of the proceeds of City taxes and income from the investment of those taxes for fiscal years 2017 through 2020?*

The 2016 ballot information and argument in favor of the measure; now designated as Measure V1 is available on the City of Berkeley website:

Measure V1 - Ballot Measure Re-Authorizing Expenditures of Voter-Approved Taxes for Parks Maintenance, Library Relief, Emergency Medical Services, Emergency Services for Severely Physically Disabled Persons and Fire Protection and Emergency Response and Preparedness, Under Article XIII B of the California Constitution (Gann Limit)

Ballot Question and Full Text

<http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Elections/2016/Berkeley%20GANN%20Limit%20-%20Ballot%20Question.pdf>

<http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Elections/2016/Berkeley%20GANN%20Limit%20-%20Full%20Text.pdf>

City Attorney Impartial Analysis

<http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Elections/2016/Berkeley%20GANN%20Limit%20-%20Impartial%20Analysis.pdf>

Argument in Favor of Measure P

<http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Elections/2016/V1%20-%20Primary%20In%20Favor.pdf>

No argument was filed in opposition to this measure

FUTURE ACTION

None.

CONTACT PERSON

Sarah Dentan, Acting Director, Library Services, 510-981-6195

Attachments:

- 1: Resolution
- 2: Gann Measure V1 Ballot Question and Text, Argument in Favor

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-\_\_\_\_

### GANN OVERRIDE MEASURE REAUTHORIZING THE LIBRARY TAX

WHEREAS, the Berkeley Public Library is almost entirely funded by a citywide special tax, referred to as the Library Relief Act of 1980 approved by the voters in 1988;

WHEREAS, the “Gann Appropriations Limit” limits each city’s annual appropriation of taxes to the amount spent during the previous year;

WHEREAS, an increase in the appropriations limit was adopted by the voters, but the authorization to increase the spending limit must be renewed every four years;

WHEREAS, authorization to spend the proceeds from the Library Tax was last approved in November 2012; and

WHEREAS, the City Council of the City of Berkeley has put forth Measure V1 for November 2016 to the Berkeley Electorate to increase the appropriation limit for the Library Tax, along with voter-approved taxes for parks maintenance and emergency medical services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to support voter-approval of Ballot Measure V1 Re-authorizing Expenditures of Voter – Approved Taxes for the Library on the November 2016 ballot.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 7, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, President

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustee

RESOLUTION NO. -N.S.

APPROVING INCREASE IN APPROPRIATION LIMIT FOR FISCAL YEARS 2017  
THROUGH 2020

WHEREAS, Article XIII B of the California Constitution requires that the voters approve increases in the City's appropriations limit on a four year cycle; and

WHEREAS, such increases allow the City to expend funds it has already collected from previously approved ballot measures for various purposes including public safety, parks and recreation, health services, and infrastructure; and

WHEREAS, such expenditures are necessary for the continued health and well-being of City residents.

NOW THEREFORE BE IT RESOLVED by the People of the City of Berkeley that the City's appropriation limit under Article XIII B of the California Constitution is increased to allow the expenditure of the proceeds of City taxes and income from the investment of those taxes for fiscal years 2017 through 2020.



## ARGUMENT IN FAVOR OF MEASURE V1 (GANN LIMIT)

Because of a state mandated ceiling on city expenditures, this ballot measure comes before the voters every four years for approval. **It must pass or city services will be sharply curtailed.**

**This measure does not raise taxes.**

During the past decade, **the city's population has grown by more than 11 percent.** We are providing **essential services** for our expanding population with a **smaller city staff.** Our citizens want a wide variety of city services and have voted by a two-thirds margin to fund those services during the past three decades. Those tax measures included funding for City libraries (1988), streets (2012), parks (1997) Emergency Medical Services (1997), Emergency Services for Severely Disabled Persons (1998), and keeping fire stations open and improving emergency medical response and disaster preparedness (2008).

**This measure will allow City of Berkeley Departments to continue to provide these important, tax-supported community services to our growing population.**

**If the measure does not pass, the City will lose tens of millions of dollars in already approved tax revenue,** forcing dramatic reductions in fire safety, disaster preparedness, paramedic services, library services, park maintenance, services for the physically disabled and landscaping. **These services impact the quality of life throughout our city.**

**This measure was passed unanimously by the City Council.**

**We urge your YES vote.**

Tom Bates, Berkeley Mayor

Linda Maio, Vice Mayor

Julie Holcomb, President, Board of Library Trustees, Berkeley Public Library

Dmitri Belser, Executive Director, Center for Accessible Technology

**RECEIVED**

**AUG 19 2016**

**CITY OF BERKELEY  
CITY CLERK DEPARTMENT**

*Charles Bowers on behalf of Tom Bates (author)*





**CONSENT CALENDAR**

September 7, 2016

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Finance and Administrative Services Manager  
**SUBJECT:** CONTRACT AMENDMENT: L.J. KRUSE COMPANY

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with L.J. Kruse Company increasing the contracted not-to-exceed amount to \$375,000, to add to the Scope of Services repair and renovation of the HVAC system at the Central Library for exhaust fan and air distribution improvements, and to extend the contracted termination date to February 28, 2019.

**BACKGROUND**

The Library contracts with L.J. Kruse Company for HVAC and plumbing systems' maintenance and repair servicing. Prior to the termination of a similar service contract with City Mechanical on March 31, 2016 the Library maintained contracts with both companies to ensure service availability and oversight control of costs for this substantial facility maintenance expense. The City Mechanical contract was the more comprehensive agreement in that it included HVAC preventative maintenance (PM) servicing in addition to on-call servicing, while the L.J. Kruse contract excluded PM servicing but included plumbing services. The City Mechanical contract was allowed to terminate due to CM's higher service rates. Subsequent amendments to the L.J. Kruse Company dated November 14, 2014 and April 25, 2016 added PM servicing and an increase to the not-to-exceed value.

Additionally, the L.J. Kruse Company was amended in fiscal year 2013 for the purchase and installation of a new rooftop boiler to meet newer emission limits imposed by the Bay Area Air Quality Management District *Regulation 9, Rule 7* regarding inorganic pollutants – nitrogen oxides and carbon monoxide – emission limits on units with a rated heat input greater than 2million BTU/hour – the Central Library's existing boiler measuring 2,800,000 BTUs was replaced with an upgraded compliant unit. In response to satisfy the newer compliance standards the agreement was amended to accommodate purchase and installation costs at a not-to-exceed value of \$175,000. Boiler replacement costs were \$126,646.

**CURRENT SITUATION**

Contract 9004 with L.J. Kruse Company is valued at a not-to-exceed amount of \$225,000. As of [August 10, 2016](#), total spending on the L.J. Kruse purchase order (#91259) stood at [\\$185,779](#). L.J. Kruse Company is currently the Library's only contracted service provider for HVAC and plumbing systems maintenance and repair services.

In early April, the Library had conducted a review of the Central Library's HVAC system in regards to ongoing complaints regarding poor ventilation specifically in the area concerning the stacked restrooms

served by Exhaust Fan #2 running between the 2<sup>nd</sup> through 5<sup>th</sup> floors. The review found what appears to be undersized ductwork, fan underperformance on the rooftop drive package, restroom branch ducts that terminate in the public areas of the library building, and underutilization of passive air ducts and louvers. Consequently, the Library seeks to engage L.J. Kruse to address the review's findings to resolve the issue of poor ventilation in and around the restroom stack, to improve ambient air exchange in those zones, and to integrate the modified corrected system into the existing BacNet Alerton building management system.

#### FISCAL IMPACT

The FY 2017 Library Tax Fund (301) budget includes funding to support this requested amendment.

L.J. Kruse estimates corrective work at \$76,000. The Library is requesting an additional \$74,000 for on-call servicing needs.

#### FUTURE ACTION

No future action is necessary.

#### Attachments

1. Resolution

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R16-\_\_\_**

### **CONTRACT AMENDMENT: L.J. KRUSE COMPANY**

WHEREAS, the Berkeley Public Library currently contracts with L. J. Kruse Company to provide on-call HVAC and plumbing maintenance services for the Central Library and four branch libraries; and

WHEREAS, the contract with L. J. Kruse Company was amended on August 6, 2012 to a not-to-exceed value of \$40,000; and

WHEREAS, the contract with L. J. Kruse Company was amended on February 8, 2013 to a not-to-exceed value of \$175,000 to provide for the purchase and installation of a new the boiler at the Central Library compliant with the updated emission limits as contained in Bay Area Air Quality Management District's Regulation 9, Rule 7; and

WHEREAS, a review of the Central Library's HVAC system was conducted in regards to ongoing complaints regarding poor ventilation specifically in the area concerning the stacked restrooms serviced by Exhaust Fan #2 running between the 2nd through 5th floors, and the review found what appears to be undersized ductwork, fan underperformance on the rooftop drive package, restroom branch ducts that terminate in the public areas of the library building, and underutilization of passive air ducts and louvers; and

WHEREAS, L. J. Kruse Company estimates corrective HVAC work at \$76,000 and the Library requests an additional \$74,000 for on-call services.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend Contract No. 9004 and approve payments with L. J. Kruse Company for HVAC and plumbing maintenance and repair services for a not-to-exceed amount of \$375,000 for the period of June 1, 2012 through February 28, 2019.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on September 7, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**CONSENT CALENDAR**

September 7, 2016

**TO:** Board of Library Trustees

**FROM:** Dennis Dang, Administrative and Fiscal Services Manager

**SUBJECT:** CONTRACT AMENDMENT: KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8977 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$250,000 for the continuing provision of public use copiers, printers, and related vending services at all Library locations and extending the term date to end on September 18, 2020.

