



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 04/03/2019

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 total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.
 - i. Public Employees Union, LOCAL 1
 - ii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
 - iii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- D. **Comments from Board of Library Trustees**

II. PRESENTATION CALENDAR

- A. **Central Library Improvement Project Overview - Noll & Tam**
- B. **Patron Survey Results**

III. CONSENT CALENDAR

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

- A. **Approve Minutes of the March 6, 2019 Regular Meeting**
Recommendation: Approve the minutes of the March 6, 2019 Regular Meeting of the Board of Library Trustees.
- B. **Revised 2019 Berkeley Public Library Holiday and Early Closing Schedule**
Recommendation: Adopt a Resolution to approve the revised 2019 Berkeley Public Library Holiday & Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Monday, May 20, 2019.
- C. **Reappoint Trustee Diane Davenport to serve a four-year second term commencing May 15, 2019**
Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Diane Davenport for a four-year second term beginning on May 16, 2019 and ending on May 15, 2023.

IV. ACTION CALENDAR

- A. **Proposed Biennial Budget FY 2020 and FY 2021 – All Library Funds**
Recommendation: Adopt a resolution approving the FY 2020 and 2021 Proposed Biennial Budget as presented.
- B. **Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Director of Library Services**
Recommendation: Approve the initiating a request for proposal to solicit bids for coordination of the executive recruitment process for the position of Director of Library Services.

V. INFORMATION REPORTS

- A. **Monthly Library Director's Report** – Elliot Warren, Acting Director of Library Services

- B. **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, May 1, 2019 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT

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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 contact the Disability Services specialist at 510-981-6418 (V) or 510-981-6347 (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 March 28, 2019.

//s//

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

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

COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's 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.

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 Avenue
West Branch – 1125 University Avenue
North Branch – 1170 The Alameda
South Branch – 1901 Russell Street

Communications:

03/27/2019	Kathryn Selleck	PlayReaders Program
03/27/2019	Carol Lashof	PlayReaders Program
03/27/2019	Phoebe Green	PlayReaders Program
03/28/2019	Daniel Bardon	PlayReaders Program
03/28/2019	Daniel Bardon	PlayReaders Program



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, March 6, 2019 6:30 PM

Central Library – 2090 Kittredge Street

Board of Library Trustees:

Diane Davenport, President	Sophie Hahn
John Selawsky, Vice President	Judy Hunt
	Amy Roth

I. PRELIMINARY MATTERS

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

1. Call to Order: 6:32 pm.

Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.

Absent: None

Also Present: Elliot Warren, Acting Director of Library Services; Jay Dickinson, Circulation Services Manager; Sarah Dentan, Library Services Manager; Anna Gonzalez, Library Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

2. Public Comments: 1 speaker.

3. Comments from Library Unions:

- A. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speaker
- B. Public Employees Union, LOCAL 1 – 0 speakers
- C. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers

4. Comments from Board of Library Trustees –

- A. Trustee Hunt – spoke regarding the Authors Dinner, welcomed new staff and congratulated Debbie Carton on her upcoming retirement.
- B. Trustee Hahn – stated “I’ll join myself to those comments rather than restate them.”
- C. Trustee Davenport – Thanked Debbie Carton for the Annual Quilt Show.

II. PRESENTATIONS CALENDAR

A. DRAFT FY Biennial Budget 2020 & 2021

B. Dennis Dang presented the draft FY2020 & 2021 Biennial Budget followed by Board Discussion and Public Comment - 1 speaker

From: Admin and Fiscal Services Manager

Contact: Dennis Dang, Admin and Fiscal Services Manager

Action: Received (Attachment 1)

C. Berkeley Public Library Foundation – Kathy Huff

Kathy Huff reported on the recent Authors Dinner. There were 29 authors, 300 guests, 27 volunteers and staff, 29 business and individual sponsors, 48 in-kind donors, and the event grossed a record \$317,000.

From: Fiscal Services Manager

Contact: Kathy Huff, Berkeley Public Library Foundation Director

Action: Received (Attachment 2)

III. CONSENT CALENDAR

Action: M/S/C Trustee Hahn / Trustee John to adopt resolution # R19-009 to approve the consent calendar with as presented.

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

A. Approve Minutes of the February 6, 2019 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the February 6 2, 2019 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R19-010.

B. Apply for and Accept Grant Funds for STEM Programming

From: Library Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$65,000 in IMLS National Leadership Planning Grant funds to support developing a framework for a collaborative project with UC Berkeley Natural History Museums (BNHM).

Financial Implications: See report.

Contact: Sarah Dentan, Library Services Manager

Action: Adopted resolution # R19-011.

C. Close the Transactions Based Reimbursement Fund (302) and transfer the Fund Balance to the Library Tax Fund (301)

From: Admin and Fiscal Services Manager

Recommendation: Adopt the resolution authorizing the Library to submit to the City Council of the City of Berkeley, for inclusion to amendment pursuant to the Annual Appropriations Ordinance, an adjustment to the Library's FY 2019 Budget closing the Transactions Based Reimbursement (TBR) Fund (302) via transfer of the Fund's fund balance into the Library Tax Fund (301).

Contact: Dennis Dang, Admin and Fiscal Services Manager

Action: Adopted resolution # R19-012.

IV. INFORMATION CALENDAR

A. Monthly Library Director's Report – Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

B. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

V. AGENDA BUILDING

- Noll & Tam update
- Draft FY20-21 Budget
- Report on public survey
- Director Recruitment update

VI. ADJOURNMENT

Adjourned at 8:20 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 6, 2019 as approved by the Board of Library Trustees

//s// _____

Elliot Warren, Acting Director of Library Services, acting as secretary to BOLT

Attachments:

1. DRAFT FY Biennial Budget 2020 & 2021
2. Berkeley Public Library Foundation – Kathy Huff

DRAFT



CONSENT CALENDAR

April 3, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Revised 2019 Berkeley Public Library Holiday and Early Closing Schedule

RECOMMENDATION

Adopt a Resolution to approve the revised 2019 Berkeley Public Library Holiday & Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Monday, May 20, 2019.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS

The 2019 Library Schedule of Holiday and Early Closures (attachment #3) approved by the Board of Library Trustees on October 3, 2018 via resolution R18-046 included Friday, May 17, 2019 as the Malcolm X Holiday. The City of Berkeley has scheduled the Malcolm X Holiday for Monday, May 20, 2019.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule each fall for the upcoming year. This schedule, approved annually, results in the closure of all libraries, including the branches, on designated dates. Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays with the exception that the Library does not participate in approved VTO (voluntary time off) days and as recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, the Library may close on Christmas Eve in lieu of Lincoln's Birthday. The City of Berkeley's practice for the Malcolm X Day holiday is to close on the Monday or Friday closest to May 19.

RATIONALE FOR RECOMMENDATION

Approving the revised date of the Malcolm X Holiday as Monday, May 20, 2019 would allow the Library to match the City of Berkeley practice for Malcolm X Day holiday.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Library, 510-981-6195

Attachments:

- 1: Resolution
- 2: Revised 2019 Berkeley Public Library Holiday & Early Closing Schedule
- 3: 2019 Library Schedule of Holiday and Early Closures approved 10/3/2018

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 19-__

REVISED 2019 BERKELEY PUBLIC LIBRARY HOLIDAY AND EARLY CLOSING SCHEDULE

WHEREAS, union contracts specify recognized holidays for employees in the various Units of the City of Berkeley; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, for the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays; and

WHEREAS, the Board of Library Trustees approved the Library's holiday schedule for 2019 at its regular meeting on October 3, 2018; and

WHEREAS, the schedule approved on October 3, 2018 did not match the City of Berkeley schedule for the Malcolm X Day holiday.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves the attached revised 2019 Berkeley Public Library Holiday and Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Monday, May 20, 2019.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, April 3, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee

Berkeley Public Library

Revised 2019 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2019 (Tuesday) *	New Year's Day	X	
2. January 21, 2019 (Monday)	Martin Luther King Jr. Day	X	
3. February 18, 2019 (Monday)	President's Day	X	
4. May 20, 2019 (Monday)	Malcolm X Day	X	
5. May 27, 2019 (Monday)	Memorial Day	X	
6. July 4, 2019 (Tuesday)	Independence Day	X	
7. September 2, 2019 (Monday)	Labor Day	X	
8. October 14, 2019 (Monday)	Indigenous People's Day	X	
9. November 11, 2019 (Monday)	Veterans' Day	X	
10. November 27, 2019 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
11. November 28, 2019 (Thursday)	Thanksgiving Holiday	X	
12. November 29, 2019 (Friday)	Thanksgiving Holiday	X	
13. December 24, 2019 (Tuesday)	Christmas Eve	X	
14. December 25, 2019 (Wednesday)	Christmas Day	X	
15. December 31, 2019 (Tuesday)	New Years Eve		All Library locations to close at 6:00pm

Berkeley Public Library
2019 Schedule of Holidays & Early Closings
Approved October 3, 2018 (Resolution R18-046)

Date	Holiday	Closure	Early Closing
16. January 1, 2019 (Tuesday) *	New Year's Day	X	
17. January 21, 2019 (Monday)	Martin Luther King Jr. Day	X	
18. February 18, 2019 (Monday)	President's Day	X	
19. May 17 2019 (Friday)	Malcolm X Day	X	
20. May 27, 2019 (Monday)	Memorial Day	X	
21. July 4, 2019 (Tuesday)	Independence Day	X	
22. September 2, 2019 (Monday)	Labor Day	X	
23. October 14, 2019 (Monday)	Indigenous People's Day	X	
24. November 11, 2019 (Monday)	Veterans' Day	X	
25. November 27, 2019 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
26. November 28, 2019 (Thursday)	Thanksgiving Holiday	X	
27. November 29, 2019 (Friday)	Thanksgiving Holiday	X	
28. December 24, 2019 (Tuesday)	Christmas Eve	X	
29. December 25, 2019 (Wednesday)	Christmas Day	X	
30. December 31, 2019 (Tuesday)	New Years Eve		All Library locations to close at 6:00pm



CONSENT CALENDAR

April 3, 2019

To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: Reappoint Trustee Diane Davenport to serve a four-year second term commencing May 15, 2019

RECOMMENDATION

Adopt a resolution approving the recommendation to City Council to reappoint Trustee Diane Davenport for a four-year second term beginning on May 16, 2019 and ending on May 15, 2023.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS

Trustee Davenport is currently serving as a Trustee as a result of her appointment to the board by City Council resolution 67,900-N.S. on April 4, 2017 to complete the term of office for one of the previous trustees who resigned or was removed from office by City Council, which ends on May 15, 2019. The practice of the Board has been to support Trustees expressing an interest in serving a second term of office by putting forward a recommendation to the city council in advance of the terms expiration to ensure continuity and a full complement of Trustees to conduct business.

Trustee Davenport has indicated a willingness and desire to serve a second term.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Diane Davenport's first term will end on May 15, 2019. The Board may choose to recommend to the City Council reappointment of Trustee Davenport to a second term or initiate a recruitment process to select a new applicant.

ENVIRONMENTAL SUSTAINABILITY

N/A

ALTERNATIVE ACTIONS CONSIDERED

The board may choose to initiate a recruitment process to select a new applicant.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 510-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 19-__

WHEREAS, Trustee Diane Davenport's first term as trustee will end on May 15, 2019; and

WHEREAS, Trustee Davenport is eligible for a second term for a duration of four years, which will end on May 15, 2023; and

WHEREAS, Trustee Davenport is currently serving as President of the Board of Library Trustees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the City Council of the City of Berkeley reappoint Trustee Diane Davenport for a four-year second term beginning on May 16, 2019 and ending on May 15, 2023.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 3, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

April 3, 2019

To: Board of Library Trustees

From: Dennis Dang, Administrative and Fiscal Services Manager

Subject: Proposed Biennial Budget FY 2020 and FY 2021 – All Library Funds

INTRODUCTION

The proposed FY 2020 and FY 2021 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 2020 projects revenue of \$20,293,598 and expenditures of \$23,125,413; and for FY 2021, revenue of \$20,694,730 and expenditures of \$21,666,890. The following table reflects the dollar values by Fund grouping.

Proposed Biennial Budget

Fund	FY 2020		FY 2021	
	Revenue	Expense	Revenue	Expense
Library Tax	\$20,128,598	\$22,811,324	\$20,529,730	\$21,354,940
Grants	\$60,000	\$64,089	\$60,000	\$61,950
Friends and Gifts	\$105,000	\$150,000	\$105,000	\$150,000
BPL Foundation	\$0	\$100,000	\$0	\$100,000
Berkeley Public Library	\$20,293,598	\$23,125,413	\$20,694,730	\$21,666,890

The Board of Library Trustees established the FY20 and FY 21 Budget Priorities as adopted by Resolution No.: R18-059 on December 12, 2018:

- Provide excellent, timely, easily-accessible services and information to the community
- Champion and demonstrate social and racial equity
- Provide state-of-the-art, well maintained infrastructure, amenities, and facilities
- Develop and enhance policies, practices, services, and assignments that promote community wellness and the safety and comfort of all library users
- Harmonize efforts of the board, management, and staff to improve library services by implementing recommendations of the November 2018 Organizational Evaluation report
- Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget

The priorities seek to achieve the optimum utilization of public and library resources throughout the biennial budget period and to ensure proposed budget changes are aligned with the board's priorities and are in close alignment with the strategic goals enunciated in the adopted 2018-19 City of Berkeley Strategic Plan.

FISCAL IMPACT OF RECOMMENDATION

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for the biennial period comprising fiscal years 2020 and 2021.

Library Tax Fund

The Library Tax Fund is projected to achieve revenues of \$20,128,598 in FY 2020, and \$20,529,730 the following fiscal year. Fiscal year 2020 revenue is projected to increase \$235,385 over FY 2019 expected receipts driven by the selection of the capita CA Personal Income Growth Factor (PIG) of 3.67% over the San Francisco Bay Area Consumer Price Index (CPI) of 3.217%. The following fiscal year, revenue is anticipated to rise \$401,132 when applying the City default rate of 2%. Miscellaneous receipts, primarily attributable to photocopier revenues, tool lending fines, lost and damaged material fees, collection agency fees, and vendor price adjustments are forecasted in both fiscal years at \$72,000. In FY19, BOLT authorized the elimination of overdue fees for adult materials as part of the board's social equity initiative; the last remaining material source of library fees related to overdue tools and lost items. Neither

Planned expenditure budgets total \$22,811,324 in FY20; followed by a 6.4% decline in FY21 at \$21,354,940. Excluding estimated City pass-through expenses library expenditures for fiscal year 2020 are \$22,777,335, and for fiscal year 2021 are \$21,320,146.

Library Tax Rate

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to ensure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The CA Personal Income Growth factor is released in late April and the San Francisco Bay Area Consumer Price Index released in mid-May. The Library employs the proceeds of the library tax to maintain and enhance the Library's physical plant and infrastructure, purchase library materials, and provide public services and programming. The biennial budget as presented in this report applies the City's default rate of 2% to each fiscal year FY 2020 and FY 2021.

Personnel

Personnel expenses for FY 2020 are projected at \$15,516,395 and for FY 2021 at \$15,910,011.

