



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday 04/07/21

AGENDA
6:30 PM

This Meeting Will Be
Conducted Exclusively
Through Videoconference And
Teleconference

Commission Members:

John Selawsky, President; Amy Roth, Vice President; Diane Davenport, Sophie Hahn

PUBLIC ADVISORY:

This Meeting Will Be Conducted Exclusively Through Videoconference And Teleconference

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the April 7, 2021 meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/86042306505>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.

*To join by phone: Dial [1-669-900-9128](tel:1-669-900-9128) and enter Meeting ID: [860-4230-6505](tel:860-4230-6505). If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair. NOTE: Your phone number will appear on the screen.*

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.

Please be mindful that the teleconference will be recorded as any Board of Library Trustees meeting is recorded, and all other rules of procedure and decorum will apply for Board of Library Trustees meetings conducted by teleconference or videoconference.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Eve Franklin, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-agenda Matters

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. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- iii. Public Employees Union, LOCAL 1

D. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of March 3, 2021 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the March 3, 2021 Regular Meeting of the Board of Library Trustees.

B. Amendment: FY 2021 Annual Appropriations Ordinance (AAO #2) – East Bay Community Energy

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution amending the FY 2021 approved revised Expenditures Budget for the Library Tax Fund (101) for an incremental increase of \$17,150.00 to \$24,227,423 to accommodate Renewable 100, a City Council authorized change to municipal electricity accounts to a 100% renewable program offered by the City's existing electricity service provider East Bay Community Energy (ECBE).

C. Contract Amendment: No. 119062-1, Java Connections, LLC (dba LaptopsAnytime)

From: Alicia Abramson, Library Information Systems Administrator

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$77,469 from \$86,011, thereby increasing the Contract's allowable not-to-exceed amount to \$163,480, and, to extend to extend the term of the Contract to April 30, 2024.

III. ACTION CALENDAR

A. Library Tax Fund Reserve Policy

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution to formally accept and adopt for the Berkeley Public Library Tax Fund Reserve Policy. The purpose is to establish a Library Tax Fund Reserve Policy encompassing a minimal Library Tax Fund reserve level to support library operations, and define the use, funding, and replenishment guidelines of the reserve.

B. Proposed Budget FY 2022 – All Library Funds

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution to formally accept and approve for all Berkeley Public Library Funds the proposed revenue budgets for FY 2022 of \$21,275,896 and the proposed expenditure budgets for FY 2022 of \$25,655,784.

C. Trustee Recruitment Process Overview Report

From: Tess Mayer, Director of Library Services

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Monthly Library Directors Report – Tess Mayer, Director of Library Services

V. ITEMS FOR FUTURE AGENDAS

These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.

A. Discussion of items to be added to future agendas

VI. ADJOURNMENT

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, tmayer@cityofberkeley.info.

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any

other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

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 the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

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 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Berkeley City Commission on Commissions was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 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 31, 2021.

//s//

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees

**Communications:**

|   |           |             |                   |
|---|-----------|-------------|-------------------|
| 1 | 3/12/2021 | Citizen     | Read the Message  |
| 2 | 3/20/2021 | Terry Nicol | Library reopening |





## MINUTES

### Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, March 3, 2021 6:30 PM

This meeting was conducted exclusively through videoconference and teleconference.

#### Board of Library Trustees:

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

## I. PRELIMINARY MATTERS

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

- A. **Call to order:** 6:30 pm.
  - Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.
  - Absent: None.
  - Also Present: Tess Mayer, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Alicia Abramson, Information Technology Services Manager; Jay Dickinson, Circulation Manager; Aimee Reeder, Associate Management Analyst; Eve Franklin, Administrative Secretary.
- B. **Public Comments:** 1 speakers.
- C. **Comments from Library Unions:**
  - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
  - C. Public Employees Union, LOCAL 1 – 0 speakers
- D. **Comments from Board of Library Trustees**
  - 1. **Trustee Davenport** – Was able to watch the [Rainbow Sign event at THPSouth](#) on the Library's YouTube site, don't miss it.
  - 2. **Trustee Hahn** – Thank you to Library staff and entire city staff who are keeping things going.
  - 3. **Trustee Selawsky** – Grateful for Library and City staff and front line workers.
  - 4. **Trustee Hunt** – Grateful that books are still being published. Recommended *The Sum of Us* by Heather McGee and *The Old Drift* by Namwali Serpell. This is Women's History Month, called attention to Dolores Huerta, Representative Debra Haaland, Janice Mirikitani, Dr Janet Yellen, Ngozi Okonjo-Iweala, Christine Lagarde; Lisa Dyson, Mildred Howard, Mabel Hoard and Maggie Gee.

## II. CONSENT CALENDAR

**Action:** M/S/C Trustee Davenport/Trustee Roth to adopt resolution #R21-78 to approve the consent calendar.

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

### A. Approve Minutes of the February 3, 2021 Regular Meeting

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the February 3, 2021 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** Adopted resolution #R21-79.

**B. Revised 2021 Berkeley Public Library Holiday and Early Closing Schedule**

**From:** Director of Library Services

**Recommendation:** Adopt the resolution to approve the revised 2021 Berkeley Public Library Holiday & Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Friday, May 21, 2021.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** Adopted resolution #R21-80.

**C. Reappointment of Judy Hunt to serve a four-year second term commencing April 4 2021.**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution approving the recommendation to City Council to reappoint Trustee Judy Hunt for a four-year second term beginning on April 4, 2021 and ending on April 3, 2025.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** Adopted resolution #R21-81.

**III. INFORMATION CALENDAR**

**A. FYTD 2021 – 2<sup>nd</sup> Quarter YTD Budget Report**

**From:** Administrative and Fiscal Services Manager

**Contact:** Dang Dang, Administrative and Fiscal Services Manager

**Action:** Received

**B. Inside Outdoor Pickup (Oral Report)**

**From:** Circulation Services Manager

**Contact:** Jay Dickinson, Circulation Services Manager

**Action:** Received

**C. Bylaws Subcommittee Update**

**From:** Director of Library Services

**Contact:** Tess Mayer, Director of Library Services

**Action:** Received

**D. Monthly Library Director's Report**

**From:** Director of Library Services

**Contact:** Tess Mayer, Director of Library Services

**Action:** Received

**IV. AGENDA BUILDING**

- Reserve Policy
- Two 2-3 hour Special Meeting Sessions to discuss evaluation approach for Director of Library Services
- Joint Labor Management Update

**V. ADJOURNMENT**

Trustee Roth motioned, Trustee Davenport Seconded to adjourn the meeting. All in favor.

Adjourned at 8:00 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 3, 2021 as approved by the Board of Library Trustees

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Tess Mayer, Director of Library Services, acting as secretary to BOLT

Attachments:

1. Inside Outdoor Pickup Presentation

DRAFT





## Continuity of Library Services During the Pandemic

Getting services to our patrons

## All City Employees are Emergency Workers

We are still in a state of emergency

Before reopening staff helped in many areas including:

- Covid Testing Sites
- Office of Economic Development
- Food Delivery
- Shower Program for Unhoused Population
- EOC Administration
- Logistics
- 311
- City IT
- and many other areas

Some staff are still in their EOC roles

Staff have even helped with vaccinations!



## Service During Lockdown

- Our IT department quickly set up means of communication and made working from home possible
- Digital collections were expanded - Usage is up 45%
- E-Card created for immediate access to new patrons
- Website regularly updated / signage posted / Regular email updates to patrons

## Back in the building!

- Book-returns reopened in June
- All items are quarantined for 72 hours





## Safety First!



## Designing Safe Services

- Worked hand in hand with City Safety Officers
- Identified needs and ordered supplies - plexiglass, quarantine bins, sanitation supplies, gloves, etc.
- Identified and modified staff work areas
- Signage, wayfinding, reminders!
- Reviewed each location to specifically design service point for their space



## We are 'Open' for Business



## We are 'Open' for Business





## Where do we put it all?

- Shelving and computers had to be moved to accommodate service needs and increased holds



## Many Thanks to IT and Building Maintenance





## Identifying Opportunities



## The Stuff you Don't see

- Service by phone
- Delivery
- Building Maintenance
- Decompression of Staff (IT to the rescue again)
- Ongoing projects (Construction etc.)
- Meetings, committees, working groups



## More to Come - Next Steps

- Online Programming (happening now!)
- Culinary Collection
- Chromebooks
- Reopening Committee - There is a lot to do
- Working with Safety Officers and City Health Officer
- We want to get folks back in the library!!!!

## Service to our Community

- We are hard at work making our spaces safe and ready for patrons. We are eager to serve, and value the whole of our community. We hope to see you soon!









**CONSENT CALENDAR**

April 7, 2021

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Amendment: FY 2021 Annual Appropriations Ordinance (AAO #2) – East Bay Community Energy

**RECOMMENDATION**

Adopt the resolution amending the FY 2021 approved revised Expenditures Budget for the Library Tax Fund (101) for an incremental increase of \$17,150.00 to \$24,227,423 to accommodate *Renewable 100*, a City Council authorized change to municipal electricity accounts to a 100% renewable program offered by the City's existing electricity service provider East Bay Community Energy (ECBE).

**FISCAL IMPACTS OF RECOMMENDATION**

Total Library Tax Fund (101) appropriations is requested at \$24,227,423, an increase of \$17,150.00 from the prior amount of \$24,210,273. An interfund transfer of \$17,149.81 from the General Fund allocation to the Library Tax Fund will be executed to expense account: 101-22-242-272-0000-000-463-621110- (Utilities - Gas/Electric).

The Library's share of the cost increase to the City for the transition to *Renewable 100* is based on the Library's 18.53% share of 2019 total City electricity costs – excluding natural gas, and prior to Covid-19 related expenditures.

**CURRENT SITUATION AND ITS EFFECTS**

FY 2021 is the second year of the two-year – fiscal years 2020 and 2021 – biennial budget cycle adopted by the Board of Library Trustees on May 24, 2019 by Resolution No.: R19-024. On June 3, 2020 by Resolution No.: R20-031, the FY 2021 budgets were approved for updates of which adjustments pertained only to the Library Tax Fund (101). On October 14, 2020 by Resolution No.: R20-059, committed prior year funding and other adjustments were approved amending the FY 2021 Expenditures Budgets.

On October 27, 2020, via Resolution No.: 69,601-N.S. (see Attachment 2), the City Council authorized changes to Berkeley's municipal electricity accounts with an opt-up to the 100% California solar and wind renewable energy service plan option – *Renewable 100* – offered by existing electricity service provider, East Bay Community Energy (EBCE). Since 2018, the City of Berkeley has purchased electric power directly from EBCE, while maintaining the billing through Pacific Gas and Electric for power transmission (poles and wires) and billing services. In doing so, the City has reduced greenhouse gas emissions from electricity, as mandated by Council in the Climate Action Plan. By upgrading to EBCE's *Renewable 100* plan, Berkeley will be consuming greener solar and wind generated electricity.

EBCE estimates a \$94,000 annual increase to Berkeley's municipal electricity bills, and Council approved a (one-time) General Fund supplemental budget allocation for FY 2021 to offset this increase. As funds will be distributed to departments toward the end of this fiscal year, unspent funds will need to be carried over to FY 2022 to cover increased electricity bills from July 21 through February 22. Separately, California mandated electricity rate changes go into effect March 1, and may increase costs on some accounts due to peak energy pricing, such as increasing costs for electricity used between 4 to 9 pm.

### BACKGROUND

California authorized Community Choice Aggregators (CCAs), like the East Bay Community Energy, with the goal of buying less carbon intensive energy at competitive prices. CCAs appoint municipal leaders instead of private shareholders to oversee procurement and energy-related policy-making.