**BACKGROUND**

As do most public and school library systems, the Berkeley Public Library currently, and for many years, has offered its patrons the ability to make photocopies from hard copy material, such as non-circulating reference books or periodicals, and to print content from public computers for a fee. Over the past twelve month period, public-use photocopiers have averaged 15,000 photocopies system-wide. The current agreement for public-use copiers is with Konica Minolta Business Solutions USA, Inc. and authorized for a not-to-exceed value of \$180,000 with expiration on September 18, 2016.

Konica Minolta was awarded the contract through Request for Proposals number 11-10600 "Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service" released on July 20, 2011 soliciting proposals for providing public access multifunctional copiers and related vending services at all five Library locations. Among the proposals received, Konica Minolta was evaluated as the most comprehensive receiving the highest score in terms of equipment, presented maintenance and servicing, and reviews received from libraries and other organizations in California with similar type installations. Consequently, on October 12, 2011, the board approved Resolution No.: 11-069 authorizing the Library to enter into an agreement with Konica for the solicited services. In early 2012, the Library and Konica executed Contract No. 8977 extending from February 27, 2012 through February 26, 2015. Subsequently, on November 12, 2014, the board approved Resolution No.: 14-071 authorizing amendment of the contract and increasing the not-to-exceed value to \$180,000.

**CURRENT SITUATION**

Konica Minolta is the sole provider for public use copiers, printers, and related vending services at all Library locations. To date, Konica has satisfactorily performed the services as contracted. Upon execution of this requested amendment, Konica will switch-out the existing seven Bizhub 363 black and white print machines with six new model Bizhub 364E b&w units and one C368 color print unit that will be installed in the Central Library; and the Library will set color print pricing at \$0.25 per hardcopy. Previously, on

September 3, 2014 the board approved Resolution No.: 14-048 setting the fee for all b&w paper copying regardless of the original source format to \$0.15 and eliminating any fee for scanning services; these will remain unchanged.

**FISCAL IMPACT**

The cost of the contract at a not-to-exceed value of \$250,000 is partially offset by miscellaneous revenue generated from copies and prints. Based on the existing fee and average use of the existing copy machines and printers, average monthly revenue is estimated at \$2,000 system-wide. The remainder of any in-excess costs will be supported by other uncommitted funding available in the Transaction Based Reimbursements Fund (302). The funding requested herein is supported by the FY 2017 Transactions Based Reimbursements Fund (302) budget and will be likewise captured in the upcoming biennial fiscal years 2018 and 2019 budgets.

**FUTURE ACTION**

No future action is necessary.

**Attachments**

1. Resolution



## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R16-\_\_\_**

### **CONTRACT AMENDMENT: KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.**

WHEREAS, on July 20, 2011 the Library released Request for Proposals number 11-10600 "Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service"; and

WHEREAS, on October 12, 2011, the board approved Resolution No.: 11-069 authorizing the Library to enter into an agreement with Konica for public-use photocopier services, and Contract No. 8977 was executed extending from February 27, 2012 through February 26, 2015; and

WHEREAS, on November 12, 2014, the board approved Resolution No.: 14-071 authorizing the Library to amend the contract and increase the not-to-exceed value to \$180,000; and

WHEREAS, Konica as the sole provider for public use copiers, printers, and related vending services at all Library locations has satisfactorily performed the services as contracted; and

WHEREAS, the cost of the contract is partially offset by miscellaneous revenue generated from copies and prints with any remaining cost supported by other uncommitted funding available in the Transaction Based Reimbursements Fund (302); and

WHEREAS, the funding requested herein is supported by the FY 2017 Transactions Based Reimbursements Fund (302) budget and will be captured in the upcoming biennial fiscal years 2018 and 2019 budgets.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend Contract No. 8977 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$250,000 for the continuing provision of public-use copiers, printers, and related vending services at all Library locations and by extending the term date to end on September 18, 2020 and with the option to extend further on a month-to-month basis without any changes to lease and metered rates.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the addition to the Library Fee Schedule a fee of \$0.25 per color photocopy hardcopy.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on September 9, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**CONSENT CALENDAR**

September 14, 2016

**TO:** Board of Library Trustees

**FROM:** Dennis Dang, Administrative and Fiscal Services Manager

**SUBJECT:** FY 2016 CLOSING BUDGET RESULTS AND FY 2017 BUDGET AMENDMENT (AAO1)

**INTRODUCTION**

Fiscal year 2016 results and year-over-year percentage changes by Fund entities are:

**Close #2 (22AUG16)**

<b>Fund</b>	<b>Revenue</b>	<b>%age of Rev</b>	<b>Rev YoY</b>	<b>Expenditures</b>	<b>%age of Exp</b>	<b>Exp YoY</b>
Library Tax (301)	\$17,503,972	98.6%	+4.5%	\$16,049,444	98.2%	+0.2%
Transaction Based Reimb (302)	24,186	0.1%	-4.7%	38,119	0.2%	-11.3%
Grants (304)	74,167	0.4%	+51.3%	79,305	0.5%	+36.0%
Public Library (305)	-	-	-	-	-	-
Gifts (306)	102,824	0.6%	-9.2%	109,871	0.7%	-41.9%
Foundation (307)	36,000	0.2%	+148.1%	62,055	0.4%	-21.4%
Measure FF (308)	3,410	0.0%	+128.6%	2,500	0.0%	-97.3%
Total	\$17,744,559	100.0%	+4.7%	\$16,341,294	100.0%	-0.8%

**RECOMMENDATION**

Adopt a resolution amending the FY 2017 Adopted Expenditures Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$565,237.

**FISCAL IMPACTS**

The board's approval of the encumbered carry-over and the budget adjustments to the FY 2017 budget would be effected as part of the first amendment to the FY 2017 Annual Appropriations Ordinance to be brought before the City Council in late 2016.

Recommended revisions to the fiscal year 2017 expenditure budget by Fund entities are:

<b>Fund</b>	<b>R16-021 FY17 Budget (Adopted)</b>	<b>Encumbered C/O</b>	<b>Adjustments (AAO1)</b>	<b>Proposed FY17 Budget (Revised)</b>	<b>Prjctd FY-End Fund Balance</b>
Library Tax (301)	\$19,002,915	\$452,658	\$100,000	\$19,555,573	\$3,011,825*
TBR (302)	69,000	2,438	-	71,438	73,282
Grants (304)	55,691	140	-	55,831	7,177
Public Library (305)	-	-	-	-	56,283
Gifts (306)	115,000	133	2,150	117,283	303,896
Foundation (307)	700,000	19	7,700	707,719	530,819
Measure FF	200,000	-	-	200,000	1,132,287
<b>Total</b>	<b>\$20,142,606</b>	<b>\$455,387</b>	<b>\$109,850</b>	<b>\$20,707,844</b>	<b>-</b>

\*Net of \$1.4M in reserve funds.

**Previously**

On June 3, 2015 at a special meeting, the Board of Library Trustees by Resolution No.: 15-109 approved the revenues and expenditure budgets for all Library Fund entities for biennial budget fiscal years 2016 and 2017. On June 8, 2016 at a regular meeting, the Board of Library Trustees by Resolution No.: 16-021 approved the Adopted revenues and expenditure budgets for all Library Fund entities for biennial budget fiscal year 2017.

**Expenditure Budgets for FY 2017**

<b>Fund</b>	<b>R15-109 FY17 Budget (Fund\$)</b>	<b>Updates (8JUN16)</b>	<b>R16-021 FY17 Budget (Adopted)</b>
Library Tax (301)	\$17,165,995	\$1,836,920	\$19,002,915
TBR (302)	69,000	-	69,000
Grants (304)	55,691	-	55,691
Public Library (305)	-	-	-
Gifts (306)	115,000	-	115,000
Foundation (307)	200,000	500,000	700,000
Measure FF	-	200,000	200,000
<b>Total</b>	<b>\$17,605,686</b>	<b>\$2,536,920</b>	<b>\$20,142,606</b>

**BACKGROUND**

The Library has several revenue sources of support dedicated to its operations. By far, the largest revenue source is the library tax, a property tax special assessment based on building square footage and use code. Much less sizable in terms of dollar value, but nonetheless, of importance to the Library are allocations distributed by the California State Library typically through programs such as the California Library Literacy

Services (CLLS) program and the defunct Transaction-Based Reimbursement (TBR) and Public Library Fund programs – discontinued programs of which the Library retains remaining funds from prior years. The Library also receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and private organizations and individuals.

Excluding Funds: Gifts (306), Foundation (307), and Measure FF (308) – Funds targeted primarily to special programs and projects – FY16 revenue at \$17,602,325 finished \$780,846 over the prior fiscal year period, a percentage increase of 4.6%; whereas expenditures trended flat to the prior year rising only 0.3% or \$48,822. Among these Funds, FY16 revenues topped expenses by \$1,435,457, yielding a gain of 104.06%, doubling last fiscal year's ending surplus. The favorable revenue increase among these Fund groups was primarily due to \$816,002 in higher year-over library tax receipts. On the expenditure side, salary and wage costs were lower year-over by \$122,158 resulting from salary savings due to partial period vacancies in the Director, Deputy Director, and Finance Manager positions. Employee benefit costs were up year-over by \$211,657 due to medical, CalPERS, and other miscellaneous primarily related to implemented authorized staffing reclassifications and added positions. Other areas driving costs over the prior fiscal year included library materials, and maintenance and upgrades to the integrated library system.

As a share of total revenue library tax receipts represented 98.6% of revenue. Library Tax Fund expenditures at 98.2% were primarily related to normal operating expenses.