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, reduction in-force, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations. COLAs, subject to labor negotiations, are included in the proposed fiscal year 2020 budget only – the final fiscal year for existing labor contracts.

Overall, the Library proposes a reduction of the removal of 0.05 FTE (that is, a reduction of 2 hours) from an authorized FY 2019 level of 116.10 FTE to 116.05 FTE in fiscal years 2020 and 2021. Authorized headcount would drop by two from 156 to 154. In Administration, the Library seeks to eliminate the single full-time vacant Accounting Office Specialist III (AOSIII) position. The AOSIII is intended primarily to perform payroll clerk functions and provide other office support. Offsetting the deletion of the AOSIII, and to expand the set of regular assignable tasks to include contracting and purchasing duties, a second Assistant Management

Analyst position is proposed to the four person Library Administration-Finance team. The deletion of an AOSIII and addition of an Assistant Management Analyst would increase staffing expense by about \$6,600. Again in the Administration division, this budget includes the elimination of the vacant Office Specialist II (OSII) position, as had been prior committed to BOLT, and includes the addition of an Assistant Human Resources Analyst position. The request for an Assistant HR Analyst is supported and elucidated in the official findings of the Moss Adams organizational assessment report completed in November 2018. A second human resources position would relieve some of the workload now solely borne by the existing Associate Human Resources Analyst, and represents a net increase of approximately \$50,000 above budgeted costs for the OSII. In the Circulation division, the existing 32-hours Mail Aide position would increase to 40-hours at an estimated cost of \$12,411 to accommodate deliveries with two-persons on Monday, Tuesday, Wednesday, and Thursday – the four days with heavier loads – and maintain Friday and Saturday for single-person deliveries – deliveries do not occur on Sundays due to the branch libraries being closed. Over the years, and as indicated by the recent community survey, the Library has consistently heard from the community for increased hours at the Tool Lending Library. To accommodate this demand the Library proposes opening hours at the Tool Lending Library on Mondays, which is typically the busiest day of the week across our facilities. Consequently, the biennial budgets increases the three 30-hours Tool Lending Specialist positions to full-time 40-hours per week positions at an added estimated incremental cost of \$57,250. And lastly, two vacant 20-hours Library Aide positions in the Central Library are included for elimination; these positions have been vacant for an extended period of time without noticeable adverse operational ramifications and would yield savings of about \$100,000.

CalPERS retirement plan rates continue as a significant contributor to staffing costs and are impacted by three policy changes: gradual lowering of the discount rate to 7% in FY 2021, a reduced smoothing period from 30 to 20 years, and specific dollar billing to participating agencies rather than a percentage of actual payroll cost. Projected rates in the base budget of 23.054% for FY 2020 estimate an increase of \$408,085 over the FY 2019 budget, and 25.548% in FY 2021 projects a further increase of \$246,651.

The biennial budget estimates fiscal year 2020 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$403,055 above the FY 2019 budget. The following fiscal year costs rise again, up \$403,600. Fringe benefit expense items are considered nondiscretionary, as for the most part they can only be reduced by a direct decrease in FTE count.

The salary savings rate as reflected by the practice of restraining or not backfilling vacant positions, or simply the impact of vacant positions is updated to about 3%, reflecting the City's standard default rate; consequently favorably projecting reduced staffing expenditures of \$450,000.

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

Non-Personnel

At \$7,294,929, non-personnel costs constitute 32.0% of total Fund expenditures. Principal items and programs in the FY 2020 budget include:

- Public Programming Support: \$30,000
- Staff Travel and Education: \$45,000 and \$15,000
- Integrated Library (management) System: \$115,000

- Library Materials: \$1,830,000
- Central Improvement-Architectural and Engineering Svcs: \$50,000
- ** Central Library-Maintenance and Construction: \$2,100,000*
- Janitorial Services: \$416,667
- Utilities and Telephone: \$496,002
- Social Services: \$150,000 (FY 2021)
- Reserve: \$1,500,000

The fiscal year 2020 budget is highlighted by significant construction work at the Central Library – having last been substantially upgraded in 2002 when it reopened after major expansion and retrofit work funded by Measure S, a 1996 voter approved bond measure. Construction for this FY 2020 iteration of facility improvements, of which the focal point will be a dedicated enclosable teen room, two gender-neutral restrooms, and other general facility improvements on the first and second floors of the Kittredge wing, is tentatively slated to break ground in August 2019 and be completed in October 2020. This set of Central Library improvements was programmed into the FY 2019 budget and did not occur in large part due to the failure of the stucco envelope on the façade of the Bancroft wing. **Consequently, the total FY 2020 budgeted value of \$2,150,000 for system-wide infrastructure, and architectural and engineering services, will be substantially augmented from the unused FY 2019 appropriations once that fiscal year is closed and funding can be moved into FY 2020.* Major facility and infrastructure work include stucco restoration at Central, the aforementioned Central Library improvements project, and provisions for other building systems and or equipment failure that may occur. Additionally, to support the grand reopening of an expanded and upgraded teen space in the Central Library, and to support deepening the Library's book collections, a refreshed teen collection is provided for with a \$50,000 increase for library materials, bringing the system-wide total for circulating materials to \$1,830,000. Other larger expenditures include an almost doubling of the expense appropriation for janitorial services to \$416,667 after the Library's participation with the City's competitive public bid solicitation for janitorial services, approximately \$500,000 for telephone and utilities, and \$115,000 budgeted for a new integrated library system to go into effect in FY 2020. The FY 2021 budget includes a first time appropriation for providing on-site instant response social service support for people experiencing mental health and or other immediate related difficulties. Lastly, the FY 2020 allocation for security guard services remains at \$160,000, the amount budgeted for FY 2019. Similar to janitorial services, the Library will partner with the City for an upcoming competitive public bid solicitation with an expectation that a new service contract will be in place on November 1, 2019.

Effective FY 2020, with the authorized closing of the Transaction Based Reimbursements Fund (BOLT Res. No.: R19-012, dated March 12, 2019) Link+ program expenses and other activity normally posted to the Transaction Based Reimbursement Fund is moved into the Library Tax Fund.

Grants Fund

The Grants Funds primarily reflects activity related to the BerkeleyREADS literacy program.

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS award for fiscal year 2019 totaled \$57,852; a \$60,000 revenue placeholder amount is built into each of the two biennial fiscal years, and expenditures are projected at \$64,089 for FY 2020 and \$61,950 for FY 2021.

Gifts Fund

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

FY 2020 and FY 2021 include a placeholder amount for estimated annual award receipts of \$105,000 from the Friends of the Berkeley Public Library and \$45,000 for other expenditures. Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous donations to the Library in general and the BerkeleyREADS program specifically, and other Fund balance support as directed by the Director of Library Services.

Foundation Fund

The Foundation is committed to being an important contributor to interior improvements at the Central Library. Recent and ongoing improvements and equipment funded by the Foundation include, furnishings for “the Commons” lounge at the Central Library, laptop kiosks now at the Central Library and soon to be installed at the Tarea Hall Pitman South Branch, Prowise video monitors at all locations, and training and programming equipment through the Foundation’s Innovation Grants initiative. Fiscal years 2020 and 2021 include a \$100,000 placeholder amount for expenditures.

CURRENT SITUATION

At the March 6, 2019 regular Board of Library Trustees meeting an updated baseline budget was presented for the biennial budget cycle for fiscal years 2020 and 2021. This report further refines that presentation to contain budget details for all Library Fund groups. Importantly, this package incorporates the City’s budget rules default rate of 2% as a placeholder for the *library tax index rate*. Both indices that will determine the *library tax index rate*, the consumer price index in the immediate San Francisco Bay Area and the per capita personal income growth factor in California, are unknown at this time.

The Library believes the FY 2020 and FY 2021 biennial budgets contained herein directly addresses each budget priority in a balanced approach. Combined with the FY 2020 expected revenue increase generated from the library tax rate, the Library is determined and excited to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, comfortable modern facilities.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

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

Attachments:

1. Resolution
2. Proposed Revenue Biennial Budget by Fund
3. Proposed Expense Biennial Budget by Fund
4. Proposed Biennial Budget Revenue Adjustments
5. Proposed Biennial Budget Personnel Expense Adjustments
6. Proposed Biennial Budget Non-Personnel Expense Adjustments
7. 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 Analysis
11. Position FTE Summary by Position Detail
12. Position FTE Summary by Classification
13. Position FTE Summary Division
14. Organization Chart

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-0##

APPROVE THE PROPOSED BIENNIAL REVENUE BUDGET FOR FY 2020 OF \$20,293,598 AND FOR FY 2021 OF \$20,694,730 AND THE PROPOSED BIENNIAL EXPENDITURE BUDGET FOR FY 2020 OF \$23,125,413 AND FOR FY 2021 OF \$21,666,890

WHEREAS, on December 12, 2018, the Board of Library Trustees by Resolution No.: 18-059 adopted budget priorities for FY 2020 and FY 2021; and

WHEREAS, at the March 9, 2019 regular meeting of the Board of Library Trustees, during the budget workshop session the Library presented an updated baseline budget; and

WHEREAS, the Acting Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2020 and FY 2021 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 25, 2019; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budgets for FY 2020 of revenue of \$20,293,598 and expenditures of \$23,125,413 and for FY 2021 of revenue of \$20,694,730 and expenditures of \$21,666,890 as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on April 3, 2019 by the following vote:

AYES:	Trustees Davenport, Hahn, Hunt, Roth & Selawsky.
NOES:	None.
ABSENT:	None.
ABSTENTIONS:	None.

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

BERKELEY PUBLIC LIBRARY									base data as of:						
REVENUES BIENNIAL BUDGET FY20/21									30-Jan-19						
G:\FINANCE\BUDGETS\Budget_FY2021\Base Budget REV_30JAN									Berkeley Public Library w/CoB						
Ele/Obj	Account Description	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	Zero Wste 820	DEPT BSE FY20	Lib Dscr 301	TBR 302	Grants 304	Gift 306	Fndn 307	Zero Wste 820	DEPT BSE FY21
01-01	Refund on Bills	2,000						2,000	2,000						2,000
10-01	Collection by City						11,422	11,422						11,422	11,422
13-15	Library Tax	20,056,598						20,056,598	20,457,730						20,457,730
20-07	Library Svc&Constr Act			60,000				60,000			60,000				60,000
20-11	Library Fines	87,500						87,500	87,500						87,500
20-12	Link + Fines		1,500					1,500		1,500					1,500
20-15	Lost Book Fines	20,000						20,000	20,000						20,000
20-21	Tool Lending Fines	7,000						7,000	7,000						7,000
23-13	Friends of BPL				100,000			100,000				100,000			100,000
65-01	Meeting Room Fees	250						250	250						250
99-99	Miscellaneous Revenue	30,000						30,000	30,000						30,000
Bgn DB	Berkeley Public Library w/CoB	20,203,348	1,500	60,000	100,000		11,422	20,376,270	20,604,480	1,500	60,000	100,000		11,422	20,777,402
		301	302	304	306	307	820	Mod FY18	301	302	304	306	307	820	Mod FY19
20-11	Library Fines	(74,500)						(74,500)	(74,500)						(74,500)
20-12	Link + Fines		(1,500)					(1,500)		(1,500)					(1,500)
23-13	Friends of BPL				5,000			5,000				5,000			5,000
65-01	Meeting Room Fees	(250)						(250)	(250)						(250)
Mod DB	Berkeley Public Library w/CoB	(74,750)	(1,500)		5,000			(71,250)	(74,750)	(1,500)		5,000			(71,250)
		301	302	304	306	307	820	End FY18	301	302	304	306	307	820	End FY19
01-01	Refund on Bills	2,000						2,000	2,000						2,000
10-01	Collection by City						11,422	11,422						11,422	11,422
13-15	Library Tax	20,056,598						20,056,598	20,457,730						20,457,730
20-07	Library Svc&Constr Act			60,000				60,000			60,000				60,000
20-11	Library Fines	13,000						13,000	13,000						13,000
20-15	Lost Book Fines	20,000						20,000	20,000						20,000
20-21	Tool Lending Fines	7,000						7,000	7,000						7,000
23-13	Friends of BPL				105,000			105,000				105,000			105,000
99-99	Miscellaneous Revenue	30,000						30,000	30,000						30,000
End DB	Berkeley Public Library w/CoB	20,128,598		60,000	105,000		11,422	20,305,020	20,529,730		60,000	105,000		11,422	20,706,152

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY20/21 (END)													26-Mar-19
BERKELEY PUBLIC LIBRARY (w/CoB)													
G:\FINANCE\BUDGETS\Budget_FY2021\Base Budget EXP_14JAN19.xlsx\all													
Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndn 307	DepB FY20	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndn 307	DepB FY21
11-01	Monthly Rated Employees	9,411,069					9,411,069	9,413,527					9,413,527
11-03	Hourly and Daily Rated Empl	241,431		31,500			272,931	241,431		31,500			272,931
11-04	Monthly Rated - Part Benefitted	50,000					50,000	50,000					50,000
13-01	O/T-Monthly Rated Employee	7,108					7,108						
13-05	Holiday Pay	5,334					5,334						
Prsnl Svcs-Salaries and Wages		9,714,942		31,500			9,746,442	9,704,958		31,500			9,736,458
20-11	Medical Insurance	1,716,295					1,716,295	1,878,105					1,878,105
20-12	Dental Insurance	189,039					189,039	196,575					196,575
20-13	Life Insurance	6,989					6,989	6,989					6,989
20-21	Cash-in-Lieu	92,379					92,379	92,379					92,379
20-31	Pers/Misc Other	2,998,695					2,998,695	3,245,346					3,245,346
20-34	PARS (3.75%)	8,292		1,181			9,473	6,720					6,720
20-36	SRIP	304,505					304,505	304,505					304,505
20-40	Medicare Tax	105,840					105,840	105,840					105,840
20-63	Retirement Med: Misc. Emp Medic	198,498					198,498	198,498					198,498
20-71	Workers Comp: Workers Comp O	183,562					183,562	183,562					183,562
20-82	Allowances: Shoes Allowance	1,012					1,012	1,012					1,012
20-87	Terminal Payouts-Misc.Emp	174,968					174,968	174,968					174,968
20-90	Other Employee Benefits	235,399					235,399	235,399					235,399
20-91	Commuter Check	25,155					25,155	25,155					25,155
27-20	Fringe Benefits (Budget)	10,825		958			11,783						
Prsnl Svcs-Fringe Benefits		6,251,453		2,139			6,253,592	6,655,053					6,655,053
20-99	Salary Savings	(450,000)					(450,000)	(450,000)					(450,000)
Personal Services-Employee		15,516,395		33,639			15,550,034	15,910,011		31,500			15,941,511

