



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
May 31, 2017

AGENDA
6:30 PM

Tarea Hall Pittman South Branch
1901 RUSSELL STREET

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments** - Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.
- C. **Comments from Library Unions** - For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a time limit of 5 minutes per union. The order in which representatives of the three unions will speak will be listed on the agenda and rotated at consecutive meetings. The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another.
 - i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
 - ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - iii. Public Employees Union, LOCAL 1
- 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. **Approve minutes of the April 19, 2017 Special Meeting**
Recommendation: Approve the minutes of the April 19, 2017 Special Meeting of the Board of Library Trustees.
- B. **Signing Authority**
Recommendation: Adopt a Resolution to authorize and ratify signing authority for Abigail Franklin for resolutions approved after the office of President was vacated on April 5, 2017 and until a new President is elected.
- C. **Contract Amendment: ITG, LLC**
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC to increase the contracted not-to-exceed amount to \$1,322,919 for maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, and the purchase of additional security gates and patron counting software, and to extend the term of the Contract to June 30, 2020.

III. ACTION CALENDAR

- A. **Officer Elections**
Recommendation: Adopt a Resolution to elect officers to serve through the time of the next election in October 2017.
- B. **Recommendation to City Council on FY 2018 Library Tax Rate**
Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2018 tax rate for the Library Services Tax at \$0.2107 (21.07 cents) per square foot for dwelling units and \$0.3186 (31.86 cents) per square foot for industrial, commercial, and institutional buildings, based on the April 2017 Consumer Price Index in the immediate San Francisco Bay Area of 3.789%.
- C. **Proposed Biennial Budget FY 2018 and FY 2019 – All Library Funds**
Recommendation: Adopt a resolution to approve the Biennial Budgets for FY 2018 of revenue of \$19,383,437 and expenditures of \$21,065,346; and for FY 2019 of revenue of \$19,548,171 and expenditures of \$19,868,772 as presented.

IV. PRESENTATIONS

- A. **Proposed Biennial Budget FY 2018 and FY 2019** – Dennis Dang, Administrative and Fiscal Services Manager

V. INFORMATION REPORTS

- A. **Trustee Training: What It Means to Be a Trustee** – Heidi Dolamore, Director of Library Services
- B. **Peer Benchmarking for Library Programs** – Heidi Dolamore, Director of Library Services
- C. **FY17 – 3rd Quarter Budget Report** – Dennis Dang, Administrative and Fiscal Services Manager
- D. **Monthly Library Director’s Report** – Heidi Dolamore, Director of Library Services
- E. **Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, June 7, 2017 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT



Communication Access Information

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please call at 981-6195 (V) or 981-6345 (TDD) at least three business days before the meeting date.

Please refrain from wearing scented products to this meeting.

I hereby certify that this amended agenda for the special 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 24, 2017.

//s//
Heidi Dolamore, 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 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.

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Berkeley Public Library Administration Office located at 2090 Kittredge Street, 3rd Floor Admin Wing, Berkeley, CA 94704.

- 1. 04/19/2017 Statement to the Board of Library Trustees
- 2. 05/07/2017 Union Member Contacts with Public Officials
- 3. 05/15/2017 Library Policy of staff support to board and related commissions

Agendas and agenda reports may be accessed via the Internet at www.berkeleypubliclibrary.org/about/board-library-trustees and may be read at reference desks at the following locations:

- Central Library - 2090 Kittredge Street
- Claremont Branch – 2940 Benvenue
- West Branch – 1125 University
- North Branch – 1170 The Alameda
- South Branch – 1901 Russell

MINUTES

**Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, April 19, 2017 6:30 PM**

TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET



Board of Library Trustees:

Diane Davenport
Abigail Franklin
Sophie Hahn
Judy Hunt

I. PRELIMINARY MATTERS

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 6:34 PM

M/S/C Trustee Davenport / Trustee Hunt to allow Trustee Franklin to chair meeting until election of President.

Vote: Ayes: Trustees Davenport, Franklin, Hahn, and Hunt. Noes: None. Absent: None. Abstentions: None.

Present: Trustees Davenport, Franklin, Hahn, and Hunt.

Absent: None.

Also Present: Heidi Dolamore, Director of Library Services; Elliot Warren, Deputy Director; Dennis Dang, Fiscal Services Manager; Sarah Dentan, Library Services Manager; Alicia Abramson, Information Technology Manager; Jay Dickinson, Circulation Services Manager; July Cole, Associate Human Resources Analyst; Amanda Myers, Acting Library Services Manager; Eve Franklin, Administrative Secretary

B. Public Comments: 3 speakers.

C. Comments from Library Unions:

1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 2 speakers.
2. Public Employees Union, LOCAL 1 – 0 speakers
3. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers

D. Comments from Board of Library Trustees

1. Trustee Hunt – Thank you for your welcome and I am looking forward to working with everyone.
2. Trustee Davenport – Thrilled to be here, I look forward to learning about more about this, how to do it; I am going to be asking a lot of questions because I don't know yet, but I am a fast learner.
3. Trustee Hahn – I am delighted to be here.
4. Trustee Franklin – I am delighted to be here too.

II. CONSENT CALENDAR

Action: M/S/C Trustee Hahn / Trustee Hunt to approve the consent calendar as presented.

Vote: Ayes: Trustees Davenport, Franklin, Hahn, and Hunt. Noes: None. Absent: None. Abstentions: None.

A. Approve minutes of the February 1, 2017 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the February 1, 2017 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted resolution # R17-017.

B. Approve minutes of the March 1, 2017 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 1, 2017 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted resolution # R17-018.

C. Notifying Completion of the Branch Library Improvement Project and Acknowledge Transfer of Remaining Bond Monies to the Library Debt Service Fund (714)

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a Resolution notifying the City Manager of the completion of the Branch Library Improvement Project, a project funded by the issuance of \$26M in general obligation bonds to renovate, expand and make seismic and access improvements at four neighborhood branch libraries and to acknowledge transfer, by the City Treasurer, of all remaining monies from the capital project Measure FF Fund (308) to the Library Debt Service Fund (714).

Financial Implications: See Report.

Contact: Dennis Dang

Action: Adopted resolution # R17-019.

D. Approval to Conduct Request for Proposals for (Bay-Friendly) Landscaping Services

From: Administrative and Fiscal Services Manager

Recommendation: Recommendation: Approve the request for proposal that will be, or is planned to be, issued upon final approval by the Library. Any contract over the Director of Library Services' threshold will be returned to the board for final approval. Financial Implications: None.

Contact: Dennis Dang

Action: Adopted resolution # R17-020

E. Resolution to Support Library eBook Copyright Reform

From: Deputy Director

Recommendation: Adopt a Resolution to support library ebook copyright reform.

Financial Implications: See Report.

Contact: Elliot Warren

Action: Adopted resolution # R17-021.

III. ACTION CALENDAR

A. Election of President

From: Director of Library Services

Recommendation: Adopt a Resolution to elect a President to serve through the time of the next election in October 2017.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: Trustee Hahn nominated Trustee Davenport as President through the time of the next election in October 2017. Vote: Ayes: Trustees Davenport, and Hahn. Noes: Trustees Franklin and Hunt. Absent: None. Abstentions: none. Motion failed.

Action: Trustee Hunt nominated Trustee Franklin as President through the time of the next election in October 2017. Vote: Ayes: Trustees Franklin and Hunt. Noes: Trustees Davenport and Hahn. Absent: None. Abstentions: none. Motion failed.

B. Trustee Vacancy

From: Director of Library Services

Recommendation: Review and discuss Trustee candidates and adopt a Resolution recommending a candidate to City Council for appointment.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: M/S Trustee Davenport / Trustee Hunt to adopt resolution # R17-023 to recommend Elizabeth Perkins be appointed to the Board of Library Trustees beginning May 17, 2017.

Vote: Ayes: Trustees Davenport, Franklin and Hunt. Noes: None. Absent: None. Abstentions: Trustee Hahn.

C. Library Ethics

From: Director of Library Services

Recommendation: That the Board of Library Trustees rescind its action from February 10, 2016, and determine whether to reinstate the Signage Subcommittee.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution # R17-024 to affirm the American Library Association (ALA) Code of Ethics and adopt an Ethical Conduct Policy.

Vote: Ayes: Trustees Davenport, Franklin, Hahn and Hunt. Noes: None. Absent: None. Abstentions: none.

D. Collection Management Policy

From: Director of Library Services & Deputy Director

Recommendation: Adopt a Resolution to update the Library's Collection Development Policy and rename it the Collection Management Policy.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services and Elliot Warren, Deputy Director

Action: M/S/C Trustee Franklin / Trustee Hunt to adopt resolution # R17-025 to update the Library's Collection Development Policy and rename it the Collection Management Policy.

Vote: Ayes: Trustees Davenport, Franklin, Hahn and Hunt. Noes: None. Absent: None. Abstentions: none.

E. Statistical Reporting and Transparency Policy

From: Deputy Director

Recommendation: Adopt a resolution to adopt a Statistical Reporting and Transparency Policy.

Financial Implications: None.

Contact: Elliot Warren, Deputy Director

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution # R17-026 to approve a Statistical Reporting and Transparency Policy.

Vote: Ayes: Trustees Davenport, Franklin, Hahn and Hunt. Noes: None. Absent: None. Abstentions: none.

Adjourn for a break at 8:28pm

CTO at 8:34pm

IV. PRESENTATIONS

A. FY18/19 Budget – Dennis Dang, Administrative and Fiscal Services Manager (Attachment #1)

V. INFORMATION CALENDAR

A. Tarea Hall Pittman Signage Update

Trustee Sophie Hahn provided an update.

B. FY18/19 Budget Priorities & Service Initiatives

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

C. Conclusion of Confidential Personnel Investigation

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

D. Monthly Library Director's Report

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

E. Library Events

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

VI. AGENDA BUILDING

- Emergency Policy Training
- Collection Development Report
- Budget
- Trustee Training


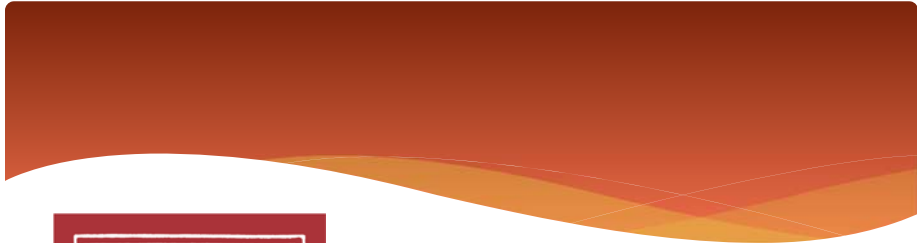
VII. ADJOURNMENT

Adjourned at 10:12 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of April 19, 2017 as approved by the Board of Library Trustees

//s// _____

Heidi Dolamore, Director of Library Services, acting as secretary to BOLT



**Biennial Budget
FY: 2018 & 2019
BOLT Budget Presentation**
Wednesday, April 19, 2017



Board of Library Trustees
Budget Priorities for FY18 and FY19 (BOLT#: R16-050, 14DEC16)

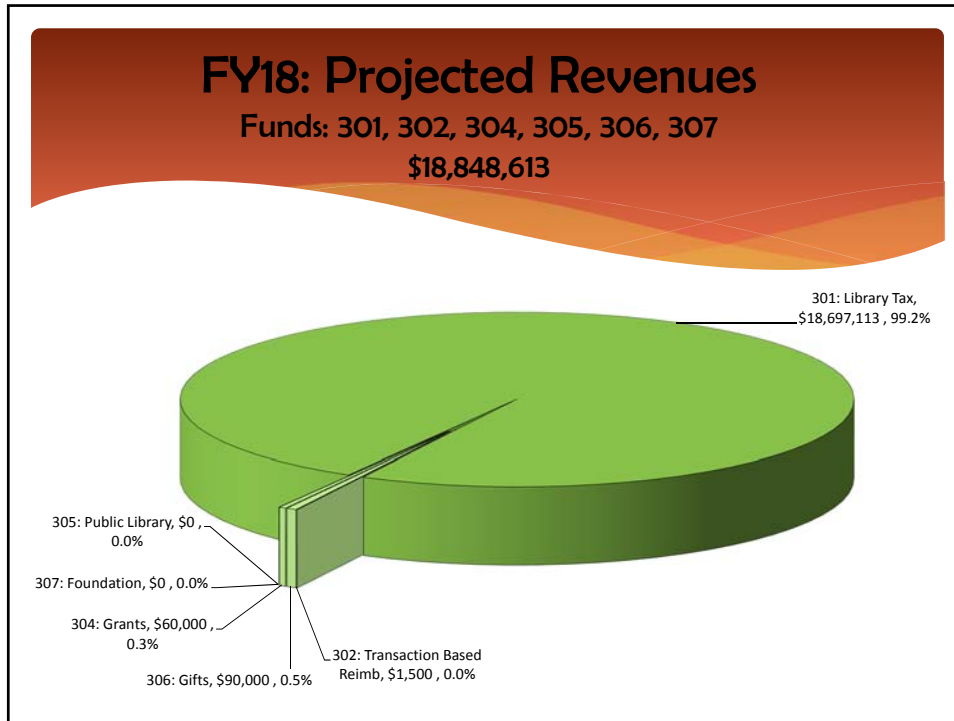
- Improve **organizational health** by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of collaboration, planning, evaluation, and evidence-based decisions
- Promote **innovative and effective use of technology** to facilitate access to information and ideas
- Identify and prioritize strategic **capital improvements**, including infrastructure and Central Library repairs and improvements for possible action
- Increase and adapt the **Library Tax Fund (301) reserve** set-aside to model the City General Fund Reserve Policy
- Maintain the **stability of the operating budget** and plan for future operational needs – including establishing/maintaining a balanced budget

Budget Strategies for FY 2018-2019

- * Maximize Delivery of Core Library Services with Available Resources
 - Right and Proper Deployment of Staff
 - Enhanced and Expanded Programming
 - Central Library Teen Room and Infrastructure Improvements
 - Pursue Grants and Gifts Funding

Projected Revenue and Fund Balance

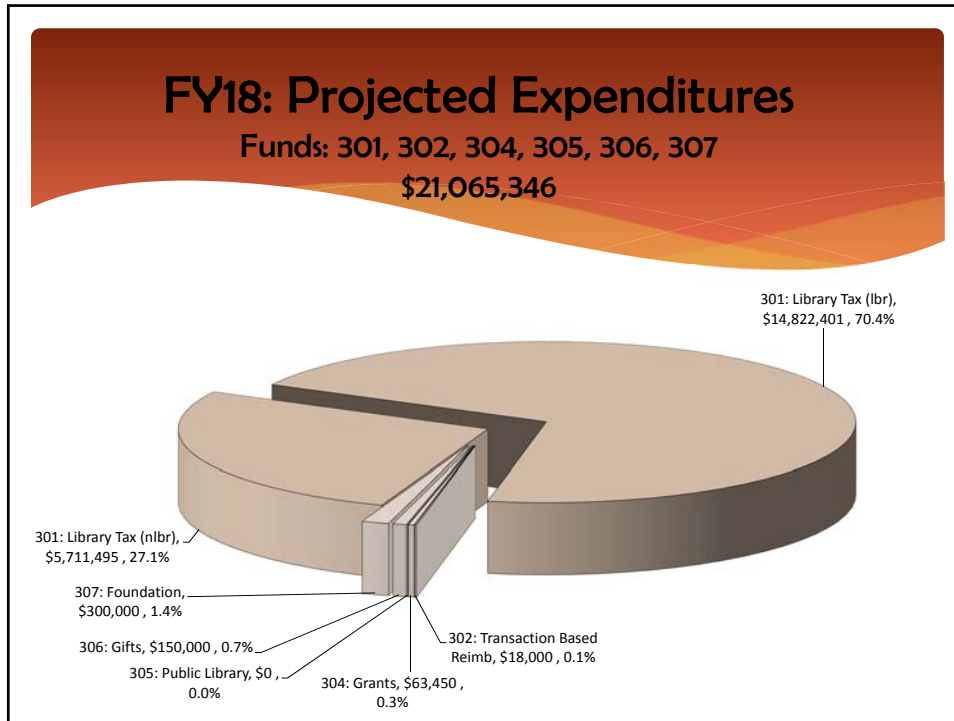
Fund	FY19	Fund Balance (begin FY19)	FY18	Fund Balance (begin FY18)
301: Library Tax <i>(*begin balance net reserve)</i>	\$19,066,370	\$1,438,056*	\$18,697,113	\$4,344,119*
302: Transactions Based Reimbursements	\$1,500	\$65,220	\$1,500	\$81,720
304: Grants	\$60,000	\$25,522	\$60,000	\$28,972
305: Public Library	Inactive	\$56,283	Inactive	\$56,283
306: Gifts	\$90,000	\$306,037	\$90,000	\$326,887
307: Foundation	\$0	\$714,638	\$0	\$1,014,638
308: Measure FF	Complete	-	Complete	-



301: Library Tax Fund

FY15 – FY19 (\$)

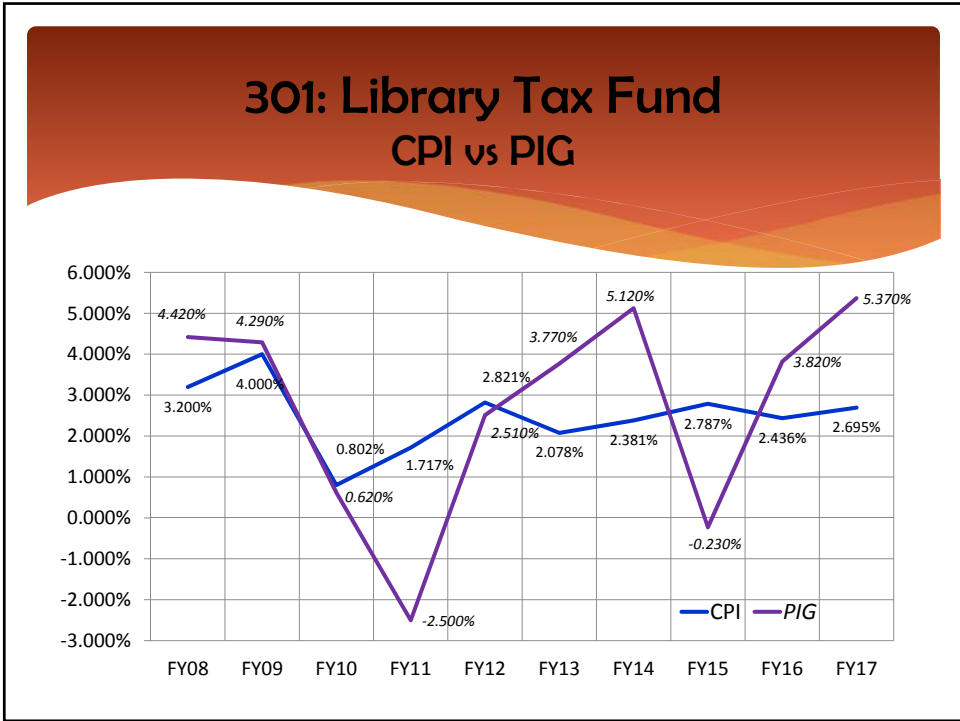
	FY19 Projected	FY18 Projected	FY17 Midyear	FY16 Final	FY15 Final
Revenue	19,066,370	18,697,113	18,180,335	17,504,309	16,747,095
Library Tax	18,832,120	18,462,863	17,893,335	17,286,659	16,470,657
Other	234,250	234,250	287,000	217,650	276,438
Expenses	19,596,483	20,533,896	18,223,617	16,049,444	16,016,730
Personnel	15,173,135	14,793,782	13,140,033	12,959,742	12,865,083
Non-Personnel	4,390,495	5,707,495	5,055,190	3,069,554	3,127,778
CoB	32,853	32,619	28,394	20,148	23,869
Surplus / Shortfall	(530,113)	(1,836,783)	(43,282)	1,454,865	730,365



301: Library Tax Fund

Fund Balance FY15 – FY19 (\$)

	FY19 Projected	FY18 Projected	FY17 Projected	FY16 Final	FY15 Final
Begin Fund Balance	\$3,907,336	\$5,744,119	\$5,787,401	\$4,332,536	\$3,602,171
Surplus / Shortfall	(530,113)	(1,836,783)	(43,282)	1,454,865	730,365
Reserve (FY19=15.25%, FY18=13.8%)	(2,728,734)	(2,469,280)	(1,400,000)	(1,400,000)	(1,300,000)
End Fund Balance	\$648,489	\$1,438,056	\$4,344,119	\$4,387,401	\$3,032,536



CalPERS Contribution

Type	FY17 Actual	FY18 Actual	FY19 Estimated
Miscellaneous	25.7%	27.9%	31.0%

Note: Rates do not include the CoB-paid Employee Rate of 8%

- Rates include Employee pickup of Employer-paid contributions
- DEC 2016: CalPERS lowers discount rate to 7.0% from 7.5%
- Smoothing: FY18=7.375%, FY19=7.250% FY20=7.000%