**1. Library Tax Fund**

The Library Tax Fund (301) ended fiscal year 2016 in surplus as revenues exceeded expenditures by \$1,454,528 yielding an estimated fund balance of \$4,387,064 at the beginning of fiscal year 2017 net of reserves of \$1.4M.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor's Office and is indexed to the higher of the increase in the California Personal Income Growth (PIG) or the San Francisco Bay Area Consumer Price Index (CPI) rates. In FY16, the library tax rate was pegged to the PIG index increase of 3.82%, generating receipts of \$17,286,659 for an incremental gain of \$816,002 over that of the FY 2015 CPI rate of 2.7874%. Proceeds from fines and fees at \$206,774 softened a bit from the prior year down \$9,058, a drop of 4.2%; and has been trending in a narrow range slightly above \$200,000 since fiscal year 2013.

Fiscal year expenditures at \$16,049,444 were flat relative to last fiscal year increasing only \$32,714; but was significantly below the year's Adjusted Budget, ending with a favorable variance of \$2,509,901. Spending during fiscal year 2016 was tempered by unexpected delays to progress of the Central Library Improvement Project stemming from instability in permanently filling the Director and Deputy Director posts. Labor costs rising \$89,499 year-over with increases to CalPERS contributions, and to a lesser extent medical and other miscellaneous benefits was favorable to the Revised Budget by \$234,268 with major savings in career-classified salary and wages, and associated benefits. Other material favorable variances to the Revised Budget include \$1.6M for architectural and engineering services and project construction due to delay of the Central Library Improvement Project, deferment of workstation upgrades for the Technical Services and Information Technology divisions to FY 2017, and acceptance of an advance payment for a discount offer from Bibliotheca in FY 2015 for the Library's self-check system.

**2. Gifts Fund**

Gifts Fund (306) expenditures at \$109,871 fell year-over by 41.9% or \$79,262. Spending was supported primarily by funding support from the Friends of the Library – fiscal year 2015 expenditures were boosted by that fiscal year’s full spend-down of the Alice Meyer Trust (07LB16). Received funding support from the Friends was \$97,628 of which \$30,259 was expended for Childrens events and activities, \$5,138 dedicated to Teen programming, \$9,568 for adult programming, and \$10,838 for Art and Music programs. Other Gifts Fund spending was supported by the full spend-down of remaining monies for contemporary audio material from the FY 2015 gift of \$18,290 from the Kolenda Trust.

**FY 2016 Gift Receipts (306 and 307)**

Report to CC	Donor	Value \$	Fund	Purpose
No	Private Donor (Addison)	900	306	West Branch
No	Private Donor (Beatty)	200	306	Unrestricted
No	Private Donor (Chan Mock)	100	306	Unrestricted
No	Private Donor (Kolenda Estate)	109.81	306	Electronic Media
No	Private Donor (Solomon)	50	306	Unrestricted
No	Private Donor (Kimmerer/Weaver)	60	306	Unrestricted
No	BALIT	565.58	306	BerkeleyREADS
Yes	Califa	2,000	306	Teens
Yes	BPL Foundation: Pass-through	3,500	307	Raymond Family Foundation for BerkeleyREADS
Yes	BPL Foundation: Pass-through	4,812	307	Commemorative Bench at North Branch
Yes	BPL Foundation	10,000	307	Berkeley Builds Readers
Yes	BPL Foundation	22,500	307	Teen Chromebooks
Yes	Friends of BPL	97,628	306	Gift for FY 2016 Programs
<b>BPL</b>	<b>Total</b>	<b>142,425.39</b>		

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

**3. Other Funds**

The TBR Fund (302) ended the fiscal year with revenue of \$24,186, down 4.7% from FY 2015. Receipts in the TBR Fund are derived largely from public-use photocopiers and to a much lesser extent from fines from the Link+ lending program. Ending TBR Fund expenditures at \$38,119 dropped \$4,873 year-over or 11.3% as a full year of promotional savings was realized from the Library’s public photocopier provider Konica Minolta for contract consolidation and a contract extension to September 2016. Public-use copier services and participation in the Link+ lending program are services partially subsidized by the Fund’s balance accumulated prior to discontinuation of the program’s funding support by the CA State Library.

Grants Fund (304) revenue at \$74,167 was achieved with a \$59,167 award from the California Library Literacy Services (CLLS) program to support the BerkeleyREADS adult literacy program, and \$15,000 from the Pacific Library Partnership to develop a peer-inspired support program enabling BerkeleyREADS participants to engage and assist each other through the sharing of insights into achieving personal goals of employment and overcoming joblessness and underemployment. Expenditures totaling \$79,305 included \$60,092 for BerkeleyREADS CLLS, and \$18,999 for the PLP program; spending in excess of awarded grants was supported by non-committed Fund balance reserves.

The Public Library Fund (305) was funded by a program of the California State Library. This Fund received annual awards based on a per capita calculation and distribution share of population. The last program receipts were received in fiscal year 2011. The Fund has an unrestricted fund balance of \$56,283.

4. Library Foundation Fund

The Library Foundation Fund (307) recorded revenues of \$36,000: \$22,500 targeted for the *Tech for Teens* learning initiative and the purchase of Chromebooks, \$10,000 for the Berkeley Builds Readers early literacy project, and \$3,500 in pass-through funding for BerkeleyREADS from the Raymond Family Foundation. Expenditures of \$62,055 during the fiscal year included \$48,709 from the Nello and Mary Jo Pace Trust for the North Branch Library, a commemorative bench installation at North for \$5,000, \$6,136 for the Berkeley Builds Readers project, and \$2,200 in Teen participation stipends for the Central Teen Room design project.

5. Measure FF Fund

The Measure FF Fund (308) posted interest revenue of \$3,410 and spending of \$2,500 for arbitrage compliance as required by Internal Revenue code – IRC 148(f).

CURRENT SITUATION AND ITS EFFECTS

Throughout the year, the Board of Library Trustees takes actions that amend the fiscal year's revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to the adopted expenditure authority due to unanticipated needs.

The revised budget is also amended annually to reflect re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as carryover of unexpended funds previously authorized for one-time, non-recurring purposes. The amended FY 2016 Revised Budget will be sent to the City's budget office for inclusion in the consolidated second amendment of the Annual Appropriations Ordinance (see table in *Fiscal Impacts* section).

1. Library Tax Fund (301)

The Library Tax Fund budget is requested to be increased by the carryover amount of \$452,658 and \$100,000 for services for renovation improvement work to the restrooms ventilation stack in the Central Library (original wing) yielding a revised budget amount of \$19,555,573. Incorporating these actions yields a projected ending uncommitted Fund Balance net of reserves of \$3,011,825.

Carryover	\$452,658	
• Noll & Tam Architects	\$129,174	Central Improvement Project Design
• One Workplace	\$74,732	Central Staff Furniture Replacement
• Innovative Interfaces Inc.	\$50,853	Integrated Library System
• Califa Group	\$45,816	Internet Support Services
• KPM Consulting, LLC	\$44,593	Project Management-Central Imp. Prj.
• Security Engineers	\$13,835	Fire Alarm Monitoring Services
• BergDavis Public Affairs, Inc.	\$11,950	Communication Consulting
• Hawkins Co.	\$11,660	Director Recruitment

• Interact Intranet Inc.	\$9,252	Intranet Design and Support
• GNU Group	\$7,682	Signage Manufacture
• Advantel Inc.	\$6,348	VoIP Equipment
• ThyssenKrupp Elevator	\$6,306	Elevator Maintenance
• Unique Management Services	\$5,640	Collections Agency
• L.J. Kruse Co.	\$5,387	Facility Maintenance
• Bibliotheca	\$4,799	Self-check and AMH Systems Maint.
• Moovers Inc.	\$4,530	Moving Services
• Syserco, Inc.	\$4,057	Building Systems
• Demco Inc.	\$2,682	Office Equipment
• VAS Security Systems Inc.	\$2,517	Key-card System Servicing
• First Security Services	\$2,059	Guard Services
• Johnson Controls, Inc.	\$1,702	Building Systems
• Moran Supply	\$1,309	Building Supplies
• Accutite Environmental Engineer	\$1,106	Underground Tank Servicing
• Trinity EMCS Inc.	\$1,040	Building Systems
• Independent Stationers, Inc.	\$824	Office Supplies
• New Image Landscape Company Inc.	\$481	Landscaping Maintenance
• Solarwinds Inc.	\$448	Software Management
• Sentry Alarm Systems	\$440	Intrusion Alarm Monitoring Services
• Gov Connection	\$308	Computer Equipment
• Stuart's Clear Choice	\$295	Window Cleaning/Pressure Washing
• Acme Security System	\$286	Key Card Supplies
• Amazon.com	\$217	Miscellaneous Supplies
• Assoc. of Children's Librarians	\$130	Conference
• Univ. of CA - Berkeley Eye Clinic	\$59	Vision Services
• Dell Marketing LP	\$56	Computer Equipment
• Uline	\$42	Office Supplies
• Kray Cabling, Inc.	\$31	I.T. Cabling
• Data2	\$9	Field Supplies
• CDW-Government	\$3	Computer Supplies
• Pacific Library Partnership	\$3	Membership

Adjustments \$100,000

• L.J. Kruse Co.	\$100,000	Central Library HVAC Restroom Stack
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## 2. Gifts Fund (306)

The Gifts Fund revised budget increases \$2,283 to \$117,283 due to FY16 carryover, and adjustments. Incorporating these actions yields a projected ending Fund Balance of \$303,896.