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY20/21 (END)														26-Mar-19
BERKELEY PUBLIC LIBRARY (w/CoB)														
G:\FINANCE\BUDGETS\Budget_FY2021\[(Base Budget EXP_14JAN19.xlsx)]all														
Elmnt-		Lib Dscr	DL / ILL	Grants	Gift	Fndn	DepB	Lib Dscr	DL / ILL	Grants	Gift	Fndn	DepB	
Object	Description	301	302	304	306	307	FY20	301	302	304	306	307	FY21	
30-35	Professional: Engrnrg & Architect	50,000					50,000							
30-38	Professional: Misc Prof Svcs	722,450					722,450	872,450					872,450	
30-39	Hazardous Materials Handling	2,000					2,000	2,000					2,000	
30-42	Maint Svcs: Office Equip Maint Svc	6,500					6,500	6,500					6,500	
30-43	Maint Svcs: Bldg & Structures Mai	224,000					224,000	174,000					174,000	
30-44	Maint Svcs: Field Equip Maint	7,250					7,250	7,250					7,250	
30-46	Maint Svcs: Computer Maintenance	15,000					15,000	15,000					15,000	
30-47	Maint Svcs: Software Maintenance	346,000					346,000	346,000					346,000	
30-51	Bank Credit Card Fees	4,500					4,500	4,500					4,500	
Purchased Prof & Tech Svcs		1,377,700					1,377,700	1,427,700					1,427,700	
35-20	County/State/Fed Pymts.	5,000					5,000	5,000					5,000	
Grants & Gvrnmntl Payments		5,000					5,000	5,000					5,000	
40-10	Professional Dues and Fee	47,250					47,250	47,250					47,250	
40-31	Communications: Telephones	112,200					112,200	112,200					112,200	
40-33	Communications: Cellular	14,550					14,550	14,550					14,550	
40-41	Utilities: Water	35,000					35,000	35,000					35,000	
40-42	Utilities: Gas/Electricity	300,000					300,000	300,000					300,000	
40-43	Utilities: Refuse	34,252					34,252	34,252					34,252	
40-50	Printing and Binding	9,850		750			10,600	9,850		750			10,600	
40-61	Travel: Commerical Travel	7,000					7,000	7,000					7,000	
40-62	Travel: Meals & Lodging	10,000					10,000	10,000					10,000	
40-63	Travel: Registration/Admin Fees	40,000					40,000	40,000					40,000	
40-64	Travel: Transportation	3,000					3,000	3,000					3,000	
40-70	Advertising	15,000					15,000	15,000					15,000	
40-90	Other			20,000	150,000	100,000	270,000			20,000	150,000	100,000	270,000	
Other Purchased Services		628,102		20,750	150,000	100,000	898,852	628,102		20,750	150,000	100,000	898,852	

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY20/21 (END)														26-Mar-19
BERKELEY PUBLIC LIBRARY (w/CoB)														
G:\FINANCE\BUDGETS\Budget_FY2021\[(Base Budget EXP_14JAN19.xlsx)]all														
Elmnt-		Lib Dscr	DL / ILL	Grants	Gift	Fndn	DepB	Lib Dscr	DL / ILL	Grants	Gift	Fndn	DepB	
Object	Description	301	302	304	306	307	FY20	301	302	304	306	307	FY21	
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 & Furr	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	27,000					27,000	27,000					27,000	
Mail Services		59,500		500			60,000	59,500		500			60,000	
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	1,830,000					1,830,000	1,780,000					1,780,000	
Supplies		2,060,745		9,200			2,069,945	2,010,745		9,200			2,019,945	
60-20	Outside Janitorial Svcs	416,667					416,667	416,667					416,667	
Purchased Property Services		416,667					416,667	416,667					416,667	
65-70	Building - Existing Construction	2,100,000					2,100,000	250,000					250,000	
Infrastructure		2,100,000					2,100,000	250,000					250,000	

BERKELEY PUBLIC LIBRARY : EXPENDITURES BIENNIAL BUDGET FY20/21 (END)														26-Mar-19
BERKELEY PUBLIC LIBRARY (w/CoB)														
G:\FINANCE\BUDGETS\Budget_FY2021\[(Base Budget EXP_14JAN19.xlsx)]all														
Elmnt-		Lib Dscr	DL / ILL	Grants	Gift	Fndn	DepB	Lib Dscr	DL / ILL	Grants	Gift	Fndn	DepB	
Object	Description	301	302	304	306	307	FY20	301	302	304	306	307	FY21	
70-41	Machinery and Equipment	84,000					84,000	84,000					84,000	
70-43	Furniture and Fixtures	100,000					100,000	100,000					100,000	
70-44	Computers & Printers	55,000					55,000	55,000					55,000	
70-47	Computer Softwares & Lic	15,000					15,000	15,000					15,000	
Property		254,000					254,000	254,000					254,000	
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	36,052					36,052	36,052					36,052	
Property Under Cap Limit		145,452					145,452	145,452					145,452	
75-25	PC Replacement	179,624					179,624	179,624					179,624	
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		189,688					189,688	189,688					189,688	
Other Expenses		7,294,929		30,450	150,000	100,000	7,575,379	5,444,929		30,450	150,000	100,000	5,725,379	
Berkeley Public Library + CoB		22,811,324		64,089	150,000	100,000	23,125,413	21,354,940		61,950	150,000	100,000	21,666,890	

BERKELEY PUBLIC LIBRARY							
BIENNIAL BUDGET FY 2020 + FY 2021							
PROPOSED BIENNIAL BUDGET REVENUE ADJUSTMENTS							
Fund	DepDiv	Base	EleObj	Description	FY20	FY21	Comment
301	9101	311	20-11	Library Fines	(74,500)	(74,500)	Total fines/fees=\$40K
301	9101	351	65-01	Meeting Room Fees	(250)	(250)	Delete not material
302	9101	351	20-12	Link + Fines	(1,500)	(1,500)	TBR (302) closed in FY 2019
306	9101	368	23-13	Friends of BPL	5,000	5,000	Expressed intent to \$105K by FoL
				Total	(71,250)	(71,250)	

BERKELEY PUBLIC LIBRARY							
BIENNIAL BUDGET FY 2020 + FY 2021							
PROPOSED BIENNIAL BUDGET PERSONNEL EXPENSE ADJUSTMENTS							
Fund	DepDiv	Base	EleObj	Description	FY20	FY21	Comment
301	9101	450	20-99	Salary Savings	(150,000)	(450,000)	Increase savings to approx 3% of labor expenses
301	9101	450	11-01	Monthly Rated Employees	(65,812)	(65,812)	Delete OSII
301	9101	450	20-12	Dental Insurance	(1,817)	(1,817)	Delete OSII
301	9101	450	20-90	Other Employee Benefits	(1,665)	(1,665)	Delete OSII
301	9101	450	20-87	Terminal Payouts-Misc.Emp	(1,250)	(1,250)	Delete OSII
301	9101	450	20-11	Medical Insurance	(9,936)	(9,936)	Delete OSII
301	9101	450	20-13	Life Insurance	(28)	(28)	Delete OSII
301	9101	450	20-31	Pers/Misc Other	(15,172)	(15,172)	Delete OSII
301	9101	450	20-63	Retirement Med: Misc. Emp Medica	(1,316)	(1,316)	Delete OSII
301	9101	450	20-36	SRIP	(2,285)	(2,285)	Delete OSII
301	9101	450	20-71	Workers Comp: Workers Comp Char	(1,047)	(1,047)	Delete OSII
301	9101	450	11-01	Monthly Rated Employees	6,630	6,630	Upgrade OSIII to Asst Mgmnt Analyst
301	9101	450	20-11	Medical Insurance	9,936	9,936	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-12	Dental Insurance	1,817	1,817	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-13	Life Insurance	28	28	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-31	Pers/Misc Other	30,000	30,000	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-36	SRIP	2,325	2,325	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-40	Medicare Tax	1,179	1,179	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-63	Retirement Med: Misc. Emp Medica	1,686	1,686	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-71	Workers Comp: Workers Comp Char	1,422	1,422	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-87	Terminal Payouts-Misc.Emp	1,699	1,699	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	20-90	Other Employee Benefits	2,262	2,262	HR Asst Analyst - Estimated cost = \$138,629
301	9101	450	11-01	Monthly Rated Employees	89,194	89,194	HR Asst Analyst - Estimated cost = \$138,629
301	9103	450	11-01	Monthly Rated Employees	(12,323)	(12,323)	Reduction: Senior Facility Supe to Bldg Mechanic
301	9201	450	11-01	Monthly Rated Employees	20,720	20,720	Lib Aide - Eliminate (-\$94,994 & -\$98,780)+f/t=Mail Aide& TTL
301	9201	450	20-11	Medical Insurance	(19,872)	(22,257)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-12	Dental Insurance	(3,635)	(3,817)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-13	Life Insurance	(57)	(57)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-31	Pers/Misc Other	(15,199)	(16,419)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-36	SRIP	(3,364)	(3,364)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-63	Retirement Med: Misc. Emp Medica	(979)	(979)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-71	Workers Comp: Workers Comp Char	(778)	(778)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-87	Terminal Payouts-Misc.Emp	(930)	(930)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	20-90	Other Employee Benefits	(1,238)	(1,238)	Lib Aide - Eliminate (-\$94,994 & -\$98,780)
301	9201	450	11-04	Monthly Rated - Part Benefitted	(21,590)	(21,590)	Not applicable, no Lib Aide (0.375 FTE)
301	9201	450	20-34	PARS (3.75%)	(2,901)		Not applicable, no Lib Aide (0.375 FTE)
301	9201	450	11-01	Monthly Rated Employees	9,004	11,462	Lib Asst (1.0 FTE) from 2 Lib Asst (0.5+0.5 FTE)
301	9202	450	11-04	Monthly Rated - Part Benefitted	(17,869)	(17,869)	Not applicable, no Lib Aide (0.375 FTE)
301	9202	450	20-34	PARS (3.75%)	(1,406)		Not applicable, no Lib Aide (0.375 FTE)
301	9302	450	11-04	Monthly Rated - Part Benefitted	(17,869)	(17,869)	Not applicable, no Lib Aide (0.375 FTE)
301	9302	450	20-34	PARS (3.75%)	(2,223)		Not applicable, no Lib Aide (0.375 FTE)
301	9303	450	11-04	Monthly Rated - Part Benefitted	(17,869)	(17,869)	Not applicable, no Lib Aide (0.375 FTE)
301	9303	450	20-34	PARS (3.75%)	(1,738)		Not applicable, no Lib Aide (0.375 FTE)
301	9304	450	11-04	Monthly Rated - Part Benefitted	3,410	3,410	Increase estimate for Lib Aide (15-hours) to \$25k
301	9304	450	20-34	PARS (3.75%)	1,488	3,360	Estimate related to 11-04 increase
301	9305	450	11-04	Monthly Rated - Part Benefitted	7,131	7,131	Increase estimate for Lib Aide (15-hours) to \$25k
301	9305	450	20-34	PARS (3.75%)	1,719	3,360	Estimate related to 11-04 increase
				Library Tax Fund (301)	(200,519)	(490,067)	Labor
				Labor	(200,519)	(490,067)	Total

BERKELEY PUBLIC LIBRARY								26-Mar-19
BIENNIAL BUDGET FY 2020 + FY 2021								
PROPOSED BIENNIAL BUDGET NON-PERSONNEL EXPENSE ADJUSTMENTS								
Fund	DepDiv	Base	EleObj	Description	FY20	FY21	Comment	Date
301	9101	450	40-61	Travel: Commerical Travel	(700)	(700)	Overall travel=\$45,000	1-Feb-19
301	9101	450	40-62	Travel: Meals & Lodging	(3,900)	(3,900)	Overall travel=\$45,000	1-Feb-19
301	9101	450	40-63	Travel: Registration/Admin Fees	(19,300)	(19,300)	Overall travel=\$45,000; Training=\$15K	1-Feb-19
301	9101	450	40-64	Travel: Transportation	(1,600)	(1,600)	Overall travel=\$45,000	1-Feb-19
301	9101	450	70-43	Furniture and Fixtures	25,000	25,000	Staff furniture replacement	1-Feb-19
301	9103	450	30-43	Maint Svcs: Bldg & Structures Maint	50,000		Increased provisions for facilities maint/repair	1-Feb-19
301	9103	450	60-20	Outside Janitorial Svcs	211,667	211,667	New Pride One contract	1-Feb-19
301	9150	450	30-35	Professional: Engnrng & Architectural Svcs		(50,000)	Winding down of Central Space project	1-Feb-19
301	9150	450	65-70	Building - Existing Construction	(1,000,000)	(2,850,000)	Winding down of Central Space project	1-Feb-19
301	9201	450	40-50	Printing and Binding	(5,000)	(5,000)	Delete not used in prior years	1-Feb-19
301	9201	450	51-20	Messenger/Deliver	27,000	27,000	Link+ incl. \$9K price incr.; transfer fr TBR (302/Erma=102)	20-Feb-19
301	9301	450	30-38	Professional: Misc Prof Svcs	(15,000)	(15,000)	Reduce centralized programming to \$30K	1-Feb-19
301	9301	450	30-38	Professional: Misc Prof Svcs		150,000	Non-BPL Social Worker	1-Feb-19
301	9402	450	55-60	Library Materials	50,000		FY20=+3%, FY21=at Base amount	1-Feb-19
				Library Tax Fund (301)	(681,833)	(2,531,833)	Non-labor	
302	9201	450	51-20	Messenger/Deliver	(18,000)	(18,000)	Announced unpriced Link+ (Unity delivery) rate increase	1-Feb-19
				TBR Fund (302)	(18,000)	(18,000)	Non-labor	
307	9301	450	40-90	Other	(300,000)	(300,000)	Placeholder at \$100,000	15-Feb-19
				Foundation Fund (307)	(300,000)	(300,000)	Non-labor	
				Non-Labor	(999,833)	(2,849,833)	Total	