Staffing

Reassignments

Position	Hdcnt	FTE	To	From
Library Specialist II	1.0	0.5	Children's (9202)	Art and Music (9203)
Library Specialist II	1.0	1.0	Program Support (9301)	Administration (9101)
Senior Librarian	1.0	1.0	Program Support (9301)	Children's (9202)

FTE Changes

Division	Position	Hdcnt	FTE To	FTE Fr	Notes
Circulation Services (9201)	Library Aide	1.0	-	0.375	Non-career position
Circulation Services (9201)	Mail Services Aide	1.0	0.80	0.75	For four 8-hour days
Program Support (9301)	Supervising Librarian	1.0	1.00	-	Increase to FTE
Program Support (9301)	Senior Librarian	1.0	1.00	-	Increase to FTE
Tool Lending Library (9307)	Tool Lending Specialist	3.0	0.75	0.70	For BOLT authorization
Administration (9101)	Communications Manager	1.0	1.00	-	Increase to FTE – FY19

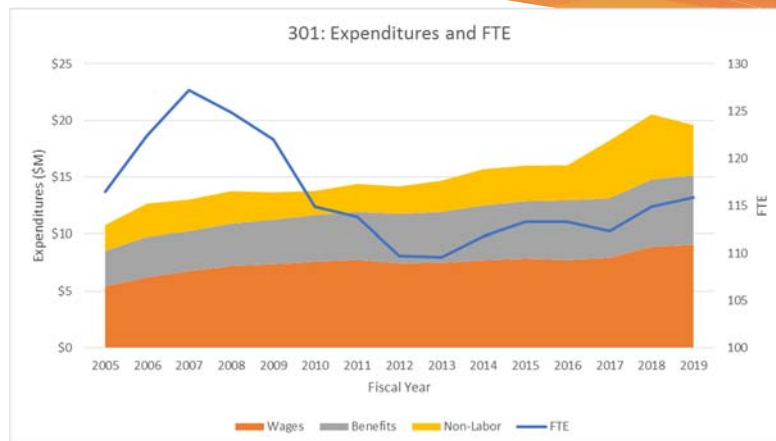
FTE by Classification

Title	FTE			
	Prop 19	Prop 18	Auth 17	Auth 16
ACCOUNTING OFF SPEC III U	2,000	2,000	2,000	2,000
ADMIN & FISCAL SVS MGR UN	1,000	1,000	1,000	1,000
ADMIN SECRETARY	1,000	1,000	1,000	1,000
ASSOCIATE HUMAN RESRCS AN	1,000	1,000	1,000	1,000
BUILDING MAINTENANCE MECH	1,000	1,000	1,000	1,000
BUILDING MAINTENANCE SUPE	1,000	1,000	1,000	1,000
CIRCULATION SERVICES MANA	1,000	1,000	1,000	1,000
COMMUNICATIONS MGR	1,000			
DEPUTY DIRECTOR OF LIBRAR	1,000	1,000	1,000	1,000
DIRECTOR OF LIBRARY SERV	1,000	1,000	1,000	1,000
INFORMATION SYSTEMS SPECI	3,000	3,000	3,000	3,000
INFORMATION SYSTEMS SUPPO				1,000
LIBRARIAN I	3,500	3,500	3,500	3,500
LIBRARIAN II	17,800	17,800	17,800	17,800
LIBRARY AIDE	14,000	14,000	14,000	14,000
LIBRARY ASSISTANT	14,250	14,250	14,250	14,250
LIBRARY INFO SYS ADMINIST	1,000	1,000	1,000	1,000
LIBRARY LITERACY PROGRAM	1,000	1,000	1,000	1,000
LIBRARY SERVICES MANAGER	2,000	2,000	2,000	2,000
LIBRARY SPECIALIST I	3,000	3,000	3,000	3,000
LIBRARY SPECIALIST II	13,550	13,550	13,550	13,550
MAIL SERVICES AIDE	1,800	1,800	1,750	1,750
OFFICE SPECIALIST II	1,000	1,000	1,000	1,000
SENIOR BUILDING MTC SUPER	1,000	1,000	1,000	1,000
SENIOR LIBRARIAN	3,000	3,000	2,000	2,000
SUPERVISING LIBRARIAN	8,000	8,000	7,000	7,000
SUPERVISING LIBRARY ASSIS	9,000	9,000	9,000	9,000
TOOL LENDING SPECIALIST	2,250	2,250	2,100	2,100
Career	110,150	109,150	106,950	107,950
non-career: LIBRARY AIDE	0,750	0,750	1,125	1,125
non-career: LIBRARY PAGE	4,200	4,200	4,200	4,200
non-career: YOUTH ENROLLEE INTERN				
Total	115,100	114,100	112,275	113,275

FTE by Division

Library/Division		FTE			
No.	Name	Prop 19	Prop 18	Auth 17	Auth 16
9101	Administration	10.000	9.000	10.000	10.000
9102	Information Systems	5.000	5.000	5.000	6.000
9103	Facilities Maintenance	3.000	3.000	3.000	3.000
9201	Circulation Services	24.050	24.050	24.000	24.000
9202	Childrens Services	5.400	5.400	5.900	5.900
9203	Art+Music	3.500	3.500	4.000	4.000
9204	Reference	8.700	8.700	8.700	8.700
9205	Literacy Programs	2.500	2.500	2.500	2.500
9301	Programming (ex Branch Admin)	4.000	4.000		
9302	North Branch	9.000	9.000	9.000	9.000
9303	South Branch	8.000	8.000	8.000	8.000
9304	West Branch	8.000	8.000	8.000	8.000
9305	Claremont Branch	7.250	7.250	7.250	7.250
9307	Tool Lending Library	2.250	2.250	2.100	2.100
9401	Technical Services	6.500	6.500	6.500	6.500
9402	Collections Management	3.000	3.000	3.000	3.000
	Career	110.150	109.150	106.950	107.950
	Non-Career	4.950	4.950	5.325	5.325
	Total	115.100	114.100	112.275	113.275

301: Expenditures and FTE



FY 2018 Budget Highlights Library Tax Fund (301)

Non-Discretionary (over Projected FY17)

- Wages and Benefits: +\$1,653,749
 - FY18: Two 1.0 FTEs = \$342,080 (est. salary + benefits)
 - FY19: One 1.0 FTE = \$204,728 (est. salary + benefits)
- CalPERS: +\$183,959 (current FTEs only)
- Reserve: +\$1,069,280

Discretionary (allocated)

- Library Materials: \$1,318,409
- Programming: \$156,000
- Central Improvement-Prof. Svcs: \$325,000
- Central Improvement-Construction: \$1,600,000

302/304/305: Other Funds 5-Yr Projection FY16 – FY21 (\$)

	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 233,081	\$ 214,010	\$ 214,010	\$ 214,010	\$ 166,974	\$ 147,024	\$ 127,074	\$ 110,574
Transaction Based Rmb Fund (302)	138,653	124,720	124,720	124,720	81,720	65,220	48,720	32,220
Grants Fund (304)	38,146	33,008	33,008	33,008	28,972	25,522	22,072	22,072
Public Library Fund (305)	56,283	56,283	56,283	56,283	56,283	56,283	56,283	56,283
Revenues								
Direct Loan Fund								
Literacy Services & LSTA	59,167	30,000	30,000	69,498	60,000	60,000	50,000	50,000
Miscellaneous Grant Revenue	15,000							
Public Library Fund (SB 358)								
Other	24,186	20,000	20,000	22,000	1,500	1,500	1,500	1,500
TOTAL REVENUE	\$ 98,353	\$ 50,000	\$ 50,000	\$ 91,498	\$ 61,500	\$ 61,500	\$ 51,500	\$ 51,500
Expenditures								
Operations								
Personnel	\$ 64,490	\$ 24,969	\$ 24,969	\$ 51,444	\$ 33,000	\$ 33,000	\$ 35,000	\$ 35,000
Non-Personnel	52,934	99,722	102,300	87,090	48,450	48,450	33,000	33,000
Library Materials								
TOTAL EXPENDITURES	\$ 117,424	\$ 124,691	\$ 127,269	\$ 138,534	\$ 81,450	\$ 81,450	\$ 68,000	\$ 68,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (19,071)	\$ (74,691)	\$ (77,269)	\$ (47,036)	\$ (19,950)	\$ (19,950)	\$ (16,500)	\$ (16,500)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 214,010	\$ 139,319	\$ 136,741	\$ 166,974	\$ 147,024	\$ 127,074	\$ 110,574	\$ 94,074
<small>Pjctn 5YR_FY10 17_15FEB17.xlsx</small>							<small>printed:</small>	<small>27-Feb-17</small>

306: Gifts Fund 5-Yr Projection FY16 – FY21 (\$)

	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 338,222	\$ 331,170	\$ 331,170	\$ 331,170	\$ 326,887	\$ 266,887	\$ 206,887	\$ 181,887
Revenues								
Friends of BPL	\$ 97,628	\$ 90,000	\$ 90,000	\$ 108,589	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Donations/Private	4,315							
Interest/Misc. Revenues	881			4,411				
TOTAL REVENUE	\$ 102,824	\$ 90,000	\$ 90,000	\$ 113,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Expenditures								
Operations								
Personnel	\$ 204							
Non-Personnel	49,843	115,000	58,008	60,158	150,000	150,000	115,000	115,000
Professional Services	47,552		57,125	57,125				
Library Materials	12,272							
Subtotal:	\$ 109,871	\$ 115,000	\$ 115,133	\$ 117,283	\$ 150,000	\$ 150,000	\$ 115,000	\$ 115,000
TOTAL EXPENDITURES	\$ 109,871	\$ 115,000	\$ 115,133	\$ 117,283	\$ 150,000	\$ 150,000	\$ 115,000	\$ 115,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (7,047)	\$ (25,000)	\$ (25,133)	\$ (4,283)	\$ (60,000)	\$ (60,000)	\$ (25,000)	\$ (25,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 331,170	\$ 306,170	\$ 306,037	\$ 326,887	\$ 266,887	\$ 206,887	\$ 181,887	\$ 156,887

Pjctn 5YR_FY16 21_20MAR17.xlsx printed: 22-Mar-17

307: BPL Foundation Fund 5-Yr Projection FY16 – FY21 (\$)

	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 1,053,593	\$ 1,027,538	\$ 1,027,538	\$ 1,027,538	\$ 1,014,638	\$ 714,638	\$ 578,127	\$ 578,127
Revenues								
Foundation	\$ 36,000	\$ 211,000	\$ 211,000	\$ 32,100				
Misc./ Interest								
TOTAL REVENUE	\$ 36,000	\$ 211,000	\$ 211,000	\$ 32,100	\$ -	\$ -	\$ -	\$ -
Expenditures								
Personnel	\$ 1,584							
Consultants	15,778	15,000	8,850					
Furniture and Fixtures	5,000							
Equipment	100							
Building		600,000	600,000		200,000	86,511		
Miscellaneous/Other	39,593	85,000	91,169	45,000	100,000	50,000		
TOTAL EXPENDITURES	\$ 62,055	\$ 700,000	\$ 700,019	\$ 45,000	\$ 300,000	\$ 136,511	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (26,055)	\$ (489,000)	\$ (489,019)	\$ (12,900)	\$ (300,000)	\$ (136,511)	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,027,538	\$ 538,538	\$ 538,519	\$ 1,014,638	\$ 714,638	\$ 578,127	\$ 578,127	\$ 578,127

Notes:
Pace Trust (org=\$686,250) @ 28FEB17=\$578,127
Pjctn 5YR_FY10 17_15FEB17.xlsx printed: 24-Feb-17

308: Measure FF Fund FY09 – FY17 (\$)

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 FINAL #2	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,331,747	\$ 1,332,287	\$ 1,332,287	\$ 1,332,287
Revenues											
Bond Proceeds	\$ 10,000,000		\$ 16,428,536								
Misc./ Interest		13,641	28,477	5,508	17,486	2,639	1,492	3,040			3,147
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 2,639	\$ 1,492	\$ 3,040	\$ -	\$ -	\$ 3,147
Expenditures											
Bond Issuance/ Costs/Premiums	\$ 35,425		\$ 310,207								
Operations											
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				4,778
Building		112,704	1,023,319	6,770,851	7,175,207	3,521,630	73,696	2,500	200,000	200,000	
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					
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,826,601	\$ 91,194	\$ 2,500	\$ 200,000	\$ 200,000	\$ 4,778
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,823,962)	\$ (89,702)	\$ 540	\$ (200,000)	\$ (200,000)	\$ (1,631)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,331,747	\$ 1,332,287	\$ 1,132,287	\$ 1,132,287	\$ 1,330,656

Pjcm 5YR_FY16 21_20MAR17.xlsx

printed: 28-Mar-17

Summary Biennial Budget for FY18/19

Material Items:

- Library Tax Index Rate for FY 2018: PIG vs CPI
- CalPERS Discount Rate
- Contracted Phase-in of Employee Payments for CalPERS
- COLAs for FY 2018 and FY 2019

Address priorities & service commitments:

- Right and proper staffing
- Prudent use of fund balances
- Maintain fiscal and physical health
- Make incremental cost neutral changes to Operations

FY18/19 Biennial Budget Presentation Calendar

Date	Topic
Wed, 14 DEC 2016	Discussion and Action on Budget Priorities for FY 2018 & FY 2019
Wed, 1 MAR 2017	BOLT FY17-2Q (mid-year) Report
Wed, 19 APR 2017	BOLT Presentation and Recommendations on Draft Budget
<i>TBD MAY/JUN 2017</i>	<i>BOLT Recommendations on Draft Budget, Tentative Adoption</i>
Tue, 27 JUN 2017	City Council Adoption of Biennial Budget and Tax Rates

FY18/19 Biennial Budget Presentation

- Board Discussion



CONSENT CALENDAR

May 31, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Signing Authority

RECOMMENDATION

Adopt a Resolution to authorize and ratify signing authority for Abigail Franklin for resolutions approved after the office of President was vacated on April 5, 2017 and until a new President is elected.

FISCAL IMPACTS OF RECOMMENDATION

No fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

BOLT did not vote to elect a president at its April meeting and instead voted to appoint Abigail Franklin to preside over the April 19, 2017 meeting of BOLT. In the absence of a President, BOLT must authorize and ratify signing authority for a designated Trustee.

BACKGROUND

Signing adopted resolutions is one of the responsibilities of BOLT President. The office of President was vacated as a result of actions taken at the April 4, 2017 meeting of Berkeley City Council, and remained vacant for the April 19, 2017 meeting of BOLT.

The following items from the April 19, 2017 BOLT meeting require signature:

- Notifying Completion of the Branch Library Improvement Project and Acknowledge Transfer of Remaining Bond Monies to the Library Debt Service Fund (714)
- Approval to Conduct Request for Proposals for (Bay-Friendly) Landscaping Services
- Support for Library eBook Copyright Reform
- Recommendation to City Council Regarding the Preferred Candidate to Fill the Current Vacancy on the Board of Library Trustees
- Library Ethics Policy
- Collection Management Policy
- Statistical Reporting and Transparency Policy

ENVIRONMENTAL SUSTAINABILITY

No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION

BOLT voted to appoint Abigail Franklin as temporary presiding officer for the April 19, 2017 meeting of BOLT.

ALTERNATIVE ACTIONS CONSIDERED

BOLT may vote to authorize an alternate Trustee to sign resolutions approved after the office of President was vacated on April 5, 2017 and until a new President is elected.

CONTACT PERSON

Heidi Dolamore, Director, Library Services, 510-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: R17-028

SIGNING AUTHORITY FOR ABIGAIL FRANKLIN

WHEREAS, the office of President of the Board of Library Trustees (BOLT) was vacated as a result of action taken at the April 4, 2017 meeting of Berkeley City Council; and

WHEREAS, the office of President remained vacant for the April 19, 2017 meeting of BOLT; and

WHEREAS, BOLT voted to appoint Abigail Franklin as temporary presiding officer for the April 19, 2017 meeting.

NOW THEREFORE, BE IT RESOLVED Abigail Franklin has signing authority for resolutions adopted after the office of President was vacated on April 5, 2017 and until a new President is elected.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 31, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee



CONSENT CALENDAR

May 31, 2017

TO: Board of Library Trustees

FROM: Alicia Abramson, Manager Library Information Technology

SUBJECT: CONTRACT AMENDMENT: NO. 8500 BIBLIOTHECA ITG, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC to increase the contracted not-to-exceed amount to \$1,322,919 for maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, and the purchase of additional security gates and patron counting software, and to extend the term of the Contract to June 30, 2020.

FISCAL IMPACTS OF RECOMMENDATION

The contracted not-to-exceed amount of the amendment is \$1,322,919 which includes maintenance for the Library's Self-Check, Materials Security and Automated Materials Handling Systems, the implementation of the *LibraryConnect*™ patron door-count statistics software and the addition of one set of security gates for the North Branch Library. Funding is available from Fund 301 and is budgeted in the Library's Information Technology Division 2018 and 2019 fiscal years expenditure budgets using budget code 301-9102-450-3047.

BACKGROUND

The Library entered into a three-year contractual agreement with Bibliotheca ITG, LLC in October 2010 for the purchase and installation of hardware and software to implement a Library-wide Self-Check and Materials Security system with BOLT Resolution No. R10-077. The contract has subsequently been amended six times to add funds for the phased purchase of Automated Material Handling (AMH) systems for all Library locations and to allocate funds for the annual maintenance costs associated with these systems. These amendments increased the contract amount to a cumulative total not-to-exceed amount of \$1,097,703 through BOLT Resolution Nos. R14-035 (for annual maintenance of AMH, security gates, staff checkout and patron self-checkout stations), R13-046 (for an AMH system for Central Library), R13-063 (to extend the contract expiration date) and R12-055 (for AMH systems for South & West Libraries). The contract is set to expire on June 30, 2017.

To date, Bibliotheca has successfully fulfilled its contractual obligation to provide self-check, material security and automated materials handling systems to all locations of the Berkeley Public Library. The

vendor has also supplied regular service and maintenance to all of the equipment installed as stipulated under the initial maintenance contracts.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library currently provides twenty public use self-check stations for library material check out, twenty-eight staff operated check-out, check-in and security tagging stations, ten sets of security gates, four 5-bin Automated Materials Handling (AMH) systems and one 17-bin AMH. This equipment is specialized and, except for basic configuration, Library staff is limited by the manufacturer's warranty in its ability to maintain these systems without vendor assistance.

Additionally, at this time, at a quoted price of \$225,216, the Library will extend maintenance servicing and upgrade its patron door count system to the latest generation solution which provides a centralized statistic collection system with a significantly improved user interface, and increased accuracy. The new patron count solution will improve the staff ease of collection and accuracy of reporting of these statistics to ensure compliance to the "Transparency and Accuracy of Statistical Reporting" policy, adopted by the Board by Resolution R17-026 on April 19, 2017.

In order for the Library's circulation, shelving and self-check operations to continue to operate smoothly, the equipment and software that make up the system is regularly maintained and supported by the vendor. The amended contract will result in a three year maintenance agreement with Bibliotheca, for the specified hardware and software period July 1, 2017– June 30, 2020.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-029

CONTRACT AMENDMENT: NO. 8500 BIBLIOTHECA ITG, LLC

WHEREAS, on October 18, 2010 by BOLT Resolution No.: R10-077 the Board of Library Trustees authorized the Director of Library Services to execute Contract No. 8500 and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library locations of the Berkeley Public Library for an amount not to exceed \$447,006 for the period from October 29, 2010 through October 28, 2013; and

WHEREAS, at the time of contract execution staff noted the need for further study of automated materials handling equipment; and

WHEREAS, on September 14, 2011 by BOLT Resolution No.: R11-060 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$847,006 for the purchase and installation of AMH and related equipment and services for North and Claremont branches; and

WHEREAS, on September 12, 2012 by BOLT Resolution No.: R12-055 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries; and

WHEREAS, on July 10, 2013 by BOLT Resolution No.: R13-046 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$900,000 for the purchase and installation of AMH and related equipment and services for the Central Library; and

WHEREAS, on October 13, 2013 by BOLT Resolution No.: R13-063 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to extend the expiration date to June 30, 2014; and

WHEREAS, on June 11, 2014 by BOLT Resolution No.: R14-035, the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to \$1,097,703 and extend the expiration date to June 30, 2014; and

WHEREAS, to date Bibliotheca has successfully fulfilled contracted tasks to provide self-check and material security and automated materials handling related services, hardware, software and supplies.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC to increase the contracted not-to-exceed amount to \$1,322,919 for maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, and the purchase of additional security gates and patron counting software, and to extend the term of the Contract to June 30, 2020.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 31, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

May 31, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Officer Elections

RECOMMENDATION

Adopt a Resolution to elect a President and Vice President to serve through the time of the next election in October 2017.

FISCAL IMPACTS OF RECOMMENDATION

No fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

At the April 4, 2017 meeting of Berkeley City Council, Council voted to request the resignation of BOLT President Julie Holcomb and Vice President Jim Novosel. Trustee Novosel submitted his resignation on April 5, 2017. Trustee Holcomb did not resign and was removed at noon on April 5, 2017. Consequently, both offices of President and Vice President are now vacant.