Carryover \$133

• Kaplan Early Learning Co.	\$58	Program Supplies
• Discount School Supply	\$35	Program Supplies



- Lakeshore Learning Materials                      \$21                      Program Supplies
- Musician's Friend, Inc.                              \$14                      Summer Reading Program Supplies
- Amazon.com    \$5                      Miscellaneous Supplies
  
- Adjustment                      \$2,150
  
- Fund Balance    \$2,000                      for Training and Conferences
- Common Knowledge                                  \$150                      for Literacy BerkeleyREADS program

**3. Other Funds (302, 304, 305)**

The TBR Fund (302) revised budget increases \$2,438 to \$71,438 due to FY16 carryover. Incorporating these actions yields a projected ending Fund Balance of \$73,282.

Carryover                      \$2,438

- Konica Minolta    \$2,438                      Public Copier Services

The Grants Fund (304) revised budget increases \$140 to \$55,831 due to FY16 carryover. Incorporating these actions yields a projected ending Fund Balance of \$7,177.

Carryover                      \$140

- Easy English Times                                      \$140                      Literacy Program Supplies

The Public Library Fund (305) is inactive. The projected ending Fund Balance is \$56,283.

**4. Foundation Fund (307)**

The Foundation Fund revised budget increases \$7,719 to \$707,719 due to FY16 carryover and an adjustment. Incorporating these actions yields a projected ending Fund Balance of \$530,819.

Carryover                      \$19

- Constructive Playthings                              \$8                      Program Supplies
- Amazon.com    \$6                      Miscellaneous Supplies
- Women Make Movies                                  \$5                      Film DVD

Adjustment                      \$7,700

**5. Measure FF Fund (308)**

The Measure FF Fund revised budget is unchanged at \$200,000. Incorporating these actions yields a projected ending Fund Balance of \$1,132,287.

**FUTURE ACTION**

The Library will report the amended revised budget to the City Manager's Office for inclusion in the amendment to the FY 2017 Annual Appropriations Ordinance to be brought before the City Council at a future date.

Attachments:

- A. Resolution
  - 1. FY 2016 Revenue by Fund: Close II
  - 2. FY 2016 Expenditure by Fund: Close II
  - 3. FY 2016 Friends of the Library Gift Expenditures
  - 4. Library Tax Fund: 5-Year Fund Analysis
  - 5. Gifts Fund: 5-Year Fund Analysis
  - 6. Other Funds: 5-Year Fund Analysis
  - 7. Foundation Fund: 5-Year Fund Analysis
  - 8. Measure FF Fund: 5-Year Fund Analysis

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R16-\_\_\_**

### **AMEND THE FY 2017 EXPENDITURE BUDGETS TO \$20,707,844**

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

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 15-109 on June 3, 2015 adopted the FY 2016 and FY 2017 biennial revenue and expenditure budgets; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 16-021 on June 8, 2016 adopted the updated FY 2017 revenue and expenditure budgets; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budget for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,

WHEREAS, the FY 2017 expenditures budgets are requested to be amended to include fiscal year 2016 encumbered carry-over of \$455,387; and

WHEREAS, the FY 2017 expenditures budgets are requested to be amended to include other adjustments of \$109,850; and

WHEREAS, the Board is committed to achieving a balanced budget that correlates expenditures with available funds.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2017 Expenditure Budgets are amended based upon a recommended value of \$20,707,844 in expenditures.p

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 7, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees



# Attachment 1

## FY 2016 REVENUE BY FUND

BERKELEY PUBLIC LIBRARY										data as of:
REVENUE JUN FY16 (Close #2)										22-Aug-16
Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr	DL/ILL	Grants	Pub Lib	Gift	FF&E	Mse FF	Rfse Coll	Revenue
		301	302	304	305	306	307	308	820	FY16
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								10,444	10,444
13-15	Library Tax	16,913,793								16,913,793
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						3,500			3,500
23-13	Friends of BPL					90,000				90,000
30-01	Interest-Investment Pool									
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant/w Proj Code									
99-01	Carryover/AAO									
99-03	Donations									
99-99	Miscellaneous Revenue	10,000	20,000							30,000
<b>Adopted</b>	<b>Berkeley Public Library</b>	<b>17,200,793</b>	<b>20,000</b>	<b>30,000</b>		<b>90,000</b>	<b>3,500</b>		<b>10,444</b>	<b>17,354,737</b>
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								10,444	10,444
13-15	Library Tax	16,913,793								16,913,793
20-07	Library Svc&Constr Act			59,167						59,167
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						3,500			3,500
23-13	Friends of BPL					90,000				90,000
30-01	Interest-Investment Pool									
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant/w Proj Code									
99-01	Carryover/AAO									
99-03	Donations									
99-99	Miscellaneous Revenue	10,000	20,000							30,000
<b>Adjusted</b>	<b>Berkeley Public Library</b>	<b>17,200,793</b>	<b>20,000</b>	<b>59,167</b>		<b>90,000</b>	<b>3,500</b>		<b>10,444</b>	<b>17,383,904</b>
01-01	Refund on Bills									
05-01	Over and Shorts	285								285
10-01	Collection by City								11,834	11,834
13-15	Library Tax	17,286,659								17,286,659
20-07	Library Svc&Constr Act			59,167						59,167
20-11	Library Fines	176,573								176,573
20-12	Link + Fines	103	1,400							1,503
20-15	Lost Book Fines	21,406								21,406
20-21	Tool Lending Fines	8,557								8,557
23-12	BPL Foundation						22,500			22,500
23-13	Friends of BPL					97,628				97,628
30-01	Interest-Investment Pool					881		3,410		4,291
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	135								135
80-99	1-Time Grant/w Proj Code			15,000						15,000
99-01	Carryover/AAO	4,332,540	138,653	38,146	56,283	338,224	1,053,591	1,331,747		7,289,184
99-03	Donations					4,315	13,500			17,815
99-99	Miscellaneous Revenue	10,254	22,786							33,040
<b>Actl+Upstd</b>	<b>Berkeley Public Library</b>	<b>21,836,512</b>	<b>162,839</b>	<b>112,313</b>	<b>56,283</b>	<b>441,048</b>	<b>1,089,591</b>	<b>1,335,157</b>	<b>11,834</b>	<b>25,045,577</b>



**Attachment 2**  
**FY 2016 EXPENDITURE BY FUND (1 of 3)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY16 (Close #2)											13	100.0%
Berkeley Public Library + CoB				Actuals W/O Encumbrances							YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY16	Bdgt RSV FY16	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	Fndtn 307	Mse FF 308	Actual FY16	% RSV Spent
11-01	Monthly Rated Employees	7,771,201	7,771,201	7,087,731							7,087,731	91.2%
11-02	Wage Continuation Payment			116							116	
11-03	Hourly and Daily Rated Empl	246,947	276,825	310,490		60,171			1,478		372,139	134.4%
11-04	Monthly Rated - Part Benefitted	106,220	106,220	51,348							51,348	48.3%
11-30	Temporary Disability Payments			588							588	
11-59	Reg Retro Gross Adjust.			1,750							1,750	
11-60	Excess Hours Pay			291,590				107			291,697	
13-01	O/T-Monthly Rated Employee	6,771	6,771	665							665	9.8%
13-05	Holiday Pay	5,081	5,081									
<b>Prsnl Svcs-Salaries and Wages</b>		<b>8,136,220</b>	<b>8,166,098</b>	<b>7,744,278</b>		<b>60,171</b>		<b>107</b>	<b>1,478</b>		<b>7,806,034</b>	<b>95.6%</b>
20-11	Medical Insurance	1,182,195	1,182,195	1,185,498				37			1,185,535	100.3%
20-12	Dental Insurance	170,596	170,596	160,856				4			160,860	94.3%
20-13	Life Insurance	7,219	7,219	6,855							6,855	95.0%
20-21	Cash-in-Lieu	127,999	127,999	131,369							131,369	102.6%
20-31	Pers/Misc Other	2,617,637	2,617,637	2,480,546				37			2,480,583	94.8%
20-34	PARS (3.75%)	13,245	13,245	10,011		2,257			55		12,323	93.0%
20-36	SRIP	286,670	286,670	278,022				7			278,029	97.0%
20-40	Medicare Tax	110,773	110,773	109,510		840		1	21		110,372	99.6%
20-63	Retirement Med: Misc. Emp Medical Trusts	171,794	171,794	161,092				2			161,094	93.8%
20-71	Workers Comp: Workers Comp Charges	188,093	188,093	189,509		1,222		2	30		190,763	101.4%
20-82	Allowances: Shoes Allowance	1,212	1,212	1,212							1,212	100.0%
20-87	Terminal Payouts-Misc.Emp	145,675	145,675	138,411				2			138,413	95.0%
20-90	Other Employee Benefits	300,150	300,150	359,137				4			359,141	119.7%
20-91	Commuter Check	21,630	21,630	21,612				1			21,613	99.9%
27-20	Fringe Benefits (Budget)	12,290	12,290									
<b>Prsnl Svcs-Fringe Benefits</b>		<b>5,357,178</b>	<b>5,357,178</b>	<b>5,233,640</b>		<b>4,319</b>		<b>97</b>	<b>106</b>		<b>5,238,162</b>	<b>97.8%</b>
20-99	Salary Savings	(256,243)	(256,243)									
<b>Personal Services-Employee</b>		<b>13,237,155</b>	<b>13,267,033</b>	<b>12,977,918</b>		<b>64,490</b>		<b>204</b>	<b>1,584</b>		<b>13,044,196</b>	<b>98.3%</b>