EBCE is empowered to reinvest profits into expanding carbon-free options, including through its Local Business Development Plan, and into electrification.

Until June 2018, the default provider of electricity in Berkeley was PG&E. Berkeley joined neighboring cities to establish EBCE as the default electricity provider. The new agency offered significant advantages, including less carbon intensive energy at competitive prices and oversight by local jurisdictions instead of private shareholders.

PG&E transmits and delivers EBCE energy over the grid to customers. Consequently, customers receive bills that separately list EBCE electricity supply; PG&E electricity transmission and delivery; PG&E for natural gas; and pass-through charges representing long-term contract obligations for buying electricity entered into by PG&E (known colloquially as the “exit fee”).

Berkeley’s initial city-wide default at enrollment for residential and commercial customers was EBCE’s *Bright Choice*. The City’s municipal accounts were enrolled in the middle tier plan, *Brilliant 100*.

### ENVIRONMENTAL SUSTAINABILITY

Reducing carbon emissions at an emergency and equitable pace is a necessary step to meet the goals of the Climate Action Plan and the Berkeley Energy Commission’s Fossil Free Report.

### ALTERNATIVE ACTIONS CONSIDERED

None.

### CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

### Attachments:

- 1: Resolution
- 2: Berkeley City Council Resolution No. 69,601-N.S.

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 21-\_\_\_\_**

**AMENDMENT: FY 2021 ANNUAL APPROPRIATIONS ORDINANCE (AAO #2) – EAST BAY COMMUNITY ENERGY**

WHEREAS, on October 27, 2020, via Resolution No.: 69,601-N.S., the City Council of the City of Berkeley authorized changes to the municipal electricity accounts with an opt-up to the 100% California solar and wind renewable energy service plan option – *Renewable 100* – offered by existing electricity service provider, East Bay Community Energy (EBCE); and

WHEREAS, reducing carbon emissions at an emergency and equitable pace is a necessary step to meet the goals of the Climate Action Plan and the Berkeley Energy Commission’s Fossil Free Report; and

WHEREAS, EBCE estimates a \$94,000 annual increase to Berkeley’s municipal electricity bills, and Council approved a (one-time) General Fund supplemental budget allocation for FY 2021 to offset this increase; and

WHEREAS, the Library's allocation of \$17,149.81 of the cost increase to the City for the transition to *Renewable 100* is based on the Library's 18.53% share of 2019 total City electricity costs – excluding natural gas, and prior to Covid-19 related expenditures; and

WHEREAS, an interfund transfer of \$17,149.81 from the General Fund allocation to the Library Tax Fund will be executed to expense account: 101-22-242-272-0000-000-463-621110- (Utilities - Gas/Electric); and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves the FY 2021 approved revised Expenditures Budget for the Library Tax Fund (101) for an incremental increase of \$17,150.00 to \$24,227,423 to accommodate *Renewable 100*, a City Council authorized change to municipal electricity accounts to a 100% renewable program offered by the City's existing electricity service provider East Bay Community Energy (ECBE).

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, April 7, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee



## RESOLUTION NO. 69,601-N.S.

ESTABLISHING EAST BAY COMMUNITY ENERGY'S RENEWABLE 100 AS  
DEFAULT ELECTRICITY SERVICE PLAN FOR MUNICIPAL ACCOUNTS

WHEREAS, fossil fuel extraction and combustion is a primary cause of the present climate emergency that threatens the well-being of all living things; and

WHEREAS, according to scientists and engineers, transitioning society to less greenhouse gas (GHG) intensive forms of energy, namely cleaner electricity, is fundamental to decarbonization; and

WHEREAS, the City of Berkeley has committed to a policy of decarbonization, including through Measure G (Resolution No. 63,518-N.S.) in 2006, calling for the City to reduce greenhouse gas emissions by 33% below 2000 levels by 2020, and 80% by 2050, the 2009 Berkeley Climate Action Plan (Resolution No. 64,480-N.S.), the Berkeley Climate Emergency Declaration (Resolution No. 68,486-N.S.), and the Fossil Free Referral; and

WHEREAS, Berkeley's Climate Action Plan identifies Community Choice Aggregation (CCA) agencies such as East Bay Community Energy (EBCE), which procure cleaner electric power from low-carbon sources on behalf of electricity customers, as a key strategy to meet local clean energy goals and greenhouse gas reduction targets; and

WHEREAS, on November 1, 2016, the City of Berkeley City Council adopted Resolution No. 67,730-N.S. authorizing Berkeley's participation in Alameda County's Community Choice Aggregation program known as East Bay Community Energy (EBCE) and subsequently appointed representatives to its Board of Directors; and

WHEREAS, on April 24, 2018, the City Council adopted Resolution No. 68,404-N.S., selecting the *Brilliant 100* (100% GHG-free) electric service plan for all municipal accounts; and

WHEREAS, EBCE's *Renewable 100* service plan is priced at a small premium to the standard Pacific Gas & Electric rate and features 100% GHG-free and 100% renewable electricity; and

WHEREAS, because the energy sector, including the renewable industry, is rapidly evolving and the EBCE Board may decide to modify rate structures, it is prudent for the Berkeley City Council to reassess the default rate at regular intervals; and

WHEREAS, while Berkeley's municipal sector electricity is already 100% carbon-free, it is in the public interest to upgrade municipal accounts from *Brilliant 100* to *Renewable 100* in recognition of the importance of supporting California's expanding solar and wind energy sector, which has the potential to overtime offset electricity generated from natural gas and nuclear, for a relatively small premium.

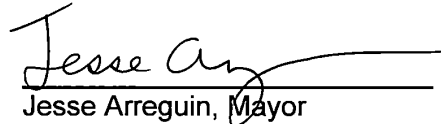
NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized, and if funded by the Council, directed to select Renewable 100 as the electricity product for the City of Berkeley's municipal accounts, and that the Council shall review annually the City's default municipal, residential, and commercial plans in order to determine whether further adjustment is appropriate.

The foregoing Resolution was adopted by the Berkeley City Council on October 27, 2020 by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.

  
Jesse Arreguin, Mayor

Attest:   
Mark Numairville, City Clerk



**CONSENT REPORTS**

April 7, 2021

**TO:** Board of Library Trustees  
**FROM:** Alicia Abramson, Library Information Systems Administrator  
**SUBJECT:** Contract Amendment: No. 119062-1, Java Connections, LLC (dba LaptopsAnytime)

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$77,469 from \$86,011, thereby increasing the Contract's allowable not-to-exceed amount to \$163,480, and, to extend the term of the Contract to April 30, 2024.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding in the amount of \$26,165 for this amendment is to be provided by the Berkeley Public Library Foundation for the purchase of a self-service laptop kiosk for the second floor of the Central Library. Additionally, \$51,304 will be allocated in the fiscal years 2021, 2022, and 2023 Library Tax Fund budget for ongoing support and maintenance for this new kiosk as well as for the other two existing kiosks for those three years.

Funding from the Berkeley Public Library Foundation for the purchase of the self-service laptop kiosk is appropriated to the BPL Foundation Fund, line 105-22-242-271-0000-000-463-664140 LB1424, and funding for the annual hardware and software maintenance of the kiosk is appropriated to the Library Tax Fund, line 101-22-242-271-0000-000-613120.

**BACKGROUND**

In Fiscal Year 2018, The Berkeley Public Library Foundation awarded the Library \$25,000 to use as seed money for a project to evaluate the benefits of implementing a self-service laptop lending kiosk at the Central Library. The goal of the project was to make borrowing laptops at the Library easier for patrons and staff, and to increase patron awareness about the availability of laptops for loan. Prior to installing the self-service kiosk, laptops could only be borrowed by requesting one from a staff member at a service desk, with staff manually checking the devices out to patrons.

The original kiosk contributed to a dramatic increase in laptop loans at the Central Library, almost doubling the number of laptops normally borrowed in a year within six months of installation. The installation of the kiosk at Tarea Hall Pittman South Branch also led to an increase in the number of laptops borrowed at that location, though year over year statistics are not representative due to the interruption in Library services due to the March 2020 Shelter-in-place order and subsequent reductions in access to Library facilities in 2020 and 2021.

The Library, in partnership with the Berkeley Public Library Foundation, now wishes to continue building upon the success of this program by selectively adding self-service laptop kiosks to locations that would

benefit from this service. One area that would benefit was identified as the second floor of the Central Library following the completion of the Central Library Interior Renovations Project. With the additional flexible and comfortable seating that has been added throughout the second floor of the Library as a result of the renovations, using a laptop will provide an attractive option for users wishing to work in greater comfort and privacy than may be achieved at a one of the fixed computer desks that will be available in this newly designed space.

#### CURRENT SITUATION AND EFFECTS

The Berkeley Public Library entered into Contract No. 119062-1 with Java Connections LLC (dba LaptopsAnytime) dated April 13, 2018 for an amount not-to-exceed \$49,000 as authorized by the Acting Director of Library Services. At its February 6, 2019 meeting with BOLT Resolution No.: 19-007, the Board of Library Trustees approved a contract increase in a not-to-exceed allowable contract amount of \$86,011 in order to add a second self-service laptop kiosk at the Tarea Hall Pittman South Branch and to pay for ongoing support and maintenance of that kiosk.

In this amendment, the Library is requesting an incremental increase of \$77,469 resulting in a revised not-to-exceed contract value of \$163,480 in order to purchase a second self-service laptop lending kiosk for the Central Library. The increased contract amount will also include ongoing hardware and software support and maintenance services for the new kiosk as well as for the two existing kiosks for the three years of the new amendment.

#### FUTURE ACTION

No future action is necessary.

#### Attachments

1. Resolution



## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 21-\_\_\_\_

### CONTRACT NO. 119062-1AMENDMENT: JAVA CONNECTIONS LLC DBA LAPTOPSANYTIME

WHEREAS, the Library and Java Connections, LLC entered into Contract Number 119062-1 for the period from April 13, 2018 through April 13, 2021 in an amount not to exceed \$49,000, for which Contract was authorized by the Acting Director of Library Services; and

WHEREAS, On February 6, 2019 the Board of Library Trustees authorized, by Resolution No.: R19-007, to amend Contract No. 119062-1 to increase the authorized not-to-exceed amount to \$86,011 in order to purchase an additional self-service laptop lending kiosk for the Tarea Hall Pittman South Branch as well as for maintenance and support services for the new kiosk; and

WHEREAS, to date Java Connections, LLC has successfully fulfilled contracted services to provide two self-service laptop lending kiosks including hardware and software support services at the Central and Tarea Hall Pittman Branch locations of the Berkeley Public Library; and

WHEREAS, the Library wishes to expand this service to the newly remodeled second floor of the Central Library; and

WHEREAS, Funding in the amount of \$26,165 for this amendment is to be provided by the Berkeley Public Library Foundation for the purchase of a self-service laptop kiosk for the second floor of the Central Library; and

WHEREAS, funds from the Berkeley Public Library Foundation for the purchase of the self-service laptop kiosk are appropriated to the BPL Foundation Fund, line 105-22-242-271-0000-000-463-664140 LB1424, and funds for the annual hardware and software maintenance of the kiosk are appropriated to the Library Tax Fund, line 101-22-242-271-0000-000-613120.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend Contract No. 119062-1 to provide for an increase of \$77,469, thereby, increasing the Contract's allowable not-to-exceed amount to \$163,480 for a second self-service laptop lending kiosk at the Central Library, and the provision of hardware and software maintenance for all kiosks for the life of the contract.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a meeting held on April 7, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**ACTION CALENDAR**

April 7, 2021

To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: Library Tax Fund Reserve Policy

**RECOMMENDATION**

Adopt the resolution to formally accept and adopt for the Berkeley Public Library the Library Tax Fund Reserve Policy. The purpose is to establish a Library Tax Fund Reserve Policy encompassing a minimal Library Tax Fund reserves level to support library operations, and define the use, funding, and replenishment guidelines of the reserves.