LIBRARY TAX FUND 5-YEAR FUND ANALYSIS

	FY 2017 FINAL #2	FY 2018 FINAL #1	FY 2019 ADOPTED	FY 2019 REVISED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 5,787,401	\$ 6,836,082	\$ 8,933,186	\$ 8,933,186	\$ 9,029,981	\$ 5,352,751	\$ 2,670,025
Revenues							
Library Services Tax	\$ 18,077,484	\$ 19,172,629	\$ 19,746,463	\$ 19,746,463	\$ 19,746,463	\$ 20,056,598	\$ 20,457,730
Fines/Fees	200,135	164,545	114,750	114,750	114,750	40,000	40,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	13,864	79,443	32,000	32,000	33,500	32,000	32,000
TOTAL REVENUE	\$ 18,291,483	\$ 19,416,617	\$ 19,893,213	\$ 19,893,213	\$ 19,894,713	\$ 20,128,598	\$ 20,529,730
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 13,616,344	\$ 13,506,962	\$ 15,030,295	\$ 15,030,295	\$ 15,030,295	\$ 15,936,406	\$ 16,329,217
Salaries, Wages, Benefits							
less: Labor Vacancy Savings			300,000	300,000	300,000	450,000	450,000
Personnel	\$ 13,616,344	\$ 13,506,962	\$ 14,730,295	\$ 14,730,295	\$ 14,730,295	\$ 15,486,406	\$ 15,879,217
Non-Personnel	709,809	757,926	1,188,410	1,538,410	2,056,410	1,294,162	1,244,162
Library Materials (incl Tool Lndng)	1,331,106	1,647,748	1,780,000	1,780,000	1,780,000	1,830,000	1,780,000
Misc. Professional Services	311,263	306,708	787,450	787,450	787,450	772,450	872,450
Utilities+ Telephone	434,283	461,491	495,902	495,902	495,902	461,650	461,650
Janitorial	222,763	229,647	205,000	205,000	250,000	416,667	416,667
Software Maintenance	244,660	280,406	346,000	346,000	346,000	346,000	346,000
Computer & Software Purchase (CAP)	181,079	73,541	70,000	70,000	70,000	70,000	70,000
Building/Infrastructure	162,783	26,135	3,100,000	2,750,000	2,750,000	2,100,000	250,000
Subtotal:	\$ 17,214,090	\$ 17,290,564	\$ 22,703,057	\$ 22,703,057	\$ 23,266,057	\$ 22,777,335	\$ 21,320,146
Carryover							
Encumbered					\$ 273,845		
Charges From Other Depts							
Finance - Billing (3601)	\$ 17,347	\$ 17,768	\$ 17,937	\$ 17,937	17,937	\$ 19,126	\$ 19,739
Facilities - Admn (5401) +Txcs (5403)	11,365	11,181	14,104	14,104	14,104	14,863	15,055
Interfund Transfers							
Subtotal:	\$ 28,712	\$ 28,949	\$ 32,041	\$ 32,041	\$ 32,041	\$ 33,989	\$ 34,794
TOTAL EXPENDITURES	\$ 17,242,802	\$ 17,319,513	\$ 22,735,098	\$ 22,735,098	\$ 23,571,943	\$ 22,811,324	\$ 21,354,940
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 1,048,681	\$ 2,097,104	\$ (2,841,885)	\$ (2,841,885)	\$ (3,677,230)	\$ (2,682,726)	\$ (825,210)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 6,836,082	\$ 8,933,186	\$ 6,091,301	\$ 6,091,301	\$ 5,352,751	\$ 2,670,025	\$ 1,844,815
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 6,836,082	\$ 8,933,186	\$ 6,091,301	\$ 6,091,301	\$ 5,352,751	\$ 2,670,025	\$ 1,844,815
Annual Committed Reserve	\$ 1,400,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	1,500,000	1,500,000	1,500,000
Uncommitted Fund Balance	\$ 5,436,082	\$ 7,433,186	\$ 4,591,301	\$ 4,591,301	\$ 3,852,751	\$ 1,170,025	\$ 344,815

OTHER FUNDS 5-YEAR FUND ANALYSIS

	FY 2017 FINAL #2	FY 2018 FINAL #1	FY 2019 ADOPTED	FY 2019 REVISED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 214,010	\$ 196,713	\$ 138,601	\$ 138,601	\$ 138,601	\$ 39,254	\$ 35,165
Transaction Based Rmb Fund (302)	124,720	106,601	96,795	96,795	96,795		
Grants Fund (304)	33,008	33,830	41,807	41,807	41,807	39,254	35,165
Public Library Fund (305)	56,283	56,283					
Revenues							
Direct Loan Fund							
Literacy Services & LSTA	61,534	57,852	60,000	60,000	60,000	60,000	60,000
Miscellaneous Grant Revenue	12,000						
Public Library Fund (SB 358)							
Other	22,042	1,205	1,500	1,500			
TOTAL REVENUE	\$ 95,576	\$ 59,057	\$ 61,500	\$ 61,500	\$ 60,000	\$ 60,000	\$ 60,000
Expenditures							
Operations							
Personnel	\$ 48,231	\$ 35,563	\$ 32,103	\$ 32,103	\$ 32,103	\$ 33,639	\$ 31,500
Non-Personnel	64,642	25,323	48,450	48,450	30,450	30,450	30,450
Library Materials							
Transfer Out (PLF 305)		56,283					
Subtotal:	\$ 112,873	\$ 117,169	\$ 80,553	\$ 80,553	\$ 62,553	\$ 64,089	\$ 61,950
Carryover							
Encumbered							
Unencumbered							
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 112,873	\$ 117,169	\$ 80,553	\$ 80,553	\$ 62,553	\$ 64,089	\$ 61,950
Projected Surplus/Shortfall (Rev - Exp)	\$ (17,297)	\$ (58,112)	\$ (19,053)	\$ (19,053)	\$ (2,553)	\$ (4,089)	\$ (1,950)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 196,713	\$ 138,601	\$ 119,548	\$ 119,548	\$ 136,048	\$ 35,165	\$ 33,215

GIFTS FUND 5-YEAR FUND ANALYSIS

	FY 2017 FINAL #2	FY 2018 FINAL #1	FY 2019 ADOPTED	FY 2019 REVISED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 331,170	\$ 353,342	\$ 365,370	\$ 365,370	\$ 365,370	\$ 315,370	\$ 270,370
Revenues							
Friends of BPL	\$ 108,639	\$ 104,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 105,000	\$ 105,000
Donations/Private		354					
Interest/Misc. Revenues	2,780	4,591					
TOTAL REVENUE	\$ 111,419	\$ 108,945	\$ 100,000	\$ 100,000	\$ 100,000	\$ 105,000	\$ 105,000
Expenditures							
Operations							
Personnel							
Non-Personnel	38,151	26,789	150,000	85,670	85,670	150,000	150,000
Professional Services	51,096	6,545		64,330	64,330		
Library Materials		63,583					
Computer Hardware/Software							
FF&E Accommodation							
CIP (Infrastructure)							
Subtotal:	\$ 89,247	\$ 96,917	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Carryover							
Encumbered							
Unencumbered							
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 89,247	\$ 96,917	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ 22,172	\$ 12,028	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 353,342	\$ 365,370	\$ 315,370	\$ 315,370	\$ 315,370	\$ 270,370	\$ 225,370

FOUNDATION FUND 5-YEAR FUND ANALYSIS

	FY 2017 FINAL #2	FY 2018 FINAL #1	FY 2019 ADOPTED	FY 2019 REVISED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 1,027,538	\$ 1,016,771	\$ 967,947	\$ 967,947	\$ 967,947	\$ 427,406	\$ 327,406
Revenues							
Foundation	\$ 27,100	\$ 44,667					
Misc./ Interest							
TOTAL REVENUE	\$ 27,100	\$ 44,667	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures							
Personnel	\$ 320	\$ 341					
Consultants	7,405	4,900		6,300	26,300		
Furniture and Fixtures	457						
Equipment		54,346					
Building							
Miscellaneous/Other	29,685	33,904	400,000	393,700	393,700	100,000	100,000
Subtotal:	\$ 37,867	\$ 93,491	\$ 400,000	\$ 400,000	\$ 420,000	\$ 100,000	\$ 100,000
Carryover							
Encumbered					\$ 120,541		
Unencumbered			495,902	495,902			
Subtotal:	\$ -	\$ -	\$ 495,902	\$ 495,902	\$ 120,541	\$ -	\$ -
TOTAL EXPENDITURES	\$ 37,867	\$ 93,491	\$ 895,902	\$ 895,902	\$ 540,541	\$ 100,000	\$ 100,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (10,767)	\$ (48,824)	\$ (895,902)	\$ (895,902)	\$ (540,541)	\$ (100,000)	\$ (100,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,016,771	\$ 967,947	\$ 72,045	\$ 72,045	\$ 427,406	\$ 327,406	\$ 227,406
Other		\$ (576,378)	\$ (576,378)	\$ (576,378)	\$ (556,378)	\$ (556,378)	\$ (556,378)
Personnel COLA %age Change							
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,016,771	\$ 391,569	\$ (504,333)	\$ (504,333)	\$ (128,972)	\$ (228,972)	\$ (328,972)

Position FTE Summary by Position Detail

DepDiv	Position	Notes	FTE		
	Title		FY19	FY20	FY21
9101	ACCOUNTING OFF SPEC III U		1.000	1.000	1.000
	ACCOUNTING OFF SPEC III U	upgrde to: Assist. Analyst	1.000		
	ADMIN & FISCAL SVS MGR UN		1.000	1.000	1.000
	ADMIN SECRETARY		1.000	1.000	1.000
	ASSISTANT MANGMNT ANLST U		1.000	1.000	1.000
	ASSISTANT MANGMNT ANLST U		1.000	1.000	1.000
	ASSISTANT MANGMNT ANLST U	upgrded fr: AOSIII		1.000	1.000
	ASSISTANT HUMAN RESRCS ANLST U	upgrded fr: OSII		1.000	1.000
	ASSOCIATE HUMAN RESRCS AN		1.000	1.000	1.000
	DEPUTY DIRECTOR LIBRARY S		1.000	1.000	1.000
	DIRECTOR OF LIBRARY SERVI		1.000	1.000	1.000
	LIBRARY SERVICES MANAGER		1.000	1.000	1.000
	LIBRARY SERVICES MANAGER		1.000	1.000	1.000
	OFFICE SPECIALIST II UNRE	upgrde to: HR Assist. Analyst	1.000		
	Administration	9101	12.000	12.000	12.000
9102	INFORMATION SYSTEMS SPEC		1.000	1.000	1.000
	INFORMATION SYSTEMS SPEC		1.000	1.000	1.000
	INFORMATION SYSTEMS SPEC		1.000	1.000	1.000
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY INFO SYSTEMS ADMI		1.000	1.000	1.000
	Information Systems	9102	5.000	5.000	5.000
9103	BUILDING MAINT MECH		1.000	1.000	1.000
	BUILDING MAINT MECH	dwngded fr: Maint Supv		1.000	1.000
	BUILDING MAINT SUPV	dwngded to: Maint Mech	1.000		
	SENIOR BUILDING MAINT SUP		1.000	1.000	1.000
	Facilities Maintenance	9103	3.000	3.000	3.000

Position FTE Summary by Position Detail

DepDiv	Position	Notes	FTE		
	Title		FY19	FY20	FY21
9201	CIRCULATION SERVICES MANA		1.000	1.000	1.000
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE	remove	0.500		
	LIBRARY AIDE	remove	0.500		
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		1.000	1.000	1.000
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.750	0.750	0.750
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		1.000	1.000	1.000
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		1.000	1.000	1.000
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY SPECIALIST I		1.000	1.000	1.000
	LIBRARY SPECIALIST I		1.000	1.000	1.000
	MAIL SERVICES AIDE	incr 8-hrs to 1.0 FTE	0.800	1.000	1.000
	MAIL SERVICES AIDE		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	Circulation Services	9201	25.450	24.650	24.650

Position FTE Summary by Position Detail

DepDiv	Position	Notes	FTE		
	Title		FY19	FY20	FY21
9202	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		0.500	0.500	0.500
	LIBRARIAN II		0.600	0.600	0.600
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY SPECIALIST II		0.500	0.500	0.500
	LIBRARY SPECIALIST II		0.800	0.800	0.800
	SENIOR LIBRARIAN		1.000	1.000	1.000
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	Childrens Services	9202	6.400	6.400	6.400
9203	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		0.500	0.500	0.500
	LIBRARY SPECIALIST II		1.000	1.000	1.000
	Art+Music	9203	3.500	3.500	3.500
9204	LIBRARIAN I		0.500	0.500	0.500
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		0.500	0.500	0.500
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		0.700	0.700	0.700
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY SPECIALIST II		1.000	1.000	1.000
	LIBRARY SPECIALIST II		1.000	1.000	1.000
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	Reference	9204	8.700	8.700	8.700
9205	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY LITERACY PROG COO		1.000	1.000	1.000
	LIBRARY SPECIALIST I		1.000	1.000	1.000
	Literacy Programs	9205	2.500	2.500	2.500
9301	LIBRARY SPECIALIST II		1.000	1.000	1.000
	SENIOR LIBRARIAN		1.000	1.000	1.000
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	Central Support	9301	3.000	3.000	3.000

Position FTE Summary by Position Detail

DepDiv	Position	Notes	FTE		
	Title		FY19	FY20	FY21
9302	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY SPECIALIST II		0.500	0.500	0.500
	LIBRARY SPECIALIST II		0.500	0.500	0.500
	LIBRARY SPECIALIST II		1.000	1.000	1.000
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	North Branch	9302	10.050	10.050	10.050
9303	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY SPECIALIST II		1.000	1.000	1.000
	LIBRARY SPECIALIST II		0.500	0.500	0.500
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	Tarea Hall Pittman South Branch	9303	8.350	8.350	8.350

Position FTE Summary by Position Detail

DepDiv	Position	Notes	FTE		
	Title		FY19	FY20	FY21
9304	LIBRARIAN II		1.000	1.000	1.000
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY ASSISTANT		1.000	1.000	1.000
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY SPECIALIST II		0.500	0.500	0.500
	LIBRARY SPECIALIST II		1.000	1.000	1.000
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	hourly: LIBRARY AIDE		0.375	0.375	0.375
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	West Branch	9304	9.075	9.075	9.075
9305	LIBRARIAN I		1.000	1.000	1.000
	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY SPECIALIST II		0.500	0.500	0.500
	LIBRARY SPECIALIST II		0.750	0.750	0.750
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	hourly: LIBRARY AIDE		0.375	0.375	0.375
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	hourly: LIBRARY PAGE		0.350	0.350	0.350
	Claremont Branch	9305	8.825	8.825	8.825
9307	TOOL LENDING SPECIALIST	incr 10-hrs to 1.0 FTE	0.750	1.000	1.000
	TOOL LENDING SPECIALIST	incr 10-hrs to 1.0 FTE	0.750	1.000	1.000
	TOOL LENDING SPECIALIST	incr 10-hrs to 1.0 FTE	0.750	1.000	1.000
	Tool Lending Library	9307	2.250	3.000	3.000

Position FTE Summary by Position Detail

DepDiv	Position	Notes	FTE		
	Title		FY19	FY20	FY21
9401	LIBRARIAN II		1.000	1.000	1.000
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY AIDE		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY ASSISTANT		0.500	0.500	0.500
	LIBRARY SPECIALIST II		1.000	1.000	1.000
	SUPERVISING LIBRARIAN		1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS		1.000	1.000	1.000
	Technical Services	9401	6.000	6.000	6.000
9402	LIBRARY SPECIALIST II		1.000	1.000	1.000
	SENIOR LIBRARIAN		1.000	1.000	1.000
	Collections Management	9402	2.000	2.000	2.000
	Berkeley Public Library	Total: Career	116.100	116.050	116.050
		Career	111.150	111.100	111.100
		non-Career	4.950	4.950	4.950