**Attachment 2**  
**FY 2016 EXPENDITURE BY FUND (2 of 3)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY16 (Close #2)											13	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances							YTD JUN		
Elmnt-Object	Description	Bdgt ORG FY16	Bdgt RSV FY16	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	Fndtn 307	Mse FF 308	Actual FY16	% RSV Spent
30-12	Professional: Stipends		3,000						2,200		2,200	73.3%
30-35	Professional: Engrng & Architecural Svcs	200,000	247,035	111,990							111,990	45.3%
30-37	Professional: Medical		59									
30-38	Professional: Misc Prof Svcs	560,750	578,194	234,623				47,552	13,578	2,500	298,253	51.6%
30-39	Hazardous Materials Handling	2,000	1,990	1,900							1,900	95.5%
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	6,500	1,488							1,488	22.9%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	220,124	179,356							179,356	81.5%
30-44	Maint Svcs: Field Equip Maint	86,250	56,660	4,309							4,309	7.6%
30-46	Maint Svcs: Computer Maintenance	5,000	9,000	7,029							7,029	78.1%
30-47	Maint Svcs: Software Maintenance	350,000	279,412	204,136							204,136	73.1%
30-51	Bank Credit Card Fees	4,500	4,500	3,948							3,948	87.7%
	<b>Purchased Prof &amp; Tech Svcs</b>	<b>1,389,000</b>	<b>1,406,474</b>	<b>748,779</b>				<b>47,552</b>	<b>15,778</b>	<b>2,500</b>	<b>814,609</b>	<b>57.9%</b>
35-20	County/State/Fed Pymts.	5,000	5,000	3,200							3,200	64.0%
35-52	Taxes: User Use Fuel Tax		9	8							8	88.9%
	<b>Grants &amp; Gvrnmntl Payments</b>	<b>5,000</b>	<b>5,009</b>	<b>3,208</b>							<b>3,208</b>	<b>64.0%</b>
40-10	Professional Dues and Fee	47,250	47,260	38,282							38,282	81.0%
40-31	Communications: Telephones	87,200	204,021	125,934							125,934	61.7%
40-33	Communications: Cellular	14,550	14,550	3,551							3,551	24.4%
40-41	Utilities: Water	32,500	31,746	26,382					4,244		30,626	96.5%
40-42	Utilities: Gas/Electricity	300,000	323,921	270,083					19,365		289,448	89.4%
40-43	Utilities: Refuse	34,252	23,696	18,419							18,419	77.7%
40-50	Printing and Binding	17,850	24,492	4,120		1,751		3,950			9,821	40.1%
40-61	Travel: Commerical Travel	2,000	11,100	5,394		1,045		4,193			10,632	95.8%
40-62	Travel: Meals & Lodging	7,000	18,455	17,393		1,452		5,028			23,873	129.4%
40-63	Travel: Registration/Admin Fees	25,000	27,995	20,268		495		735			21,498	76.8%
40-64	Travel: Transportation	2,000	4,070	2,816		64					2,880	70.8%
40-70	Advertising	20,000	7,878	1,406							1,406	17.8%
40-80	Books and Publications	16,000	20,000	18,152							18,152	90.8%
40-90	Other	178,500	48,747									
	<b>Other Purchased Services</b>	<b>784,102</b>	<b>807,931</b>	<b>552,200</b>		<b>4,807</b>		<b>13,906</b>	<b>23,609</b>		<b>594,522</b>	<b>73.6%</b>
50-10	Rental of Land/Buildings	1,500	1,500	2,436							2,436	162.4%
50-20	Rental of Equip/Vehicles	46,500	51,337		26,899						26,899	52.4%
50-30	Rental of Office Equipment & Furniture	10,000	11,200	6,162							6,162	55.0%
50-40	Rental of Software & Licenses	75	75									
	<b>Rentals / Leases</b>	<b>58,075</b>	<b>64,112</b>	<b>8,598</b>	<b>26,899</b>						<b>35,497</b>	<b>55.4%</b>



**Attachment 2**  
**FY 2016 EXPENDITURE BY FUND (3 of 3)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY16 (Close #2)											13	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances							YTD JUN		
Elmnt- Object	Description	Bdgt ORG FY16	Bdgt RSV FY16	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	Fndtn 307	Mse FF 308	Actual FY16	% RSV Spent
51-10	Postage	47,000	35,460	14,797							14,797	41.7%
51-20	Messenger/Deliver	13,000	13,000		11,220						11,220	86.3%
	<b>Mail Services</b>	<b>60,000</b>	<b>48,460</b>	<b>14,797</b>	<b>11,220</b>						<b>26,017</b>	<b>53.7%</b>
55-11	Office Supplies	39,260	37,538	21,380		996					22,376	59.6%
55-20	Field Supplies	169,721	254,387	131,691		8,679		27,050	10,716		178,136	70.0%
55-34	Equip & Veh Supp: Spare Replacement Parts	6,000	586									
55-50	Food	1,531	21,033	2,632		333		8,887	4,813		16,665	79.2%
55-60	Library Materials	1,327,000	1,351,885	1,289,660				12,272	455		1,302,387	96.3%
	<b>Supplies</b>	<b>1,543,512</b>	<b>1,665,429</b>	<b>1,445,363</b>		<b>10,008</b>		<b>48,209</b>	<b>15,984</b>		<b>1,519,564</b>	<b>91.2%</b>
60-20	Outside Janitorial Svcs	205,000	203,176	195,083							195,083	96.0%
	<b>Purchased Property Services</b>	<b>205,000</b>	<b>203,176</b>	<b>195,083</b>							<b>195,083</b>	<b>96.0%</b>
65-70	Building - Existing Construction	1,300,000	1,296,979	390							390	0.0%
65-75	Building - New Construction		250									
	<b>Infrastructure</b>	<b>1,300,000</b>	<b>1,297,229</b>	<b>390</b>							<b>390</b>	<b>0.0%</b>
70-41	Machinery and Equipment	54,000	58,163	1,513							1,513	2.6%
70-43	Furniture and Fixtures	75,000	87,214	5,245					5,000		10,245	11.7%
70-44	Computers & Printers	40,000	34,000	8,193							8,193	24.1%
70-47	Computer Softwares & Lic	25,000	24,700	15,732							15,732	63.7%
	<b>Property</b>	<b>194,000</b>	<b>204,077</b>	<b>30,683</b>					<b>5,000</b>		<b>35,683</b>	<b>17.5%</b>
71-10	Small Equipment	26,000	17,733	11,043					100		11,143	62.8%
71-44	Mach & Equip: Computers And Printers	50,000	70,000	21,890							21,890	31.3%
71-47	Mach & Equip: Software & Licenses	20,000	33,125	29,410							29,410	88.8%
	<b>Property Under Cap Limit</b>	<b>96,000</b>	<b>120,858</b>	<b>62,343</b>					<b>100</b>		<b>62,443</b>	<b>51.7%</b>
75-35	Mail Services	1,764	1,764	1,764							1,764	100.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	8,318							8,318	106.6%
75-60	City Parking Permits	500	500									
	<b>Internal Services</b>	<b>10,064</b>	<b>10,064</b>	<b>10,082</b>							<b>10,082</b>	<b>100.2%</b>
	Appropriations Ord #2		(84,322)									
99-12	Appropriations Ord #2 Offset Acct		84,322									
	<b>Balance Sheet Accounts</b>											
	<b>Other Expenses</b>	<b>5,644,753</b>	<b>5,832,819</b>	<b>3,071,526</b>	<b>38,119</b>	<b>14,815</b>		<b>109,667</b>	<b>60,471</b>	<b>2,500</b>	<b>3,297,098</b>	<b>56.5%</b>
	<b>Berkeley Public Library + CoB</b>	<b>18,881,908</b>	<b>19,099,852</b>	<b>16,049,444</b>	<b>38,119</b>	<b>79,305</b>		<b>109,871</b>	<b>62,055</b>	<b>2,500</b>	<b>16,341,294</b>	<b>85.6%</b>



### Attachment 3

## FY 2016 FRIENDS OF THE LIBRARY GIFT EXPENDITURES

BERKELEY PUBLIC LIBRARY					
FY16 GIFT SPENDING ACTUALS - FRIENDS OF THE LIBRARY					
G:\FINANCE\BUDGETS\FY16\Friends\[FY16_Friends Actuals_FINAL.xlsx]crit					
			@30JUN16	FY16	%age/
DpDv	Code	Project	Spent	Bdgt	Bdgt Spnt
9101	16LB01	Gift FY16: BPL Annual Art Show	207.04	200.00	103.5%
	16LB02	Gift FY16: ALA 2016	9,956.73	6,000.00	165.9%
	16LB03	Gift FY16: All Staff Food	599.76	600.00	100.0%
	16LB07	Gift FY16: Volunteer Services	544.52	800.00	68.1%
	16LB10	Gift FY16: Employee Teamwork	2,214.54	3,990.00	55.5%
	16LB20	Gift FY16: Training=Dvlpmnt+Hlthy Food		2,500.00	
Admin		9101	13,522.59	14,090.00	96.0%
9202	16LB11	Gift FY16: Childrens	30,259.64	35,000.00	86.5%
9203	16LB05	Gift FY16: Art & Music	10,837.57	6,800.00	159.4%
9204	16LB12	Gift FY16: Asian Culture (REF)	1,300.00	1,300.00	100.0%
	16LB13	Gift FY16: Writing Wrkshp (REF)	5,500.00	5,620.00	97.9%
	16LB14	Gift FY16: Adult Program (REF)	971.63	1,200.00	81.0%
	16LB15	Gift FY16: BHR TALK (REF)	370.45	600.00	61.7%
	16LB16	Gift FY16: Science Prgm (REF)	625.82	650.00	96.3%
	16LB17	Gift FY16: Poetry Wrkshp (REF)	800.00	630.00	127.0%
Reference		9204	9,567.90	10,000.00	95.7%
9205	16LB04	Gift FY16: Literacy	3,131.87	3,000.00	104.4%
9206	16LB06	Gift FY16: Teen	5,138.09	8,338.00	61.6%
9301	16LB09	Gift FY16: Programming Committee	5,614.00	5,000.00	112.3%
9303	16LB21	Gift FY16: South Branch	3,172.40	4,000.00	79.3%
9304	16LB18	Gift FY16: Café Literario West	2,886.73	2,350.00	122.8%
	16LB19	Gift FY16: West Branch	2,375.96	2,000.00	118.8%
West		9304	5,262.69	4,350.00	121.0%
9305	16LB08	Gift FY16: Claremont Branch	4,964.05	5,050.00	98.3%
9402	16LB22	Gift FY16: Digitization	263.45	2,000.00	13.2%
Total - *** Friends *** 2016			91,734.25	97,628.00	94.0%