**FISCAL IMPACTS OF RECOMMENDATION**

The target level for total Library Tax Fund reserves shall be set at a flat amount of 6.0% and shall be reviewed and incorporated into the Library Tax Fund adopted budget at the adoption of the Library's biennial budget. The rate may be reset by a majority vote of the Board of Library Trustees.

**SUMMARY**

A fund reserve, or "rainy day fund," ensures an agency's ability to maintain vital services to the community during times of economic uncertainty and distress, subsequently either mitigating or possibly eliminating a significant reduction in services and or circumvent the need to seek an increase to fees or tax receipts during periods of temporary economic shortfalls. The recommended target level for Library Tax Fund reserves is significantly lower than that of the City of Berkeley. The Library system does not provide critical infrastructure, and thus the requirement for emergency funds differs significantly, but is still relevant. For local publicly funded services across the nation, the need to maintain an appropriately-sized fund reserve gained heightened prominence in the aftermath of the Great Recession and the municipal bankruptcies that followed; and is further highlighted by the ongoing Covid-19 public health crisis.

There are several revenue sources that support Library operations. By far, the largest revenue source is the library tax, a (parcel based) property tax special assessment based on building square footage and use code. These library tax receipts are allocated to the Library Tax Fund and in FY 2020 constituted slightly more than 98% of total revenue. Other miscellaneous revenue was derived from grants and awards, monetary gifts and contributions, and fines and fees. Because of these dedicated sources of funding the Library does not receive funding support from the City of Berkeley's General Fund and is not an eligible participant to the General Fund Reserves.

The Berkeley Public Library is committed to achieving long-term fiscal stability consistent with the FY 2022-2023 Budget Priority adopted by the Board of Library Trustees on December 2, 2020 by Resolution No.: R20-064 prescribing the Library, "*Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget.*" In acknowledgement and to meet the directive of this priority the Library accepts as its public duty to mitigate the negative impacts of extraordinary risks such as, but not limited to, earthquakes, fires, floods, public health emergencies, pandemics, and economic volatility. As such, the Library currently sets aside \$1.5M in library tax receipts as

funding reserves to mitigate current and future fiscal risk or loss. However, the Library does not have an adopted reserves policy.

### CURRENT SITUATION

This report responds to the City Auditor's recommendations that appeared in the August 27, 2020 Audit Report entitled "Berkeley Public Library Uses Tax Funds by the Book, But More Internal Controls Needed." Staff recommends that the Library develop and implement a reserves policy that clearly defines use of Library Tax Fund reserves so as to inform and guide the Board of Library Trustees (Board) in the dispensation of their authority for use of the funding reserves.

Currently, the Berkeley Public Library targets a reserves level of approximately 8 percent of projected library tax revenues. It is intended that as the Library's budget is typically constructed to match revenues to expenditures that reserves at this level will fund Library operations for about 30 days:  $30 \text{ days} / 365 \text{ days} = .08$ . Once the reserve funding target is determined and evaluated for fit in regards to projected Library Tax Fund expenditures it is then incorporated into the adopted Biennial Budget as a flat amount until otherwise directed by the Board of Library Trustees. Nonetheless, as stated in the audit report (p. 8), "the Library does not have a policy specifying how and when the reserve can be used, or how it should be replenished after use." Consequently, in specific reference to the reserve, the audit report recommends, and of which staff concurs:

To guide the Board of Library Trustees in authorizing use of the reserve, we recommend the Library develop and implement a reserve policy. We recommend that the policy:

- Define situations in which use of the reserve may be considered;
- Include a plan for how the reserve will be funded or replenished if used;
- Specify the exact purpose and timeline for any use of reserve funds, with some flexibility as needed; and
- Specify the allowable amount to withdraw per incident and/or fiscal year.

### BACKGROUND

The audit encompassed the Library's use of Library Tax Fund non-personnel expenditures in fiscal year 2018 (July 1, 2017 – June 30, 2018). Transactions were reviewed for alignment with the will of the Library Relief Act of 1980, and assessed the Library's internal controls for risk of fraud, waste, or misuse. Interviews were conducted with Library management, staff, and the Board of Library Trustees; and reviews were performed on how the Library evaluates its activities. Furthermore, audit staff researched local and nation-wide public library practices and trends to better understand how the Berkeley Public Library compared to other libraries. The report, though limited to fiscal year 2018, did contain some information about fiscal year 2020 and later due to the City's response to the COVID-19 pandemic beginning shortly before the report was originally scheduled to be released; therefore, some findings and recommendations were updated to reflect current circumstances.

Activities transacted within the Library Tax Fund, including the provision of \$1.5M as reserves, were determined to be consistent with the Library Relief Act of 1980 and amendment in 1988. By establishing and adopting a reserves policy the Library concurs with the audit report's conclusion that doing so would strengthen internal controls allowing for better and measurable alignment and accountability of the deployment and use of fiscal resources to adhere to the intent of the Library Relief Act of 1980. Currently the Library does not have an established Board adopted reserves policy. Therefore, since fiscal 2013, when the Library first set aside a reserves provision in the adopted Library Tax Fund budget, the use of the reserves has been constrained solely by the Library's commitment not to spend from the reserves unless explicitly authorized by the Board. At that time a reserves policy, or a separate Board action, was deemed not required if the reserve amount was included in the adopted budget request. In 2016, as the City was

updating its reserve policy, the Library specified as a Budget Priority for fiscal years 2018 and 2019 consideration to, “Increase and adapt the Library Tax Fund (301) reserve set-aside to model the City General Fund Reserve Policy.” At the adoption of the FY 2018 and FY 2019 Biennial Budget the Board set the reserves amount at a fixed \$1.5M amount articulating the Library’s need and use of reserve funds as being fundamentally different from that of the City.

#### RATIONALE FOR RECOMMENDATION

An attribute of a financially stable organization is whether appropriate reserves are in place to position the organization to withstand significant economic downturns, manage consequences of outside agency actions that may result in revenue reductions, and address unexpected emergencies such as natural disasters, public health crisis, or catastrophic events caused by human activity. The Library’s effort to put in place such a reserves policy serves as the policy framework to deploy needed resources to meet the Library’s financial obligations and address unexpected future events in a fiscally prudent manner.

The policy presented seeks to serve as a guide to the Board of Library Trustees with determining an appropriate and prudent amount to set aside as reserves, addressing what and how to set aside an appropriate amount to cover a given set of unanticipated events while imparting a sense of sustainability and continuity for the organization and the community – i.e, what is the Library’s reasonable risk tolerance level.

Determining an appropriate and prudent amount for the Library Tax Fund Reserves will necessitate judgement and consideration of factors such as:

- Cash flow of library tax revenue;
- Library’s exposure to natural and other disasters;
- Library’s exposure to economic conditions; and
- Library’s vulnerability to State actions

Taxpayers expect their taxes to provide important public services, not to create savings accounts. Consequently, this Policy seeks to provide the Board and Library the flexibility to respond to the uniqueness of the emergency being addressed while also preventing volatility in the funding level of reserves.

#### ENVIRONMENTAL SUSTAINABILITY

Actions as authorized by adoption of the resolution will be implemented in a manner that is consistent with the City’s environmental sustainability goals and requirements.

#### ALTERNATIVE ACTIONS

None.

Attachments:

1. Resolution
2. Proposed Library Tax Refund Reserve Policy



## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R21-\_\_\_**

### **ESTABLISHING THE BOARD OF LIBRARY TRUSTEE'S POLICIES FOR LIBRARY TAX FUND RESERVES**

WHEREAS, Library Tax Fund Reserves ensure the Library's ability to maintain vital public library services to the community during times of economic uncertainty and distress; and

WHEREAS, the Library is committed to achieving long-term fiscal stability as well as mitigating the negative impacts of extraordinary risk such as earthquakes, fires, floods, and public health emergencies; and

WHEREAS, the City Auditor in the Audit Report, "Berkeley Public Library Uses Tax Funds by the Book, But More Internal Controls Needed" released August 27, 2020, recommends that the Library develop and implement a reserve policy adopted by the Board of Library Trustees; and

WHEREAS, the Library Tax Fund Reserve Policy is in alignment with and consistent to the City of Berkeley General Fund Reserve Policy; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts the attached exhibit titled Library Tax Fund Reserve Policy. (Attachment 2)

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 7, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trust





# BERKELEY PUBLIC LIBRARY POLICIES

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 01/06/2021 |
| BOLT Resolution #: | ###        |
| REVISED DATE:      |            |
| PAGE:              | 1 of 3     |

**SUBJECT: Library Tax Fund Reserve Policy**

## I. POLICY

The Library Tax Fund is the Berkeley Public Library's primary operating fund. It is the sole operating fund for receipt of library tax revenue collected by the Alameda County Treasurer-Tax Collector. The library tax, approved by voters in the City of Berkeley in 1980 with passage of Measure E, the Library Relief Act, and a follow-up amendment in 1988, is a (parcel based) property tax special assessment based on building square footage and use code pursuant to Ordinance No. 5262-N.S. which states, "the tax imposed under this Ordinance is solely for the purpose of raising income and revenue which is necessary to assure the provision of the usual and current expenses of operating the City of Berkeley Library Services".

The Library's Library Tax Fund Reserve Policy documents the Library's approach to establishing and maintaining strong reserves and is designed to identify Library operations and functions for which reserves should be established and maintained; establish target reserve levels and the methodology for calculating reserve levels; provide a methodology for meeting reserve targets; and establish criteria for the use of reserves and the process to replenish reserves.

### Function of Reserves

The Berkeley Public Library will establish and maintain adequate financial reserves in order to prepare for the impact economic cycles, public health emergencies, and physical disasters may have upon library services to the public and ensure annual fluctuation in revenue does not impede the Library's ability to meet expenditure obligations.

The reserves will mitigate loss of service delivery and financial risks associated with unexpected revenue shortfalls during a single fiscal year or a prolonged recessionary period. The purpose of these reserves is to provide fiscal stability and not serve as a funding source for new programs or projects.

### Process

The Board of Library Trustees has the exclusive authority to grant usage of the Library Tax Fund Reserve. The reserves may be used in accordance with the standards set forth herein upon a majority vote of the Board of Library Trustees, as determined by a review that will be conducted every two years at the commencement of each biennial budget cycle to assess if the reserves level should be increased or lowered (to no less than the minimum level).

Funds contained in the Reserve may be used if authorized by a majority vote of the Board of Library Trustees in times of **economic downturn**, based on the following principles:

1. Additional funding is required to temporarily preserve staffing levels in standard public library services in order to avoid or reduce the necessity for immediate lay-offs: only in extreme conditions will reserves be used to support operational positions for longer than two years;
2. A hiring freeze must be implemented for designated positions as appropriate to maintain standard public library services to the public;
3. All other reasonable and available expenditure reduction measures have been taken by the Director of Library Services and the Board of Library Trustees before using one-time funding to support operational positions;

4. It is determined that “standard public library services” or “appropriate levels” of such services, as recognized by the Board of Library Trustees upon the recommendation of the Director of Library Services, cannot be preserved without additional temporary funding support.

Additionally, reserves will be maintained for the purpose of sustaining Library Tax Fund operations in the event of a public emergency such as a natural disaster or other unforeseen **catastrophic event**. The reserves will be used to respond to:

1. Extreme, onetime events, such as earthquakes, fires, floods, civil unrest, terrorist attacks and pandemics.
2. Such instances as described above when expenditures are necessary to ensure the safety of the City’s residents and Library property.