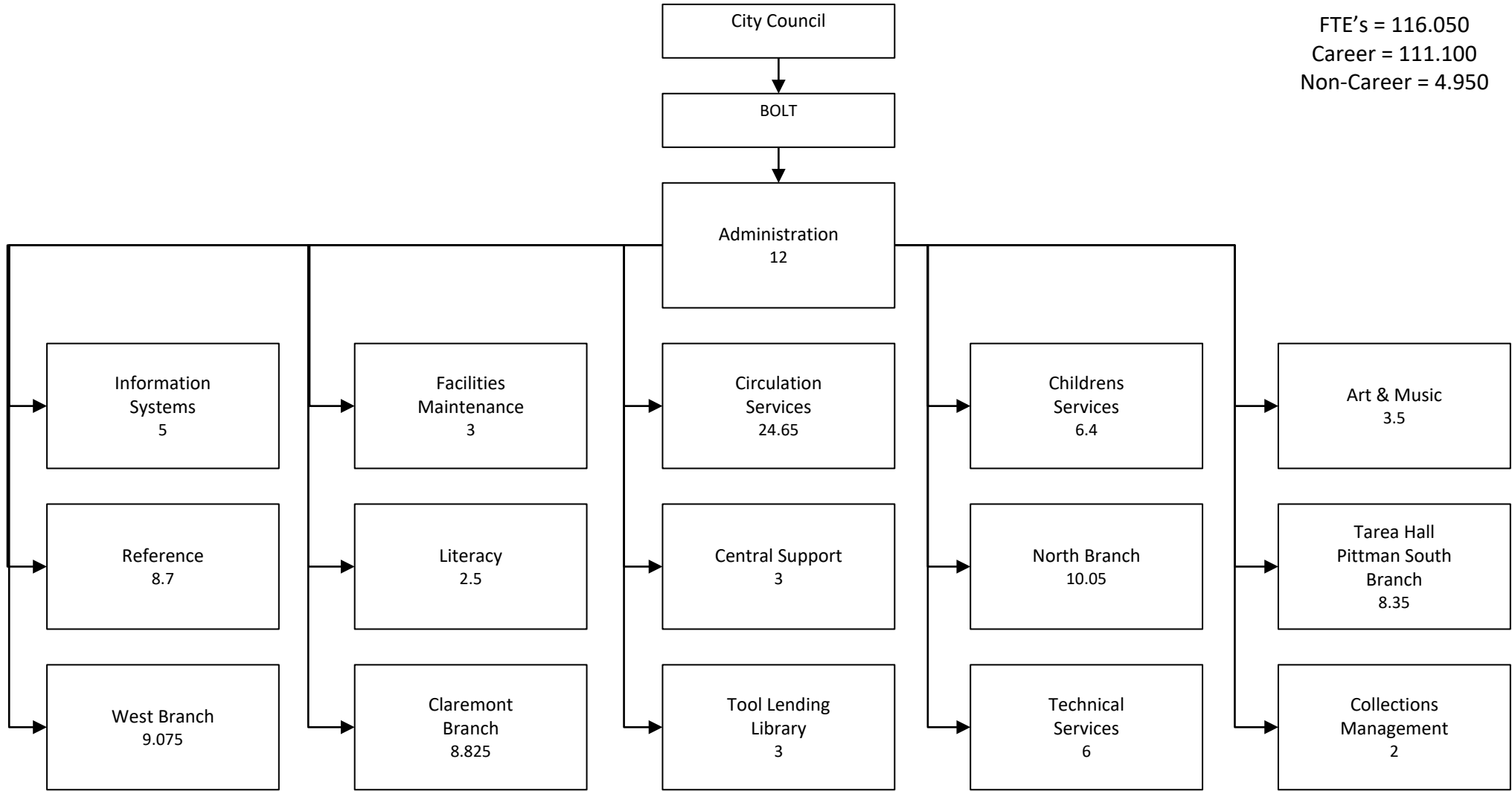
Position FTE Summary by Classification

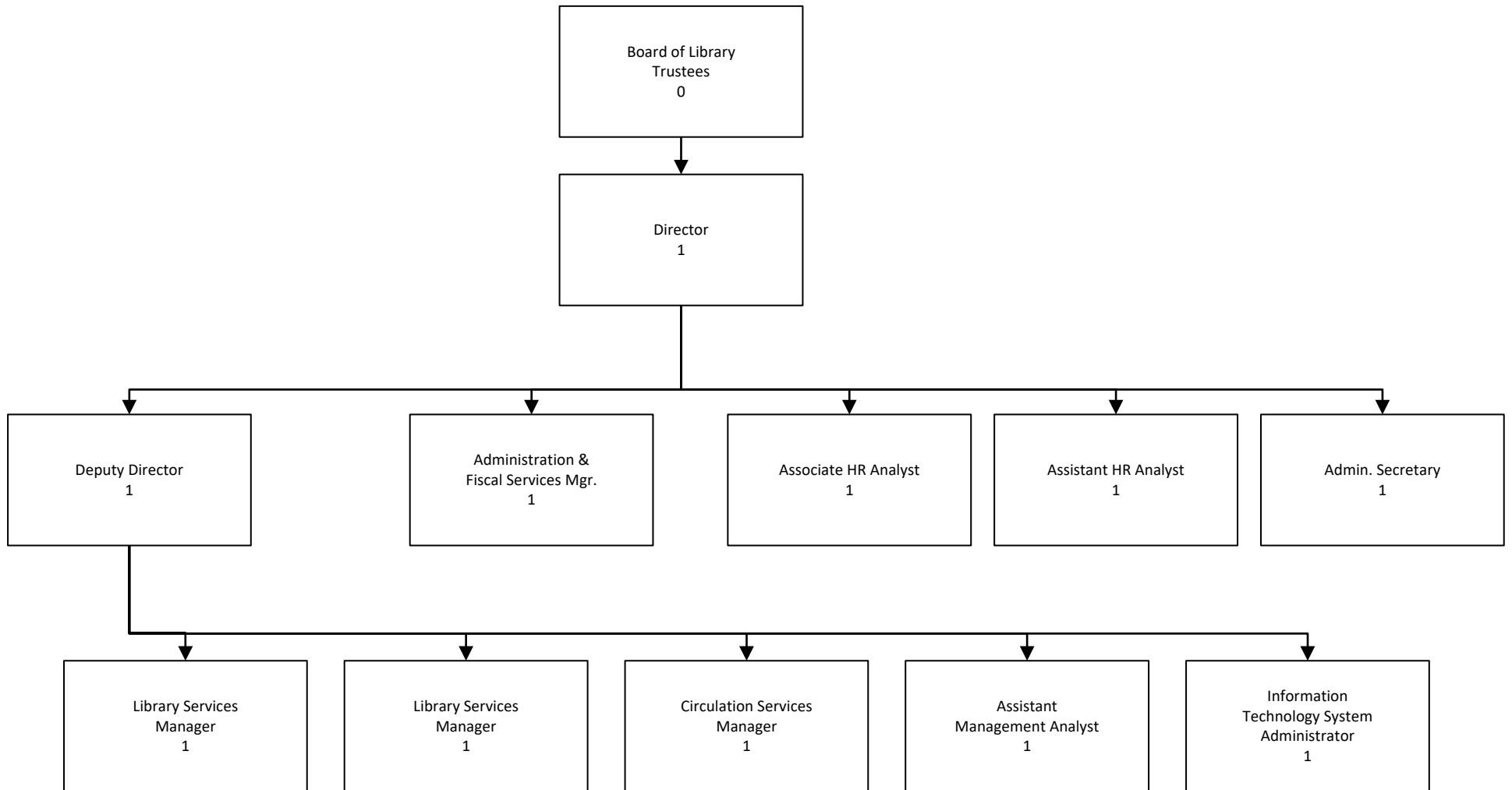
Title	Auth FY19		FY20 and FY21	
	FTE	Count	FTE	Count
DIRECTOR OF LIBRARY SERVI	1.000	1.000	1.000	1.000
DEPUTY DIRECTOR LIBRARY S	1.000	1.000	1.000	1.000
SENIOR BUILDING MAINT SUP	1.000	1.000	1.000	1.000
ADMIN & FISCAL SVS MGR UN	1.000	1.000	1.000	1.000
ASSISTANT MANGMNT ANLST U	2.000	2.000	3.000	3.000
ASSISTANT HUMAN RESRCS ANLST U			1.000	1.000
LIBRARY INFO SYSTEMS ADMI	1.000	1.000	1.000	1.000
LIBRARY SERVICES MANAGER	2.000	2.000	2.000	2.000
CIRCULATION SERVICES MANA	1.000	1.000	1.000	1.000
SUPERVISING LIBRARIAN	8.000	8.000	8.000	8.000
LIBRARIAN II	19.800	22.000	19.800	22.000
LIBRARIAN I	1.500	2.000	1.500	2.000
SENIOR LIBRARIAN	3.000	3.000	3.000	3.000
LIBRARY LITERACY PROG COO	1.000	1.000	1.000	1.000
ASSOCIATE HUMAN RESRCS AN	1.000	1.000	1.000	1.000
INFORMATION SYSTEMS SPEC	3.000	3.000	3.000	3.000
LIBRARY ASSISTANT	14.250	24.000	14.250	24.000
ACCOUNTING OFF SPEC III U	2.000	2.000	1.000	1.000
LIBRARY AIDE	14.000	28.000	13.000	26.000
LIBRARY SPECIALIST I	3.000	3.000	3.000	3.000
MAIL SERVICES AIDE	1.800	2.000	2.000	2.000
LIBRARY SPECIALIST II	13.550	17.000	13.550	17.000
ADMIN SECRETARY	1.000	1.000	1.000	1.000
OFFICE SPECIALIST II UNRE	1.000	1.000		
BUILDING MAINT MECH	1.000	1.000	2.000	2.000
BUILDING MAINT SUPV	1.000	1.000		
TOOL LENDING SPECIALIST	2.250	3.000	3.000	3.000
SUPERVISING LIBRARY ASSIS	9.000	9.000	9.000	9.000
Career	111.150	142.000	111.100	140.000
hourly: LIBRARY AIDE	0.750	2.000	0.750	2.000
hourly: LIBRARY PAGE	4.200	12.000	4.200	12.000
non-Career	4.950	14.000	4.950	14.000
Berkeley Public Library	116.100	156.000	116.050	154.000

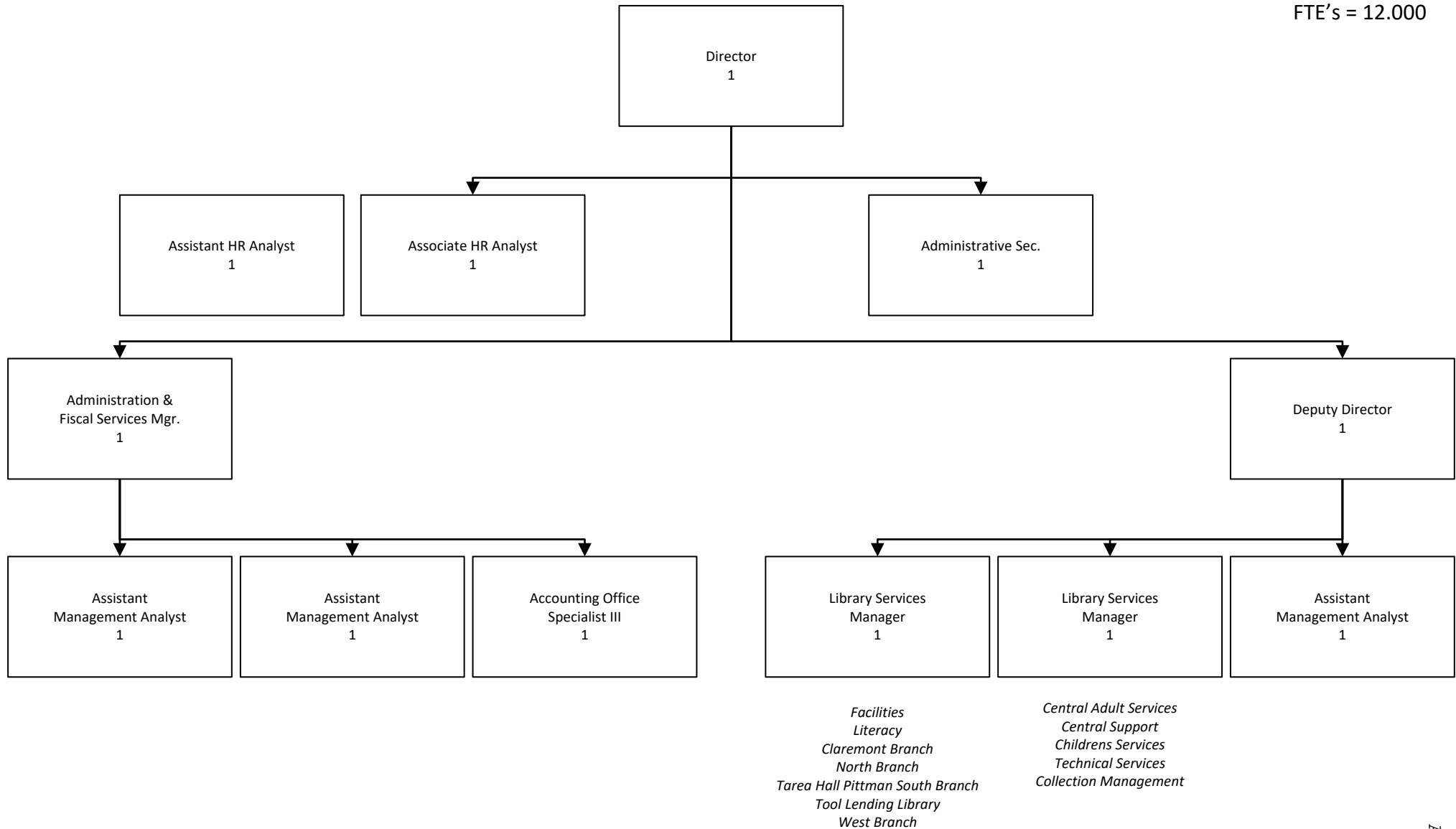
Position FTE Summary by Division

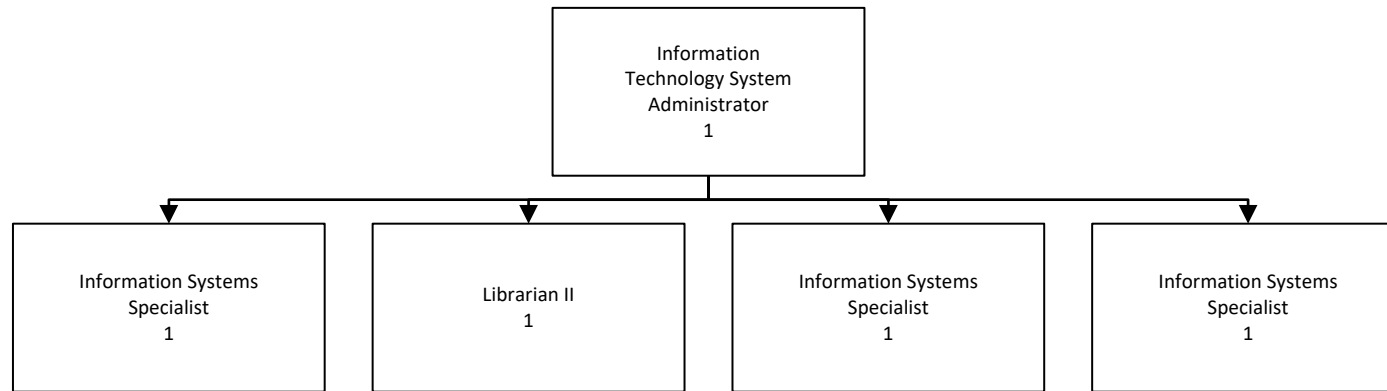
Division		FTE		
No.	Name	Auth 19	Prop 20	Prop 21
9101	Administration	12.000	12.000	12.000
9102	Information Systems	5.000	5.000	5.000
9103	Facilities Maintenance	3.000	3.000	3.000
9201	Circulation Services	25.450	24.650	24.650
9202	Childrens Services	6.400	6.400	6.400
9203	Art+Music	3.500	3.500	3.500
9204	Reference	8.700	8.700	8.700
9205	Literacy Programs	2.500	2.500	2.500
9301	Service Design Unit	3.000	3.000	3.000
9302	North Branch	10.050	10.050	10.050
9303	THP South Branch	8.350	8.350	8.350
9304	West Branch	9.075	9.075	9.075
9305	Claremont Branch	8.825	8.825	8.825
9307	Tool Lending Library	2.250	3.000	3.000
9401	Technical Services	6.000	6.000	6.000
9402	Collections Management	2.000	2.000	2.000
Berkeley Public Library		116.100	116.050	116.050