The election of a President is key to maintaining an effective and functional BOLT. Due to the legal and procedural complexities of the President's duties, it is customary, although not required, that the President will have prior experience serving as Vice President of BOLT. If the Board does not take action to elect a President, the Board must appoint a temporary president to serve as chair for the duration of the meeting.

BACKGROUND

Elected officers assist in providing structure to BOLT meetings in a way that ensures meetings are productive and allow for the intellectual input of all Trustees in determining how well the Library is meeting its obligations to the community.

§3.04.040 of the Berkeley Municipal code regulates organization of the Board:

The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice president shall be elected at the first meeting of the board in October of each year.

The President and Vice President are required to complete training within 60 calendar days from the date of election. You may view the training online at http://www.cityofberkeley.info/Clerk/Commissions/Commissions_Training_Workshop.aspx. An Affirmation of Completion must be filed with the City Clerk Department. The training provides information to assist officers in performing their duties and covers many topics including the role of commissions and staff, conduct of meetings, the Brown Act, conflict of interest, Americans with Disabilities Act (ADA) compliance, and Board procedures. While not mandatory for Trustees other than the Chair and Vice Chair, completion of training is encouraged for all Trustees.

The President, or in their absence, the Vice President, is responsible for:

- Presiding at meetings.
- Appointing Trustees to temporary subcommittees and informal bodies subject to the approval of the full commission.
- Approving the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by Trustees or staff.
- Signing correspondence on behalf of the Board.
- Representing BOLT before City Council with the formal approval of BOLT by motion and vote.
- Approving BOLT reports to Council.
- Calling special meetings or cancelling regular meetings. A quorum of BOLT may also call a special meeting.

The President and Vice President are also expected to participate in an agenda review session with the Library Director and Deputy, typically held during regular business hours two weeks prior to a public meeting of BOLT.

ENVIRONMENTAL SUSTAINABILITY

No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION

The election of a President is essential for BOLT to engage in effective governance.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Heidi Dolamore, Director, Library Services, 510-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: R17-030

OFFICER ELECTIONS

WHEREAS, Berkeley City Council voted to request the resignation of BOLT President Julie Holcomb and Vice President Jim Novosel; and

WHEREAS, Trustee Novosel submitted his resignation on April 5, 2017; and

WHEREAS, Trustee Holcomb did not resign and was removed by City Council at noon on April 5, 2017; and

WHEREAS, the offices of President and Vice President are now vacant; and

WHEREAS, the election of officers is essential for BOLT to engage in effective governance; and

WHEREAS, nominations will be taken from the floor, thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting and the term commencing immediately.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley appoints _____ to serve as President and _____ to serve as Vice President beginning at the conclusion of voting, through the time of the next election in October 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 31, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

May 31, 2017

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: Recommendation to City Council on FY 2018 Library Tax Rate

RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2018 tax rate for the Library Services Tax at \$0.2107 (21.07 cents) per square foot for dwelling units and \$0.3186 (31.86 cents) per square foot for industrial, commercial, and institutional buildings, based on the San Francisco Bay Area Consumer Price Index of 3.789%.

FISCAL IMPACTS OF RECOMMENDATION

The total revenue generated by the Library Tax in FY18 is expected to be approximately \$18,786,687 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2018:

Size in Square Feet	Annual Tax for Dwellings	
	FY 2018	FY 2017
1,200	\$252.88	\$243.64
1,500	\$316.10	\$304.56
1,900	\$400.39	\$385.77
3,000	\$632.19	\$609.11
3,900	\$821.85	\$791.85
10,000	\$2107.30	\$2030.37

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to \$477.89 in FY18 from \$460.44 in FY17.

BACKGROUND

The Central Library and neighborhood branch libraries will have received approximately 99% of 2017 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.2030 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.3070 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to ensure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

CURRENT SITUATION

Currently, Berkeley's Library Tax raises approximately \$18.0 million per year and is indexed to either the Consumer Price Index in the immediate San Francisco Bay Area or the per capita Personal Income Growth factor in California. The Director of Library Services recommends that the Board of Library Trustees

recommend that the City Council adjust the tax rate by the 3.789% increase in the April 2017 Consumer Price Index in the immediate San Francisco Bay Area which is greater than the 3.69% increase in the per capita Personal Income Growth factor in California. This recommended action will result in a rate increase from \$0.2030 in FY17 to \$0.2107 in FY18 on residential property and from \$0.3070 in FY17 to \$0.3186 in FY18 on industrial, commercial, and institutional property.

ALTERNATIVE ACTIONS

The alternative action of adopting the per capita Personal Income Growth factor in California of 3.69% would be a reduction of \$17,920 in projected FY 2018 library tax receipts. This is not recommended due to increased cost factors for personnel, materials, programs, and infrastructure maintenance in the FY 2018 Library budget. Or from another perspective, adoption of the April 2017 Consumer Price Index in the immediate San Francisco Bay Area would result in an increase to the Library Tax Fund of approximately \$685,841 over currently projected FY 2017 receipts.

FUTURE ACTION

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

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 510-981-6118

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-031

RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2018 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.2107 (21.07 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.3186 (31.86 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE CONSUMER PRICE INDEX IN THE IMMEDIATE SAN FRANCISCO BAY AREA OF 3.789%

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

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

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

WHEREAS, the per capita Personal Income Growth factor for California is 3.69% and the April 2017 Consumer Price Index in the immediate San Francisco Bay Area is 3.789%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2018 tax rate for the Library Services Tax at \$0.2107 (21.07 cents) per square foot for dwelling units and \$0.3186 (31.86 cents) per square foot for industrial, commercial, and institutional buildings, based on the April 2017 Consumer Price Index in the immediate San Francisco Bay Area of 3.789%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Special Meeting held on May 31, 2018 by the following vote:

- AYES: Trustees Burton, Franklin, Hahn, Holcomb & Novosel.
- NOES: none.
- ABSENT: none.
- ABSTENTIONS: none.

, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

May 31, 2017

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: Proposed Biennial Budget FY 2018 and FY 2019 – All Library Funds

INTRODUCTION

The proposed FY 2018 and FY 2019 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 2018 projects revenue of \$19,383,437 and expenditures of \$21,065,346; and for FY 2019, revenue of \$19,548,171 and expenditures of \$19,868,772. The following table reflects the dollar values by Fund grouping.

Proposed Biennial Budget

Fund	FY 2018		FY 2019	
	Revenue	Expense	Revenue	Expense
Library Tax (301)	\$19,020,937	\$20,233,896	\$19,396,671	\$19,586,211
All Other Funds(302,304)	\$61,500	\$81,450	\$61,500	\$81,450
Gift Funds (306)	\$90,000	\$150,000	\$90,000	\$150,000
Foundation (307)	\$211,000	\$600,000	\$0	\$51,111
Berkeley Public Library	\$19,383,437	\$21,065,346	\$19,548,171	\$19,868,772

The Board of Library Trustees established the FY18 and FY 19 Budget Priorities as adopted by Resolution No.: R16-050 on December 14, 2016:

- Better organizational health by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of collaboration, planning, evaluation, and evidence-based decisions
- Promote innovative and effective use of technology to facilitate access to information and ideas
- Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
- Increase and adapt the Library Tax Fund (301) reserve set-aside to model the City General Fund Reserve Policy
- Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget

FISCAL IMPACT OF RECOMMENDATION

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present proposed budgets for the biennial period comprising fiscal years 2018 and 2019. Expenditures are budgeted to exceed revenues in each Fund group.

Library Tax Fund

The Library Tax Fund is projected to achieve revenues of \$19,020,937 in FY 2018, and \$19,396,671 the following fiscal year. Fiscal year 2018 revenue is projected to increase \$633,091 over the latest revised library tax revenues expected from Alameda County for FY 2017 and is driven by the selection of the San Francisco Bay Area Consumer Price Index (CPI) of 3.789% over the CA Personal Income Growth Factor (PIG) of 3.69%. The following fiscal year, revenue is anticipated to rise \$375,734 when applying the City default rate of 2%. Miscellaneous receipts, primarily attributable to fines and fees, are forecasted in both fiscal years at \$234,250.

Planned expenditure budgets at \$20,233,896 in FY18 represent a prior period increase of 11% over the ending FY17 mid-year projection. In FY19, expenditures are projected to fall by 3.2% to \$19,586,211. Excluding estimated City pass-through expenses, expenditures during fiscal year 2018 are budgeted at \$20,201,277, and at \$19,553,358 for fiscal year 2019.

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 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: 3.69% for the CA Personal Income Growth factor, and 3.789% for the San Francisco Bay Area Consumer Price Index, the Library's FY 2018 budget incorporates the higher of the two rates as pursuant to BOLT Resolution No.: R17-031 in order to provide a stable revenue source to ensure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels commensurate with the libraries' hours of service, staffing, and patron needs. And, specific to this biennial period, the Library will undertake the construction of a dedicated and articulated teen space in the Central Library.

Reserve funds are increased to align with changes adopted by City Council in regards to the City's reserve set-aside and enunciated in Resolution No. 67,821-N.S. The Library will set the FY 2018 reserve percentage level at 13.8% of FY 2017 adopted library services tax revenue, the closest equivalent measure to the City's Council mandated level of 2017 Adopted General Fund Revenues. In FY 2019, the Library is committed to a reserve level of 15.25% of FY 2017 adopted library services tax revenue. Beyond, the rate is expected to be increased each fiscal year up to the level adopted by BOLT at a future date.

Personnel

Personnel expenses for FY 2018 are projected at \$14,793,782 and for FY 2019 at \$15,162,863. The Library is requesting increases to the overall authorized FTE to 1) add a full-time Supervising Librarian and a full-time Senior Librarian to establish a service design team that will expand and enhance Library programs and outreach, and 2) add a full-time Communications Manager position in FY 2019 to achieve focused messaging communications to the public encompassing Library programming, events, and happenings.

Changes in FTE

Division	Position	Hdcnt	FTE To	FTE From	Notes
Circulation Services (9201)	Library Aide	1.0	-	0.375	Non-career position
Circulation Services (9201)	Mail Services Aide	1.0	0.80	0.75	For four 8-hour days
Service Design Unit (9301)	Supervising Librarian	1.0	1.00	-	Increase to FTE
Service Design Unit (9301)	Senior Librarian	1.0	1.00	-	Increase to FTE
Tool Lending Library (9307)	Tool Lending Specialist	3.0	0.75	0.70	For BOLT authorization
Administration (9101)	Communications Manager	1.0	1.00	-	Increase to FTE – FY19

The Library offers a wide range of programming directed towards all age groups and a multitude of interests. To magnify the reach and impact of Library programs, the FY 2018 budget establishes two new positions to staff a Service Design Unit. In addition to two new positions, the Service Design Unit will incorporate two existing positions: a vacant Library Specialist position formerly assigned to the Library Administration unit, and a Senior Librarian with responsibility for supporting system-wide children’s programming. The two new positions are projected for budgeted costs at \$342,080 in salary and benefits during FY 2018. The Service Design Unit will support an expansion of Library program offerings by providing direct support for program planning, outcome measurement, grant administration, staff training, community surveys and focus groups, and outreach and engagement activities.

Looking forward to FY 2019, the Library will seek to add one full-time FTE for a Communications Manager at an estimated budgeted cost of \$204,728 for salary and benefits. This position would be housed within the Administration division (9101) and report directly to the Director. The classification of Communications Manager for the Library is non-existent and requires acceptance by the City’s Personnel Board. The intent of such a position is to significantly boost the Library’s capacity to publicize Library services and communicate effectively.

The remaining adjustments to staffing are 1) obtaining formal BOLT authorization for the FTE increase from 0.70 to 0.75 for the three Tool Lending Specialist positions resulting from the FY 2015 addition of 3 hours per week to a 40 hour weekly schedule (BOLT R15-141, dated November 18, 2015), 2) to rationalize the hours for the part-time Mail Services Aide from 30 hours weekly to four 8-hour days, and 3) release one of three 15-hour per week non-career Library Aide positions; the Library Aide position to be removed is currently vacant and assigned to Circulation.

The CalPERS rate imputed for all Library staff for FY 2018 is 23.09%, and for FY 2019 is estimated at 23.00%. On December 16, 2016, in an effort to reinforce the long-term sustainability of CalPERS to pay promised benefits, CalPERS approved lowering its long-term investment projection from 7.5% to 7.0% to be phased in over 3 years. The CalPERS rates in the biennial budgets consider this revision to the forecasted CalPERS returns, while also taking into account the assumption of staff contributions (per MOU agreements) from prior benefited City paid contributions.

The biennial budgets estimate fiscal year 2018 fringe benefit costs at \$5,876,070, an increase of \$291,052 above the FY 2017 year-end projection; \$159,322 is attributed to medical insurance and \$72,301 related to CalPERS contributions. Fringe benefits are up the following fiscal year by \$96,139; of which medical insurance rises \$142,560 offset by a decrease to CalPERS. Fringe benefit expense items are considered nondiscretionary and can only be reduced by a direct decrease in FTE count.

The salary savings rate reflects anticipated vacancy savings and is set to \$300,000 each fiscal year or approximately 3% of budgeted payroll expenditures as per budget guidelines.

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 \$5,411,495, non-personnel costs constitute 26.7% of total Fund expenditures. Notable items and programs incorporated into the FY 2018 budget include:

- Library Materials: \$1,345,409
- CENIC High Speed Internet: \$75,000
- Integrated Library System: \$155,218
- Programming: \$125,000
- Outreach and Festivals: \$10,000
- Central Improvement: Prof. Svcs \$325,000; Construction \$1,300,000
- Utilities: \$483,702
- Janitorial: \$205,000
- Reserve: \$2,469,280

The fiscal year 2018 budget is marked by a resumption of efforts to undertake general renovation work in the Central Library inclusive of a dedicated teen area; and the initiative of creating the Service Design Unit accentuating public programming as a core service, i.e., transferring direct public programming expenses into the Library Tax Fund (301) from the Gifts Fund (306). At the conclusion of the Measure FF Branch Libraries Improvement Program the Library shifted its 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. However, interrupted by the retirement in October 2014 of former Library Director Donna Corbeil and subsequent senior management instability the project was eventually suspended. Today, with both the Director and Deputy Director positions staffed the project is back on track with a budgeted value of \$1,625,000, the lone non-personnel expense item to exceed the \$1.3M budgeted for library material acquisitions – typically the Library's largest non-personnel expense item. Other major non-personnel Library Tax Fund expenditures include \$125,000 in programming funding for performers, publicity, and supplies; \$155,218 for the integrated library system; \$205,000 for janitorial services; \$136,994 for guard security services; \$483,702 for utilities; and a reserve set-aside of \$2,469,280.

The biennial expenditures budgets do not include any specific dollars earmarked for correction of Arntz construction defects from years 2000/2001 of which the most visible known concern is leaking windows along the west and south side walls on the 2nd floor. However, the Library intends to explore addressing priority building repairs as inclusive to the overall Central Library Improvement/Teen Room construction phase.

Other Funds

Other Funds revenues include a \$1,500 estimate for Link+ fines posted to the Transaction-based Reimbursements Fund (302) and \$60,000 in Grants Fund (304) for BerkeleyREADS. Effective FY 2018, public

photocopier revenues and expenses are transferred back to Fund 301 – in FY 2010, these transactions were transferred from Fund 301 to Fund 302 to support Fund 301 during that period of economic stress. State Library transaction based receipts into Fund 302 were last received in FY 2012 and have to date provided additional funding support for the provision of public photocopier services and the Library's participation in Link+. The Grants Fund (304) forecasts an estimated CLLS FY 2018 award for BerkeleyREADS at \$60,000. It is generally the rule that these awards must be expended by June 30th of the awarded fiscal year. The excess of expenditures over revenues in Fund 304 is due to benefits paid to tutors that must be calculated by the City post budget approval.

Gifts Fund

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

FY 2018 and FY 2019 include a placeholder expenditures amount of \$150,000 per fiscal year period courtesy of an anticipated Friends annual gift award, miscellaneous prior years' donations to BerkeleyREADS, and miscellaneous Fund balance support as directed by the Director of Library Services.

Foundation Fund

The Foundation Fund records all monies received from or passed-through the Foundation as well as spending funded from those sources.

The fiscal years 2018 and 2019 budgets reflect placeholder revenue and expenditures amounts for the Central Library improvement program, and other programs and projects up to the ending balance of the Pace Trust. For FY 2018, the Foundation has communicated its intent to award \$211,000 for the Central Library improvement program; and to-date has approved \$389,000 in currently held monies for that program's expenditures.

Pace Trust (14LB29) – original bequeathed value of \$695,761 – the biennial budgets project no spending in FY 2018 and FY 2019; and consequently shift North Branch utility expenses from 307 to the Library Tax Fund (301). Spending for programming was suspended in early FY 2017 at the instruction of the Library Director to allow for the exploration of the possible treatment of remaining funds as an endowment. At May 3, 2017, the remaining Pace Trust balance is \$578,127.

CURRENT SITUATION

At the April 5, 2017 regular Board of Library Trustees meeting an updated baseline budget was presented for the biennial budget cycle for fiscal years 2018 and 2019. 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.: R17-031) to the Berkeley City Council to set the FY 2018 library tax rate at the April 2017 Consumer Price Index in the immediate San Francisco Bay Area of 3.789%.

The Library is confident the FY18 and FY19 biennial budgets contained herein directly addresses each budget priority in a measured and balanced approach. Combined with the FY 2018 revenue increase generated from the Consumer Price Index in the immediate San Francisco Bay Area at 3.789%, the Library is excited to enter into the upcoming biennial period with plans for an improved Central Library, an expanded menu of innovative programs and partnerships, enhanced technology, and a level of customer service second to none.

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.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 981-6118

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. Library Tax Fund 5-Year Fund Analysis
8. Other Funds 5-Year Fund Analysis
9. Gifts Fund 5-Year Fund Analysis
10. Foundation Fund 5-Year Fund Analysis
11. Position FTE Summary by Position Detail
12. Position FTE Summary by Classification
13. Position FTE Summary by Division

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-032

APPROVE THE PROPOSED BIENNIAL REVENUE BUDGET FOR FY 2018 OF \$19,383,437 AND FOR FY 2019 OF \$19,548,171 AND THE PROPOSED BIENNIAL EXPENDITURE BUDGET FOR FY 2018 OF \$21,065,346 AND FOR FY 2019 OF \$19,868,772

WHEREAS, on December 14, 2016, the Board of Library Trustees by Resolution No.: 16-050 adopted budget priorities for FY 2018 and FY 2019; and

WHEREAS, at the April 19, 2017 meeting of the Board of Library Trustees, during the budget presentation 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 comprehensive budgets for FY 2018 and FY 2019 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 27, 2017; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budgets for FY 2018 of revenue of \$19,383,437 and expenditures of \$21,065,346 and for FY 2019 of revenue of \$19,548,171 and expenditures of \$19,868,772 as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on May 31, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

, President

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustees

BERKELEY PUBLIC LIBRARY		Berkeley Public Library w/CoB											base data as of:		
REVENUES BIENNIAL BUDGET FY18/19		G:\FINANCE\BUDGETS\Budget_FY1819\Base Budget REV_3MAY											12-May-17		
Ele/Obj	Account Description	Lib Dscr	TBR	Grants	Gift	Fndn	Zero Wste	BASE	Lib Dscr	TBR	Grants	Gift	Fndn	Zero Wste	BASE
		301	302	304	306	307	820	FY18	301	302	304	306	307	820	FY19
01-01	Refund on Bills	2,000						2,000	2,000						2,000
10-01	Collection by City						10,766	10,766						10,766	10,766
13-15	Library Tax	18,462,863						18,462,863	18,832,120						18,832,120
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
20-12	Link + Fines														
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					211,000		211,000					211,000		211,000
23-13	Friends of BPL				90,000			90,000				90,000			90,000
30-01	Interest-Investment Pool														
65-01	Meeting Room Fees	2,000						2,000	2,000						2,000
80-99	Other Grants (1x)														
99-03	Donations														
99-99	Miscellaneous Revenue	10,000	20,000					30,000	10,000	20,000					30,000
Bgn Bse	Berkeley Public Library w/CoB	18,749,863	20,000	30,000	90,000	211,000	10,766	19,111,629	19,119,120	20,000	30,000	90,000	211,000	10,766	19,480,886
13-15	Library Tax	323,824						323,824	330,301						330,301
20-07	Library Svc&Constr Act			30,000				30,000			30,000				30,000
20-11	Library Fines	(48,000)						(48,000)	(48,000)						(48,000)
20-12	Link + Fines							1,500	1,500						1,500
20-15	Lost Book Fines	(10,000)	1,500					(10,000)	(10,000)						(10,000)
20-21	Tool Lending Fines	(13,000)						(13,000)	(13,000)						(13,000)
23-12	BPL Foundation												(211,000)		(211,000)
65-01	Meeting Room Fees	(1,750)						(1,750)	(1,750)						(1,750)
99-99	Miscellaneous Revenue	20,000	(20,000)						20,000	(20,000)					
Mod	Berkeley Public Library w/CoB	271,074	(18,500)	30,000	90,000	211,000	10,766	282,574	277,551	(18,500)	30,000	90,000	(211,000)	10,766	78,051
01-01	Refund on Bills	2,000						2,000	2,000						2,000
10-01	Collection by City						10,766	10,766						10,766	10,766
13-15	Library Tax	18,786,687						18,786,687	19,162,421						19,162,421
20-07	Library Svc&Constr Act			60,000				60,000			60,000				60,000
20-11	Library Fines	175,000						175,000	175,000						175,000
20-12	Link + Fines							1,500	1,500						1,500
20-15	Lost Book Fines	20,000	1,500					20,000	20,000						20,000
20-21	Tool Lending Fines	7,000						7,000	7,000						7,000
23-12	BPL Foundation					211,000		211,000							
23-13	Friends of BPL				90,000			90,000				90,000			90,000
30-01	Interest-Investment Pool														
65-01	Meeting Room Fees	250						250	250						250
80-99	Other Grants (1x)														
99-03	Donations														
99-99	Miscellaneous Revenue	30,000						30,000	30,000						30,000
End Bse	Berkeley Public Library w/CoB	19,020,937	1,500	60,000	90,000	211,000	10,766	19,394,203	19,396,671	1,500	60,000	90,000	(211,000)	10,766	19,558,937