# Attachment 4

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

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 FINAL #2	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$ 2,267,968</b>	<b>\$ 3,068,245</b>	<b>\$ 3,602,171</b>	<b>\$ 4,332,536</b>	<b>\$ 4,332,536</b>	<b>\$ 4,332,536</b>	<b>\$ 5,787,064</b>	<b>\$ 5,787,064</b>	<b>\$ 5,787,064</b>
<b>Revenues</b>									
Library Services Tax	\$15,253,044	\$15,991,855	\$16,470,657	\$16,913,793	\$16,913,793	\$17,286,659	\$17,893,335	\$17,893,335	\$17,893,335
Fines/Fees	210,984	213,243	215,832	275,000	275,000	206,774	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	24,664	30,941	60,606	12,000	12,000	10,539	12,000	12,000	12,000
<b>TOTAL REVENUE</b>	<b>\$15,488,692</b>	<b>\$16,236,039</b>	<b>\$16,747,095</b>	<b>\$17,200,793</b>	<b>\$17,200,793</b>	<b>\$17,503,972</b>	<b>\$18,180,335</b>	<b>\$18,180,335</b>	<b>\$18,180,335</b>
<b>Expenditures</b>									
<b>Operations</b>									
Salaries, Wages, Benefits	\$11,928,221	\$12,480,850	\$12,865,083	\$13,444,829	\$13,444,829	\$12,959,742	\$13,728,233	\$13,728,233	\$13,728,233
<b>Salaries, Wages, Benefits</b>									
less: Labor Vacancy Savings				256,243	256,243		256,243	256,243	256,243
Personnel	\$11,928,221	\$12,480,850	\$12,865,083	\$13,188,586	\$13,188,586	\$12,959,742	\$13,471,990	\$13,471,990	\$13,471,990
Non-Personnel	536,892	790,437	591,152	896,279	963,469	565,440	851,379	969,885	969,885
Library Materials (incl Tool Lndng)	990,423	1,155,518	1,270,771	1,327,000	1,326,043	1,289,660	1,327,000	1,327,809	1,327,809
Misc. Professional Services	249,284	333,916	305,519	745,750	750,844	346,613	345,750	567,427	567,427
Utilities+Telephone	284,052	404,688	367,515	433,502	571,834	444,307	433,402	479,218	479,218
Janitorial	161,230	184,076	189,974	205,000	203,176	195,083	205,000	205,000	205,000
Software Maintenance	154,770	220,045	340,051	350,000	279,412	204,136	350,000	415,851	415,851
Computer & Software Purchase >\$1K	37,014	52,292	62,796	65,000	58,700	23,925	65,000	65,000	65,000
Building/Infrastructure	325,259	59,285		1,200,000	1,189,681	390	1,925,000	1,925,000	2,025,000
<b>Subtotal:</b>	<b>\$14,667,145</b>	<b>\$15,681,107</b>	<b>\$15,992,861</b>	<b>\$18,411,117</b>	<b>\$18,531,745</b>	<b>\$16,029,296</b>	<b>\$18,974,521</b>	<b>\$19,427,180</b>	<b>\$19,527,180</b>
<b>Charges From Other Depts</b>									
Finance - Billing (3601)	\$ 11,719	\$ 13,553	\$ 14,259	\$ 14,101	\$ 14,101	\$ 15,256	\$ 15,294	\$ 15,294	\$ 15,294
Facilities - Admn (5401) +Txcs (5403)	9,551	7,453	9,610	13,499	13,499	4,892	13,100	13,100	13,100
<b>Subtotal:</b>	<b>\$ 21,270</b>	<b>\$ 21,006</b>	<b>\$ 23,869</b>	<b>\$ 27,600</b>	<b>\$ 27,600</b>	<b>\$ 20,148</b>	<b>\$ 28,394</b>	<b>\$ 28,394</b>	<b>\$ 28,394</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,688,415</b>	<b>\$15,702,113</b>	<b>\$16,016,730</b>	<b>\$18,438,717</b>	<b>\$18,559,345</b>	<b>\$16,049,444</b>	<b>\$19,002,915</b>	<b>\$19,455,574</b>	<b>\$19,555,574</b>
<b>Projected Surplus/(Shortfall)</b>									
{Rev - Exp}	\$ 800,277	\$ 533,926	\$ 730,365	\$ (1,237,924)	\$ (1,358,552)	\$ 1,454,528	\$ (822,580)	\$ (1,275,239)	\$ (1,375,239)
<b>GROSS FUND BALANCE</b>									
{Bal + Rev - Exp}	\$ 3,068,245	\$ 3,602,171	\$ 4,332,536	\$ 3,094,612	\$ 2,973,984	\$ 5,787,064	\$ 4,964,484	\$ 4,511,825	\$ 4,411,825
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 3,068,245</b>	<b>\$ 3,602,171</b>	<b>\$ 4,332,536</b>	<b>\$ 3,094,612</b>	<b>\$ 2,973,984</b>	<b>\$ 5,787,064</b>	<b>\$ 4,964,484</b>	<b>\$ 4,511,825</b>	<b>\$ 4,411,825</b>
Annual Committed Reserve	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
<b>Uncommitted Fund Balance</b>	<b>\$ 1,868,245</b>	<b>\$ 2,302,171</b>	<b>\$ 3,032,536</b>	<b>\$ 1,694,612</b>	<b>\$ 1,573,984</b>	<b>\$ 4,387,064</b>	<b>\$ 3,564,484</b>	<b>\$ 3,111,825</b>	<b>\$ 3,011,825</b>
Prjctn 5YR_FY10 17_24AUG16.xlsx								printed:	24-Aug-16



**Attachment 5**  
**GIFTS FUND (306): 5-YEAR FUND ANALYSIS**

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 FINAL #2	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	\$ 531,885	\$ 484,450	\$ 414,157	\$ 338,426	\$ 338,426	\$ 338,426	\$ 331,179	\$ 331,179	\$ 331,179
<b>Revenues</b>									
Friends of BPL	\$ 76,028	\$ 92,004	\$ 92,400	\$ 90,000	\$ 90,000	\$ 97,628	\$ 90,000	\$ 90,000	\$ 90,000
BPL Foundation	500	500							
Donations/Private	5,928					4,206			
Interest/Misc. Revenues	858	1,924	20,798			790			
<b>TOTAL REVENUE</b>	<b>\$ 83,314</b>	<b>\$ 94,428</b>	<b>\$ 113,198</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 102,624</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>
<b>Expenditures</b>									
<b>Operations</b>									
Personnel	\$ 2,021	\$ 3,042	\$ 204			\$ 204			
Non-Personnel	38,582	51,999	53,617	115,000	57,034	49,843	115,000	58,008	60,158
Professional Services	38,196	52,889	36,466		62,667	47,552		57,125	57,125
Library Materials	51,950	56,791	98,642		13,342	12,272			
<b>Subtotal:</b>	<b>\$ 130,749</b>	<b>\$ 164,721</b>	<b>\$ 188,929</b>	<b>\$ 115,000</b>	<b>\$ 133,043</b>	<b>\$ 109,871</b>	<b>\$ 115,000</b>	<b>\$ 115,133</b>	<b>\$ 117,283</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 130,749</b>	<b>\$ 164,721</b>	<b>\$ 188,929</b>	<b>\$ 115,000</b>	<b>\$ 133,043</b>	<b>\$ 109,871</b>	<b>\$ 115,000</b>	<b>\$ 115,133</b>	<b>\$ 117,283</b>
<b>Projected Surplus / (Deficit)</b>									
<b>(Rev - Exp)</b>	<b>\$ (47,435)</b>	<b>\$ (70,293)</b>	<b>\$ (75,731)</b>	<b>\$ (25,000)</b>	<b>\$ (43,043)</b>	<b>\$ (7,247)</b>	<b>\$ (25,000)</b>	<b>\$ (25,133)</b>	<b>\$ (27,283)</b>
<b>GROSS FUND BALANCE</b>									
<b>(Bal + Rev - Exp)</b>	<b>\$ 484,450</b>	<b>\$ 414,157</b>	<b>\$ 338,426</b>	<b>\$ 313,426</b>	<b>\$ 295,383</b>	<b>\$ 331,179</b>	<b>\$ 306,179</b>	<b>\$ 306,046</b>	<b>\$ 303,896</b>
Prjctn 5YR_FY10 17_24AUG16.xlsx								printed:	24-Aug-16