### **Target Reserve Levels**

The Library Tax Fund reserves fund shall be set at a flat amount of 6% percent of adopted revenues for that biennial budget cycle. It shall be reviewed and incorporated into the Library Tax Fund adopted budget at the adoption of the Library’s biennial budget. The rate may be reset by a majority vote of the Board of Library Trustees.

### **Methodology to Meet Reserve Levels**

The Library Tax Fund Reserves are distinctly separate from the Library Tax Fund Balance. The Reserve and the amount determined to be Excess Equity is deemed to be Library Tax Fund Unassigned Fund Balance. Unassigned fund balance is the residual classification for the Library’s general operating fund and includes all spendable amounts not contained in the other classifications. Excess Equity should be reported separately from the Library Tax Fund Reserves; however, Excess Equity could be used to support funding the Library Tax Fund Reserve and assist the Library in meeting its target level.

Attaining the target reserves level may at times not occur, and it may be necessary to fund unexpected or increased operating and capital costs, while simultaneously building the Library Tax Fund Reserve. The funding of Library Tax Fund reserves is not intended to supersede other fiscal policies that the Board of Library Trustees adopts with the biennial budgets. As such, if necessary the Reserve Policy suggests funding reserves with 50% of annual Excess Equity (revenue above expenditures), after the carryover process has concluded, to be transferred annually to the Reserve. Such transfers will end when the reserves target is met. The remaining 50% of annual Excess Equity will be earmarked within the Library Tax Fund budget as expenditure appropriations and or Fund Balance, or can be appropriated by a majority vote of the Board of Library Trustees for actions pursuant to Section 3.40.060 of the City Charter. The Director of Library Services may also recommend to the Board of Library Trustees for approval, as part of the adoption the biennial budget process, the portion of any Library Tax Fund surplus to be applied to the Library Tax Fund Reserve.

### **Replenishment of the Library Tax Fund Reserves**

The Director of Library Services shall recommend a replenishment schedule for all monies proposed for appropriation from the Library Tax Fund Reserve. The replenishment schedule shall be adopted with the appropriation to withdrawal of reserve funds. Repayment shall begin no more than 5 years from the date of withdrawal and be completed within 10 years from the date of withdrawal. While staff envisions that, in most cases, repayment will start as soon as possible, the repayment guidelines are meant to reflect a commitment to maintain sufficient reserves, while also recognizing that a use of reserves may occur during an economic downturn and it may be necessary to postpone repayment while the economy improves.

|                                  |       |
|----------------------------------|-------|
| <b>Reviewed by:</b>              | _____ |
| Director of Library Services     | Date  |
| <b>Approved by:</b>              | _____ |
| Chair, Board of Library Trustees | Date  |





**ACTION CALENDAR**

April 7, 2021

To: Board of Library Trustees

From: Dennis Dang, Administrative and Fiscal Services Manager

Subject: Proposed Budget FY 2022 – All Library Funds

**INTRODUCTION**

The proposed FY 2022 Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Budget for all Library Funds for FY 2022 projects revenue of \$21,275,896 and expenditures of \$25,655,784. The following table reflects the dollar values by Fund grouping.

**Proposed Budget**

| Fund                           | FY 2022             |                     |
|--------------------------------|---------------------|---------------------|
|                                | Revenue             | Expense             |
| Library Tax (101)              | \$21,010,896        | \$25,090,784        |
| Grants (103)                   | \$60,000            | \$65,000            |
| Friends and Gifts (104)        | \$105,000           | \$150,000           |
| BPL Foundation (105)           | \$100,000           | \$350,000           |
| <b>Berkeley Public Library</b> | <b>\$21,275,896</b> | <b>\$25,655,784</b> |

The Board of Library Trustees established the FY22 and FY 23 Budget Priorities as adopted by Resolution No.: R20-064 on December 2, 2020:

- Provide state-of-the-art, well maintained infrastructure, amenities, and facilities
- Champion and demonstrate social and racial equity
- Provide excellent, timely, easily-accessible services and information to the community
- Support community safety, wellness, and recovery
- Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
- 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 budget period and to ensure proposed budget changes are aligned with the board's immediate and long-term objectives and goals.

The proposed budget pertains to FY 2022 only. At a March 3, 2021 meeting for fiscal managers, staff were informed that the City of Berkeley's, Budget and Finance Policy Committee authorized implementation of a one-year budget for FY 2022, followed-by a two year budget for fiscal years 2023 and 2024. This

modification to the budget cycle is directed to ensure the accuracy and thoroughness of the budget as the City proceeds with deployment of a new budget module that integrates with the recent launch of the new payroll system. Additionally, fiscal uncertainty at the federal, state, and local levels due to the ongoing Covid-19 health crisis weigh heavily on this year's budget process.

#### FISCAL IMPACT OF RECOMMENDATION

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal year 2022.

#### *Library Tax Fund*

The Library Tax Fund is projected to achieve revenues of \$21,010,896 in FY 2022 with expenditures of \$25,090,784. Projected revenue is forecasted to increase \$596,357 over Mid-year FY 2021 expected receipts based on the City's applied default rate. For fiscal year 2021 the Library forwent an increase to the library services tax rates – applicable to residential, industrial, commercial, and institutional properties – from the tax rates set for FY 2020. Miscellaneous receipts, primarily attributable to photocopier revenues, tool lending fines, lost and damaged material fees, collection agency fees, and vendor price adjustments remain as provided for in the base budget.

Planned expenditure budgets total \$25,090,784. Excluding estimated City pass-through expenses library expenditures for fiscal year 2022 are \$25,054,378.

#### *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 budget as presented in this report applies the City's default rate of 2%.

#### *Personnel*

Personnel expenses are projected at \$16,016,927; equal to 63.9% of Fund expenditures.

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 not included in the proposed fiscal year 2022 budget.

Overall, the Library proposes a reduction of 0.450 FTE from an authorized FY 2021 level of 116.050 FTE to 115.600 FTE. Authorized headcount would drop by nine to 145 from 154.

**Breakdown by Position Type**

| Type         | FTE           |               |               | Headcount  |            |            |
|--------------|---------------|---------------|---------------|------------|------------|------------|
|              | FY22          | +/-           | FY21          | FY22       | +/-        | FY21       |
| Career       | 114.85        | 3.75          | 111.10        | 143        | 3          | 140        |
| Non-Career   | 0.75          | (4.20)        | 4.95          | 2          | (12)       | 14         |
| <b>Total</b> | <b>115.60</b> | <b>(0.45)</b> | <b>116.05</b> | <b>145</b> | <b>(9)</b> | <b>154</b> |

In Administration, the Library seeks to add an Associate Management Analyst position dedicated to communication services – if filled, the new position would replace the existing occupied Assistant Management Analyst position. The corresponding change in scope of this position acknowledges the ongoing importance of internal and external communications for the Library, and underscores the significance and criticality expressed by staff to ensuring the transparency and timeliness of Library communications. In Reference, to achieve better operational efficiencies and to enhance compensatory and career attractiveness and advancement opportunities two vacant half-time positions, a Librarian I and a Librarian II, are proposed to be consolidated into one single full-time Librarian II position; this consolidation would increase staffing expense by approximately \$20,000. The Central Support division is proposed to be supplemented with a newly created Librarian II to be utilized as an additional teen services librarian bolstering the Library’s effort to fortify teen programs and offerings. The Central Improvements project created the opportunity of a new service point for teens, which requires staffing support in addition to existing staffing levels. This will maintain much needed staffing support for the critical Reference and Art & Music services in the building. Also, a Social Services Specialist, to be placed in Central Support, is included in the budget to address social equity and community wellness needs inside and immediately outside Library facilities providing on-site instant social service response for people experiencing mental health and or other immediate related needs. At the Claremont Branch Library, the single occupied Library Specialist II, 0.75 FTE, is proposed to be converted to 1.0 FTE at an estimated cost increase of \$31,260 for an additional 10 hours per week of public staffing hours; and one new half-time Library Aide position is proposed to further support public services. This would bring the Claremont Branch Library staffing closer in line with branch counterparts and better support the location’s robust circulation. The proposed 0.5 FTE Library Aide position offsets the elimination of all non-career, non-benefited Library Page positions of which for reasons ranging from a cap on weekly work hours, a maximum 2-year tenure, and the ineligibility for accessing employee benefits, do not provide the stability, nor opportunities, desired by the Library and prospective candidates. Elimination of the Library Page positions in totality represent savings of about \$45,000 annually, almost equivalent to funding one half-time benefited Library Aide position.

California Public Employees’ Retirement System (CalPERS) retirement plan contributions continue as a significant share of staffing costs. The City’s participation in the agency’s Miscellaneous Employee Plan – to which all career Library staff are included – is currently funded (the ratio of plan assets to accrued liabilities) at 70% based on actuarial valuations as of June 30, 2019; plan costs are expected to continue to increase over the long-term as CalPERS seeks to achieve 100% funding within a 30-year timeframe. The base budget currently projects payment of \$3,297,011, an increase of \$196,297, or 6.3%, over the FY 2021 budget.

The budget estimates fiscal year 2022 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$353,827 above the FY 2021 budget. Medical insurance costs are currently configured in the budget to rise \$252,653 and dental up by \$11,548. 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 held at \$800,000, the level applied in FY 2021. Factors considered included the uncertainty in regards to the date of reinstatement of full public services, the current high number of vacant positions, and the time necessary to hire staff.

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 \$9,073,857, non-personnel costs constitute 36.1% of total Fund expenditures. Principal items and programs in the FY 2022 budget include:

- Central Library Stucco Restoration: \$1,750,000
- Central Library Air Conditioning Units Replacement: \$850,000
- Other aging Physical Plant and Equipment: \$800,000
- Collections – w/Collection Enhancements: \$2,000,000
- Consultants for Strategic Plan Development: \$80,000
- Storyroom Refurbishment Design: \$100,000
- Utilities (gas/electric) – w/*Renewable 100* participation: \$350,000
- Janitorial Services: \$425,000
- Reserve: \$1,250,000

Fiscal year 2022 is anticipated to be highlighted by the reopening of Library facilities to interior public services and the restoration of the stucco exterior envelope to the main entry building and the Bancroft wing of the Central Library. By the close of FY 2021, construction work for the initial phase of interior renovation at the Central Library that included the build-out of a dedicated fully-enclosable teen room, and the introduction of new gender neutral restrooms as well as other general facility improvements on the first and second floors of the Kittredge wing will have been fully completed. To support reopening efforts the Library is focused on ensuring and bolstering confidence among staff and patrons that the library is a secure and safe space to work, relax, and ruminate. In the first half of FY 2022, it's anticipated that the Library will be undertaking replacement of at least one of two primary roof-top air conditioning units at the Central Library. The second large a/c unit, although initially evaluated as working but nearing the end of its useful life, will be re-evaluated for its ongoing utility. In the interim, actions have already been implemented upgrading, monitoring, and regularly replacing system air filters at all five locations. To support the reopening of facilities to interior public services and to highlight the new teen space at Central, the collections budget is augmented by an infusion of \$305,000, a greater than 20% increase in funding, to provide for refreshed welcome back general and teen collections, and to meet the heightened demand for electronic resources experienced over the last 12 months. Furthermore, exploration for refurbishing the 4<sup>th</sup> floor Storyroom in the Children's Library is anticipated by engagement of a yet-to-be determined designer consultant; this effort will be undertaken in partnership with the BPL Foundation – the Foundation has expressed its interest to support and partner on this project. Other large miscellaneous budgetary expenditures include contracted janitorial services for \$425,000; and gas and electric utilities at \$350,000 inclusive of the Library's participation to the City's conversion of its municipal electricity accounts with an opt-up to a 100% California solar and wind renewable energy service plan option – *Renewable 100* – offered



by existing electricity service provider, East Bay Community Energy (EBCE). Lastly, the Reserve is adjusted downward by \$250,000 to reflect approximately 6% of anticipated library tax receipts.