BERKELEY PUBLIC LIBRARY: EXPENDITURES BIENNIAL BUDGET FY18/19 (END)														12-May-17	
BERKELEY PUBLIC LIBRARY (w/CoB)															
Elmnt-Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndh 307	Mse FF 308	BSNL FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndh 307	Mse FF 308	BSNL FY19
11-01	Monthly Rated Employees	8,554,940						8,554,940	8,619,121						8,619,121
11-03	Hourly and Daily Rated Empl	228,799		30,000				258,799	229,939	30,000					259,939
11-04	Monthly Rated - Part Benefitted	108,660						108,660	109,200						109,200
13-01	OT-Monthly Rated Employee	6,771						6,771	6,771						6,771
13-05	Holiday Pay	5,081						5,081	5,081						5,081
	Prsnl Svcs-Salaries and Wages	8,904,251		30,000				8,934,251	8,970,112		30,000				9,000,112
20-11	Medical Insurance	1,489,345						1,489,345	1,631,905						1,631,905
20-12	Dental Insurance	183,579						183,579	198,171						198,171
20-13	Life Insurance	7,032						7,032	7,032						7,032
20-21	Cash-in-Lieu	138,195						138,195	138,195						138,195
20-31	Pers/Misc Other	2,842,161						2,842,161	2,778,863						2,778,863
20-34	PARS (3.75%)	12,654		1,500				14,154	12,712	1,500					14,212
20-36	SRIP	291,415						291,415	291,918						291,918
20-40	Medicare Tax	113,909						113,909	114,688						114,688
20-63	Retirement Med: Misc. Emp Medi	181,151						181,151	182,366						182,366
20-71	Workers Comp: Workers Comp C	189,948						189,948	191,822						191,822
20-82	Allowances: Shoes Allowance	1,212						1,212	1,212						1,212
20-87	Terminal Payouts-Misc.Emp	160,226						160,226	161,436						161,436
20-90	Other Employee Benefits	230,032						230,032	226,628						226,628
20-91	Commuter Check	24,165						24,165	24,165						24,165
27-20	Fringe Benefits (Budget)	11,046		1,500				12,546	11,096	1,500					12,596
	Prsnl Svcs-Fringe Benefits	5,876,070		3,000				5,879,070	5,972,209		3,000				5,975,209
20-99	Salary Savings	(300,000)						(300,000)	(300,000)						(300,000)
	Personal Services-Employee	14,480,321		33,000				14,513,321	14,642,321		33,000				14,675,321

Note: 301 excludes personnel costs for 2 added FTEs in FY 2018=\$342,080 and FY 2019=\$344,667; and 1 added FTE in FY 2019=\$204,728.

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY18/19 (END)													12-May-17													
BERKELEY PUBLIC LIBRARY (w/Cob)																										
G:\FINANCE\BUDGETS\Budget_FY1819\Base Budget_EXP_20MAR17.xls\ajall																										
Elmnt-Object	Description	Lib Dscr	DL / ILL	Grants	Gift	Fndn	Mse FF	BSNL	Lib Dscr	DL / ILL	Grants	Gift	Fndn	Mse FF	BSNL	Pub Lib	Grants	DL / ILL	Lib Dscr	DL / ILL	Grants	Gift	Fndn	Mse FF	BSNL	FY19
30-35	Professional: Engrng & Architect	325,000	302	304	306	307	308	325,000	301	302	304	306	307	308	325,000	305	304	302	301	302	304	306	307	308		
30-38	Professional: Misc Prof Svcs	466,450						466,450	466,450						466,450				466,450							466,450
30-39	Hazardous Materials Handling	2,000						2,000	2,000						2,000				2,000							2,000
30-42	Maint Svcs: Office Equip Maint Svc	6,500						6,500	6,500						6,500				6,500							6,500
30-43	Maint Svcs: Bldg & Structures Mai	174,000						174,000	174,000						174,000				174,000							174,000
30-44	Maint Svcs: Field Equip Maint	17,250						17,250	17,250						17,250				17,250							17,250
30-46	Maint Svcs: Computer Maintenance	5,000						5,000	5,000						5,000				5,000							5,000
30-47	Maint Svcs: Software Maintenance	346,000						346,000	346,000						346,000				346,000							346,000
30-51	Bank Credit Card Fees	4,500						4,500	4,500						4,500				4,500							4,500
	Purchased Prof & Tech Svcs	1,346,700						1,346,700	1,346,700						1,346,700				1,021,700							1,021,700
35-20	County/State/Fed Pymts.	5,000						5,000	5,000						5,000				5,000							5,000
	Grants & Grnmtl Payments	5,000						5,000	5,000						5,000				5,000							5,000
40-10	Professional Dues and Fee	47,250						47,250	47,250						47,250				47,250							47,250
40-31	Communications: Telephones	112,200						112,200	112,200						112,200				112,200							112,200
40-33	Communications: Cellular	14,550						14,550	14,550						14,550				14,550							14,550
40-41	Utilities: Water	35,000						35,000	35,000						35,000				35,000							35,000
40-42	Utilities: Gas/Electricity	300,000						300,000	300,000						300,000				300,000							300,000
40-43	Utilities: Refuse	34,252						34,252	34,252						34,252				34,252							34,252
40-50	Printing and Binding	14,850						14,850	14,850		750				15,600				14,850							15,600
40-61	Travel: Commerical Travel	5,000						5,000	5,000						5,000				5,000							5,000
40-62	Travel: Meals & Lodging	9,000						9,000	9,000						9,000				9,000							9,000
40-63	Travel: Registration/Admin Fees	38,500						38,500	38,500						38,500				38,500							38,500
40-64	Travel: Transportation	3,000						3,000	3,000						3,000				3,000							3,000
40-70	Advertising	30,000						30,000	30,000						30,000				30,000							30,000
40-90	Other										20,000	150,000	300,000		470,000						20,000	150,000	51,111			221,111
	Other Purchased Services	643,602						643,602	643,602		20,750	150,000	300,000		1,114,352				643,602		20,750	150,000	51,111			865,463

BERKELEY PUBLIC LIBRARY: EXPENDITURES BIENNIAL BUDGET FY18/19 (END)														12-May-17	
BERKELEY PUBLIC LIBRARY (w/CoB)															
G:\FINANCEBUDGETS\Budget_FY-18-19\Base Budget_EXP_20MAR17.xlsx\all															
Elmnt-Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndh 307	Mse FF 308	BSNL FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndh 307	Mse FF 308	BSNL FY19
50-10	Rental of Land/Buildings	1,500						1,500	1,500						1,500
50-20	Rental of Equip/Vehicles	46,500						46,500	46,500						46,500
50-30	Rental of Office Equipment & Furn	10,000						10,000	10,000						10,000
50-40	Rental of Software & Licenses	75						75	75						75
	Rentals / Leases	58,075						58,075	58,075						58,075
51-10	Postage	32,500		500				33,000	32,500		500				33,000
51-20	Messenger/Deliver		18,000					18,000		18,000					18,000
	Mail Services	32,500	18,000	500				51,000	32,500	18,000	500				51,000
55-11	Office Supplies	41,815		3,000				44,815	41,815		3,000				44,815
55-20	Field Supplies	181,930		5,000				186,930	181,930		5,000				186,930
55-34	Equip & Veh Supp: Spare Replac	6,000						6,000	6,000						6,000
55-50	Food	1,000		1,200				2,200	1,000		1,200				2,200
55-60	Library Materials	1,345,409						1,345,409	1,345,409						1,345,409
	Supplies	1,576,154		9,200				1,585,354	1,576,154		9,200				1,585,354
60-20	Outside Janitorial Svcs	205,000						205,000	205,000						205,000
	Purchased Property Services	205,000						205,000	205,000						205,000
65-70	Building - Existing Construction	1,300,000				300,000		1,600,000	600,000				300,000		600,000
	Infrastructure	1,300,000				300,000		1,600,000	600,000				300,000		600,000

BERKELEY PUBLIC LIBRARY: EXPENDITURES BIENNIAL BUDGET FY18/19 (END)														12-May-17	
BERKELEY PUBLIC LIBRARY (w/CoB)															
G:\FINANCE\BUDGETS\Budget_FY1819\Base Budget EXP_20MARR17.xlsx\all															
Elmnt-Object	Description	Lib Dscr	DL / ILL	Grants	Gift	Fndh	Mse FF	BSNL FY18	Lib Dscr	DL / ILL	Grants	Gift	Fndh	Mse FF	BSNL FY19
70-41	Machinery and Equipment	301	302	304	306	307	308	4,000	301	302	304	306	307	308	4,000
70-43	Furniture and Fixtures	75,000						75,000	75,000						75,000
70-44	Computers & Printers	20,000						20,000	20,000						20,000
70-47	Computer Softwares & Lic	15,000						15,000	15,000						15,000
	Property	114,000						114,000	114,000						114,000
71-10	Small Equipment	14,400						14,400	14,400						14,400
71-44	Mach & Equip: Computers And Pr	95,000						95,000	95,000						95,000
71-47	Mach & Equip: Software & Licens	11,000						11,000	19,000						19,000
	Property Under Cap Limit	120,400						120,400	128,400						128,400
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
	Internal Services	10,064						10,064	10,064						10,064
	Other Expenses	5,411,495	18,000	30,450	150,000	600,000		6,209,945	4,394,495	18,000	30,450	150,000	51,111		4,644,056
	Berkeley Public Library + CoB	19,891,816	18,000	63,450	150,000	600,000		20,723,266	19,036,816	18,000	63,450	150,000	51,111		19,319,377

BERKELEY PUBLIC LIBRARY							
BIENNIAL BUDGET FY 2018 + FY 2019							
PROPOSED BIENNIAL BUDGET REVENUE ADJUSTMENTS							
Fund	DepDiv	Base	EleObj	Description	FY18	FY19	Comment
301	3302	311	13-15	Library Tax	323,824	330,301	CPI=3.789%
301	9101	351	20-11	Library Fines	(48,000)	(48,000)	
301	9101	351	20-15	Lost Book Fines	(10,000)	(10,000)	
301	9101	351	20-21	Tool Lending Fines	(13,000)	(13,000)	
301	9101	363	65-01	Meeting Room Fees	(1,750)	(1,750)	
301	9201	369	99-99	Miscellaneous Revenue	20,000	20,000	Konica, moved from 302
302	9201	369	99-99	Miscellaneous Revenue	(20,000)	(20,000)	Konica, moved to 301
302	9201	351	20-12	Link + Fines	1,500	1,500	Link+ revenue
304	9201	331	20-07	Library Svc&Constr Act	30,000	30,000	estimate increase for CLLS to \$60K
307	9150	368	23-12	BPL Foundation		(211,000)	estimate increase for CLLS to \$60K
Total					282,574	78,051	

BERKELEY PUBLIC LIBRARY							
BIENNIAL BUDGET FY 2018 + FY 2019							
PROPOSED BIENNIAL BUDGET PERSONNEL EXPENSE ADJUSTMENTS							
Fund	DepDiv	Base	EleObj	Description	FY18	FY19	Comment
301	9101	450	20-99	Salary Savings	(43,757)	(43,757)	Budget rules: Salary Savings at 2%
				Library Tax Fund (301)	(43,757)	(43,757)	Labor
304	9205	450	11-03	Hourly and Daily Rated Empl	6,179	6,060	Placeholder for Literacy staffing
304	9205	450	20-34	PARS (3.75%)	607	603	Placeholder for Literacy staffing
304	9205	450	27-20	Fringe Benefits (Budget)	723	720	Placeholder for Literacy staffing
				Grants Fund (304)	7,509	7,383	Labor
				Labor	(36,248)	(36,374)	Total

BERKELEY PUBLIC LIBRARY							
BIENNIAL BUDGET FY 2018 + FY 2019							
PROPOSED EXPENDITURE ADJUSTMENTS							
Fund	DepDiv	Base	EleObj	Description	FY18	FY19	Comment
301	9101	450	40-61	Travel: Commerical Travel	3,000	3,000	xfr svcs from Friends 306
301	9101	450	40-62	Travel: Meals & Lodging	2,000	2,000	xfr svcs from Friends 306
301	9101	450	40-63	Travel: Registration/Admin Fees	13,500	13,500	HR training (18LB27) = \$15K
301	9101	450	40-64	Travel: Transportation	1,000	1,000	xfr from Friends 306
301	9101	450	40-70	Advertising	1,234	1,234	General BPL advert to = \$10.5K
301	9101	450	51-10	Postage	(14,000)	(14,000)	for Library Admin primarily
301	9102	450	30-38	Professional: Misc Prof Svcs	52,700	52,700	
301	9102	450	30-44	Maint Svcs: Field Equip Maint	(65,000)	(65,000)	
301	9102	450	30-47	Maint Svcs: Software Maintenance	(4,000)	(4,000)	
301	9102	450	40-31	Communications: Telephones	25,000	25,000	
301	9102	450	55-11	Office Supplies	(700)	(700)	
301	9102	450	55-20	Field Supplies	1,200	1,200	
301	9102	450	70-41	Machinery and Equipment	(5,000)	(5,000)	
301	9102	450	70-44	Computers & Printers	(20,000)	(20,000)	
301	9102	450	70-47	Computer Softwares & Lic	(10,000)	(10,000)	
301	9102	450	71-10	Small Equipment	(8,600)	(8,600)	
301	9102	450	71-44	Mach & Equip: Computers And Print	45,000	45,000	
301	9102	450	71-47	Mach & Equip: Software & Licenses	(9,000)	(1,000)	
301	9103	450	40-41	Utilities: Water	6,500	6,500	
301	9150	450	30-35	Professional: Engnrng & Architecura	325,000		Central Project scheduled for FY 2018
301	9150	450	65-70	Building - Existing Construction	(625,000)	(1,325,000)	Central Project scheduled for FY 2018
301	9201	450	50-20	Rental of Equip/Vehicles	45,000	45,000	Konica (PO# 90880) moved to 301
301	9202	450	30-38	Professional: Misc Prof Svcs	5,000	5,000	xfr svcs from Friends 306
301	9202	450	55-11	Office Supplies	625	625	xfr svcs from Friends 306
301	9202	450	55-20	Field Supplies	(1,000)	(1,000)	xfr svcs from Friends 306
301	9203	450	30-42	Maint Svcs: Office Equip Maint Svcs	(500)	(500)	Move to 9204
301	9203	450	30-44	Maint Svcs: Field Equip Maint	(500)	(500)	Move to 9204
301	9203	450	55-11	Office Supplies	(1,425)	(1,425)	Move to 9204
301	9203	450	55-20	Field Supplies	(1,000)	(1,000)	Delete
301	9204	450	30-42	Maint Svcs: Office Equip Maint Svcs	500	500	Move from 9203
301	9204	450	30-44	Maint Svcs: Field Equip Maint	500	500	Move from 9203
301	9204	450	40-70	Advertising	(9,234)	(9,234)	Reduced to \$1K, balance to 9101
301	9204	450	55-11	Office Supplies	2,100	2,100	Moved from 9203; xfr svcs from Friends 306
301	9204	450	55-20	Field Supplies	1,000	1,000	Moved from 9203; xfr svcs from Friends 306
301	9205	450	55-11	Office Supplies	45	45	xfr svcs from Friends 306
301	9205	450	55-20	Field Supplies	2,500	2,500	xfr svcs from Friends 306
301	9301	450	30-38	Professional: Misc Prof Svcs	45,000	45,000	For programming support (NEW: Service Design Unit)
301	9301	450	40-70	Advertising	18,000	18,000	NEW: Service Design Unit; gen'l BPL advert to 9101 = \$10.5K
301	9301	450	55-11	Office Supplies	2,810	2,810	NEW: Service Design Unit; xfr svcs from Friends 306
301	9301	450	55-20	Field Supplies	19,700	19,700	NEW: Service Design Unit; xfr svcs from Friends 306
301	9302	450	30-38	Professional: Misc Prof Svcs	5,000	5,000	xfr svcs from Friends 306
301	9302	450	40-41	Utilities: Water	6,000	6,000	xfr svcs from Pace Trust 307
301	9302	450	40-42	Utilities: Gas/Electricity	25,000	25,000	xfr svcs from Pace Trust 307
301	9302	450	55-20	Field Supplies	1,000	1,000	xfr svcs from Pace Trust 307
301	9302	450	71-10	Small Equipment	(500)	(500)	delete
301	9303	450	30-38	Professional: Misc Prof Svcs	5,000	5,000	xfr svcs from Friends 306
301	9303	450	71-10	Small Equipment	(500)	(500)	delete
301	9303	450	55-20	Field Supplies	1,000	1,000	xfr svcs from Friends 306
301	9304	450	30-38	Professional: Misc Prof Svcs	5,000	5,000	xfr svcs from Friends 306
301	9304	450	55-20	Field Supplies	1,000	1,000	xfr svcs from Friends 306
301	9304	450	71-10	Small Equipment	(500)	(500)	delete
301	9305	450	30-38	Professional: Misc Prof Svcs	5,000	5,000	xfr svcs from Friends 306
301	9305	450	55-20	Field Supplies	1,000	1,000	xfr svcs from Friends 306
301	9305	450	71-10	Small Equipment	(500)	(500)	delete
301	9401	450	30-38	Professional: Misc Prof Svcs	(2,000)	(2,000)	Move to 9401
301	9401	450	30-44	Maint Svcs: Field Equip Maint	(1,500)	(1,500)	Move to 9401
301	9401	450	40-50	Printing and Binding	(2,500)	(2,500)	Move to 9401
301	9401	450	40-80	Books and Publications	(16,000)	(16,000)	Move to 9401
301	9401	450	55-11	Office Supplies	(1,900)	(1,900)	Move to 9401
301	9401	450	55-20	Field Supplies	(38,000)	(38,000)	Move to 9401
301	9401	450	71-10	Small Equipment	(1,500)	(1,500)	Move to 9401
301	9402	450	55-11	Office Supplies	2,000	2,000	No non-labor \$\$ in 9401; coverage for 9401 and 9402
301	9402	450	55-20	Field Supplies	50,500	50,500	No non-labor \$\$ in 9401; coverage for 9401 and 9402
301	9402	450	55-60	Library Materials	18,409	18,409	No non-labor \$\$ in 9401; coverage for 9401 and 9402
301	9402	450	71-10	Small Equipment	500	500	No non-labor \$\$ in 9401; coverage for 9401 and 9402
				Library Tax Fund (301)	(95,036)	(1,112,036)	Non-labor