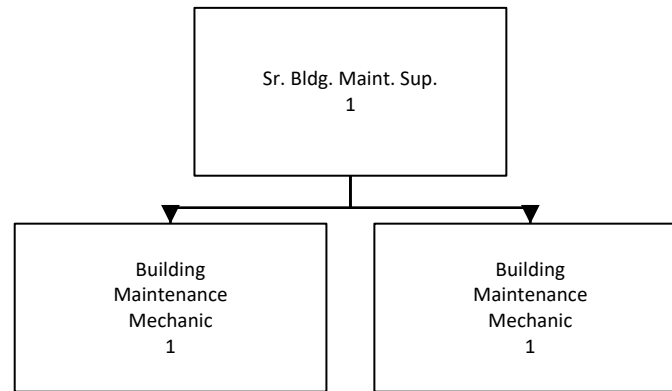
FTE's = 116.050
 Career = 111.100
 Non-Career = 4.950





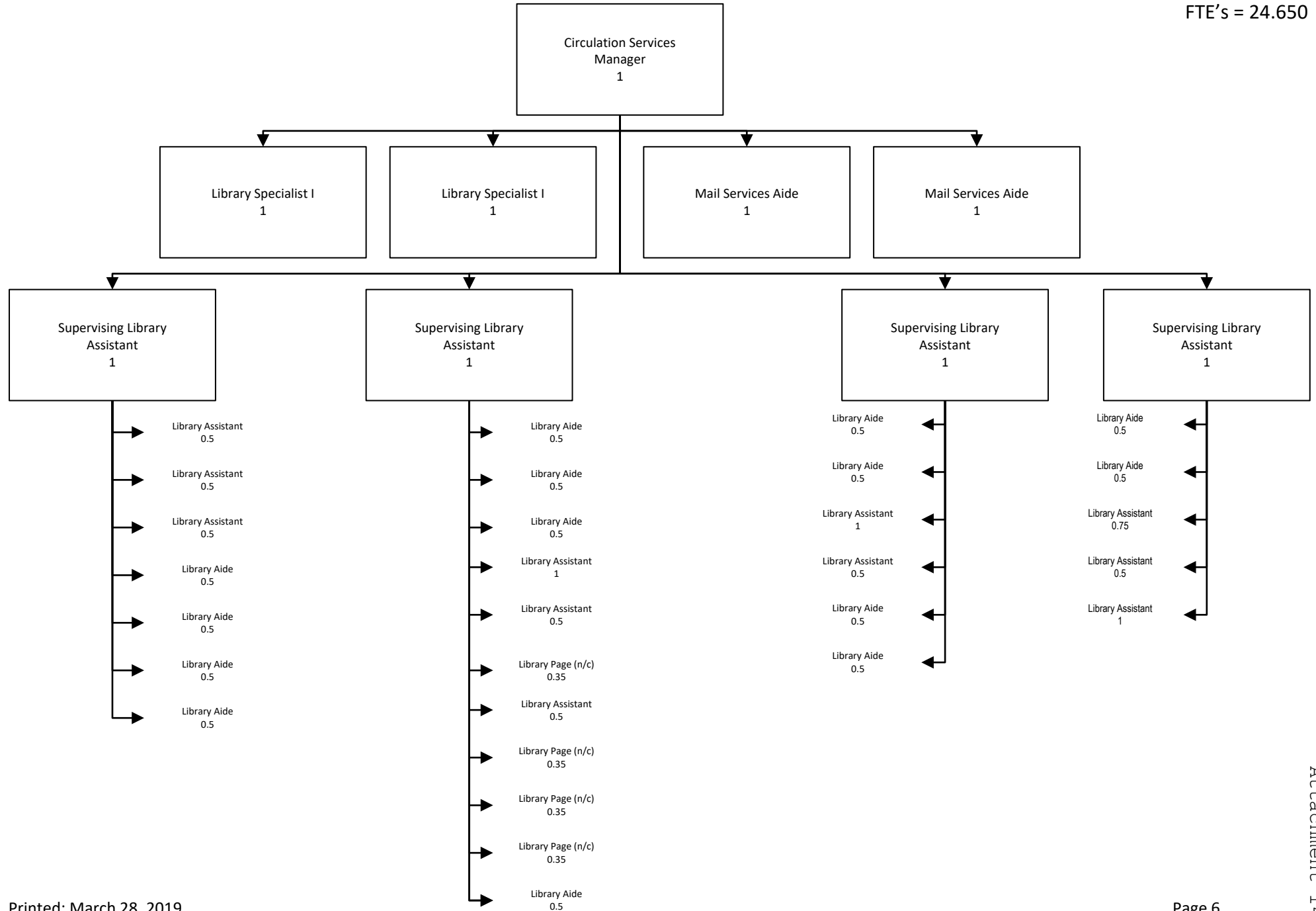


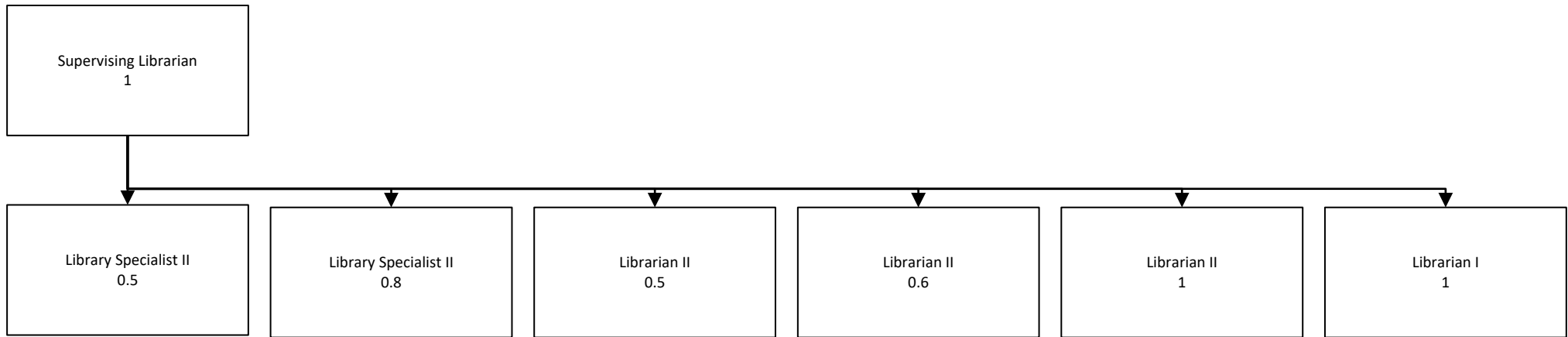




Berkeley Public Library Proposed FY20 Org Chart - Circulation Services

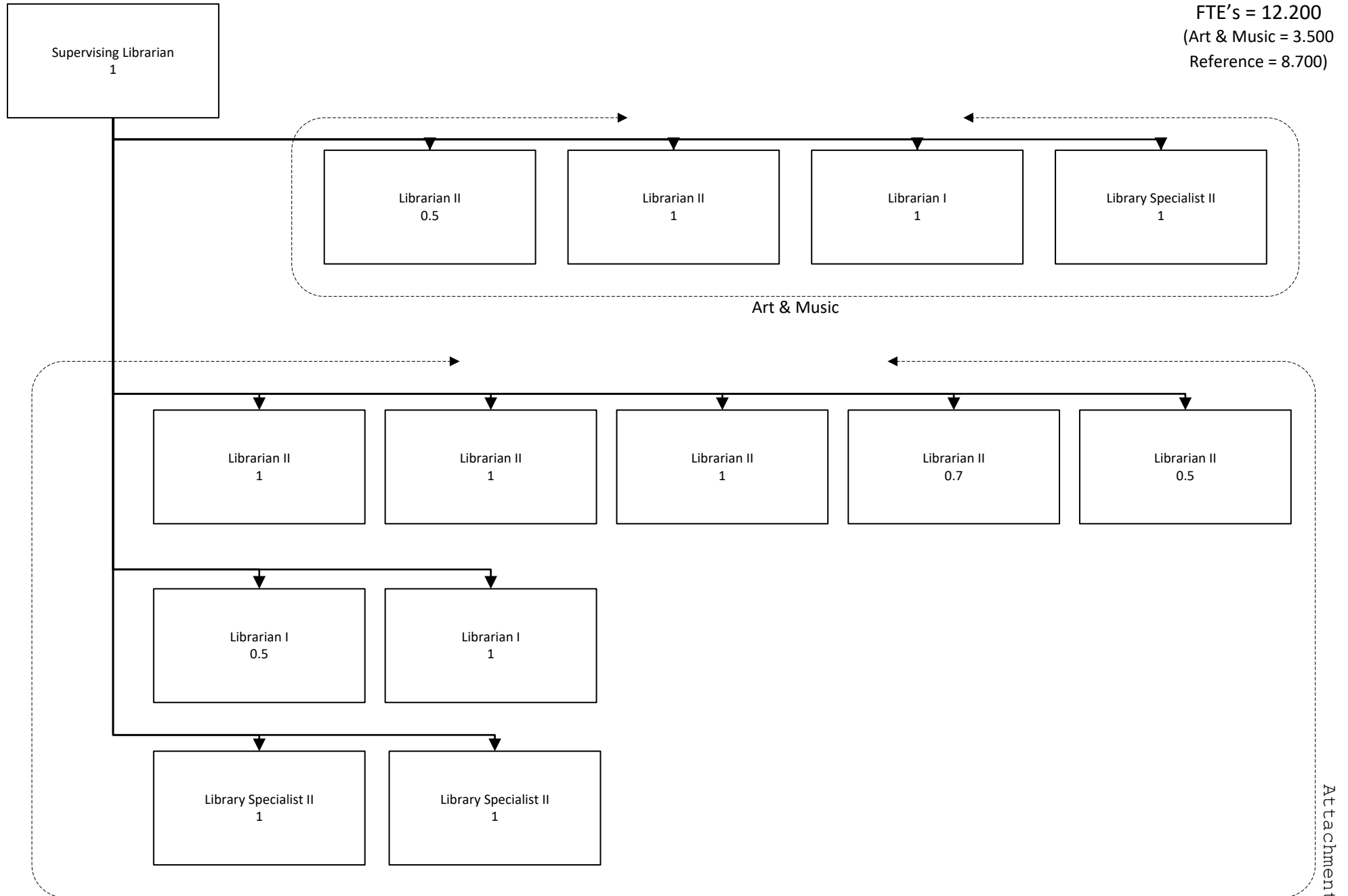
FTE's = 24.650

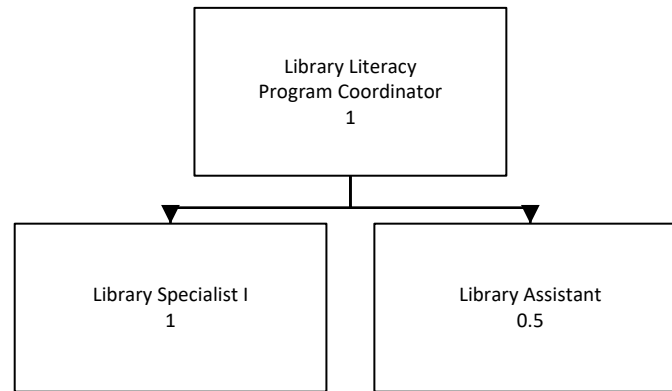


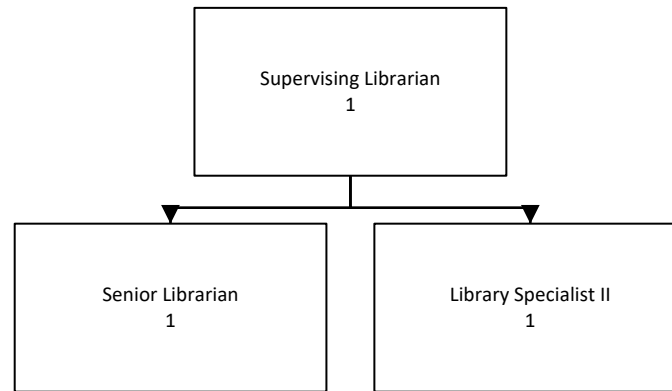


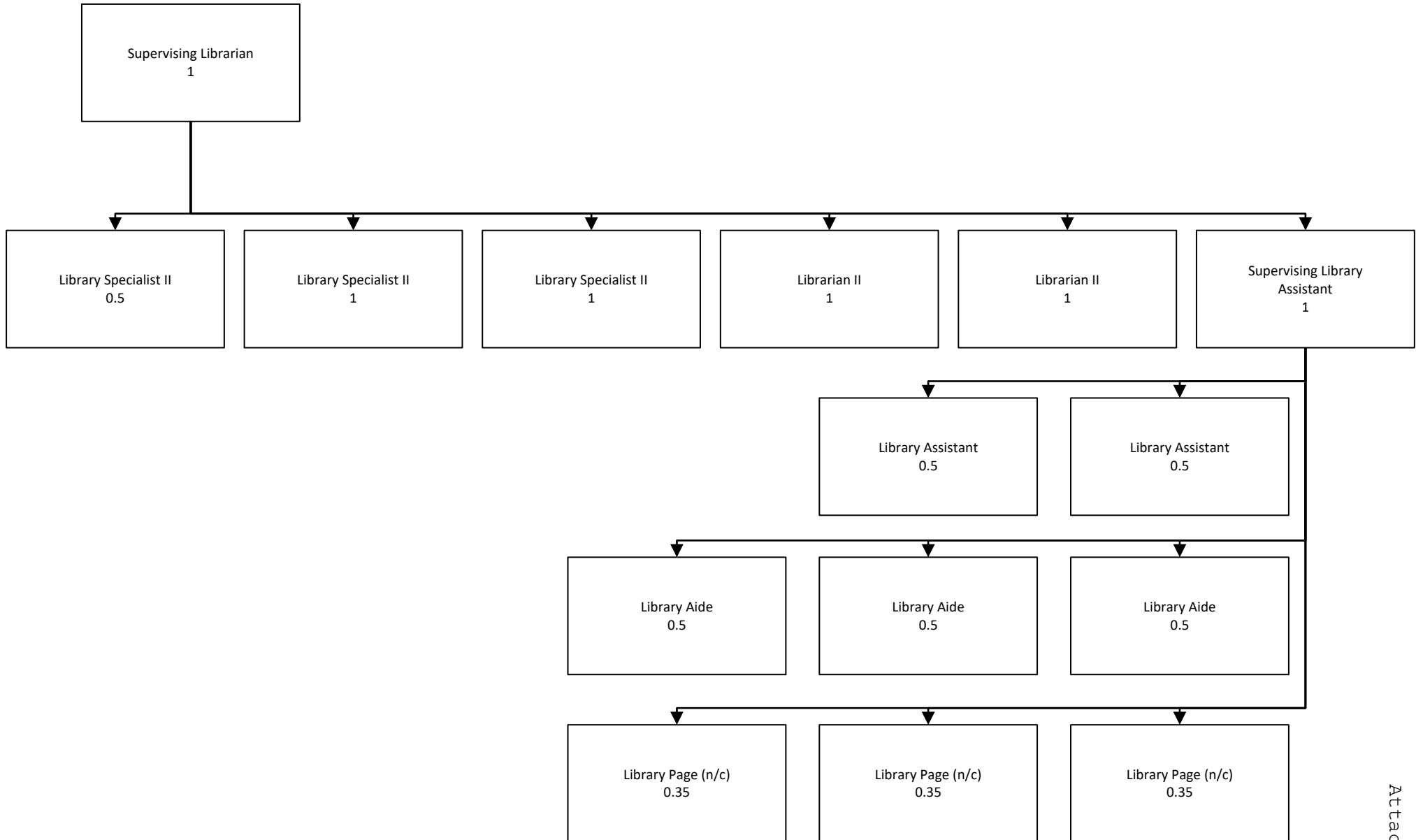
Berkeley Public Library Proposed FY20 Org Chart - Central Adult Services