#### *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 2021 totaled \$56,568; a \$60,000 revenue placeholder amount is built into the fiscal year budget with expenditures projected at \$65,000.

#### *Gifts Fund*

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

FY 2022 includes 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 public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, furnishings for the newly constructed teen room at the Central Library, the culinary collection at the Tool Lending Library, the Chromebooks and Hotspots Lending pilot program, and the upcoming wayfinding system at Central. Fiscal year 2022 includes a \$100,000 placeholder for revenue and \$350,000 for expenditures. The Foundation has expressed their strong interest to partner with the Library on refurbishment of the 4<sup>th</sup> floor Storyroom in the Children's Library.

#### CURRENT SITUATION

At the December 2, 2020 regular Board of Library Trustees meeting adopted Resolution No.: R20-064 establishing six budget priorities for the biennial budget cycle encompassing FY 2022 and FY 2023. However, at a March 3, 2021 meeting for fiscal managers, staff were informed that the City of Berkeley's, Budget and Finance Policy Committee authorized implementation of a one-year budget for FY 2022, followed by a two year budget for fiscal years 2023 and 2024. This modification to the budget cycle is directed to ensure the accuracy and thoroughness of the budget as the City proceeds with deployment of a new budget module that integrates with the recent launch of the new payroll system. Additionally, fiscal uncertainty at the federal, state, and local levels due to the ongoing Covid-19 health crisis weigh heavily on this year's budget process.

Note, the proposed budget pertains to FY 2022 only. This package incorporates the City's budget rules default rate of 2% as a placeholder for the *library tax index rate*. One of two indices, the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California, may determine the *library tax index rate* for fiscal year 2022. Both indices are unknown at this time.

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services, the Fund generates 99% of total revenues and bears 98% of total expenses. In the

proposed FY 2022 budget, excess equity in the Fund consciously accumulated over the years to fund large-scale projects – principally physical plant upgrades, repairs, and equipment replacement – assists in meeting planned expenditures as the Library, especially at Central, enters a period of essential facility maintenance projects.

The Library believes the FY 2022 proposed budgets contained herein directly addresses each budget priority in a balanced approach. The Library’s determination to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities remains unabated.

#### 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 FY 2022 Revenue Budgets by Fund
3. Proposed FY 2022 Expenditure Budgets by Fund
4. Proposed FY 2022 Budget Personnel Expenditure Adjustments
5. Proposed FY 2022 Budget Non-Personnel Expenditure Adjustments
6. Library Tax Fund (301 / 101) 5-Year Fund Analysis
7. Grants Fund (304 / 103) 5-Year Fund Analysis
8. Friends & Gifts Fund (306 / 104) 5-Year Fund Analysis
9. Foundation Fund (307 / 105) 5-Year Analysis
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## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R21-0##**

### **APPROVE THE PROPOSED REVENUE BUDGETS FOR FY 2022 OF \$21,275,896 AND THE PROPOSED EXPENDITURE BUDGETS FOR FY 2022 OF \$25,655,784**

WHEREAS, on December 2, 2020, the Board of Library Trustees by Resolution No.: 20-064 adopted budget priorities for FY 2022 and FY 2023; and

WHEREAS, on March 3, 2021, at a meeting for fiscal managers, staff were informed that the City of Berkeley's, Budget and Finance Policy Committee authorized implementation of a one-year budget for FY 2022, followed-by a two year budget for fiscal years 2023 and 2024; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2022 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the FY 2022 budgets no later than June 28, 2021; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2022 of revenue of \$21,275,896 and expenditures of \$25,655,784 as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 7, 2021 by the following vote:

AYES: .  
NOES: .  
ABSENT: .  
ABSTENTIONS: .

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John Selawsky, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees



**PROPOSED FY 2022 REVENUE BUDGETS BY FUND**

|             |                                        | Lib Dscr          | Grants        | Gift           | Fndn           | Zero Wste     | Proposed          |
|-------------|----------------------------------------|-------------------|---------------|----------------|----------------|---------------|-------------------|
| Ele/Obj     | Account Description                    | 301               | 304           | 306            | 307            | 820           | FY22              |
| 01-01       | Refund on Bills                        | 2,000             |               |                |                |               | 2,000             |
| 05-01       | Over and Shorts                        |                   |               |                |                |               |                   |
| 10-01       | Collection by City                     |                   |               |                |                | 11,422        | 11,422            |
| 13-15       | Library Tax                            | 20,938,896        |               |                |                |               | 20,938,896        |
| 20-07       | Library Svc&Constr Act                 |                   | 60,000        |                |                |               | 60,000            |
| 20-11       | Library Fines                          | 13,000            |               |                |                |               | 13,000            |
| 20-12       | Link + Fines                           |                   |               |                |                |               |                   |
| 20-15       | Lost Book Fines                        | 20,000            |               |                |                |               | 20,000            |
| 20-21       | Tool Lending Fines                     | 7,000             |               |                |                |               | 7,000             |
| 23-12       | BPL Foundation                         |                   |               |                | 100,000        |               | 100,000           |
| 23-13       | Friends of BPL                         |                   |               | 105,000        |                |               | 105,000           |
| 30-01       | Interest-Investment Pool               |                   |               |                |                |               |                   |
| 65-01       | Meeting Room Fees                      |                   |               |                |                |               |                   |
| 99-03       | Donations                              |                   |               |                |                |               |                   |
| 99-99       | Miscellaneous Revenue                  | 30,000            |               |                |                |               | 30,000            |
| <b>FY22</b> | <b>BERKELEY PUBLIC LIBRARY (w/CoB)</b> | <b>21,010,896</b> | <b>60,000</b> | <b>105,000</b> | <b>100,000</b> | <b>11,422</b> | <b>21,287,318</b> |





**PROPOSED FY 2022 EXPENDITURE BUDGETS BY FUND (page 1 of 4)**

| Elmnt-<br>Object                     | Description                              | Lib Dscr<br>301 / 101 | Grants<br>304 / 103 | Gift<br>306 / 104 | Fndn<br>307 / 105 | PROPOSED<br>FY22  |
|--------------------------------------|------------------------------------------|-----------------------|---------------------|-------------------|-------------------|-------------------|
| 11-01                                | Monthly Rated Employees                  | 9,886,134             |                     |                   |                   | 9,886,134         |
| 11-03                                | Hourly and Daily Rated Empl              | 241,431               | 31,500              |                   |                   | 272,931           |
| 11-04                                | Monthly Rated - Part Benefitted          | 21,590                |                     |                   |                   | 21,590            |
| 13-01                                | O/T-Monthly Rated Employee               | 7,108                 |                     |                   |                   | 7,108             |
| 13-05                                | Holiday Pay                              | 5,334                 |                     |                   |                   | 5,334             |
| <b>Prsnl Svcs-Salaries and Wages</b> |                                          | <b>10,161,597</b>     | <b>31,500</b>       |                   |                   | <b>10,193,097</b> |
| 20-11                                | Medical Insurance                        | 1,871,020             |                     |                   |                   | 1,871,020         |
| 20-12                                | Dental Insurance                         | 200,834               |                     |                   |                   | 200,834           |
| 20-13                                | Life Insurance                           | 6,586                 |                     |                   |                   | 6,586             |
| 20-21                                | Cash-in-Lieu                             | 108,695               |                     |                   |                   | 108,695           |
| 20-31                                | Pers/Misc Other                          | 3,297,011             |                     |                   |                   | 3,297,011         |
| 20-34                                | PARS (3.75%)                             | 13,353                | 1,181               |                   |                   | 14,534            |
| 20-36                                | SRIP                                     | 303,882               |                     |                   |                   | 303,882           |
| 20-40                                | Medicare Tax                             | 105,987               |                     |                   |                   | 105,987           |
| 20-63                                | Retirement Med: Misc. Emp Medical Trusts | 196,866               |                     |                   |                   | 196,866           |
| 20-71                                | Workers Comp: Workers Comp Charges       | 156,226               |                     |                   |                   | 156,226           |
| 20-82                                | Allowances: Shoes Allowance              | 812                   |                     |                   |                   | 812               |
| 20-87                                | Terminal Payouts-Misc.Emp                | 175,457               |                     |                   |                   | 175,457           |
| 20-90                                | Other Employee Benefits                  | 190,452               |                     |                   |                   | 190,452           |
| 20-91                                | Commuter Check                           | 17,324                |                     |                   |                   | 17,324            |
| 27-20                                | Fringe Benefits (Budget)                 | 10,825                | 958                 |                   |                   | 11,783            |
| <b>Prsnl Svcs-Fringe Benefits</b>    |                                          | <b>6,655,330</b>      | <b>2,139</b>        |                   |                   | <b>6,657,469</b>  |
| 20-99                                | Salary Savings                           | (800,000)             |                     |                   |                   | (800,000)         |
| <b>Personal Services-Employee</b>    |                                          | <b>16,016,927</b>     | <b>33,639</b>       |                   |                   | <b>16,050,566</b> |

**PROPOSED FY 2022 EXPENDITURE BUDGETS BY FUND (page 2 of 4)**

| Elmnt-<br>Object                      | Description                              | Lib Dscr<br>301 / 101 | Grants<br>304 / 103 | Gift<br>306 / 104 | Fndn<br>307 / 105 | PROPOSED<br>FY22 |
|---------------------------------------|------------------------------------------|-----------------------|---------------------|-------------------|-------------------|------------------|
| 30-38                                 | Professional: Misc Prof Svcs             | 872,450               |                     |                   |                   | 872,450          |
| 30-39                                 | Hazardous Materials Handling             | 2,000                 |                     |                   |                   | 2,000            |
| 30-42                                 | Maint Svcs: Office Equip Maint Svcs      | 6,500                 |                     |                   |                   | 6,500            |
| 30-43                                 | Maint Svcs: Bldg & Structures Maint Svcs | 424,000               |                     |                   |                   | 424,000          |
| 30-44                                 | Maint Svcs: Field Equip Maint            | 7,250                 |                     |                   |                   | 7,250            |
| 30-46                                 | Maint Svcs: Computer Maintenance         | 15,000                |                     |                   |                   | 15,000           |
| 30-47                                 | Maint Svcs: Software Maintenance         | 346,000               |                     |                   |                   | 346,000          |
| 30-51                                 | Bank Credit Card Fees                    | 4,500                 |                     |                   |                   | 4,500            |
| <b>Purchased Prof &amp; Tech Svcs</b> |                                          | <b>1,677,700</b>      |                     |                   |                   | <b>1,677,700</b> |
| 35-20                                 | County/State/Fed Pymts.                  | 5,000                 |                     |                   |                   | 5,000            |
| <b>Grants &amp; Gvrnmntl Payments</b> |                                          | <b>5,000</b>          |                     |                   |                   | <b>5,000</b>     |
| 40-10                                 | Professional Dues and Fee                | 47,250                |                     |                   |                   | 47,250           |
| 40-31                                 | Communications: Telephones               | 112,200               |                     |                   |                   | 112,200          |
| 40-33                                 | Communications: Cellular                 | 14,550                |                     |                   |                   | 14,550           |
| 40-41                                 | Utilities: Water                         | 43,500                |                     |                   |                   | 43,500           |
| 40-42                                 | Utilities: Gas/Electricity               | 350,000               |                     |                   |                   | 350,000          |
| 40-43                                 | Utilities: Refuse                        | 34,252                |                     |                   |                   | 34,252           |
| 40-50                                 | Printing and Binding                     | 9,850                 | 1,661               |                   |                   | 11,511           |
| 40-61                                 | Travel: Commerical Travel                | 7,000                 |                     |                   |                   | 7,000            |
| 40-62                                 | Travel: Meals & Lodging                  | 10,000                |                     |                   |                   | 10,000           |
| 40-63                                 | Travel: Registration/Admin Fees          | 40,000                |                     |                   |                   | 40,000           |
| 40-64                                 | Travel: Transportation                   | 3,000                 |                     |                   |                   | 3,000            |
| 40-70                                 | Advertising                              | 15,000                |                     |                   |                   | 15,000           |
| 40-90                                 | Other                                    |                       | 20,000              | 150,000           | 350,000           | 520,000          |
| <b>Other Purchased Services</b>       |                                          | <b>686,602</b>        | <b>21,661</b>       | <b>150,000</b>    | <b>350,000</b>    | <b>1,208,263</b> |