BERKELEY PUBLIC LIBRARY								
BIENNIAL BUDGET FY 2018 + FY 2019								
PROPOSED EXPENDITURE ADJUSTMENTS								
Fund	DepDiv	Base	EleObj	Description	FY18	FY19	Comment	
302	9201	450	30-44	Maint Svcs: Field Equip Maint	(2,500)	(2,500)	delete, unused in prior years	
302	9201	450	50-20	Rental of Equip/Vehicles	(45,000)	(45,000)	Konica (PO# 90880) moved to 301	
302	9201	450	51-20	Messenger/Deliver	5,000	5,000	for Link+ and misc.	
302	9201	450	55-20	Field Supplies	(8,500)	(8,500)	delete, unused in prior years	
				TBR Fund (302)	(51,000)	(51,000)	Non-labor	
304	9101	450	55-20	Field Supplies	(15,691)	(15,691)	Delete in FY 2018 and 2019	
304	9205	450	40-50	Printing and Binding	250	250	Guestimate for CCLS at \$60K; +some allow for other grants	
304	9205	450	40-90	Other	10,000	10,000	Guestimate for CCLS at \$60K; +some allow for other grants	
304	9205	450	55-11	Office Supplies	2,000	2,000	Guestimate for CCLS at \$60K; +some allow for other grants	
304	9205	450	55-20	Field Supplies	2,500	2,500	Guestimate for CCLS at \$60K; +some allow for other grants	
304	9205	450	55-50	Food	669	669	Guestimate for CCLS at \$60K; +some allow for other grants	
				Grants Fund (304)	(272)	(272)	Non-labor	
				Public Library Fund (305)			Non-labor	
306	9301	450	40-90	Other	35,000	35,000		
				Gifts Fund (306)	35,000	35,000	Non-labor	
307	9101	450	40-90	Other	250,000	1,111	Guestimated Foundation support	
307	9150	450	65-70	Building - Existing Construction	(300,000)	(600,000)	delete	
307	9302	450	30-38	Professional: Misc Prof Svcs	(15,000)	(15,000)	Pace Trust (14LB29) discontinue all spending	
307	9302	450	40-41	Utilities: Water	(10,000)	(10,000)	Pace Trust (14LB29) discontinue all spending	
307	9302	450	40-42	Utilities: Gas/Electricity	(25,000)	(25,000)	Pace Trust (14LB29) discontinue all spending	
				Foundation Fund (307)	(100,000)	(648,889)	Non-labor	
308	9301	450	30-38	Professional: Misc Prof Svcs	(200,000)	(200,000)	delete; remaining \$\$ returned to CoB end FY-17	
				Measure FF Fund (308)	(200,000)	(200,000)	Non-labor	
				Non-Labor	(411,308)	(1,977,197)	Total	

LIBRARY TAX FUND 5-YEAR FUND ANALYSIS

	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED	FY 2018 PROJECTED	FY 2019 PROJECTED
Beginning Fund Balance	\$ 3,602,171	\$ 4,332,536	\$ 5,787,401	\$ 5,787,401	\$ 5,787,401	\$ 5,951,630	\$ 4,738,671
Revenues							
Library Services Tax	\$ 16,470,657	\$ 17,286,659	\$ 17,893,335	\$ 17,893,335	\$ 18,100,846	\$ 18,786,687	\$ 19,162,421
Fines/Fees	215,832	207,113	275,000	275,000	275,000	202,250	202,250
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	60,606	10,537	12,000	12,000	12,000	32,000	32,000
TOTAL REVENUE	\$ 16,747,095	\$ 17,504,309	\$ 18,180,335	\$ 18,180,335	\$ 18,387,846	\$ 19,020,937	\$ 19,396,671
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 12,865,083	\$ 12,959,742	\$ 13,728,233	\$ 13,728,233	\$ 13,396,276	\$ 15,093,782	\$ 15,462,863
Salaries, Wages, Benefits							
less: Labor Vacancy Savings			256,243	256,243	256,243	300,000	300,000
Personnel	\$ 12,865,083	\$ 12,959,742	\$ 13,471,990	\$ 13,471,990	\$ 13,140,033	\$ 14,793,782	\$ 15,162,863
Non-Personnel	591,152	565,440	851,675	1,044,141	1,609,141	883,734	891,734
Library Materials (incl Tool Lndng)	1,270,771	1,289,660	1,327,000	1,327,809	1,327,809	1,345,409	1,345,409
Misc. Professional Services	305,519	346,613	345,750	629,171	629,171	796,450	471,450
Utilities+Telephone	367,515	444,307	433,402	481,218	481,218	495,902	495,902
Janitorial	189,974	195,083	205,000	205,000	205,000	205,000	205,000
Software Maintenance	340,051	204,136	350,000	322,351	322,351	346,000	346,000
Computer & Software Purchase >\$1K	62,796	23,925	65,000	180,500	180,500	35,000	35,000
Building/Infrastructure		390	1,925,000	1,865,000	300,000	1,300,000	600,000
Subtotal:	\$ 15,992,861	\$ 16,029,296	\$ 18,974,817	\$ 19,527,180	\$ 18,195,223	\$ 20,201,277	\$ 19,553,358
Charges From Other Depts							
Finance - Billing (3601)	\$ 14,259	\$ 15,256	\$ 15,294	\$ 15,294	\$ 15,294	\$ 18,217	\$ 18,477
Facilities - Admn (5401) + Txcs (5403)	9,610	4,892	13,100	13,100	13,100	14,402	14,376
Interfund Transfers							
Subtotal:	\$ 23,869	\$ 20,148	\$ 28,394	\$ 28,394	\$ 28,394	\$ 32,619	\$ 32,853
TOTAL EXPENDITURES	\$ 16,016,730	\$ 16,049,444	\$ 19,003,211	\$ 19,555,574	\$ 18,223,617	\$ 20,233,896	\$ 19,586,211
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 730,365	\$ 1,454,865	\$ (822,876)	\$ (1,375,239)	\$ 164,229	\$ (1,212,959)	\$ (189,540)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 4,332,536	\$ 5,787,401	\$ 4,964,525	\$ 4,412,162	\$ 5,951,630	\$ 4,738,671	\$ 4,549,131
Annual Committed Reserve	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 2,469,280	2,728,734
Uncommitted Fund Balance	\$ 3,032,536	\$ 4,387,401	\$ 3,564,525	\$ 3,012,162	\$ 4,551,630	\$ 2,269,391	\$ 1,820,397

Notes:

FY20 and FY21 not shown in table	
FY19 thru FY21 increase to "library services tax" Revenue at 2%	
FY18 thru FY21 Salary Savings at ~2% = \$300,000	
Reserve: FY18=13.80%; FY19=15.25%; FY20=16.7%; FY21=18.15%	
FY18 add 1.0 FTE, Senior Librarian; add 1.0 FTE Supervising Librarian	
FY19 add 1.0 FTE, Communications Manager	
Pjt:tn 5YR_FY16 21_12MAY17.xlsx	

OTHER FUNDS 5-YEAR FUND ANALYSIS

	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED	FY 2018 PROJECTED	FY 2019 PROJECTED
Beginning Fund Balance	\$ 260,013	\$ 233,081	\$ 214,010	\$ 214,010	\$ 214,010	\$ 166,974	\$ 147,024
Transaction Based Rmb Fund (302)	156,272	138,653	124,720	124,720	124,720	81,720	65,220
Grants Fund (304)	47,458	38,146	33,008	33,008	33,008	28,972	25,522
Public Library Fund (305)	56,283	56,283	56,283	56,283	56,283	56,283	56,283
Revenues							
Direct Loan Fund							
Literacy Services & LSTA	49,011	59,167	30,000	30,000	69,498	60,000	60,000
Miscellaneous Grant Revenue		15,000					
Public Library Fund (SB 358)							
Other	25,373	24,186	20,000	20,000	22,000	1,500	1,500
TOTAL REVENUE	\$ 74,384	\$ 98,353	\$ 50,000	\$ 50,000	\$ 91,498	\$ 61,500	\$ 61,500
Expenditures							
Operations							
Personnel	\$ 36,559	\$ 64,490	\$ 24,969	\$ 24,969	\$ 51,444	\$ 33,000	\$ 33,000
Non-Personnel	64,757	52,934	99,722	102,300	87,090	48,450	48,450
Library Materials							
TOTAL EXPENDITURES	\$ 101,316	\$ 117,424	\$ 124,691	\$ 127,269	\$ 138,534	\$ 81,450	\$ 81,450
Projected Surplus/Shortfall (Rev - Exp)	\$ (26,932)	\$ (19,071)	\$ (74,691)	\$ (77,269)	\$ (47,036)	\$ (19,950)	\$ (19,950)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 233,081	\$ 214,010	\$ 139,319	\$ 136,741	\$ 166,974	\$ 147,024	\$ 127,074

Pfjctn 5YR_FY16 21_3MAY17.xlsx

GIFTS FUND 5-YEAR FUND ANALYSIS

	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED	FY 2018 PROJECTED	FY 2019 PROJECTED
Beginning Fund Balance	\$ 414,157	\$ 338,222	\$ 331,170	\$ 331,170	\$ 331,170	\$ 326,887	\$ 266,887
Revenues							
Friends of BPL	\$ 92,400	\$ 97,628	\$ 90,000	\$ 90,000	\$ 108,589	\$ 90,000	\$ 90,000
Donations/Private		4,315					
Interest/Misc. Revenues	20,798	881			4,411		
TOTAL REVENUE	\$ 113,198	\$ 102,824	\$ 90,000	\$ 90,000	\$ 113,000	\$ 90,000	\$ 90,000
Expenditures							
Operations							
Personnel	\$ 204	\$ 204					
Non-Personnel	53,821	49,843	115,000	58,008	60,158	150,000	150,000
Professional Services	36,466	47,552		57,125	57,125		
Library Materials	98,642	12,272					
Subtotal:	\$ 189,133	\$ 109,871	\$ 115,000	\$ 115,133	\$ 117,283	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 189,133	\$ 109,871	\$ 115,000	\$ 115,133	\$ 117,283	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (75,935)	\$ (7,047)	\$ (25,000)	\$ (25,133)	\$ (4,283)	\$ (60,000)	\$ (60,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 338,222	\$ 331,170	\$ 306,170	\$ 306,037	\$ 326,887	\$ 266,887	\$ 206,887

FOUNDATION FUND 5-YEAR FUND ANALYSIS

	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 PROJECTED	FY 2018 PROJECTED	FY 2019 PROJECTED
Beginning Fund Balance	\$ 1,117,990	\$ 1,053,593	\$ 1,027,538	\$ 1,027,538	\$ 1,027,538	\$ 1,014,638	\$ 51,111
Revenues							
Foundation		\$ 36,000	\$ 211,000	\$ 211,000	\$ 32,100	\$ 211,000	
Misc./ Interest	14,510						
TOTAL REVENUE	\$ 14,510	\$ 36,000	\$ 211,000	\$ 211,000	\$ 32,100	\$ 211,000	\$ -
Expenditures							
Personnel		\$ 1,584					
Consultants	6,095	15,778	15,000	8,850			
Furniture and Fixtures	40,535	5,000					
Equipment	1,780	100					
Building			600,000	600,000		500,000	
Miscellaneous/Other	30,497	39,593	85,000	91,169	45,000	100,000	51,111
TOTAL EXPENDITURES	\$ 78,907	\$ 62,055	\$ 700,000	\$ 700,019	\$ 45,000	\$ 600,000	\$ 51,111
Projected Surplus/Shortfall (Rev - Exp)	\$ (64,397)	\$ (26,055)	\$ (489,000)	\$ (489,019)	\$ (12,900)	\$ (389,000)	\$ (51,111)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,053,593	\$ 1,027,538	\$ 538,538	\$ 538,519	\$ 1,014,638	\$ 625,638	\$ -
Other						\$ (574,527)	
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,053,593	\$ 1,027,538	\$ 538,538	\$ 538,519	\$ 1,014,638	\$ 51,111	\$ -

Notes:

Pace Trust (14LB29, org=\$686,250) @ 03MAY17=\$574,527 (w/encumbrances)

Pjctn 5YR_FY16 21_12MAY17.xlsx

Position FTE Summary by Position Detail

DepDiv	Position		FTE				Notes
	Title	No.	Prop 19	Prop 18	Auth 17	Auth 16	
9101	ACCOUNTING OFF SPEC III U	4240	1.000	1.000	1.000	1.000	
	ACCOUNTING OFF SPEC III U	4240	1.000	1.000	1.000	1.000	
	ADMIN & FISCAL SVS MGR UN	1463	1.000	1.000	1.000	1.000	
	ADMIN SECRETARY	4613	1.000	1.000	1.000	1.000	
	ASSOCIATE HUMAN RESRCS AN	2703	1.000	1.000	1.000	1.000	
	DEPUTY DIRECTOR OF LIBRAR	1211	1.000	1.000	1.000	1.000	
	DIRECTOR OF LIBRARY SERVI	1115	1.000	1.000	1.000	1.000	
	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610			1.000	1.000	vacant; position moved to 9301
	OFFICE SPECIALIST II	4703	1.000	1.000	1.000	1.000	
	Administration: Administration		9.000	9.000	10.000	10.000	
9102	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000	1.000	
	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000	1.000	
	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000	1.000	
	INFORMATION SYSTEMS SUPPO	3605				1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY INFO SYS ADMINIST	1464	1.000	1.000	1.000	1.000	
	Operations: Information Systems		5.000	5.000	5.000	6.000	
9103	BUILDING MAINTENANCE MECH	5106	1.000	1.000	1.000	1.000	
	BUILDING MAINTENANCE SUPE	5117	1.000	1.000	1.000	1.000	
	SENIOR BUILDING MTC SUPER	1335	1.000	1.000	1.000	1.000	
	Operations: Facilities Maintenance		3.000	3.000	3.000	3.000	

Position FTE Summary by Position Detail

DepDiv	Position		FTE				Notes
	Title	No.	Prop 19	Prop 18	Auth 17	Auth 16	
9201	CIRCULATION SERVICES MANA	1469	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.750	0.750	0.750	0.750	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	MAIL SERVICES AIDE	4401	0.800	0.800	0.750	0.750	increased to 32 hours
	MAIL SERVICES AIDE	4401	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARY AIDE (n/c)	45452			0.375	0.375	delete in FY18+FY19
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	Operations: Circulation Services		25.450	25.450	25.775	25.775	

Position FTE Summary by Position Detail

DepDiv	Position		FTE				Notes
	Title	No.	Prop 19	Prop 18	Auth 17	Auth 16	
9202	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	0.600	0.600	0.600	0.600	
	LIBRARY SPECIALIST II	9610	0.800	0.800	0.800	0.800	
	LIBRARY SPECIALIST II	9610	0.500	0.500			moved FROM 9203
	SENIOR LIBRARIAN	2606			1.000	1.000	position moved TO 9301
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	Operations: Childrens Services		5.400	5.400	5.900	5.900	
9203	LIBRARIAN I	2605	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610			0.500	0.500	moved TO 9202
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	Operations: Art+Music		3.500	3.500	4.000	4.000	
9204	LIBRARIAN I	2605	0.500	0.500	0.500	0.500	
	LIBRARIAN I	2605	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	0.500	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.700	0.700	0.700	0.700	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	Operations: Reference		8.700	8.700	8.700	8.700	
9205	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000	
	Operations: Literacy Programs		2.500	2.500	2.500	2.500	
9301	LIBRARY SPECIALIST II	9610	1.000	1.000			vacant; moved FROM 9101
	SUPERVISING LIBRARIAN	2603	1.000	1.000			new - incremental add
	SENIOR LIBRARIAN	2606	1.000	1.000			moved FROM 9202
	SENIOR LIBRARIAN	2606	1.000	1.000			new - incremental add
	Operations - Service Design Unit		4.000	4.000			

Position FTE Summary by Position Detail

DepDiv	Position		FTE				Notes
	Title	No.	Prop 19	Prop 18	Auth 17	Auth 16	
9302	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
Operations: North Branch			10.050	10.050	10.050	10.050	
9303	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
Operations: South Branch			8.350	8.350	8.350	8.350	
9304	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARY AIDE (n/c)	45452	0.375	0.375	0.375	0.375	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	Operations: West Branch			9.075	9.075	9.075	9.075

Position FTE Summary by Position Detail

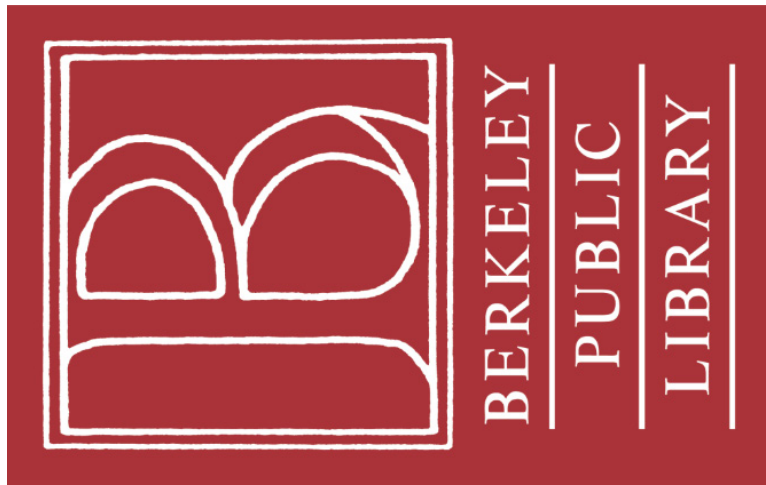
DepDiv	Position		FTE				Notes
	Title	No.	Prop 19	Prop 18	Auth 17	Auth 16	
9305	LIBRARIAN I	2605	1.000	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.750	0.750	0.750	0.750	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	LIBRARY AIDE (n/c)	45452	0.375	0.375	0.375	0.375	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	LIBRARY PAGE (n/c)	42462	0.350	0.350	0.350	0.350	
	Operations: Claremont Branch		8.325	8.325	8.325	8.325	
9307	TOOL LENDING SPECIALIST	6301	0.750	0.750	0.700	0.700	Incrsd hours only R15-141;BOLT to do
	TOOL LENDING SPECIALIST	6301	0.750	0.750	0.700	0.700	Incrsd hours only R15-141;BOLT to do
	TOOL LENDING SPECIALIST	6301	0.750	0.750	0.700	0.700	Incrsd hours only R15-141;BOLT to do
	Operations: Tool Lending Library		2.250	2.250	2.100	2.100	
9401	LIBRARIAN II	2604	1.000	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000	
	Operations: Technical Services		6.500	6.500	6.500	6.500	
9402	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000	
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000	1.000	
	Operations: Collections Management		3.000	3.000	3.000	3.000	
	Berkeley Public Library		114.100	114.100	112.275	113.275	
	COMMUNICATIONS MGR	tbd	1.000				new - incremental add

Position FTE Summary by Classification

Title	FTE			
	Prop 19	Prop 18	Auth 17	Auth 16
ACCOUNTING OFF SPEC III U	2.000	2.000	2.000	2.000
ADMIN & FISCAL SVS MGR UN	1.000	1.000	1.000	1.000
ADMIN SECRETARY	1.000	1.000	1.000	1.000
ASSOCIATE HUMAN RESRCS AN	1.000	1.000	1.000	1.000
BUILDING MAINTENANCE MECH	1.000	1.000	1.000	1.000
BUILDING MAINTENANCE SUPE	1.000	1.000	1.000	1.000
CIRCULATION SERVICES MANA	1.000	1.000	1.000	1.000
DEPUTY DIRECTOR OF LIBRAR	1.000	1.000	1.000	1.000
DIRECTOR OF LIBRARY SERVI	1.000	1.000	1.000	1.000
INFORMATION SYSTEMS SPECI	3.000	3.000	3.000	3.000
INFORMATION SYSTEMS SUPPO				1.000
LIBRARIAN I	3.500	3.500	3.500	3.500
LIBRARIAN II	17.800	17.800	17.800	17.800
LIBRARY AIDE	14.000	14.000	14.000	14.000
LIBRARY ASSISTANT	14.250	14.250	14.250	14.250
LIBRARY INFO SYS ADMINIST	1.000	1.000	1.000	1.000
LIBRARY LITERACY PROGRAM	1.000	1.000	1.000	1.000
LIBRARY SERVICES MANAGER	2.000	2.000	2.000	2.000
LIBRARY SPECIALIST I	3.000	3.000	3.000	3.000
LIBRARY SPECIALIST II	13.550	13.550	13.550	13.550
MAIL SERVICES AIDE	1.800	1.800	1.750	1.750
OFFICE SPECIALIST II	1.000	1.000	1.000	1.000
SENIOR BUILDING MTC SUPER	1.000	1.000	1.000	1.000
SENIOR LIBRARIAN	3.000	3.000	2.000	2.000
SUPERVISING LIBRARIAN	8.000	8.000	7.000	7.000
SUPERVISING LIBRARY ASSIS	9.000	9.000	9.000	9.000
TOOL LENDING SPECIALIST	2.250	2.250	2.100	2.100
Career	109.150	109.150	106.950	107.950
non-career: LIBRARY AIDE	0.750	0.750	1.125	1.125
non-career: LIBRARY PAGE	4.200	4.200	4.200	4.200
non-career: YOUTH ENROLLEE INTERN				
Total	114.100	114.100	112.275	113.275
COMMUNICATIONS MGR	1.000			

Position FTE Summary by Division

Library/Division		FTE			
No.	Name	Prop 19	Prop 18	Auth 17	Auth 16
9101	Administration	9.000	9.000	10.000	10.000
9102	Information Systems	5.000	5.000	5.000	6.000
9103	Facilities Maintenance	3.000	3.000	3.000	3.000
9201	Circulation Services	25.450	25.450	25.775	25.775
9202	Childrens Services	5.400	5.400	5.900	5.900
9203	Art+Music	3.500	3.500	4.000	4.000
9204	Reference	8.700	8.700	8.700	8.700
9205	Literacy Programs	2.500	2.500	2.500	2.500
9301	Service Design Unit	4.000	4.000		
9302	North Branch	10.050	10.050	10.050	10.050
9303	South Branch	8.350	8.350	8.350	8.350
9304	West Branch	9.075	9.075	9.075	9.075
9305	Claremont Branch	8.325	8.325	8.325	8.325
9307	Tool Lending Library	2.250	2.250	2.100	2.100
9401	Technical Services	6.500	6.500	6.500	6.500
9402	Collections Management	3.000	3.000	3.000	3.000
Total		114.100	114.100	112.275	113.275
COMMUNICATIONS MGR		1.000			