**Attachment 6**  
**OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS**

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 FINAL #2	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	\$ 253,529	\$ 281,955	\$ 260,013	\$ 233,081	\$ 233,081	\$ 233,081	\$ 214,010	\$ 214,010	\$ 214,010
Transaction Based Rmb Fund (302)	199,151	180,223	156,272	138,653	138,653	138,653	124,720	124,720	124,720
Grants Fund (304)	(3,015)	45,450	47,458	38,146	38,146	38,146	33,008	33,008	33,008
Public Library Fund (305)	57,393	56,283	56,283	56,283	56,283	56,283	56,283	56,283	56,283
<b>Revenues</b>									
Direct Loan Fund									
Literacy Services & LSTA	43,288	30,632	49,011	30,000	59,167	59,167	30,000	30,000	30,000
Miscellaneous Grant Revenue	50,691	15,000				15,000			
Public Library Fund (SB 358)									
Other	19,976	22,155	25,373	20,000	20,000	24,186	20,000	20,000	20,000
<b>TOTAL REVENUE</b>	<b>\$ 113,955</b>	<b>\$ 67,787</b>	<b>\$ 74,384</b>	<b>\$ 50,000</b>	<b>\$ 79,167</b>	<b>\$ 98,353</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Expenditures</b>									
<b>Operations</b>									
Personnel	\$ 24,331	\$ 29,202	\$ 36,559	\$ 24,969	\$ 52,847	\$ 64,490	\$ 24,969	\$ 24,969	\$ 24,969
Non-Personnel	56,544	60,293	64,757	99,722	110,848	52,934	99,722	102,300	102,300
Library Materials	4,654	234							
<b>TOTAL EXPENDITURES</b>	<b>\$ 85,529</b>	<b>\$ 89,729</b>	<b>\$ 101,316</b>	<b>\$ 124,691</b>	<b>\$ 163,695</b>	<b>\$ 117,424</b>	<b>\$ 124,691</b>	<b>\$ 127,269</b>	<b>\$ 127,269</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ 28,426</b>	<b>\$ (21,942)</b>	<b>\$ (26,932)</b>	<b>\$ (74,691)</b>	<b>\$ (84,528)</b>	<b>\$ (19,071)</b>	<b>\$ (74,691)</b>	<b>\$ (77,269)</b>	<b>\$ (77,269)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 281,955</b>	<b>\$ 260,013</b>	<b>\$ 233,081</b>	<b>\$ 158,390</b>	<b>\$ 148,553</b>	<b>\$ 214,010</b>	<b>\$ 139,319</b>	<b>\$ 136,741</b>	<b>\$ 136,741</b>
Prjctn 5YR_FY10 17_24AUG16.xlsx								printed:	24-Aug-16



**Attachment 7**  
**BPL FOUNDATION FF&E FUND (307): 5-YEAR FUND ANALYSIS**

	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 FINAL #2	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$ 307,694</b>	<b>\$ 596,181</b>	<b>\$ 1,117,990</b>	<b>\$ 1,053,593</b>	<b>\$ 1,053,593</b>	<b>\$ 1,053,593</b>	<b>\$ 1,027,538</b>	<b>\$ 1,027,538</b>	<b>\$ 1,027,538</b>
<b>Revenues</b>									
Foundation	\$ 650,000	\$ 1,086,250		\$ 3,500	\$ 3,500	\$ 36,000	\$ 211,000	\$ 211,000	\$ 211,000
Misc./ Interest			14,510						
<b>TOTAL REVENUE</b>	<b>\$ 650,000</b>	<b>\$ 1,086,250</b>	<b>\$ 14,510</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 36,000</b>	<b>\$ 211,000</b>	<b>\$ 211,000</b>	<b>\$ 211,000</b>
<b>Expenditures</b>									
Personnel					\$ 2,000	\$ 1,584			
Consultants	6,544	60,640	6,095	15,000	14,777	15,778	15,000	8,850	8,850
Furniture and Fixtures	224,709	260,158	40,535		5,000	5,000			
Equipment	124,578	238,788	1,780		22,623	100			
Building				100,000	100,000		600,000	600,000	600,000
Miscellaneous/Other	5,682	4,855	30,497	88,500	91,821	39,593	85,000	91,169	98,869
<b>TOTAL EXPENDITURES</b>	<b>\$ 361,513</b>	<b>\$ 564,441</b>	<b>\$ 78,907</b>	<b>\$ 203,500</b>	<b>\$ 236,221</b>	<b>\$ 62,055</b>	<b>\$ 700,000</b>	<b>\$ 700,019</b>	<b>\$ 707,719</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ 288,487</b>	<b>\$ 521,809</b>	<b>\$ (64,397)</b>	<b>\$ (200,000)</b>	<b>\$ (232,721)</b>	<b>\$ (26,055)</b>	<b>\$ (489,000)</b>	<b>\$ (489,019)</b>	<b>\$ (496,719)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 596,181</b>	<b>\$ 1,117,990</b>	<b>\$ 1,053,593</b>	<b>\$ 853,593</b>	<b>\$ 820,872</b>	<b>\$ 1,027,538</b>	<b>\$ 538,538</b>	<b>\$ 538,519</b>	<b>\$ 530,819</b>
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 596,181</b>	<b>\$ 1,117,990</b>	<b>\$ 1,053,593</b>	<b>\$ 853,593</b>	<b>\$ 820,872</b>	<b>\$ 1,027,538</b>	<b>\$ 538,538</b>	<b>\$ 538,519</b>	<b>\$ 530,819</b>
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# Attachment 8

## MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 ADOPTED	FY 2016 REVISED	FY 2016 FINAL #2	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 FINAL
<b>Beginning Fund Balance</b>		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,331,747	\$ 1,331,747	\$ 1,331,747	\$ 1,332,287	\$ 1,332,287	\$ 1,332,287
<b>Revenues</b>													
Bond Proceeds	\$ 10,000,000		\$ 16,428,536										
Misc./ Interest		13,641	28,477	5,508	17,486	2,639	1,492			3,040			
<b>TOTAL REVENUE</b>	<b>\$ 10,000,000</b>	<b>\$ 13,641</b>	<b>\$ 16,457,013</b>	<b>\$ 5,508</b>	<b>\$ 17,486</b>	<b>\$ 2,639</b>	<b>\$ 1,492</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,040</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>													
Bond Issuance: Costs/Premiums	35,425		310,207										
<b>Operations</b>													
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 39,852	\$ 83						
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	235,171	11,315			2,500	200,000	200,000	200,000
Building		112,704	1,023,319	6,770,851	7,175,207	3,521,630	73,696		7,548				
Misc./Utilities/Other		14,209	111,169	135,316	308,455	8,248	6,100						
Other Infrastructure/Public Art			19,587	80,790	44,017	21,700							
<b>TOTAL EXPENDITURES</b>	<b>\$ 44,702</b>	<b>\$ 1,457,981</b>	<b>\$ 2,837,258</b>	<b>\$ 8,409,375</b>	<b>\$ 8,498,926</b>	<b>\$ 3,826,601</b>	<b>\$ 91,194</b>	<b>\$ -</b>	<b>\$ 7,548</b>	<b>\$ 2,500</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ 9,955,299</b>	<b>\$ (1,444,340)</b>	<b>\$ 13,619,755</b>	<b>\$ (8,403,867)</b>	<b>\$ (8,481,440)</b>	<b>\$ (3,823,962)</b>	<b>\$ (89,702)</b>	<b>\$ -</b>	<b>\$ (7,548)</b>	<b>\$ 540</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 9,955,299</b>	<b>\$ 8,510,959</b>	<b>\$ 22,130,714</b>	<b>\$ 13,726,851</b>	<b>\$ 5,245,411</b>	<b>\$ 1,421,449</b>	<b>\$ 1,331,747</b>	<b>\$ 1,331,747</b>	<b>\$ 1,324,199</b>	<b>\$ 1,332,287</b>	<b>\$ 1,132,287</b>	<b>\$ 1,132,287</b>	<b>\$ 1,132,287</b>
<b>Revised Gross Fund Balance (Gross Fund Balance - Budget Recommendations and Adjustments)</b>	<b>\$ 9,955,299</b>	<b>\$ 8,510,959</b>	<b>\$ 22,130,714</b>	<b>\$ 13,726,851</b>	<b>\$ 5,245,411</b>	<b>\$ 1,421,449</b>	<b>\$ 1,331,747</b>	<b>\$ 1,331,747</b>	<b>\$ 1,324,199</b>	<b>\$ 1,332,287</b>	<b>\$ 1,132,287</b>	<b>\$ 1,132,287</b>	<b>\$ 1,132,287</b>

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**ACTION CALENDAR**

September 7, 2016

**TO:** Board of Library Trustees

**FROM:** Julie Holcomb, Chairperson, Board of Library Trustees

**SUBJECT:** APPOINTMENT OF DIRECTOR OF LIBRARY SERVICES

**RECOMMENDATION**

Adopt a Resolution confirming the appointment of Heidi Dolamore to be Director of Library Services for the Berkeley Public Library effective September 30, 2016 at an annual salary of \$180,000.

**FISCAL IMPACT**

None.

**BACKGROUND**

The Director of Library Services position has been vacant since September 8, 2015. During the past year, this vacancy has been filled by acting and interim appointments. During the February 10, 2016, regular monthly meeting, Board of Library Trustees assigned July Cole, Associate Human Resources Analyst to work with Julie Holcomb, Board Chairperson to begin the process of securing an executive search firm to support the Library with recruiting and hiring a new Director of Library Services. The Library contracted services with executive recruitment firm The Hawkins Company to assist in the recruitment and selection process. The Hawkins Company supported the Library throughout the entire recruitment and selection process including but limited to; publicizing the vacancy, recruiting and screening potential candidates, managing the interview and selection process as well as reference checks.