**PROPOSED FY 2022 EXPENDITURE BUDGETS BY FUND** (page 3 of 4)

| Elmnt-<br>Object                   | Description                                 | Lib Dscr<br>301 / 101 | Grants<br>304 / 103 | Gift<br>306 / 104 | Fndn<br>307 / 105 | PROPOSED<br>FY22 |
|------------------------------------|---------------------------------------------|-----------------------|---------------------|-------------------|-------------------|------------------|
| 50-10                              | Rental of Land/Buildings                    | 1,500                 |                     |                   |                   | 1,500            |
| 50-20                              | Rental of Equip/Vehicles                    | 46,500                |                     |                   |                   | 46,500           |
| 50-30                              | Rental of Office Equipment & Furniture      | 10,000                |                     |                   |                   | 10,000           |
| 50-40                              | Rental of Software & Licenses               | 75                    |                     |                   |                   | 75               |
| <b>Rentals / Leases</b>            |                                             | <b>58,075</b>         |                     |                   |                   | <b>58,075</b>    |
| 51-10                              | Postage                                     | 32,500                | 500                 |                   |                   | 33,000           |
| 51-20                              | Messenger/Deliver                           | 27,000                |                     |                   |                   | 27,000           |
| <b>Mail Services</b>               |                                             | <b>59,500</b>         | <b>500</b>          |                   |                   | <b>60,000</b>    |
| 55-11                              | Office Supplies                             | 41,815                | 3,000               |                   |                   | 44,815           |
| 55-20                              | Field Supplies                              | 211,825               | 5,000               |                   |                   | 216,825          |
| 55-33                              | Equip & Veh Supp: Petroleum, Oil, Lubricant |                       |                     |                   |                   |                  |
| 55-34                              | Equip & Veh Supp: Spare Replacement Parts   | 6,000                 |                     |                   |                   | 6,000            |
| 55-50                              | Food                                        | 1,000                 | 1,200               |                   |                   | 2,200            |
| 55-60                              | Library Materials                           | 2,055,000             |                     |                   |                   | 2,055,000        |
| <b>Supplies</b>                    |                                             | <b>2,315,640</b>      | <b>9,200</b>        |                   |                   | <b>2,324,840</b> |
| 60-20                              | Outside Janitorial Svcs                     | 425,000               |                     |                   |                   | 425,000          |
| <b>Purchased Property Services</b> |                                             | <b>425,000</b>        |                     |                   |                   | <b>425,000</b>   |
| 65-70                              | Building - Existing Construction            | 1,500,000             |                     |                   |                   | 1,500,000        |
| 65-75                              | Building - New Construction                 |                       |                     |                   |                   |                  |
| 65-80                              | Other Infrastructure                        | 1,750,000             |                     |                   |                   | 1,750,000        |
| <b>Infrastructure</b>              |                                             | <b>3,250,000</b>      |                     |                   |                   | <b>3,250,000</b> |

**PROPOSED FY 2022 EXPENDITURE BUDGETS BY FUND** (page 4 of 4)

| Elmnt-<br>Object                     | Description                           | Lib Dscr<br>301 / 101 | Grants<br>304 / 103 | Gift<br>306 / 104 | Fndn<br>307 / 105 | PROPOSED<br>FY22  |
|--------------------------------------|---------------------------------------|-----------------------|---------------------|-------------------|-------------------|-------------------|
| 70-41                                | Machinery and Equipment               | 84,000                |                     |                   |                   | 84,000            |
| 70-43                                | Furniture and Fixtures                | 100,000               |                     |                   |                   | 100,000           |
| 70-44                                | Computers & Printers                  | 55,000                |                     |                   |                   | 55,000            |
| 70-47                                | Computer Softwares & Lic              | 15,000                |                     |                   |                   | 15,000            |
| <b>Property</b>                      |                                       | <b>254,000</b>        |                     |                   |                   | <b>254,000</b>    |
| 71-10                                | Small Equipment                       | 14,400                |                     |                   |                   | 14,400            |
| 71-41                                | Mach & Equip: Machinery And Equipment |                       |                     |                   |                   |                   |
| 71-43                                | Mach & Equip: Furniture And Fixtures  |                       |                     |                   |                   |                   |
| 71-44                                | Mach & Equip: Computers And Printers  | 95,000                |                     |                   |                   | 95,000            |
| 71-47                                | Mach & Equip: Software & Licenses     | 36,052                |                     |                   |                   | 36,052            |
| <b>Property Under Cap Limit</b>      |                                       | <b>145,452</b>        |                     |                   |                   | <b>145,452</b>    |
| 75-25                                | PC Replacement                        | 179,624               |                     |                   |                   | 179,624           |
| 75-35                                | Mail Services                         | 1,764                 |                     |                   |                   | 1,764             |
| 75-50                                | City Vehicles/Fuel & Main             | 15,000                |                     |                   |                   | 15,000            |
| 75-60                                | City Parking Permits                  | 500                   |                     |                   |                   | 500               |
| 75-90                                | Internal City Training                |                       |                     |                   |                   |                   |
| <b>Internal Services</b>             |                                       | <b>196,888</b>        |                     |                   |                   | <b>196,888</b>    |
| <b>Other Expenses</b>                |                                       | <b>9,073,857</b>      | <b>31,361</b>       | <b>150,000</b>    | <b>350,000</b>    | <b>9,605,218</b>  |
| <b>Berkeley Public Library + CoB</b> |                                       | <b>25,090,784</b>     | <b>65,000</b>       | <b>150,000</b>    | <b>350,000</b>    | <b>25,655,784</b> |

| PROPOSED EXPENDITURE ADJUSTMENTS |        |      |        |                                           |                  |                                                     |
|----------------------------------|--------|------|--------|-------------------------------------------|------------------|-----------------------------------------------------|
| Fund                             | DepDiv | Base | EleObj | Description                               | FY22             | Comment                                             |
| 301                              | 9102   | 450  | 30-38  | Professional: Misc Prof Svcs              | (147,200)        | Xfr to 9101                                         |
| 301                              | 9102   | 450  | 55-60  | Library Materials                         | 25,000           | for Chromebook/Hotspot program equip supprt/rplcmnt |
| 301                              | 9101   | 450  | 30-38  | Professional: Misc Prof Svcs              | 140,200          | for Strategic Planning Consultants                  |
| 301                              | 9402   | 450  | 55-60  | Library Materials                         | 305,000          | for print refresh, electronic resource expansion    |
| 301                              | 9150   | 450  | 65-70  | Building - Existing Construction          | 250,000          | for increase to CN stucco refurbishment             |
| 301                              | 9150   | 450  | 65-80  | Other Infrastructure                      | 1,750,000        | for aging physical plant and equipment              |
| 301                              | 9103   | 450  | 30-38  | Professional: Misc Prof Svcs              | 7,000            |                                                     |
| 301                              | 9103   | 450  | 30-43  | Maint Svcs: Bldg & Structures Maint       | 250,000          | for routine facilities & equipment maintenance      |
| 301                              | 9103   | 450  | 40-41  | Utilities: Water                          | 8,500            |                                                     |
| 301                              | 9103   | 450  | 40-42  | Utilities: Gas/Electricity                | 50,000           | for <i>Renewables 100</i> , CA rate increase        |
| 301                              | 9103   | 450  | 55-20  | Field Supplies                            | 29,895           |                                                     |
| 301                              | 9103   | 450  | 60-20  | Outside Janitorial Svcs                   | 8,333            |                                                     |
| 301                              | 9103   | 450  | 75-50  | City Vehicles/Fuel & Main                 | 7,200            |                                                     |
|                                  |        |      |        | <b>Library Tax Fund (301 / 101)</b>       | <b>2,683,928</b> | <b>Non-labor</b>                                    |
| 304                              | 9205   | 450  | 40-50  | Printing and Binding                      | 911              | Miscellaneous                                       |
|                                  |        |      |        | <b>Grants Fund (304 / 103)</b>            | <b>911</b>       | <b>Non-labor</b>                                    |
| 306                              | 9301   | 450  | 40-90  | Other                                     | (35,000)         | Placeholder \$ assigned to Director                 |
| 306                              | 9101   | 450  | 40-90  | Other                                     | 35,000           | Placeholder \$ assigned to Director                 |
|                                  |        |      |        | <b>Friends and Gifts Fund (306 / 104)</b> |                  | <b>Non-labor</b>                                    |
| 307                              | 9101   | 450  | 40-90  | Other                                     | 250,000          | per FDTN: support to include Storyrm Refurbishment  |
|                                  |        |      |        | <b>Foundation Fund (307 / 105)</b>        | <b>250,000</b>   | <b>Non-labor</b>                                    |
|                                  |        |      |        | <b>Non-labor</b>                          | <b>2,934,839</b> | <b>Total</b>                                        |



| PROPOSED EXPENDITURE ADJUSTMENTS |        |      |        |                                          |                |                                                       |
|----------------------------------|--------|------|--------|------------------------------------------|----------------|-------------------------------------------------------|
| Fund                             | DepDiv | Base | EleObj | Description                              | FY22           | Comment                                               |
| 301                              | 9101   | 450  | 11-01  | Monthly Rated Employees                  | 167,763        | Add: ASSOC MANGMNT ANLST U                            |
| 301                              | 9204   | 450  | 11-01  | Monthly Rated Employees                  | 19,887         | Add: 1.0 LIBRARIAN I/II; Delete: 2@0.5 LIBRARIAN I/II |
| 301                              | 9301   | 450  | 11-01  | Monthly Rated Employees                  | 315,478        | Add: SOCIAL SVCS SPCLST, LIBRARIAN I/II               |
| 301                              | 9305   | 450  | 11-01  | Monthly Rated Employees                  | 81,136         | Add: 1@0.5 LIBRARY AIDE, +10 hours LIB SPEC II        |
| 301                              | 9201   | 450  | 11-04  | Monthly Rated - Part Benefitted          | (21,590)       |                                                       |
| 301                              | 9202   | 450  | 11-04  | Monthly Rated - Part Benefitted          | (17,869)       |                                                       |
| 301                              | 9302   | 450  | 11-04  | Monthly Rated - Part Benefitted          | (17,869)       |                                                       |
| 301                              | 9303   | 450  | 11-04  | Monthly Rated - Part Benefitted          | (17,869)       |                                                       |
| 301                              | 9305   | 450  | 11-04  | Monthly Rated - Part Benefitted          | (17,869)       |                                                       |
|                                  |        |      |        | <b>Library Tax Fund (301 / 101)</b>      | <b>491,198</b> | <b>Labor (=estimated wages+benefits)</b>              |
|                                  |        |      |        | <b>Labor (=estimated wages+benefits)</b> | <b>491,198</b> | <b>Total</b>                                          |