**Biennial Budget
FY: 2018 & 2019
BOLT Budget Presentation #2**
Wednesday, May 31, 2017

Board of Library Trustees

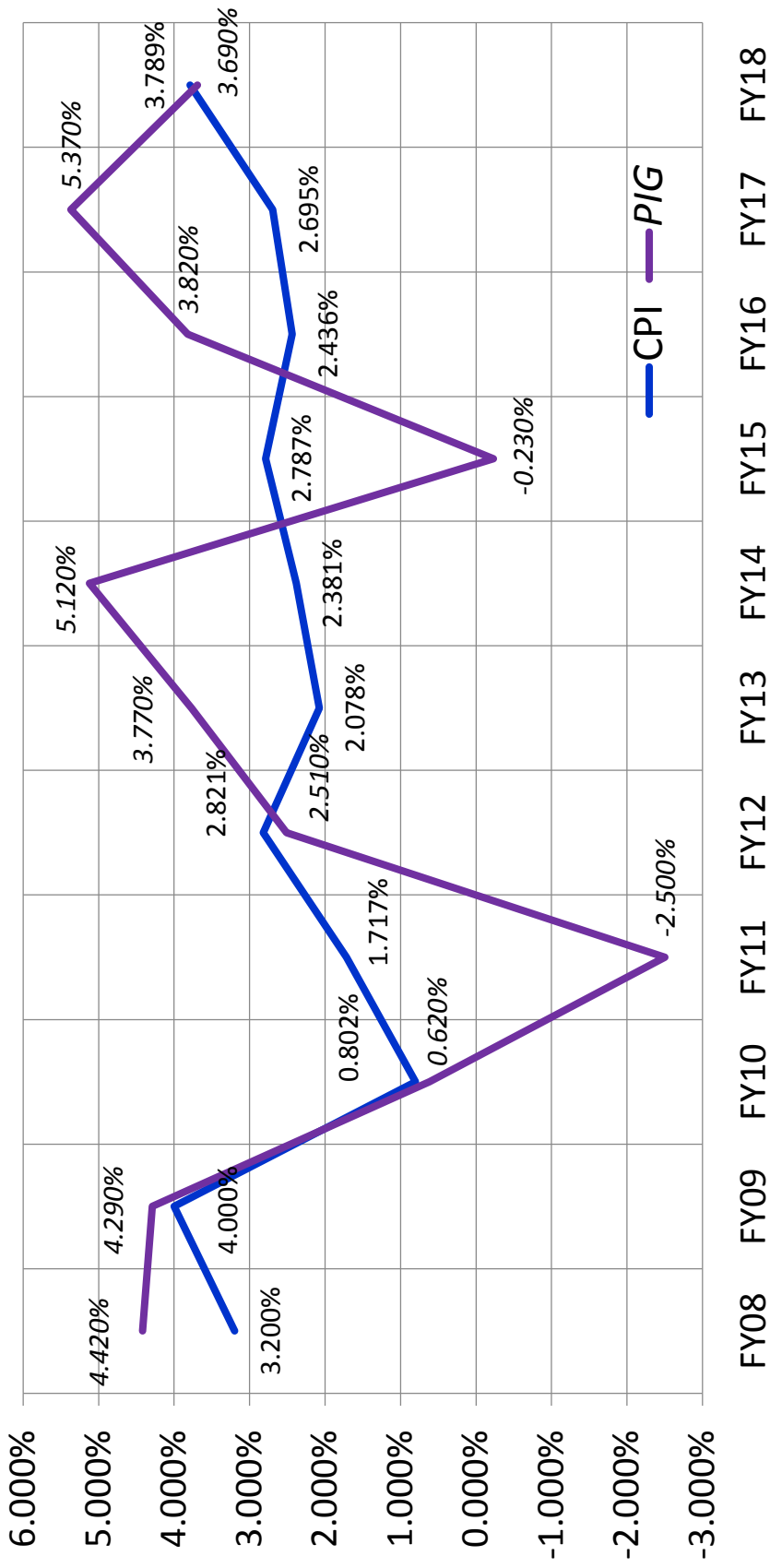
Budget Priorities for FY18 and FY19 (BOLT#: R16-050, 14DEC16)

- Improve **organizational health** by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of collaboration, planning, evaluation, and evidence-based decisions
- Promote **innovative and effective use of technology** to facilitate access to information and ideas
- Identify and prioritize strategic **capital improvements**, including infrastructure and Central Library repairs and improvements for possible action
- Increase and adapt the **Library Tax Fund (301) reserve** set-aside to model the City General Fund Reserve Policy
- Maintain the **stability of the operating budget** and plan for future operational needs – including establishing/maintaining a balanced budget

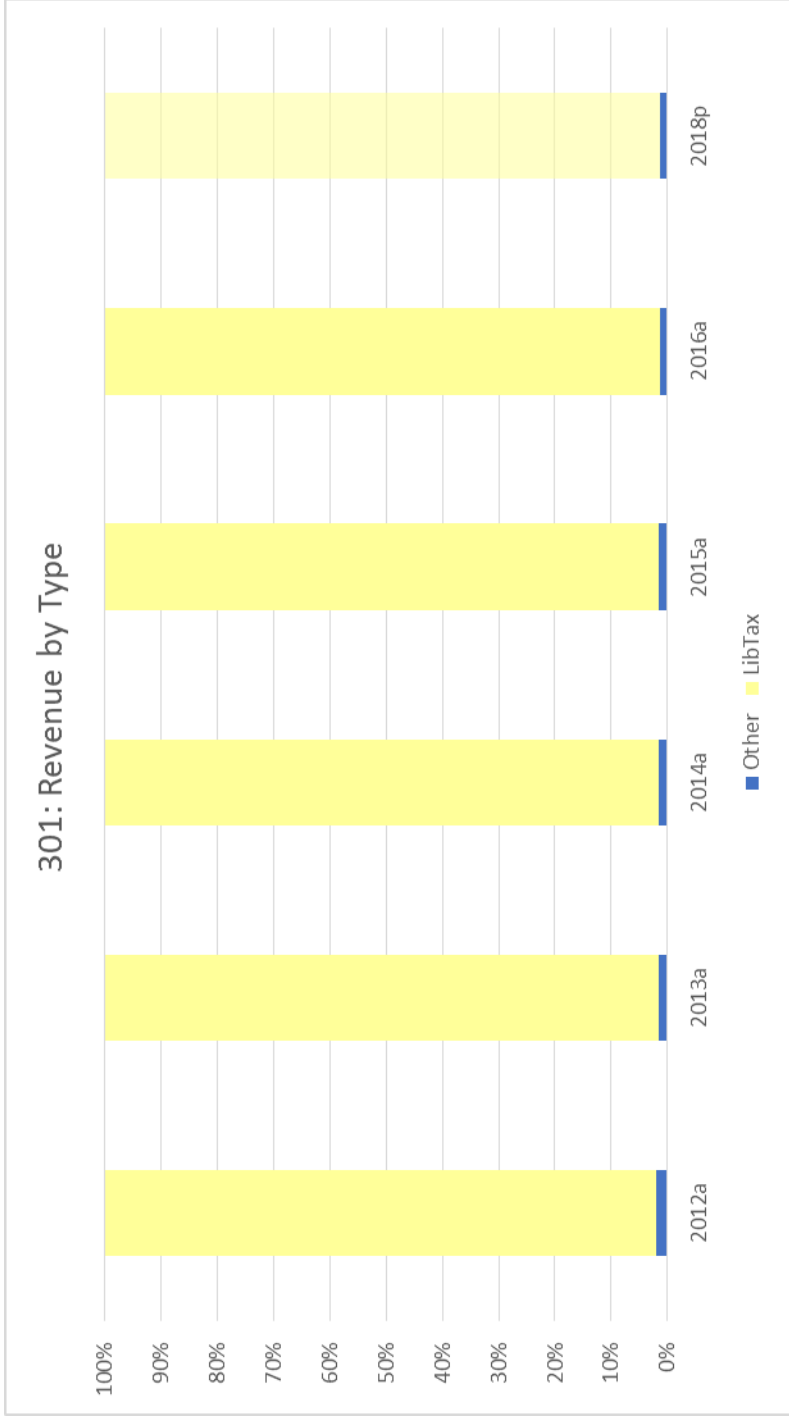
Budget Strategies for FY 2018-2019

- Maximize Delivery of Core Library Services with Available Resources
- Right and Proper Deployment of Staff
- Enhanced and Expanded Programming
- Central Library Teen Room and Infrastructure Improvements
- Pursue Grants and Gifts Funding

301: Library Tax Fund CPI vs PIG



301: Tax vs. Other Revenues

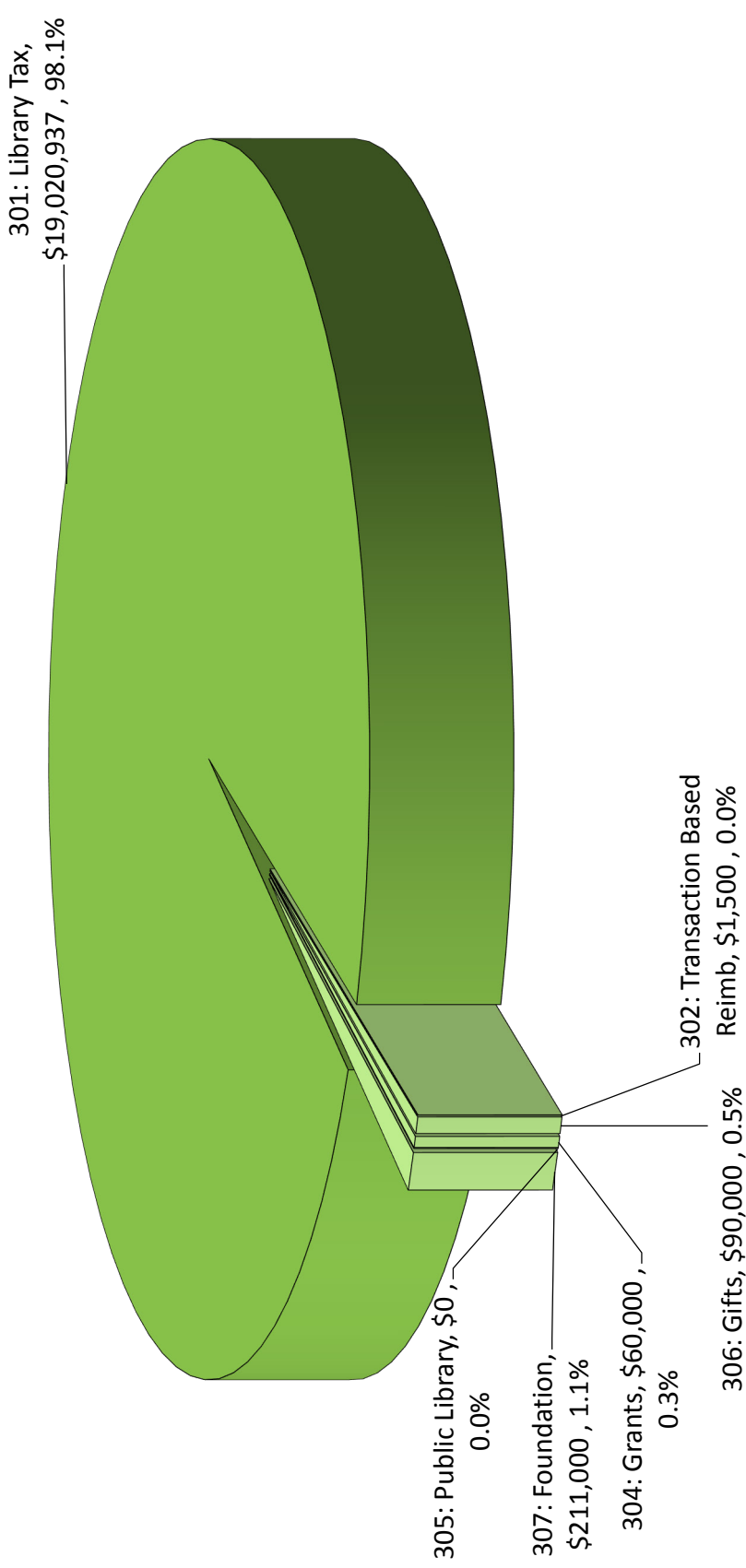


Projected Revenue and Fund Balance

Fund	FY19	Fund Balance (begin FY19)	FY18	Fund Balance (begin FY18)
301: Library Tax <i>(*begin balance net reserve)</i>	\$19,396,671	\$2,269,391*	\$19,020,937	\$4,551,630*
302: Transactions Based Reimbursements	\$1,500	\$65,220	\$1,500	\$81,720
304: Grants	\$60,000	\$25,522	\$60,000	\$28,972
305: Public Library	Inactive	\$56,283	Inactive	\$56,283
306: Gifts	\$90,000	\$266,887	\$90,000	\$326,887
307: Foundation	\$0	\$51,111	\$211,000	\$1,014,638
308: Measure FF	Complete	-	Complete	-

FY18: Projected Revenues

Funds: 301, 302, 304, 305, 306, 307
\$19,383,437



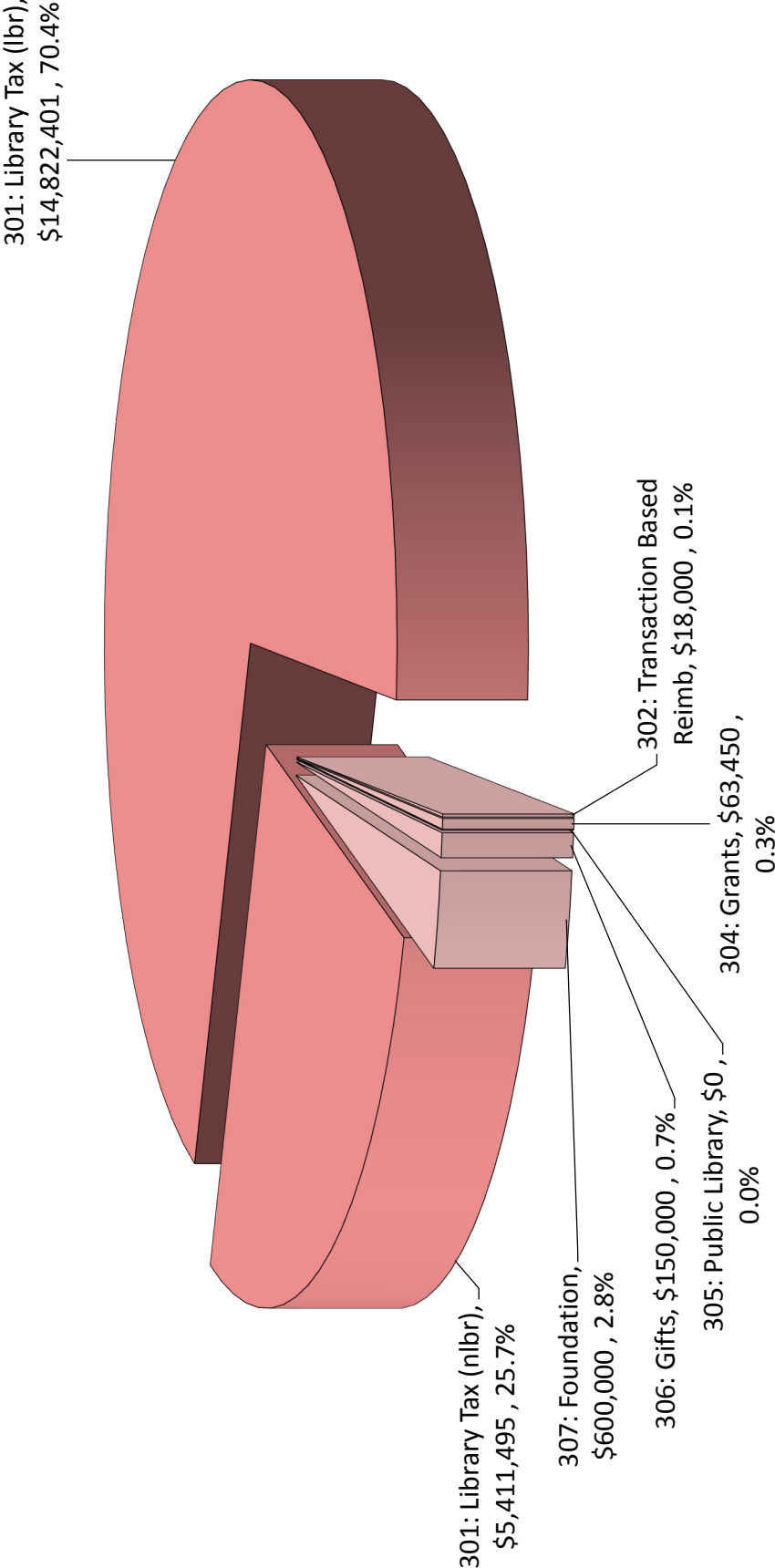
301: Library Tax Fund

FY15 – FY19 (\$)

	FY19 Projected	FY18 Projected	FY17 Midyear	FY16 Final	FY15 Final
Revenue	19,396,671	19,020,937	18,387,846	17,504,309	16,747,095
Library Tax	19,162,421	18,786,687	18,100,846	17,286,659	16,470,657
Other	234,250	234,250	287,000	217,650	276,438
Expenses	19,586,211	20,233,896	18,223,617	16,049,444	16,016,730
Personnel	15,162,863	14,793,782	13,140,033	12,959,742	12,865,083
Non-Personnel	4,390,495	5,407,495	5,055,190	3,069,554	3,127,778
CoB	32,853	32,619	28,394	20,148	23,869
Surplus / Shortfall	(189,540)	(1,212,959)	164,229	1,454,865	730,365

FY18: Projected Expenditures

Funds: 301, 302, 304, 305, 306, 307
\$21,065,346

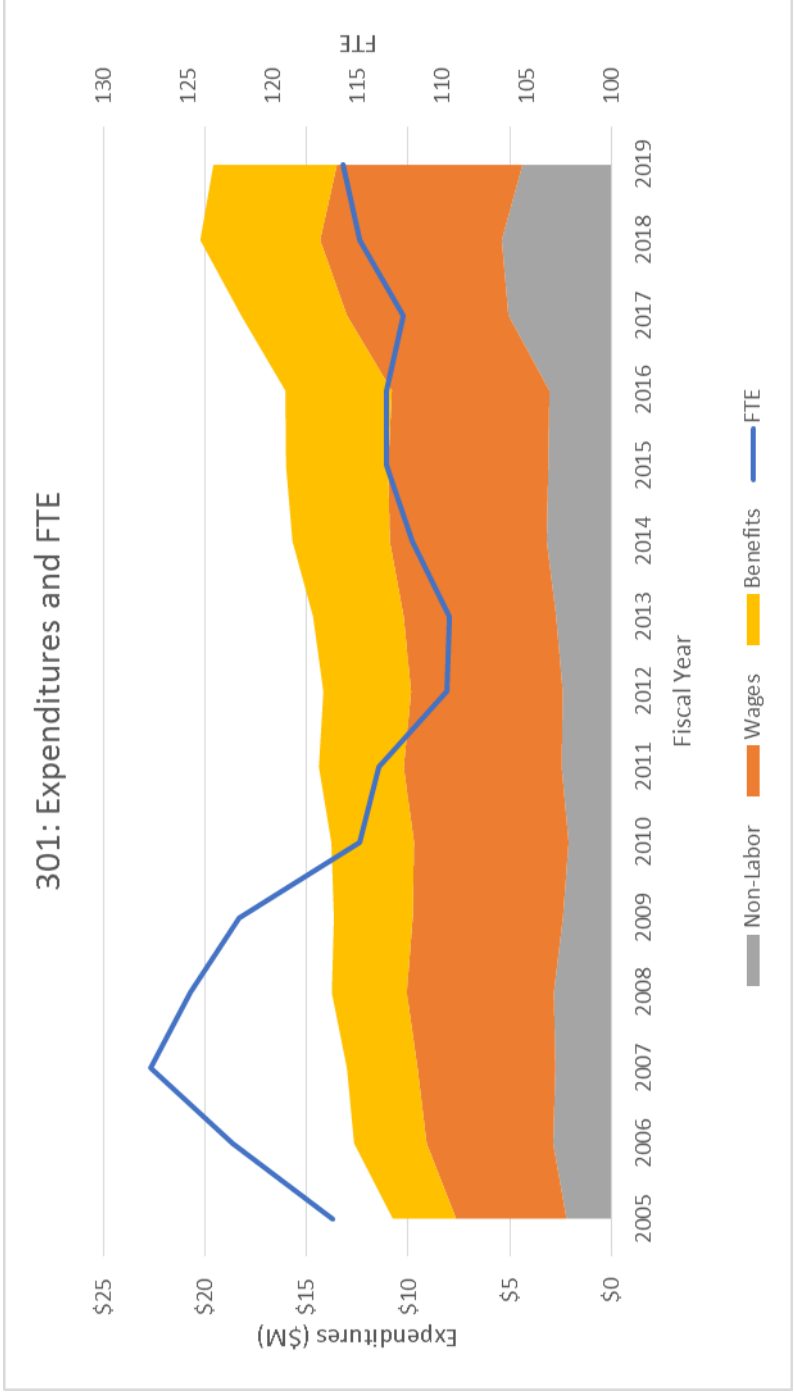


301: Library Tax Fund

Fund Balance FY15 – FY19 (\$)