Subsequently, at the regular board meeting on May 11, 2016 a presentation was made by Associate Human Resources Analyst, July Cole, where she reviewed that The Hawkins Company met with various community stakeholders including Library staff, retired librarians, Board of Library Trustees, union representations, community members to gather information regarding their perspectives on the search process. Library staff were also given an opportunity to submit their input on the process and the desired attributes of a new Director via an online confidential survey that was managed by the Hawkins Company. On July 20, 2016, Ms. Cole, provided another update regarding the search process that included the number of applications received, marketing efforts, and the outline of the recruitment process which included an external professional interview panel along with a final interview process with our Board of Library Trustees.

A special board meeting for the purpose of interviewing and discussing candidates was held on: August 19, 2016.

RATIONALE FOR RECOMMENDATION

The Board of Library Trustees is empowered by Berkeley Municipal Code, Chapter 3.04 - Board of Library Trustees, Section 3.04.090 powers and duties, to by a majority vote of all its members:

*To appoint officers and employees of the Library, either full-time or part-time, as may be necessary to adequately conduct the business of the library; said employees and officers to hold office at the pleasure of the board, to fix the salaries and wages thereof within the salary ranges established by resolution of the City Council, and to prescribe the duties and powers of such officers and employees.*

Periodic updates were given at board meetings; and working with city staff a recruitment and selection process was followed, adhering to city and established professional processes and practices for executive level recruitment. The Library board held interviews of the candidates in a properly noticed Closed Session of the board on August 19, 2016. Pursuant to Government Code Section 54957. Subsequent negotiations with the selected candidate were conducted by Julie Holcomb, Chair, Board of Library Trustees as city negotiator. The conditions of employment, salary and benefits agreed to by all parties are within the established range for the classification, and those allowed for unrepresented employees.

ALTERNATIVE ACTIONS CONSIDERED:

None, the successful and efficient operations of the library are best served by the timely appointment of a Director of Library Services to fulfill the executive level duties of the department.

CONTACT PERSON

Julie Holcomb, Board of Library Trustees, 981-6195

Attachments:

1. Resolution



## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R16-\_\_\_\_**

### **APPOINT DIRECTOR OF LIBRARY SERVICES**

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 Director of Library Services position has been vacant since September 5, 2015; 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 a professional recruiter to ensure a pool of well-qualified candidates, the firm of The Hawkins Company has been retained to assist the board and staff; and

WHEREAS, the Library board at a regular meeting on February 10, 2016, approved the process for recruitment and selection of a new Director of Library Services, and approved Trustee Holcomb to work with city staff on the process and to periodically report to the board; and

WHEREAS, a brochure and extensive advertisement took place during the open recruitment process period of June 3 through July 15, 2016; and

WHEREAS, the Board of Library Trustees as a body represented the final selection panel at special meeting of the board on August 19, 2016, whereby in closed session the Trustees interviewed qualified candidates; and

WHEREAS, Trustee Holcomb, appointed by the board as City Negotiator for the current recruitment of Director of Library Services has successfully completed negotiations with the preferred candidate.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby appoints Heidi Dolamore, as the Director of Library Services, effective September 30, 2016 at an annual salary of \$180,000. In addition, the Director of Library Services shall receive such employee benefits as are payable to regular at-will employees pursuant to the City's Unrepresented Employee Manual.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on September 7, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Sarah Dentan, Acting Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**INFORMATION REPORTS**

September 7, 2016

To: Board of Library Trustees  
From: Sarah Dentan, Acting Director of Library Services  
Subject: Update re. Disciplinary Actions and Investigations

**INTRODUCTION**

In my July 2016 Monthly Report for the Director of Library Services, I reported on the status of Disciplinary Actions and Investigations at the Library. In that report, I responded to statements mischaracterizing disciplinary actions and investigations at the library. This report provides information related to that report.

**FISCAL IMPACT**

This report has no fiscal impact.

**DISCIPLINARY ACTIONS AND INVESTIGATIONS – COMMUNICATION TO CITY COUNCIL**

In recent months, BOLT received multiple e-mails containing the subject line "Library Whistleblowers: COMMEND them don't condemn them"; 134 were listed in the July Correspondence List.

104 similar e-mails were received by the City Clerk. The communications received by the City Clerk were referred to City Manager Dee Williams-Ridley for a response. This response is included for your information.

**CONTACT PERSON**

Sarah Dentan, Acting Director of Library Services, Library, 510-981-6195

**Attachments:**

1: Memo from Dee Williams-Ridley, City Manager





Office of the City Manager

August 24, 2016

To: Honorable Mayor and Members of the City Council

From: *Dee* Dee Williams-Ridley, City Manager

Subject: Response to Communications to Council regarding Library Whistleblowers

As many of you are aware, there have been numerous communications to Council the last few months regarding “Library Whistleblowers”. The communications spiked in mid-July, when the City Clerk attached 104 “similarly-worded” emails (containing the subject line “Library Whistleblowers: COMMEND them don’t condemn them”) to the July 12 and 19, 2016 Agenda packets. Thereafter, Councilmember Worthington referred the communications to me for a response.

### **THE EMAILS**

The vast majority of the emails received by the City Clerk include the following opening paragraph:

“Defend the whistleblowers. They were doing their jobs in 2015 when the public and city council members were told there had been 2,200 books removed from the library. The whistleblowers gave city council the computer codes that showed the true number of books withdrawn was actually 39,815 volumes. Staff need protection from retaliation, investigations and harassment from managers. Protect the whistleblowers.”

### **CURRENT WEEDING PRACTICES**

As you are all no doubt aware, for the past eighteen months there has been a lot of controversy surrounding Library weeding policy and practice. To prepare this response, I reviewed information from the Board of Library Trustees (“BOLT”) Chair and Library management regarding current weeding practices. First, collection review and maintenance is a critical – and challenging -- process in libraries of all types. The Library is committed to developing collections, resources and services that meet the informational, cultural and recreational needs of Berkeley’s diverse community. The overall collection must be relevant, engaging and appealing. However, contrary to much of what has been reported in the local media and elsewhere, the current weeding practices were not only approved by BOLT, but several times since the controversy began BOLT has specifically reaffirmed its support of

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August 24, 2016

Re: Response to Communications to Council regarding Library Whistleblowers

those weeding policies (e.g., at the September 2015, May 2016 and June 2016 BOLT meetings). Thus, it is clear that BOLT supports the service model of centralized collection development with respect to growing and maintaining a library that benefits the community.

To meet that challenge, the Library's practice is for trained, experienced librarians to evaluate materials in the Library's collection on a regular and ongoing basis, using staff-generated statistical requirements as a first step. During the review process, materials are evaluated by many criteria, some of which include age and/or currency of material, condition, and community interest, among other factors. Materials may be removed, replaced or repaired after professional review. Throughout this process, all staff are encouraged to participate in the many avenues available for their input.

### **THE CURRENT DISCIPLINARY ACTION AND INVESTIGATIONS**

There have been a number of statements made recently that incorrectly characterize personnel actions happening at the Library. Under California law, individual employees have a right to privacy. Employers, therefore, are required to protect the privacy of all employees; this limits the Library's ability to respond directly to the emails regarding personnel issues. However, I can report the following:

- Only one Library employee is currently facing proposed disciplinary action. Over the last eighteen months, there was only one other proposed disciplinary action pending against a Library employee, and that matter was resolved by mutual agreement between the Union, the employee and the Library. Library management denies this sole proposed action is retaliatory.
- There is currently one Union Grievance in process; that grievance does not involve any aspect of employee discipline.
- There is a single ongoing investigation into possible misconduct by Library employees, and management has no role in that investigation, as it is being conducted by an outside investigator.<sup>1</sup> To date, no employee is facing proposed discipline as a result of that investigation.

The emails all include the statement: "Staff need protection from retaliation, investigations and harassment from managers." The City of Berkeley and the Berkeley Public Library take seriously the legal and contractual rights of our employees. Our MOUs with Unions include negotiated disciplinary procedures that protect the rights of employees. The MOU requires the Library to provide adequate notice of proposed discipline and allows employees the right to representation throughout the process. The MOU also provides a clear process for employees

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<sup>1</sup> Library management's decision to hire an outside investigator was done out of an abundance of caution, in order to guarantee due process for all subject employees. The investigation naturally includes interviews of subject employees, and during the investigation those employees have been afforded every right due them under the law and the MOU (including adequate notice of the allegations and the right to Union representation). It must be noted that because the investigation is being conducted by an outside investigator, it is the outside investigator that is making the determinations of which employees will be interviewed.

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Re: Response to Communications to Council regarding Library Whistleblowers

to appeal disciplinary actions at several levels. Discipline appeal procedures are built into the process, including a final appeal to a neutral arbitrator, who issues a binding decision after a full evidentiary hearing where the employee is represented by the Union and Union counsel.

While the laws that protect employee privacy prohibit Library management from providing any specifics regarding any employee that has been interviewed as part of the investigation and the one employee facing proposed discipline, Library management believes it is in full compliance with the MOU, and that due process is being respected in those interactions.

Finally, as to the reference in the emails that "in 2015 when the public and city council members were told there had been 2,200 books removed from the library" when the actual number was many times higher, significantly, it is important to note that the statement was made by the former Library Director who resigned a year ago. At no time during (or after) the former Director's tenure did he have any role whatsoever regarding the current investigation or either the resolved or pending disciplinary matters.

cc: Zach Cowan, Interim Deputy City Manager / City Attorney  
Mark Numainville, City Clerk  
Ann-Marie Hogan, City Auditor  
Sarah Dentan, Acting Library Director  
Matthai Chakko, Public Information Officer