## LIBRARY TAX FUND (301 / 101) 5-YEAR FUND ANALYSIS

|                                      | FY 2020<br>FINAL (#2) | FY 2021<br>ADOPTED   | FY 2021<br>REVISED    | FY 2021<br>MID-YR    | FY 2022<br>PROPOSED   | FY 2023<br>PROJECTED  | FY 2024<br>PROJECTED  |
|--------------------------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| <b>Beginning Fund Balance</b>        | <b>\$10,266,639</b>   | <b>\$12,027,796</b>  | <b>\$12,027,796</b>   | <b>\$12,027,796</b>  | <b>\$11,278,203</b>   | <b>\$ 7,198,315</b>   | <b>\$ 5,408,681</b>   |
| <b>Revenues</b>                      |                       |                      |                       |                      |                       |                       |                       |
| Library Services Tax                 | \$ 20,431,021         | \$ 20,861,870        | \$ 20,342,539         | \$ 20,342,539        | \$ 20,938,896         | \$ 21,357,674         | \$ 21,784,827         |
| Fines/Fees                           | 26,477                | 40,000               | 40,000                | 40,000               | 40,000                | 40,000                | 40,000                |
| Misc. Revenue / Interest / Refunds   | 29,617                | 32,000               | 32,000                | 32,000               | 32,000                | 32,000                | 32,000                |
| <b>TOTAL REVENUE</b>                 | <b>\$ 20,487,115</b>  | <b>\$ 20,933,870</b> | <b>\$ 20,414,539</b>  | <b>\$ 20,414,539</b> | <b>\$ 21,010,896</b>  | <b>\$ 21,429,674</b>  | <b>\$ 21,856,827</b>  |
| <b>Expenditures</b>                  |                       |                      |                       |                      |                       |                       |                       |
| <b>Operations</b>                    |                       |                      |                       |                      |                       |                       |                       |
| Salaries, Wages, Benefits            | \$ 13,377,244         | \$ 16,605,785        | \$ 15,946,141         | \$ 15,946,141        | \$ 16,784,521         | \$ 17,288,057         | \$ 17,806,698         |
| <b>Salaries, Wages, Benefits</b>     |                       |                      |                       |                      |                       |                       |                       |
| less: Labor Vacancy Savings          |                       | 300,000              | 800,000               | 2,446,141            | 800,000               | 500,000               | 500,000               |
| Personnel                            | \$ 13,377,244         | \$ 16,305,785        | \$ 15,146,141         | \$ 13,500,000        | \$ 15,984,521         | \$ 16,788,057         | \$ 17,306,698         |
| Non-Personnel                        | 1,247,772             | 1,209,910            | 1,392,429             | 1,211,563            | 1,496,905             | 1,500,000             | 1,750,000             |
| Library Materials (incl Tool Lndng)  | 1,690,248             | 1,725,000            | 1,725,000             | 1,725,000            | 2,055,000             | 2,100,000             | 2,250,000             |
| Misc. Professional Services          | 765,382               | 872,450              | 896,707               | 863,740              | 872,450               | 850,000               | 850,000               |
| Utilities+Telephone                  | 367,116               | 495,902              | 580,476               | 580,476              | 554,502               | 575,000               | 575,000               |
| Janitorial                           | 362,798               | 416,667              | 461,783               | 461,783              | 425,000               | 439,845               | 452,053               |
| Software Maintenance                 | 114,873               | 346,000              | 346,000               | 246,000              | 346,000               | 350,000               | 350,000               |
| Computer & Software Purchase (CAP)   | 120,933               | 70,000               | 70,000                | 70,000               | 70,000                | 80,000                | 100,000               |
| Building/Infrastructure              | 652,098               | 100,000              | 3,556,548             | 2,470,381            | 3,250,000             | 500,000               | 250,000               |
| <b>Subtotal:</b>                     | <b>\$ 18,698,464</b>  | <b>\$ 21,541,714</b> | <b>\$ 24,175,084</b>  | <b>\$ 21,128,943</b> | <b>\$ 25,054,378</b>  | <b>\$ 23,182,902</b>  | <b>\$ 23,883,751</b>  |
| <b>Charges From Other Depts</b>      |                       |                      |                       |                      |                       |                       |                       |
| Finance - Billing (341)              | \$ 18,977             | \$ 19,739            | \$ 19,441             | \$ 19,441            | 19,842                | \$ 19,842             | \$ 19,842             |
| Facilities - Enviro Compliance (693) | 8,517                 | 15,055               | 15,748                | 15,748               | 16,564                | 16,564                | 16,564                |
| <b>Subtotal:</b>                     | <b>\$ 27,494</b>      | <b>\$ 34,794</b>     | <b>\$ 35,189</b>      | <b>\$ 35,189</b>     | <b>\$ 36,406</b>      | <b>\$ 36,406</b>      | <b>\$ 36,406</b>      |
| <b>TOTAL EXPENDITURES</b>            | <b>\$ 18,725,958</b>  | <b>\$ 21,576,508</b> | <b>\$ 24,210,273</b>  | <b>\$ 21,164,132</b> | <b>\$ 25,090,784</b>  | <b>\$ 23,219,308</b>  | <b>\$ 23,920,157</b>  |
| <b>Projected Surplus/(Shortfall)</b> |                       |                      |                       |                      |                       |                       |                       |
| <b>{Rev - Exp}</b>                   | <b>\$ 1,761,157</b>   | <b>\$ (642,638)</b>  | <b>\$ (3,795,734)</b> | <b>\$ (749,593)</b>  | <b>\$ (4,079,888)</b> | <b>\$ (1,789,634)</b> | <b>\$ (2,063,330)</b> |
| <b>GROSS FUND BALANCE</b>            |                       |                      |                       |                      |                       |                       |                       |
| <b>{Bal + Rev - Exp}</b>             | <b>\$ 12,027,796</b>  | <b>\$ 11,385,158</b> | <b>\$ 8,232,062</b>   | <b>\$ 11,278,203</b> | <b>\$ 7,198,315</b>   | <b>\$ 5,408,681</b>   | <b>\$ 3,345,352</b>   |
| Annual Committed Reserve             | 1,500,000             | 1,500,000            | 1,500,000             | 1,500,000            | 1,250,000             | 1,250,000             | 1,300,000             |
| <b>Uncommitted Fund Balance</b>      | <b>\$ 10,527,796</b>  | <b>\$ 9,885,158</b>  | <b>\$ 6,732,062</b>   | <b>\$ 9,778,203</b>  | <b>\$ 5,948,315</b>   | <b>\$ 4,158,681</b>   | <b>\$ 2,045,352</b>   |



## GRANTS FUND (304 / 103) 5-YEAR FUND ANALYSIS

|                                                    | FY 2020<br>FINAL (#2) | FY 2021<br>ADOPTED | FY 2021<br>REVISED | FY 2021<br>MID-YR  | FY 2022<br>PROPOSED | FY 2023<br>PROJECTED | FY 2024<br>PROJECTED |
|----------------------------------------------------|-----------------------|--------------------|--------------------|--------------------|---------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                      | \$ 30,819             | \$ 84,230          | \$ 84,230          | \$ 84,230          | \$ 26,730           | \$ 21,730            | \$ 21,730            |
| <b>Revenues</b>                                    |                       |                    |                    |                    |                     |                      |                      |
| Literacy Services & LSTA                           | 92,252                | 60,000             | 60,000             | 60,000             | 60,000              | 60,000               | 60,000               |
| Miscellaneous Grant Revenue                        |                       |                    |                    |                    |                     |                      |                      |
| Other                                              |                       |                    |                    |                    |                     |                      |                      |
| <b>TOTAL REVENUE</b>                               | <b>\$ 92,252</b>      | <b>\$ 60,000</b>   | <b>\$ 60,000</b>   | <b>\$ 60,000</b>   | <b>\$ 60,000</b>    | <b>\$ 60,000</b>     | <b>\$ 60,000</b>     |
| <b>Expenditures</b>                                |                       |                    |                    |                    |                     |                      |                      |
| <b>Operations</b>                                  |                       |                    |                    |                    |                     |                      |                      |
| Personnel                                          | \$ 36,364             | \$ 31,500          | \$ 33,639          | \$ 33,639          | \$ 33,639           | \$ 31,500            | \$ 31,500            |
| Non-Personnel                                      | 2,477                 | 30,450             | 83,861             | 83,861             | 31,361              | 28,500               | 28,500               |
| Library Materials                                  |                       |                    |                    |                    |                     |                      |                      |
| <b>Subtotal:</b>                                   | <b>\$ 38,841</b>      | <b>\$ 61,950</b>   | <b>\$ 117,500</b>  | <b>\$ 117,500</b>  | <b>\$ 65,000</b>    | <b>\$ 60,000</b>     | <b>\$ 60,000</b>     |
| <b>TOTAL EXPENDITURES</b>                          | <b>\$ 38,841</b>      | <b>\$ 61,950</b>   | <b>\$ 117,500</b>  | <b>\$ 117,500</b>  | <b>\$ 65,000</b>    | <b>\$ 60,000</b>     | <b>\$ 60,000</b>     |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b> | <b>\$ 53,411</b>      | <b>\$ (1,950)</b>  | <b>\$ (57,500)</b> | <b>\$ (57,500)</b> | <b>\$ (5,000)</b>   | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>    | <b>\$ 84,230</b>      | <b>\$ 82,280</b>   | <b>\$ 26,730</b>   | <b>\$ 26,730</b>   | <b>\$ 21,730</b>    | <b>\$ 21,730</b>     | <b>\$ 21,730</b>     |



## FRIENDS &amp; GIFTS FUND (306 / 104) 5-YEAR FUND ANALYSIS

|                                                      | FY 2020<br>FINAL (#2) | FY 2021<br>ADOPTED | FY 2021<br>REVISED | FY 2021<br>MID-YR  | FY 2022<br>PROPOSED | FY 2023<br>PROJECTED | FY 2024<br>PROJECTED |
|------------------------------------------------------|-----------------------|--------------------|--------------------|--------------------|---------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                        | <b>\$ 373,536</b>     | <b>\$ 445,378</b>  | <b>\$ 445,378</b>  | <b>\$ 445,378</b>  | <b>\$ 365,566</b>   | <b>\$ 320,566</b>    | <b>\$ 275,566</b>    |
| <b>Revenues</b>                                      |                       |                    |                    |                    |                     |                      |                      |
| Friends of BPL                                       | \$ 120,000            | \$ 105,000         | \$ 105,000         | \$ 105,000         | \$ 105,000          | \$ 105,000           | \$ 105,000           |
| Donations/Private                                    | 10,778                |                    |                    | 188                |                     |                      |                      |
| Interest/Misc. Revenues                              | 5,181                 |                    |                    |                    |                     |                      |                      |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 135,959</b>     | <b>\$ 105,000</b>  | <b>\$ 105,000</b>  | <b>\$ 105,188</b>  | <b>\$ 105,000</b>   | <b>\$ 105,000</b>    | <b>\$ 105,000</b>    |
| <b>Expenditures</b>                                  |                       |                    |                    |                    |                     |                      |                      |
| <b>Operations</b>                                    |                       |                    |                    |                    |                     |                      |                      |
| Personnel                                            |                       |                    |                    |                    |                     |                      |                      |
| Non-Personnel                                        | 24,231                | 150,000            | 97,426             | 135,000            | 150,000             | 150,000              | 150,000              |
| Professional Services                                | 39,886                |                    | 54,500             | 50,000             |                     |                      |                      |
| Library Materials                                    |                       |                    |                    |                    |                     |                      |                      |
| <b>Subtotal:</b>                                     | <b>\$ 64,117</b>      | <b>\$ 150,000</b>  | <b>\$ 151,926</b>  | <b>\$ 185,000</b>  | <b>\$ 150,000</b>   | <b>\$ 150,000</b>    | <b>\$ 150,000</b>    |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$ 64,117</b>      | <b>\$ 150,000</b>  | <b>\$ 151,926</b>  | <b>\$ 185,000</b>  | <b>\$ 150,000</b>   | <b>\$ 150,000</b>    | <b>\$ 150,000</b>    |
| <b>Projected Surplus / (Deficit)<br/>(Rev - Exp)</b> | <b>\$ 71,842</b>      | <b>\$ (45,000)</b> | <b>\$ (46,926)</b> | <b>\$ (79,812)</b> | <b>\$ (45,000)</b>  | <b>\$ (45,000)</b>   | <b>\$ (45,000)</b>   |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>      | <b>\$ 445,378</b>     | <b>\$ 400,378</b>  | <b>\$ 398,452</b>  | <b>\$ 365,566</b>  | <b>\$ 320,566</b>   | <b>\$ 275,566</b>    | <b>\$ 230,566</b>    |