	FY19 Projected	FY18 Projected	FY17 Projected	FY16 Final	FY15 Final
Begin Fund Balance	\$4,738,671	\$5,951,630	\$5,787,401	\$4,332,536	\$3,602,171
Surplus / Shortfall	(189,540)	(1,212,959)	164,229	1,454,865	730,365
Reserve (FY19=15.25%; FY18=13.8%)	(2,728,734)	(2,469,280)	(1,400,000)	(1,400,000)	(1,300,000)
End Fund Balance	\$1,820,397	\$2,269,391	\$4,551,630	\$4,387,401	\$3,032,536

301: Expenditures and FTE



Staffing

Reassignments

Position	Hdcnt	FTE	To	From
Library Specialist II	1.0	0.5	Children's (9202)	Art and Music (9203)
Library Specialist II	1.0	1.0	Service Design Unit (9301)	Administration (9101)
Senior Librarian	1.0	1.0	Service Design Unit (9301)	Children's (9202)

FTE Changes

Division	Position	Hdcnt	FTE To	FTE Fr	Notes
Circulation Services (9201)	Library Aide	1.0	-	0.375	Non-career position
Circulation Services (9201)	Mail Services Aide	1.0	0.80	0.75	For four 8-hour days
Service Design Unit (9301)	Supervising Librarian	1.0	1.00	-	Increase to FTE
Service Design Unit (9301)	Senior Librarian	1.0	1.00	-	Increase to FTE
Tool Lending Library (9307)	Tool Lending Specialist	3.0	0.75	0.70	For BOLT authorization
Administration (9101)	Communications Manager	1.0	1.00	-	Increase to FTE – FY19

FTE by Classification

Title	FTE			
	Prop 19	Prop 18	Auth 17	Auth 16
ACCOUNTING OFF SPEC III U	2.000	2.000	2.000	2.000
ADMIN & FISCAL SVS MGR UN	1.000	1.000	1.000	1.000
ADMIN SECRETARY	1.000	1.000	1.000	1.000
ASSOCIATE HUMAN RESRCS AN	1.000	1.000	1.000	1.000
BUILDING MAINTENANCE MECH	1.000	1.000	1.000	1.00
BUILDING MAINTENANCE SUPE	1.000	1.000	1.000	1.000
CIRCULATION SERVICES MANA	1.000	1.000	1.000	1.000
COMMUNICATIONS MGR	1.000			
DEPUTY DIRECTOR OF LIBRAR	1.000	1.000	1.000	1.000
DIRECTOR OF LIBRARY SERVI	1.000	1.000	1.000	1.000
INFORMATION SYSTEMS SPECI	3.000	3.000	3.000	3.000
INFORMATION SYSTEMS SUPPO				1.000
LIBRARIAN I	3.500	3.500	3.500	3.500
LIBRARIAN II	17.800	17.800	17.800	17.800
LIBRARY AIDE	14.000	14.000	14.000	14.000
LIBRARY ASSISTANT	14.250	14.250	14.250	14.250
LIBRARY INFO SYS ADMINIST	1.000	1.000	1.000	1.000
LIBRARY LITERACY PROGRAM	1.000	1.000	1.000	1.000
LIBRARY SERVICES MANAGER	2.000	2.000	2.000	2.000
LIBRARY SPECIALIST I	3.000	3.000	3.000	3.000
LIBRARY SPECIALIST II	13.550	13.550	13.550	13.550
MAIL SERVICES AIDE	1.800	1.800	1.750	1.750
OFFICE SPECIALIST II	1.000	1.000	1.000	1.000
SENIOR BUILDING MTC SUPER	1.000	1.000	1.000	1.000
SENIOR LIBRARIAN	3.000	3.000	2.000	2.000
SUPERVISING LIBRARIAN	8.000	8.000	7.000	7.000
SUPERVISING LIBRARY ASSIS	9.000	9.000	9.000	9.000
TOOL LENDING SPECIALIST	2.250	2.250	2.100	2.100
Career	110.150	109.150	106.950	107.950
non-career: LIBRARY AIDE	0.750	0.750	1.125	1.125
non-career: LIBRARY PAGE	4.200	4.200	4.200	4.200
non-career: YOUTH ENROLLEE INTERN				
Total	115.100	114.100	112.275	113.275

FTE by Division

Library/Division		FTE			
No.	Name	Prop 19	Prop 18	Auth 17	Auth 16
9101	Administration	9.000	9.000	10.000	10.000
9102	Information Systems	5.000	5.000	5.000	6.000
9103	Facilities Maintenance	3.000	3.000	3.000	3.000
9201	Circulation Services	25.450	25.450	25.775	25.775
9202	Childrens Services	5.400	5.400	5.900	5.900
9203	Art+Music	3.500	3.500	4.000	4.000
9204	Reference	8.700	8.700	8.700	8.700
9205	Literacy Programs	2.500	2.500	2.500	2.500
9301	Service Design Unit	4.000	4.000		
9302	North Branch	10.050	10.050	10.050	10.050
9303	South Branch	8.350	8.350	8.350	8.350
9304	West Branch	9.075	9.075	9.075	9.075
9305	Claremont Branch	8.325	8.325	8.325	8.325
9307	Tool Lending Library	2.250	2.250	2.100	2.100
9401	Technical Services	6.500	6.500	6.500	6.500
9402	Collections Management	3.000	3.000	3.000	3.000
	Total	114.100	114.100	112.275	113.275
	COMMUNICATIONS MGR	1.000			

FY 2018 Budget Highlights

Library Tax Fund (301)

Non-Discretionary (over Projected FY17)

- Wages and Benefits: +\$1,653,749
 - FY18: Two 1.0 FTEs = \$342,080 (est. salary + benefits)
 - FY19: One 1.0 FTE = \$204,728 (est. salary + benefits)
- CalPERS: +\$183,959 (current FTEs only)
- Reserve: +\$1,069,280

Discretionary (allocated)

- Library Materials: \$1,318,409
- Programming: \$125,000
- Central Improvement-Prof. Svcs: \$325,000
- Central Improvement-Construction: \$1,300,000

Summary

Biennial Budget for FY18/19

Material Items:

- CalPERS Discount Rate in FY 2019
- Contracted Phase-in of Employee Payments for CalPERS
- COLAs for FY 2018 and FY 2019

Address priorities & service commitments:

- Right and proper staffing
- Prudent use of fund balances
- Maintain fiscal and physical health
- Make incremental cost neutral changes to Operations

FY18/19 Biennial Budget Presentation Calendar

Date	Topic
Wed, 14 DEC 2016	Discussion and Action on Budget Priorities for FY 2018 & FY 2019
Wed, 1 MAR 2017	BOLT FY17-2Q (mid-year) Report
Wed, 19 APR 2017	BOLT Presentation and Recommendations on Draft Budget
Wed, 31 MAY 2017	BOLT Recommendations on Draft Budget, Tentative Adoption; BOLT FY17-3Q Report
Tue, 27 JUN 2017	City Council Adoption of Biennial Budget and Tax Rates

FY18/19 Biennial Budget Presentation #2

- **Board Discussion**



INFORMATION REPORTS

May 31, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Trustee Training: What It Means to Be a Trustee

INTRODUCTION

This report introduces United for Libraries Trustee training resources and will be accompanied by the first in a series of ten short videos from the *Short Takes for Trustees* series.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

United for Libraries is the Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. To fulfill their mission to support those who govern, promote, advocate, and fundraise for all types of libraries, United for Libraries has developed educational tools and training materials for library Trustees to enable them to discharge their responsibilities to the benefit of the public and the libraries they represent.

Berkeley Public Library Board of Library Trustees is a member of United for Libraries.

CURRENT SITUATION AND ITS EFFECTS

Short Takes for Trustees is a series of 10 short videos intended to be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries. Topics in the series explain the basics, such as the broad fiduciary responsibilities of governing boards, how to set policy, how to evaluate the library director, along with board self-evaluation, and the ethical and parliamentary standards for boards. As an additional resource, United for Libraries developed *The Complete Library Trustee Handbook*. New BOLT Trustees are provided with a copy of this book as part of their orientation.

The first video in the series, What It Means to Be a Trustee, addresses fiduciary responsibilities, liability, and effective working relations between boards and directors. Fiduciary responsibility and liability are covered in-depth in Chapter 1 of the *Handbook*. Fiduciary responsibility includes a duty to always act in the best interest of the Library. The *Handbook* recommends that boards develop conflict of interest and ethics policies to safeguard against malfeasance, and that the policies require every member to sign conflict of interest and ethics statements. The *Handbook* also recommends boards develop bylaws to provide members with additional protection against liability. For additional information on working relations between boards and directors, see Chapter 3 of the *Handbook*. Additional resources are attached to this report.

CONTACT PERSON

Heidi Dolamore, Director, Library Services, 510-981-6195

Attachments:

- 1: Working Together: Roles and Responsibilities Guidelines
- 2: United for Libraries Library Trustee Ethics Statement
- 3: Sample Trustee Conflict of Interest Policy
- 4: Sample Trustee Ethics Policy

Working Together: Roles and Responsibilities Guidelines

Responsibilities of	Library Director	Library Board	Friends
<p>General Administrative</p>	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
<p>Policy</p>	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
<p>Planning</p>	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
<p>Fiscal</p>	Prepare an annual budget for the library in accordance with town charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.	Conduct fund raising to support the library's mission and plans.
<p>Advocacy</p>	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
<p>Meetings</p>	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
<p>Networking</p>	Encourage City Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.	Join the Friends of Connecticut Libraries as a resource to better support the library.





PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

SAMPLE BOARD OF TRUSTEES CONFLICT OF INTEREST POLICY

No Board member or committee member of the Anytown Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Anytown Public Library Board shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Anytown Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Anytown Public Library.

Signature: _____ Date: _____

Printed name: _____

Sample Board of Trustees Ethics Policy

The Anytown Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members conduct business on behalf of the Anytown Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members should uphold the integrity of the Anytown Public Library and should perform their duties impartially and diligently.
- Board members should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Anytown Public Library.
- Board members should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members.
- Board members should not use or attempt to use their position with the Anytown Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold the Anytown Public Library's reputation as an organization of unimpeachable integrity, each Board member will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Anytown Public Library.

Compliance:

If any Board member or the executive director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings.



INFORMATION REPORTS

May 31, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Peer Benchmarking for Library Programs

INTRODUCTION

This report reviews peer benchmarks for library programming and identifies opportunities for strengthening programming at Berkeley Public Library (BPL).

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

Benchmarking is a useful tool for comparing performance measures, and it can assist in identifying outstanding practices and opportunities for innovation. To that end, Berkeley Public Library has identified a national peer group of ten libraries for use in benchmarking:

	BERKELEY	PEER AVERAGE	
<i>Population</i>	117,372	135,000	Boulder Public Library (Colorado)
<i>Locations</i>	5	5	Cambridge Public Library (Massachusetts)
<i>Operating expenditures</i>	\$16M	\$10M	Eugene Public Library (Oregon)
<i>Total circulation</i>	1.97M	2.22M	Evansville-Vanderburgh Public Library (Indiana)
<i>Print collection size</i>	464,000	386,000	Kalamazoo Public Library (Michigan)
<i>Staff (FTE)</i>	112.4	117	Lorain Public Library (Ohio)
			Salt Lake City Public Library (Utah)
			Santa Monica Public Library (California)
			Schaumburg Township District Library (Illinois)
			Scottsdale Public Library (Arizona)

Criteria for selection as a peer included population of legal service area, total operating expenditures, urban/suburban/rural setting, number of service locations, circulation volume, size of collections, and number of staff FTEs (full-time equivalents). Most peer jurisdictions are near major urban centers and several are home to one or more large universities. Five are *Library Journal* star libraries, a measure of excellence based on per capita service outputs: Cambridge, Santa Monica (5 star); Salt Lake City Public Library, Schaumburg (4 star); Evansville-Vanderburgh (3 star). Evansville-Vanderburgh Public Library was named a 2017 National Medal Finalist by the Institute for Museum and Library Service; the National Medal is the nation's highest honor awarded to libraries.

Comparisons are based on national library data published annually by the Institute for Museum and Library Services (IMLS); peers were selected among 9,306 libraries across the US using the most recent IMLS data available (FY2014).

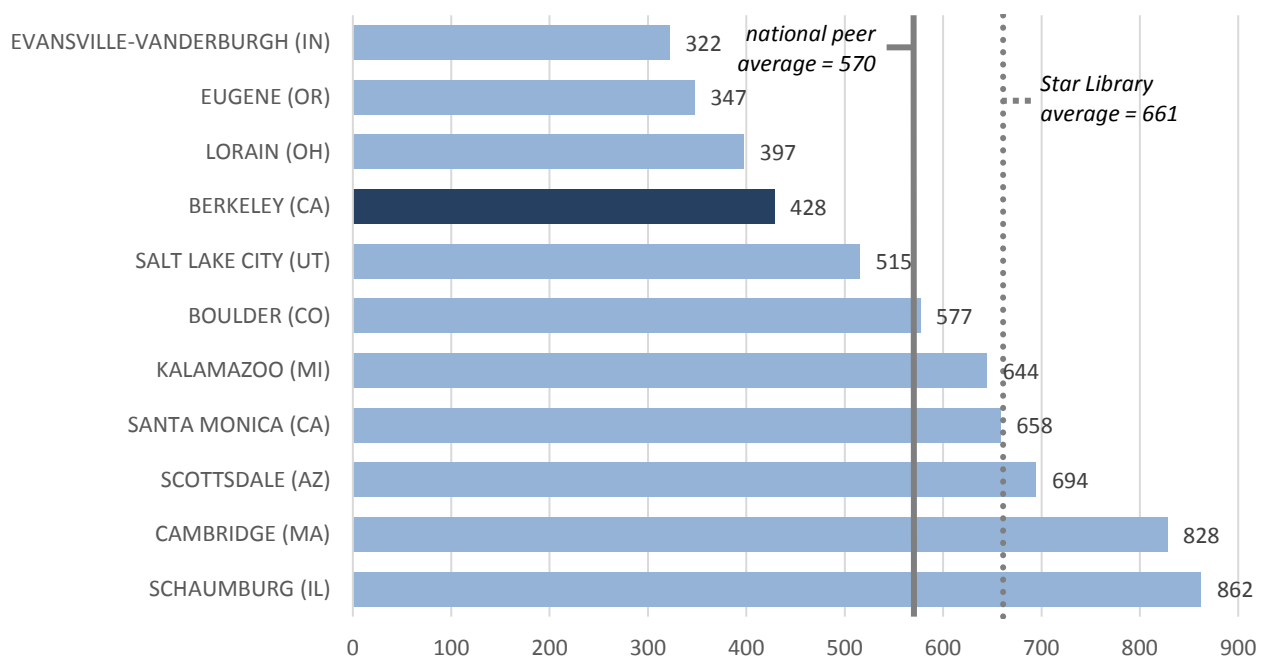
BPL is atypical among libraries in California; as a result, only one California peer was identified. Berkeley Public Library has more facilities and a larger operating budget than jurisdictions serving comparable populations. California libraries serving similarly sized populations typically have an operating budget of less than ten million dollars. California libraries with similar operating budgets tend to serve larger geographic areas and operate more facilities, e.g. Sonoma County Library (14 locations, service area of 1608 mi², service population of 502,000) and Marin County Free Library (11 locations, service area of 520 mi², service population of 143,000). Even when conducting a national comparison, there are few libraries within +/- 10% of key metrics used to identify peers.

CURRENT SITUATION AND ITS EFFECTS

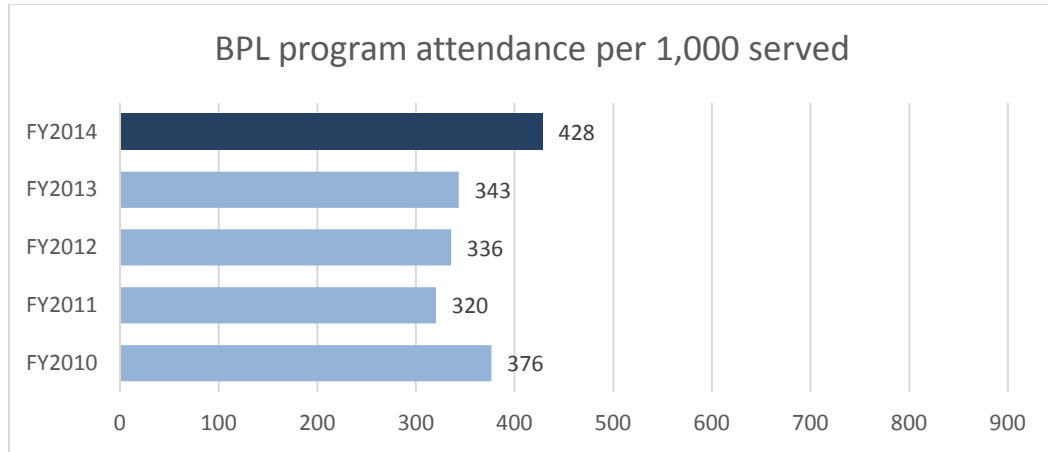
Each year, Berkeley Public Library reports a variety of program metrics to the California State Library, including number of programs offered and attendance at programs broken down by age: preschool (0-5 years), school age (6-11 years), young adult (12-18 years), and adult (19+ years). If a program serves multiple age groups, data is recorded under the age group that best matches the program’s target audience or majority audience.

BPL ranks below average among peers both in terms of the number of programs offered and overall attendance at programs despite demonstrating healthy growth in program attendance in recent years (see chart on next page). On average, peer libraries offer 600 more programs per year; it is worth noting that BPL has the largest operating budget among its national peer group. Among libraries recognized by Library Journal as Star Libraries, average program attendance per 1,000 population served for libraries in the same budget category as BPL is 661. Average attendance for Star Libraries is 54% higher than BPL and 16% higher than the average for BPL’s peer comparison group.

Program attendance per 1,000 served



Programs for preschool and school age children (0-11 years) comprise 73% of total program attendance for BPL; the audience for these programs represents only 8% of Berkeley’s total population. While it is common for children’s programs to comprise more than 50% of a library’s program attendance, among BPL’s peer libraries, jurisdictions offering the most children’s programs as a percentage of total programs have the lowest program attendance per capita.



BPL’s strategic plan places a high priority on dynamic programming. There is ample opportunity for BPL to pursue creative strategies to magnify the reach and impact of Library programs, leveraging the Library’s strong community funding and exceptional facilities.

To identify best-in-class strategies for enhancing the Library’s programs, the Library reviewed programming practices among member libraries of the Urban Libraries Council. Many multi-branch library systems cited the importance of a program services team or other dedicated staffing to support systemwide programs and initiatives. Commonly, a program services team fulfills a coordinating responsibility, negotiating favorable rates for series programs, handling contracts with performers, supporting outcome-based planning and outcome measurement, overseeing data collection and analysis, and conducting community surveys, with local branch staff retaining oversight for development and delivery of programming offered at a single location.

Berkeley Public Library currently has one Senior Librarian position dedicated to systemwide support of children’s programs; currently there is no equivalent systemwide support for teen or adult programming. To address this gap, the budget proposal for the upcoming fiscal year introduces two new staff positions to support expanded programming, as well as increased funding for programs.

CONTACT PERSON

Heidi Dolamore, Director, Library Services, 510-981-6195



INFORMATION REPORTS

May 31, 2017

To: Board of Library Trustees
 From: Dennis Dang, Administrative and Fiscal Services Manager
 Subject: FY17 – 3rd Quarter Budget Report

INTRODUCTION

Library fiscal year 2017 3Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 9-mos	YoY	Actual 9-mos	YoY
Library Tax (301)	\$9,563,615	-17.4%	\$12,358,863	11.4%
Transaction Based Reimb (302)	\$16,065	-7.0%	\$30,144	-0.9%
Grants (304)	\$73,534	-0.9%	\$35,437	-5.9%
Public Library (305)				
Gifts (306)	\$110,695	8.1%	\$56,056	-9.1%
BPL Foundation (307)	\$27,100	-24.7%	\$28,811	-34.0%
Measure FF (308)	\$3,776	59.7%	\$4,778	-

FISCAL IMPACTS

Not applicable.