FTE's = 12.200
(Art & Music = 3.500
Reference = 8.700)

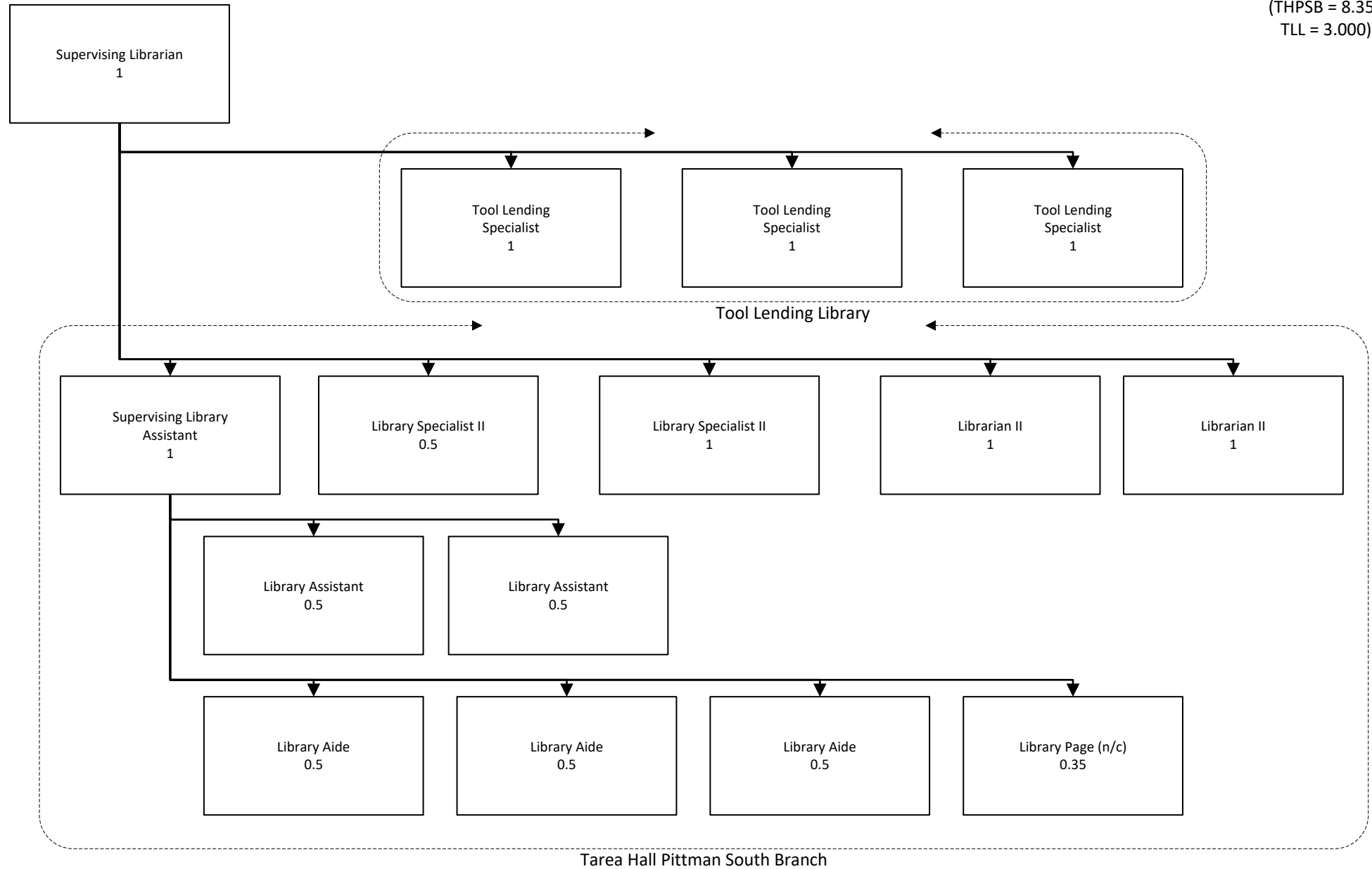


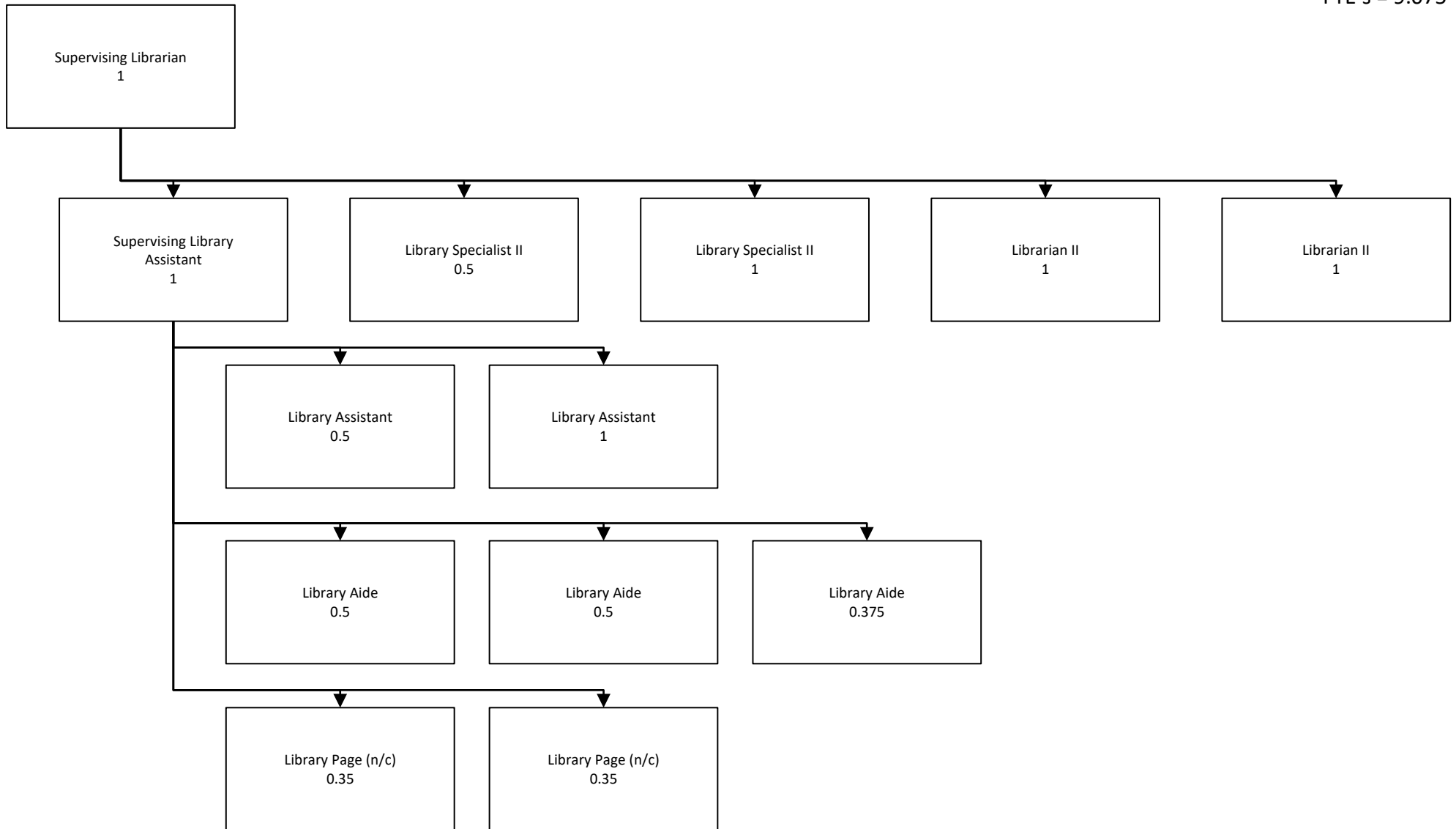


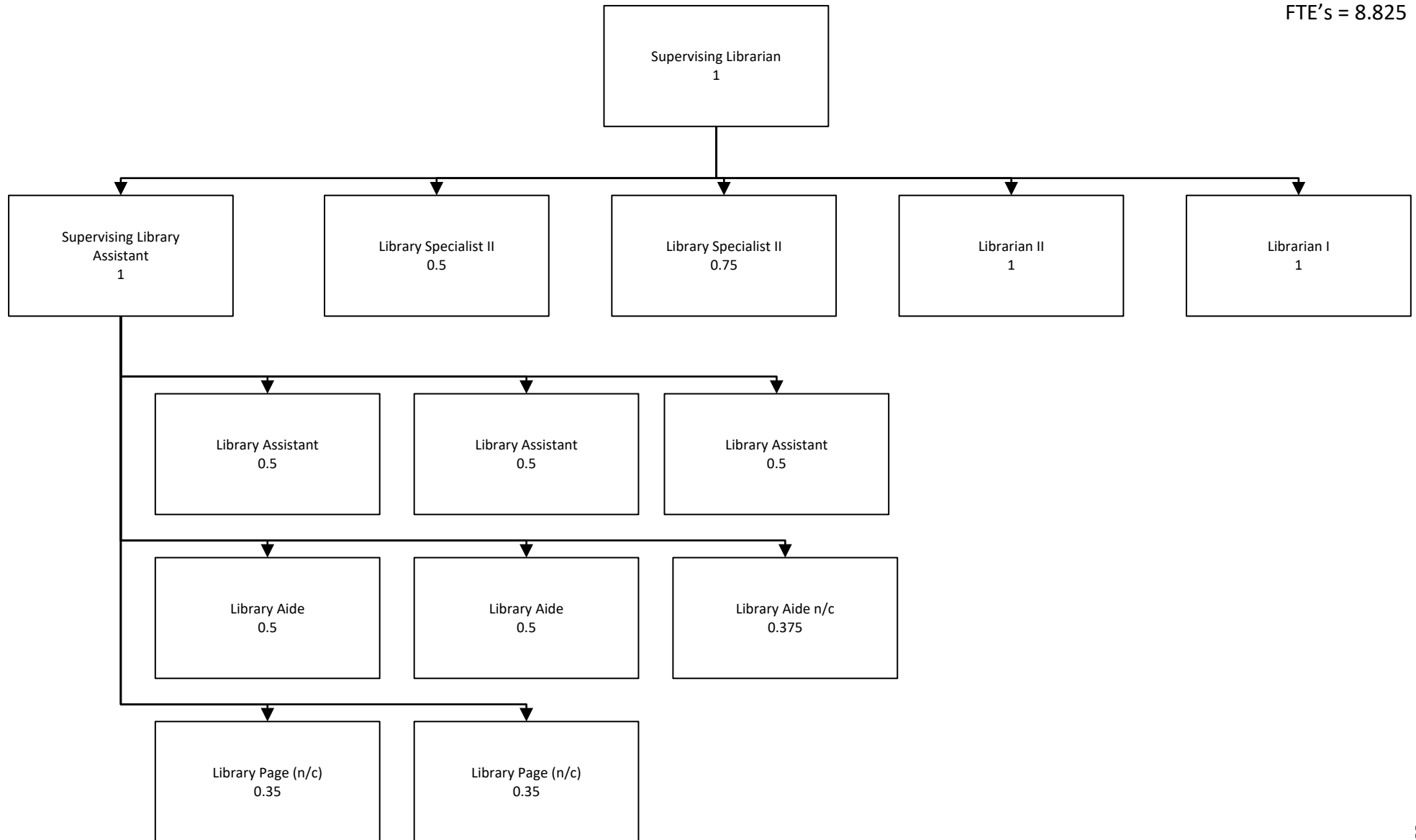




FTE's = 11.350
(THPSB = 8.350
TLL = 3.000)

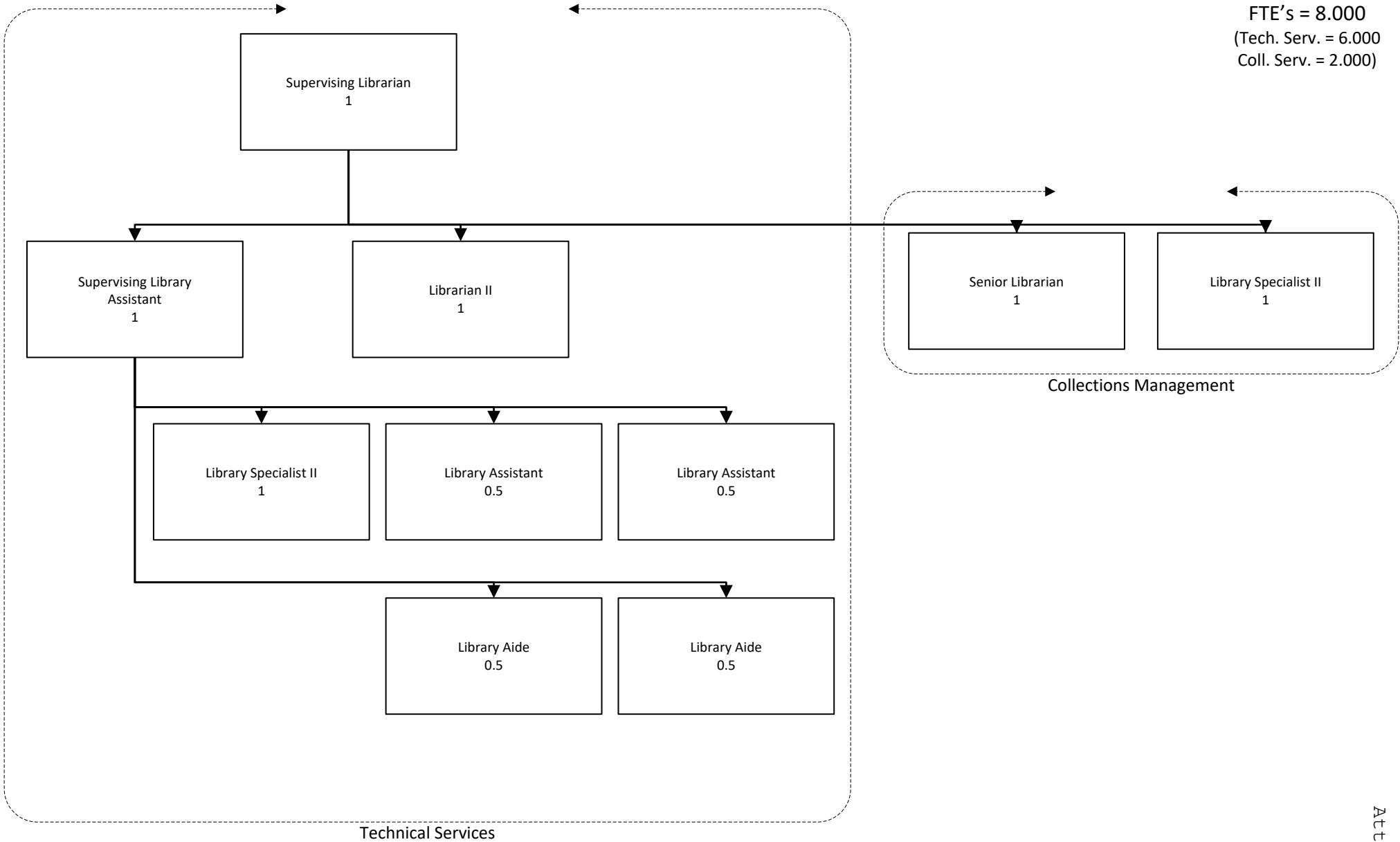






Berkeley Public Library Proposed FY20 Org Chart - Collection Services

FTE's = 8.000
(Tech. Serv. = 6.000
Coll. Serv. = 2.000)





ACTION CALENDAR

April 3, 2019

To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Director of Library Services

RECOMMENDATION

Approve the initiating a request for proposal to solicit bids for coordination of the executive recruitment process for the position of Director of Library Services.