BACKGROUND

FY 2017 is the second year of the two-year biennial budget cycle encompassing fiscal years 2016 and 2017. The two year biennial budget was adopted by the Board of Library Trustees on June 3, 2015 by Resolution No.: R15-109. On June 8, 2016, by approval of Resolution No.: 16-021, the board updated the fiscal year 2017 budget to reflect current conditions. On September 7, 2016, by approval of Resolution No.: 16-031, the board accepted into the budget carried over prior-year encumbered values and other budget adjustments as part of the first amendment to the FY 2017 Annual Appropriations Ordinance (AAO). On February 1, 2017, by approval of Resolution No.: 17-011, the board accepted into the budget a second FY 2017 AAO budget adjustment for a higher than anticipated California Library Literacy Services (CLLS) award from the California State Library.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the third quarter, Fund revenues stood at \$9,563,615 representing a decrease of 17.4% YoY. This drop in receipts amounting to \$2,010,215, due to timing, resulted in ending period

library tax collections of \$9,405,417 versus \$11,415,632 in the prior year. For all other Fund revenue sources, except for miscellaneous revenue which was up by \$4,058, income was unfavorable year-over.

Library Tax Fund expenditures excluding encumbrances at \$12,358,863 increased 11.4% over the prior year period yielding an unfavorable variance of \$1,260,709. Payroll costs up by \$927,049 over the prior year period were primarily due to Director and Deputy Director hirings in Administration and to contracted COLAs, increasing career staff salary costs \$665,439. CalPERS retirement expense rose \$165,666. Major non-labor YoY cost increases through to the 3rd quarter totaled \$333,660, primarily attributable to purchase of an additional server and module services for the upgrade to the Innovative Interfaces “Sierra” integrated library system, workstation replacements in the Technical Services and Information Technology divisions, as well as expenses for legal and recruitment services.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts. During the third quarter the Fund received the second and final installment payment in the amount of \$54,320 of the fiscal year’s \$108,589 commitment from the Friends of the Library. Donations and interest on the Fund’s balance at \$2,056 make up the remainder of revenues received to date.

Actual expenditures (net of encumbrances) at \$56,056 were 9.1% lower from the prior year. Friends program spending is running higher than the 75% third quarter benchmark for Adult Reference, Employee Teamwork, Café Literario, and Claremont Branch. By account category, fiscal year-to-date expense is \$6,457 higher than the prior year for programs; and lower in field supplies by \$1,985 and in library materials by \$12,272.

FOUNDATION FUND

The BPL Foundation Fund (307) is funded by support originating or sourced through the Berkeley Public Library Foundation.

In November 2016, the Foundation Fund (307) accepted \$17,400 in funding support from the Stephen M. Silberstein Foundation and the Berkeley Public Library Foundation for the Cornerstones of Science program. Additional revenue received includes \$3,500 from the Raymond Family Foundation for BerkeleyREADS, and \$6,200 in support of the Berkeley Builds Readers early literacy project. To date the bulk of Fund spending is from the Nello & Mary Jo Pace Trust in support of North Branch programs and facility utility costs.

ALL OTHER FUNDS

All Other Funds is typically composed of funding primarily from California State Library administered programs such as the Direct Book Loan Transaction Based Reimbursements (TBR) program (defunct), the Public Library Fund (defunct), the California Library Literacy Services program, and the Library Services and Technology Act.

The primary source of revenue into the TBR Fund (302) is derived from public-use photocopying, which at \$14,982 was \$1,267 lower than last fiscal year’s receipts. Photo-copier revenues are included as part of this Fund’s grouping to match associated expenditures, which are in part supported by prior years’ non-restricted State Library TBR receipts. Link+ fines yielded \$1,083 into the Fund. Photocopiers and Link+ expenses are essentially unchanged year-over with a favorable variance of just \$288.

By period-end, the Grants Fund (304) receipts included the full commitment of \$61,534 for the California Library Literacy Services 2016/2017 fiscal year award in support of the BerkeleyREADS adult literacy program, and a \$12,000 Technology Opportunity Grant from the Pacific Library Partnership (PLP), a not-for-profit consortium of four library systems, for the Library’s winning proposal of *Learning by Doing – Easy PC Building Workshops*. Expenses of \$35,437 were incurred for BerkeleyREADS.

MEASURE FF FUND

The Measure FF Fund was established to serve as the repository for proceeds from the November 4, 2008 voter approved issuance of \$26M in general obligation bonds, “to renovate, expand and make seismic and access improvements at four neighborhood branch libraries ...” Expenses for the design, engineering, and construction needs for each of the four branches have been charged to this Fund. All major activities of the branch program are complete. During the first quarter there was a single expense to the Fund of \$4,778 to cover final EBMUD costs for waste water line relocation during the West Branch construction; 3rd quarter revenue received was \$1,644 in interest earned, yielding interest-to-date of \$3,776.

On April 19, 2017 at a regular meeting of BOLT, Resolution No.: 17-019 passed notifying the City Manager of the completion of the Branch Library Improvement Project and, thereby as described in the Official Statements effect a request to the City Treasurer to transfer the monies projected at \$1,331,025 in the Measure FF Fund (308) to the Library Debt Service Fund (714) “*to be used for payment of Debt Service on the Bonds.*” With this action the Branch Library Improvement Project and the Measure FF Fund (308) are closed.

SUMMARY OF OPERATIONAL EXPENSES

At the end of the third quarter, actual expenses excluding encumbrances in the operating Funds (all Funds excluding the Measure FF Fund) was 65.7% to the revised budget – versus the period benchmark of 75%. The bulk of savings are due to deferral of the Central Library space planning project.

A year-end closing financial report to be presented to the board is projected for the month of October.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 510-981-6118

Attachments:

- 1: 3Q-FYTD 2017 Revenues by Fund
- 2: 3Q-FYTD 2017 Expenditures by Fund
- 3: 3 Q-FYTD 2017 Fund 306 – Friends of the BPL

3Q-FYTD 2017 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY									data as of:
REVENUE MAR FY17									20-Apr-17
Berkeley Public Library									
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY17
01-01	Refund on Bills	2,000							2,000
05-01	Over and Shorts								
10-01	Collection by City								
13-15	Library Tax	17,893,335							17,893,335
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					211,000			211,000
23-13	Friends of BPL				90,000				90,000
30-01	Interest-Investment Pool								
65-01	Meeting Room Fees	2,000							2,000
80-99	1-Time Grant /w Proj Code								
99-01	Carryover/AOO								
99-03	Donations								
99-99	Miscellaneous Revenue	10,000	20,000						30,000
Adopted	Berkeley Public Library	18,180,335	20,000	30,000	90,000	211,000			18,531,335
01-01	Refund on Bills	2,000							2,000
05-01	Over and Shorts								
10-01	Collection by City							10,766	10,766
13-15	Library Tax	17,893,335							17,893,335
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					211,000			211,000
23-13	Friends of BPL				90,000				90,000
30-01	Interest-Investment Pool								
65-01	Meeting Room Fees	2,000							2,000
80-99	1-Time Grant /w Proj Code								
99-01	Carryover/AOO								
99-03	Donations								
99-99	Miscellaneous Revenue	10,000	20,000						30,000
Adjusted	Berkeley Public Library	18,180,335	20,000	30,000	90,000	211,000		10,766	18,542,101
01-01	Refund on Bills								
05-01	Over and Shorts	(70)							(70)
10-01	Collection by City							8,385	8,385
13-15	Library Tax	9,405,417							9,405,417
20-07	Library Svc&Constr Act			61,534					61,534
20-11	Library Fines	127,275							127,275
20-12	Link + Fines	71	1,083						1,154
20-15	Lost Book Fines	14,655							14,655
20-21	Tool Lending Fines	5,663							5,663
23-12	BPL Foundation					17,400			17,400
23-13	Friends of BPL				108,639				108,639
30-01	Interest-Investment Pool				963		3,776		4,739
65-01	Meeting Room Fees								
80-99	1-Time Grant /w Proj Code			12,000					12,000
99-01	Carryover/AOO	5,787,418	124,720	33,008	331,174	1,027,536	1,332,657		8,692,796
99-03	Donations				1,093	9,700			10,793
99-99	Miscellaneous Revenue	10,604	14,982						25,586
Acti+Upstd	Berkeley Public Library	15,351,033	140,785	106,542	441,869	1,054,636	1,336,433	8,385	18,495,966

3Q-FYTD 2017 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY17												
Berkeley Public Library + CoB												
Elmnt-Object	Description	Bdgt ORG FY17	Bdgt RSV FY17	Actuals+Encumbrances	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	Fndtn 307	Mse FF 308	Actual FY17	% RSV Spent
11-01	Monthly Rated Employees	7,825,876	7,825,876	5,586,940							5,586,940	71.4%
11-02	Wage Continuation Payment			239							239	
11-03	Hourly and Daily Rated Empl	246,947	246,947	153,045			32,873		299		186,217	75.4%
11-04	Monthly Rated - Part Benefitted	106,220	106,220	27,380							27,380	25.8%
11-58	OT Retro Gross Adjust.			5							5	
11-59	Reg Retro Gross Adjust.			576							576	
11-60	Excess Hours Pay			214,470							214,470	
13-01	O/T-Monthly Rated Employee	6,771	6,771	463							463	6.8%
13-05	Holiday Pay	5,081	5,081	5							5	0.1%
Prsnl Svcs-Salaries and Wages		8,190,895	8,190,895	5,983,123			32,873		299		6,016,295	73.5%
20-11	Medical Insurance	1,330,023	1,330,023	872,973							872,973	65.6%
20-12	Dental Insurance	185,199	185,199	108,696							108,696	58.7%
20-13	Life Insurance	7,032	7,032	4,570							4,570	65.0%
20-21	Cash-in-Lieu	124,172	124,172	89,411							89,411	72.0%
20-31	Pers/Misc Other	2,769,860	2,769,860	1,888,992							1,888,992	68.2%
20-34	PARS (3.75%)	13,245	13,245	6,589			1,233		11		7,833	59.1%
20-36	SRIIP	287,969	287,969	203,636							203,636	70.7%
20-40	Medicare Tax	105,834	105,834	82,238			459		4		82,701	78.1%
20-63	Retirement Med: Misc. Emp Medical Trusts	173,002	173,002	128,178							128,178	74.1%
20-71	Workers Comp: Workers Comp Charges	191,244	191,244	145,957			667		6		146,630	76.7%
20-82	Allowances: Shoes Allowance	1,212	1,212	1,212							1,212	100.0%
20-87	Terminal Payouts-Misc.Emp	146,992	146,992	108,926							108,926	74.1%
20-90	Other Employee Benefits	217,237	217,237	188,808							188,808	86.9%
20-91	Commuter Check	21,390	21,390	11,166							11,166	52.2%
27-20	Fringe Benefits (Budget)	12,290	12,290									
Prsnl Svcs-Fringe Benefits		5,586,701	5,586,701	3,841,352			2,359		21		3,843,732	68.8%
20-99	Salary Savings	(256,243)	(256,243)									
Personal Services-Employee		13,521,353	13,521,353	9,824,475			35,232		320		9,860,027	72.9%

3Q-FYTD 2017 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY17												
Berkeley Public Library + CoB												
Elmnt-Object	Description	Bdgt ORG FY17	Bdgt RSV FY17	Actuals+Encumbrances	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	Fndtn 307	Mse FF 308	Actual FY17	% RSV Spent
30-12	Professional: Stipends		4,800	3,511					1,200		4,711	98.1%
30-35	Professional: Engrng & Architectural Svcs		129,174	129,174							129,174	100.0%
30-37	Professional: Medical		59	59							59	100.0%
30-38	Professional: Misc Prof Svcs	560,750	763,213	424,374			35,165		7,105		466,644	61.1%
30-39	Hazardous Materials Handling	2,000	1,500	1,500							1,500	100.0%
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	7,900	1,000							1,000	12.7%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	298,597	274,051							274,051	91.8%
30-44	Maint Svcs: Field Equip Maint	86,250	20,863	5,989							5,989	28.7%
30-46	Maint Svcs: Computer Maintenance	5,000	5,056	4,722							4,722	93.4%
30-47	Maint Svcs: Software Maintenance	350,000	267,092	250,279							250,279	93.7%
30-51	Bank Credit Card Fees	4,500	4,500	3,104							3,104	69.0%
	Purchased Prof & Tech Svcs	1,189,000	1,502,754	1,097,763				35,165	8,305		1,141,233	75.9%
35-20	County/State/Fed Pymts.	5,000	5,000	3,200							3,200	64.0%
	Grants & Gvrnmntl Payments	5,000	5,000	3,200							3,200	64.0%
40-10	Professional Dues and Fee	47,250	47,263	39,435							39,435	83.4%
40-31	Communications: Telephones	87,200	178,016	171,526							171,526	96.4%
40-33	Communications: Cellular	14,550	14,550	3,380							3,380	23.2%
40-41	Utilities: Water	32,500	37,290	27,290					4,500		31,790	85.3%
40-42	Utilities: Gas/Electricity	300,000	298,810	218,730					15,000		233,730	78.2%
40-43	Utilities: Refuse	34,252	34,252	14,355							14,355	41.9%
40-50	Printing and Binding	17,850	19,100	5,251			2,000	2,000			9,251	48.4%
40-61	Travel: Commerical Travel	2,000	7,970	2,900				456	390		3,746	47.0%
40-62	Travel: Meals & Lodging	7,000	11,758	6,900				787			7,687	65.4%
40-63	Travel: Registration/Admin Fees	25,000	28,258	18,284			1,000				19,284	68.2%
40-64	Travel: Transportation	2,000	2,270	670							670	29.5%
40-70	Advertising	20,000	18,663	5,162							5,162	27.7%
40-80	Books and Publications	16,000	16,550	16,420							16,420	99.2%
40-90	Other	175,000	65,304									
	Other Purchased Services	780,602	780,054	530,303			2,000	4,243	19,890		556,436	71.3%
50-10	Rental of Land/Buildings	1,500	1,500	273							273	18.2%
50-20	Rental of Equip/Vehicles	46,500	48,438			28,538					28,538	58.9%
50-30	Rental of Office Equipment & Furniture	10,000	11,300	6,200							6,200	54.9%
50-40	Rental of Software & Licenses	75	75									
	Rentals / Leases	58,075	61,313	6,473		28,538					35,011	57.1%

3Q-FYTD 2017 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES MAR FY17												
Berkeley Public Library + CoB												
Elmnt-Object	Description	Bdgt ORG FY17	Bdgt RSV FY17	Actuals+Encumbrances				YTD MAR			75.0%	
				Lib Dscr	DL/ILL	Grants	Gift	Fndtn	Mse FF	Actual FY17	% RSV Spent	
				301	302	304	306	307	308			
51-10	Postage	47,000	37,689	15,339			289			15,628	41.5%	
51-20	Messenger/Deliver	13,000	13,000		12,000					12,000	92.3%	
	Mail Services	60,000	50,689	15,339	12,000		289			27,628	54.5%	
55-11	Office Supplies	39,260	36,312	24,434						24,434	67.3%	
55-20	Field Supplies	169,721	251,234	162,978		2,934	17,989	5,664		189,565	75.5%	
55-34	Equip & Veh Supp: Spare Replacement Parts	6,000	1,492	1,387						1,387	93.0%	
55-50	Food	1,531	17,337	935			8,894	1,557		11,511	66.4%	
55-60	Library Materials	1,327,000	1,335,464	1,258,575		6,800		5		1,265,380	94.8%	
	Supplies	1,543,512	1,641,839	1,448,309		9,859	26,883	7,226		1,492,277	90.9%	
60-20	Outside Janitorial Svcs	205,000	205,000	205,001						205,001	100.0%	
	Purchased Property Services	205,000	205,000	205,001						205,001	100.0%	
65-70	Building - Existing Construction	2,525,000	2,465,000	170,000						170,000	6.9%	
65-75	Building - New Construction		4,778						4,778	4,778	100.0%	
	Infrastructure	2,525,000	2,469,778	170,000					4,778	174,778	7.1%	
70-41	Machinery and Equipment	9,000	16,161	9,433			1,426			10,859	67.2%	
70-43	Furniture and Fixtures	75,000	150,689	83,708						83,708	55.6%	
70-44	Computers & Printers	40,000	195,500	171,996						171,996	88.0%	
70-47	Computer Softwares & Lic	25,000	25,000	15,750						15,750	63.0%	
	Property	149,000	387,350	280,887			1,426			282,313	72.9%	
71-10	Small Equipment	26,000	13,927	617						617	4.4%	
71-43	Mach & Equip: Furniture And Fixtures		860	819						819	95.2%	
71-44	Mach & Equip: Computers And Printers	50,000	55,567	26,501						26,501	47.7%	
71-47	Mach & Equip: Software & Licenses	20,000	20,000	8,625						8,625	43.1%	
	Property Under Cap Limit	96,000	90,354	36,562						36,562	40.5%	
75-35	Mail Services	1,764	1,764	1,323						1,323	75.0%	
75-50	City Vehicles/Fuel & Main	7,800	7,800	7,943						7,943	101.8%	
75-60	City Parking Permits	500	500									
	Internal Services	10,064	10,064	9,266						9,266	92.1%	
99-01	Appropriations Ord #1		(109,850)									
99-02	Appropriations Ord #2		(17,703)									
99-11	Appropriations Ord #1 Offset Acct		109,850									
	Balance Sheet Accounts		(17,703)									
	Other Expenses	6,621,253	7,186,492	3,803,103	40,538	11,859	68,006	35,421	4,778	3,963,705	55.2%	
	Berkeley Public Library + CoB	20,142,606	20,707,845	13,627,578	40,538	47,091	68,006	35,741	4,778	13,823,732	66.8%	



INFORMATION REPORTS

May 31, 2017

To: Board of Library Trustees
From: Heidi W. Dolamore, Director of Library Services
Date: May 9, 2017
Subject: Monthly report from Director of Library Services

Programs, services, & operations

The Library completed a successful Aide recruitment: we received 748 applications for 6 vacancies, and 6 candidates have accepted offers. 4 are promotional hires of current or former employees, including one former participant of YouthWorks. A recruitment is underway to fill a Librarian vacancy: the Library received 188 applications; we anticipate interviews will be completed by the end of May and are targeting a June or July start date.

Berkeley Public Library was selected to participate in a Virtual Reality (VR) Experience Project offered by the State Library in partnership with Califa. The Library will receive one VR-enabled computer system with an Oculus Rift headset, in addition to training and peer support.

On March 29, Deputy Director Elliot Warren presented at the American Institute of Architects, East Bay and provided an overview of the West Branch Library project. He shared surprises and unanticipated positive outcomes related to design elements now that the Library has been open for a few years.

Electric vehicles parked in front of the West Branch can use a newly-installed curbside charging station, thanks to a collaboration between Berkeley Public Library and the City of Berkeley's Department of Energy and Sustainable Development. The charging station is powered in part by solar panels on the rooftop of the library, a building that has produced more energy than it uses since opening in 2014.

Staff attended two trainings in April focused on provision of equitable service: Pacific Library Partnership's workshop "Cracking the Codes: Libraries Promoting Racial Equality" and Association of Children's Librarians (ACL) of Northern California symposium "Community Connections: Building Library Partnerships to Improve the Lives of All Youth."

The library celebrated Poem in Your Pocket Day by distributing poetry in leaflets sized to fit in a pocket; this inspired a spontaneous program at one branch as students on a class visit to a branch held an impromptu poetry reading for other Library visitors.

4x2 Committee

The 4x2 Committee meets quarterly and is comprised of two representatives each from Library Administration, BOLT, the Berkeley Public Library Foundation, and the Friends of the Berkeley Public Library. The committee was on hiatus while the Director position was vacant and was reconvened with Trustees Hahn and Novosel representing BOLT; the Library is seeking a volunteer for the second BOLT representative and will schedule the next meeting once a representative has been identified.

Tarea Hall Pittman South Branch sign

The Library reviewed quotes from three vendors and identified a vendor to fabricate and install the sign. The Library is in conversation with the vendor to establish a timeline for fabrication and installation.

Collection Management Plan

The Library has formed a collection management planning team to be charged with developing a draft Collection Management Plan. The team will do important work gathering input for the plan (including from staff members not on the team); writing a draft plan; examining Collection Development plans and practices at comparable public libraries; and working closely together to ensure alignment of the plan and the work of staff. Deputy Director Elliot Warren will lead a team of 8 staff that represents a cross-section of age level services, locations, classifications, and public-facing/support service roles. The team will hold their first meeting in June.

Research Institute for Public Libraries

In April, I attended a two-day workshop sponsored by the California State Library in partnership with Califa and the Colorado State Library. Representatives from 48 California libraries met to develop a community of practice across California to support evidence-based decision making and strategic planning. The workshop included a deep-dive into best practices for outcome-based evaluation of programs and services, community need assessment, documenting impact through meaningful data and storytelling, and practical benchmarking tools.

CONTACT PERSON

Heidi Dolamore, Director of Library Services, 510-981-6195