FISCAL IMPACTS OF RECOMMENDATION

Estimated costs are \$35,000.

CURRENT SITUATION AND ITS EFFECTS

BOLT has discussed its interest in recruiting for the position of Director of Library Services. On February 6, 2019, LaTanya Bellow, the City of Berkeley Director of Human Resources, provided an overview of the executive search process to the board and recommended the use of a contractor with subject expertise to coordinate the search of a new Director.

BACKGROUND

Since September 24, 2017, the position of Director of Library Services has been vacant, with the Deputy Director of Library Services serving as the Acting Director. The Director is responsible, among other things, for day-to-day operations of the Library; implementing policy; developing goals and objectives; supervising staff; and administering the Library budget.

ENVIRONMENTAL SUSTAINABILITY

N/A

RATIONALE FOR RECOMMENDATION

The process to search for and select executive leadership of a public agency requires specialized knowledge and experience. The City of Berkeley and other public entities rely upon and regularly hire experts in recruitment who identify & vet potential candidates; develop marketing plans; recommend a process for selection of a final candidate; ensure applicants' confidentiality; and other activities related to the hiring of executive leadership.

ALTERNATIVE ACTIONS CONSIDERED

The BOLT could choose to maintain the current vacancy in the position of Director of Library Services, with the Deputy Director serving as the Acting Director of Library Services, with an annual cost savings of approximately \$270,000.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Library, 510-981-6195

Attachments:

- 1: Resolution
- 2: Request for Specifications Number
3. City of Berkeley Director of Library Services Job Description

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 19-____

WHEREAS, The BOLT delegates day-to-day operations to the Director of Library Services; and

WHEREAS, the position of Director of Library Services has been vacant since September 24, 2017; and

WHEREAS, City of Berkeley Director of Human Resources LaTanya Bellow provided an overview of the executive search process to the board on February 6, 2019 and recommended the use of a contractor with subject expertise to coordinate the search of a new Library Director; and

WHEREAS, expected costs for such a require the issuance of a Request for Proposal to equitably solicit and evaluate bids from at least three vendors that offer executive search coordination and other related services; and

WHEREAS, City of Berkeley administrative regulations require purchases to be made through a competitive process; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Acting Director of Library Services to issue a Request for Proposal for a vendor to coordinate the search for a Director of Library Services.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 3, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee

REQUEST FOR SPECIFICATION NUMBER

IFB/RFP Title	Approx. Release Date	Approx. Due Date	Description of Goods or Services To Be Purchased	Estimated Cost	Budget Code To Be Charged	Fund s in Acct. ? Yes / No	Departmen t / Division	Name and Phone for Additional Information
Library Director Recruitment	6/1/19	7/1/19	Executive Recruitment	\$35,000	22-241- 261-101- 0000-000- 463- 612990	Yes	Library	Elliot Warren 510-981- 6175

Date:***SPECIFICATION******NUMBER:***

Revised: January 2018

*Date issued:**Date to Council: N/A*



Director of Library Services

Class Code:
11150

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Dec 1, 1988
Revision Date: Oct 6, 2008

SALARY RANGE

\$70.30 - \$96.65 Hourly
\$5,624.31 - \$7,731.69 Biweekly
\$12,186.00 - \$16,752.00 Monthly
\$146,232.00 - \$201,024.00 Annually

DESCRIPTION:

DEFINITION

Under policy direction, administers all activities and services of the Berkeley Public Library system; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class serves as administrative head of the Library. The incumbent reports directly to the Library Board of Trustees, serves as staff to the Board, and is responsible for implementing policy, developing goals and objectives, supervising staff, administering the Library budget and directing day to day operations. Although reporting to the Library Board, the Director serves as an integral part of the City's management team.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Library System;
2. Formulates and recommends policy to the Library Board and implements after adoption;
3. Directs the preparation and administration of the department's budget;
4. Plans, organizes, administers, reviews and evaluates the activities of professional and support staff;
5. Serves as principal liaison between the Library and other City departments;
6. Develops, revises and implements administrative programs and procedures,
7. Keeps the Board informed on the financial condition of the Library; interprets Board policies to the Library staff and community;
8. Evaluates the effectiveness of library services and programs in meeting community needs; maintains effective relations with a variety of community organizations, groups and other individuals to promote positive public relations;
9. Recommends applications for funds from public and private agencies for Library programs;

10. Selects and trains assigned staff;
11. Plans and directs library building programs and consults with appropriate bodies on library contracts;
12. Interprets City policies and procedures to staff; responsible for morale, productivity and discipline of department staff;
13. Directs analytical and management studies; reviews reports of findings, alternatives and recommendations; monitors developments related to library operations, evaluates their impact and recommends improvements;
14. Performs related work as directed.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Public Library objectives, organization, program planning, systems development, and service delivery;
2. Administrative principles and methods, including goal setting, program and budget development, and work planning and organization;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
4. Applicable laws and regulations.

Skill in:

1. Planning, organizing, administering, reviewing and evaluating the work of management, professional, and technical library staff;
2. Selecting, training, motivating, and evaluating departmental staff;
3. Developing, implementing, and interpreting goals, objectives, policies, procedures, work standards, and internal controls;
4. Preparing, administering and monitoring a sizable budget and anticipating budgetary needs, programs, and services;
5. Representing the Library Board of Trustees and the City effectively in meetings with individual citizens, citizen groups, and boards and commissions;
6. Exercising sound, independent judgment within established guidelines;
7. Preparing clear and concise reports, correspondence, and other written communications.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science or a closely related field and eight (8) years of management, supervisory or administrative experience which has included at least four (4) years of administration of library programs and services and four (4) years of supervising professional staff through subordinate supervisors. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

OTHER REQUIREMENTS

A valid California driver's license is desirable. Must be able to work evenings and weekends.



INFORMATION REPORTS

March 6, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Director's Report

Programming:

On Monday, March 18th, the Central Children's Room hosted a Busy Bees festival that provided science, technology, engineering, and math (STEM) learning experiences geared to children ages 2-6 and their caregivers. To encourage family attendance, the event took place from 5:30-7:30 PM on the 4th floor of the Central library. The 94 attendees visited an array of activity stations. They met live bees, tasted honey, learned fascinating facts from Planet Bee educators, made a beeswax candle with a park ranger from Tilden Nature Center, explored hexagons and other shapes, and heard stories and sang songs about bees. Participants also browsed a large display of bee-related fiction and nonfiction children's books, which they were encouraged to borrow. "Today's event was very engaging to my children. We had a great time," said a parent of three children. This special one-off program links to the programming priority of "effective STEM programs occur at each site on a monthly basis."

The Library's weekly Virtual Reality (VR) Wednesdays continues to be a strong partnership program between Library staff and UC students from the Cognitive Science Department. This event draws a diverse crowd of parents with elementary school children, groups of high schoolers, solo seniors, and young adults looking for a break from their studies. The event has moved from a somewhat hard-to-find library room in the rear of the 3rd floor (the electronic classroom) to the open and lively Commons area on the 1st floor, which is easily accessible and discoverable upon entry into the Central Library. The move has increased attendance and visibility of the program immensely: March attendance increased by four times from the prior. Additionally, staff and VR Cal partners are utilizing the portable Prowise screen to replace the static and more traditional screen and projector in the electronic classroom. The Prowise is an exciting and sophisticated technology that attracts interest from passersby's while the event is occurring in The Commons. Participants are learning more about VR technology by hands on, kinetic experiences and gaining STEM skills and knowledge.

Tech Week

Berkeley Public Library's *Tech Week*, held March 2-10, provided the opportunity for patrons to explore many aspects of technology today. The Library's Cornerstones team coordinated programming at all locations. At the kickoff *Fixit Clinic* at Tarea Hall Pittman South Branch, 105 patrons fixed power tools and household appliances, mended costumes and even replaced a cellphone screen.

At the closing *Maker Faire* held in the first floor Commons area of the Central Library, 225 patrons visited local Tech vendors including Tech Couture with Amped Atelier; a virtual drone piloting demo, infrared thermography demo, and two live drone demos provided by Hover Analytics; AI and robotics with Kiwi Campus delivery bots; maker tools with Ace Monster Toys; and more. This was the first ever program of this scale and scope for the Commons, and generated a tremendous amount of intergenerational interest. Our staff enjoyed the ongoing drone flights past the circulation desk!

During *Tech Week*, patrons had the opportunity to engage in hands-on learning: soldering a simple flashlight at North Branch; rocketry and designing paper airplanes at West Branch; and coding a computer game at Central. Teens at Claremont met with members of Cal NERDS for pizza and a film, followed by discussions of

STEM education and related career opportunities. Other programs included feature film screenings at Claremont and North Branches, and a visit from author Keith Spencer discussing his book *A People's History of Silicon Valley* at North Branch. All Library storytimes this week included a technology theme.



*VR@Berkeley presented a VR Game setup
in the Commons at Central Library*



CalNerds from UC Berkeley at Claremont

During *Tech Week*, Library staff used piloted program evaluation tools from the Public Library Association's Project Outcome, a national initiative to benchmark and evaluate program impacts. According to surveys received from participants who attended Tech Week programs, 88% of survey respondents learned something that was helpful, 83% intend to apply what they learned, 97% felt more confident about what they learned and 87% were more aware of resources and services provided by the library.

Citywide Read

In March, the Library kicked off the first annual *Citywide Read* program. Considering such factors as community appeal, relevancy, availability, and the title's support for complementary and creative programming, the *Citywide Read* team selected *Crazy Rich Asians* by Kevin Kwan as the 2019 title.

Patron interest in the book has been high: 300 free copies have been distributed; at least one patron who had not used BPL before came to the Central Library and acquired her first library card because she had heard about *Citywide Read* and wanted a copy of the book. The Collections Services division worked with the publisher to provide instant downloads of the *Crazy Rich Asians* e-book through Overdrive. After instantly filling 100+ e-book holds, downloads have been steady at nearly twenty per day. Additional print copies, including Spanish and Chinese language editions, have been added to the collection.

Programming is proving popular: 250 free tickets for Kevin Kwan's April 11 event were claimed within five days of the announcement, and an additional 75 tickets, released mid-month, are now all taken as well. On March 15th, local chef Linda Tay Esposito shared some of the history and cultural context of the Singaporean street food that features heavily in *Crazy Rich Asians*; she then worked with patrons to assemble fresh spring rolls, shaved ice and more. Attendees included patrons of all ages – seniors, children and even a group of high schoolers who curate their own Friday field trips. These teens had not been to the Claremont Branch before and discovered the program on the event registration website. This popular program will be repeated at West Branch on April 13, and all seats have been claimed.



Chef Linda Tay Esposito shared Singaporean street food at Claremont

A screening of the film version of *Crazy Rich Asians* on March 23 attracted patrons of all ages; in addition to patrons who regularly attend the Library's Friday film programs, one family told staff their third-grader had heard about the program and requested it as the weekend family outing, and students in the Berkeley City College Asian Studies program received class credit for attending.

Book discussions were held at North and Tarea Hall Pittman South during the week of March 25, and will be held at Claremont on April 8th. Dr. Nancy Yuen, sociologist and author of *Reel Inequality: Hollywood Actors and Racism*, will speak at the Central Library on Saturday, April 6. At Kevin Kwan's April 11 presentation, he will be in conversation with Dr. Wei Ming Dariotis, Professor of Asian American Studies at SFSU.

The *Citywide Read* program is made possible by the generous support of the Friends of the Berkeley Public Library.

Trainings and Conferences

Five Library staff-members will be attending the American Library Association Annual conference that takes place in Salt Lake City this year. To improve the experience for attendees, the Library increased the travel and lodging reimbursement amount from \$750 per attendee to \$950. In addition, the Library pays standard City of Berkeley meal per diems and conference registration costs for each employee approved to attend.

The Library's Finance division provided annual cash handling and PCI compliance trainings that are required for all staff who receive cash and who have access to credit card payment information. Sixty-five staff members attended the trainings developed and provided by Raffi Gregorian, Raymond Westphal and Dennis Dang.

Migration to The Library Corporation's (TLC) CARL X

The Library has completed the "Design Phase" of the CARL System Implementation project. From January to Mid-March, over twenty staff participated on system advisory teams and attended meetings with the TLC project team to learn about the CARL Integrated Library System, to provide TLC Project staff with information about Library workflows and processes, and for staff to identify preferences and setting for the system modules including the online Catalog, the Circulation, Cataloging, Acquisitions and Serials Modules as well as the back-end system administration components.

The work done in these Design session is now being used by TLC staff to configure and build a "Test" system for the Library. The system will be available for initial high-level testing in early April. After the system has

been thoroughly tested and any Library-requested adjustments have been made, the Library will embark on training all staff on the new system in May. In mid-June a "freeze" on bibliographic and acquisitions data will be done to prepare for a final data export from our current system to the CARL X system. The anticipated system "Go-Live" date is Tuesday July 2, and for that purpose, The Board of Library Trustees approved a two day closure of the Library (Sunday June 30 and Monday July 1) in order to give the Library the time necessary to run some final tests and verification processes against the new system to ensure we are ready to resume operations with the new ILS in place on Tuesday morning July 2, 2019.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Library, 510-981-6195