## FOUNDATION FUND (307 / 105) 5-YEAR FUND ANALYSIS

|                                                                                                         | FY 2020<br>FINAL (#2) | FY 2021<br>ADOPTED | FY 2021<br>REVISED | FY 2021<br>MID-YR | FY 2022<br>PROPOSED | FY 2023<br>PROJECTED | FY 2024<br>PROJECTED |
|---------------------------------------------------------------------------------------------------------|-----------------------|--------------------|--------------------|-------------------|---------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                                                                           | \$ 930,840            | \$ 885,878         | \$ 885,878         | \$ 885,878        | \$ 535,878          | \$ 285,878           | \$ 285,878           |
| <b>Revenues</b>                                                                                         |                       |                    |                    |                   |                     |                      |                      |
| Foundation                                                                                              | \$ 19,079             | \$ 100,000         | \$ 100,000         | \$ 100,000        | \$ 100,000          |                      |                      |
| Misc./ Interest                                                                                         |                       |                    |                    |                   |                     |                      |                      |
| <b>TOTAL REVENUE</b>                                                                                    | \$ 19,079             | \$ 100,000         | \$ 100,000         | \$ 100,000        | \$ 100,000          | \$ -                 | \$ -                 |
| <b>Expenditures</b>                                                                                     |                       |                    |                    |                   |                     |                      |                      |
| Personnel                                                                                               |                       |                    |                    |                   |                     |                      |                      |
| Consultants                                                                                             |                       |                    |                    |                   |                     |                      |                      |
| Furniture and Fixtures                                                                                  | 3,099                 |                    | 354,046            | 354,092           | 350,000             |                      |                      |
| Equipment                                                                                               | 37,867                |                    | 36,500             |                   |                     |                      |                      |
| Building                                                                                                |                       |                    |                    |                   |                     |                      |                      |
| Miscellaneous/Other                                                                                     | 23,075                | 100,000            | 209,500            | 95,908            |                     |                      |                      |
| <b>Subtotal:</b>                                                                                        | \$ 64,041             | \$ 100,000         | \$ 600,046         | \$ 450,000        | \$ 350,000          | \$ -                 | \$ -                 |
| <b>TOTAL EXPENDITURES</b>                                                                               | \$ 64,041             | \$ 100,000         | \$ 600,046         | \$ 450,000        | \$ 350,000          | \$ -                 | \$ -                 |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b>                                                      | \$ (44,962)           | \$ -               | \$ (500,046)       | \$ (350,000)      | \$ (250,000)        | \$ -                 | \$ -                 |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>                                                         | \$ 885,878            | \$ 885,878         | \$ 385,832         | \$ 535,878        | \$ 285,878          | \$ 285,878           | \$ 285,878           |
| <b>Other</b>                                                                                            | \$ (570,893)          | \$ (570,893)       | \$ (570,893)       | \$ (570,893)      | \$ (570,893)        | \$ (570,893)         | \$ (570,893)         |
| <b>Revised Gross Fund Balance {Gross<br/>Fund Balance - Budget<br/>Recommendations and Adjustments}</b> | \$ 314,985            | \$ 314,985         | \$ (185,061)       | \$ (35,015)       | \$ (285,015)        | \$ (285,015)         | \$ (285,015)         |
| Notes:                                                                                                  |                       |                    |                    |                   |                     |                      |                      |
| Pace Trust (14LB29, org=\$695,761) @ APR20 actual available=\$570,892.87                                |                       |                    |                    |                   |                     |                      |                      |





## Proposed FY 2022 Staffing Position Changes

| Dep/Div                    |                 | Position                   |       | FTE          |                |              | Notes                            |
|----------------------------|-----------------|----------------------------|-------|--------------|----------------|--------------|----------------------------------|
| No.                        | Name            | Title                      | No.   | Proposed     | +/-            | Lbr Dist     |                                  |
| 9101                       | Administration  | ASSOC MANGMNT ANLST U      | 28101 | 1.000        | 1.000          |              | Add: New position                |
| 9204                       | Reference       | LIBRARIAN I                | 26050 | 0.000        | (0.500)        | 0.500        | Delete: Offset Add 1.0 FTE Lib   |
| 9204                       | Reference       | LIBRARIAN II               | 26040 | 1.000        | 1.000          |              | Add: New 1.0 FTE                 |
| 9204                       | Reference       | LIBRARIAN II               | 26040 | 0.000        | (0.500)        | 0.500        | Delete: Offset Add 1.0 FTE Lib   |
| 9301                       | Central Support | LIBRARIAN II               | 26040 | 1.000        | 1.000          |              | Add: Teen Services librarian     |
| 9301                       | Central Support | SOCIAL SERVICES SPECIALIST | 24810 | 1.000        | 1.000          |              | Add: In-house healthcare staff   |
| 9305                       | Claremont       | LIBRARY AIDE               | 42450 | 0.500        | 0.500          |              | Add: Replace non-career Pages    |
| 9305                       | Claremont       | LIBRARY SPECIALIST II      | 46100 | 1.000        | 0.250          | 0.750        | Add: to 1.0 FTE (=+10 hours)     |
| <b>Career</b>              |                 |                            |       | <b>5.500</b> | <b>3.750</b>   | <b>1.750</b> |                                  |
| 9201                       | Circulation     | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9201                       | Circulation     | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9201                       | Circulation     | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9201                       | Circulation     | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9302                       | North           | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9302                       | North           | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9302                       | North           | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9303                       | THP South       | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9304                       | West            | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9304                       | West            | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9305                       | Claremont       | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| 9305                       | Claremont       | hourly: LIBRARY PAGE       | 42462 | 0.000        | (0.350)        | 0.350        | Delete: Offset Add 9305 Lib Aide |
| <b>Non-Career</b>          |                 |                            |       | <b>0.000</b> | <b>(4.200)</b> | <b>4.200</b> |                                  |
| <b>Career + Non-Career</b> |                 |                            |       | <b>5.500</b> | <b>(0.450)</b> | <b>5.950</b> |                                  |



## Proposed FY 2022 Position FTE Summary by Position Detail (page 1 of 6)

| Dep/Div | Position                  |       | FTE      |       |          | Notes             |
|---------|---------------------------|-------|----------|-------|----------|-------------------|
|         | Title                     | No.   | Proposed | +/-   | Lbr Dist |                   |
| 9101    | ACCOUNTING OFF SPEC III U | 42401 | 1.000    |       | 1.000    |                   |
|         | ADMIN & FISCAL SVS MGR UN | 14631 | 1.000    |       | 1.000    |                   |
|         | ADMIN SECRETARY           | 46130 | 1.000    |       | 1.000    |                   |
|         | ASSISTANT HUMAN RESRCS AN | 27040 | 1.000    |       | 1.000    |                   |
|         | ASSISTANT MANGMNT ANLST U | 28091 | 1.000    |       | 1.000    |                   |
|         | ASSISTANT MANGMNT ANLST U | 28091 | 1.000    |       | 1.000    |                   |
|         | ASSISTANT MANGMNT ANLST U | 28091 | 1.000    |       | 1.000    |                   |
|         | ASSOCIATE HUMAN RESRCS AN | 27030 | 1.000    |       | 1.000    |                   |
|         | ASSOC MANGMNT ANLST U     | 28101 | 1.000    | 1.000 |          | Add: New position |
|         | DEPUTY DIRECTOR LIBRARY S | 12110 | 1.000    |       | 1.000    |                   |
|         | DIRECTOR OF LIBRARY SERVI | 11150 | 1.000    |       | 1.000    |                   |
|         | LIBRARY SERVICES MANAGER  | 14680 | 1.000    |       | 1.000    |                   |
|         | LIBRARY SERVICES MANAGER  | 14680 | 1.000    |       | 1.000    |                   |
|         | Administration            |       | 13.000   | 1.000 | 12.000   |                   |
| 9102    | INFORMATION SYSTEMS SPEC  | 28300 | 1.000    |       | 1.000    |                   |
|         | INFORMATION SYSTEMS SPEC  | 28300 | 1.000    |       | 1.000    |                   |
|         | INFORMATION SYSTEMS SPEC  | 28300 | 1.000    |       | 1.000    |                   |
|         | LIBRARIAN II              | 26040 | 1.000    |       | 1.000    |                   |
|         | LIBRARY INFO SYSTEMS ADMI | 14640 | 1.000    |       | 1.000    |                   |
|         | Information Systems       |       | 5.000    |       | 5.000    |                   |
| 9103    | BUILDING MAINT MECH       | 51060 | 1.000    |       | 1.000    |                   |
|         | BUILDING MAINT MECH       | 51060 | 1.000    |       | 1.000    |                   |
|         | SENIOR BUILDING MAINT SUP | 13350 | 1.000    |       | 1.000    |                   |
|         | Facilities Maintenance    |       | 3.000    |       | 3.000    |                   |

**Proposed FY 2022 Position FTE Summary by Position Detail (page 2 of 6)**

| Dep/Div | Position                  |       | FTE      |     |          | Notes |
|---------|---------------------------|-------|----------|-----|----------|-------|
|         | Title                     | No.   | Proposed | +/- | Lbr Dist |       |
| 9201    | CIRCULATION SERVICES MANA | 14690 | 1.000    |     | 1.000    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE              | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT         | 42130 | 1.000    |     | 1.000    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.750    |     | 0.750    |       |
|         | LIBRARY ASSISTANT         | 42130 | 1.000    |     | 1.000    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT         | 42130 | 1.000    |     | 1.000    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY SPECIALIST I      | 42500 | 1.000    |     | 1.000    |       |
|         | LIBRARY SPECIALIST I      | 42500 | 1.000    |     | 1.000    |       |
|         | MAIL SERVICES AIDE        | 44010 | 1.000    |     | 1.000    |       |
|         | MAIL SERVICES AIDE        | 44010 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARY ASSIS | 46090 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARY ASSIS | 46090 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARY ASSIS | 46090 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARY ASSIS | 46090 | 1.000    |     | 1.000    |       |
|         | Circulation Services      |       | 23.250   |     | 23.250   |       |

## Proposed FY 2022 Position FTE Summary by Position Detail (page 3 of 6)

| Dep/Div | Position                   |       | FTE      |         |          | Notes                          |
|---------|----------------------------|-------|----------|---------|----------|--------------------------------|
|         | Title                      | No.   | Proposed | +/-     | Lbr Dist |                                |
| 9202    | LIBRARIAN I                | 26050 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN II               | 26040 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN II               | 26040 | 0.500    |         | 0.500    |                                |
|         | LIBRARIAN II               | 26040 | 0.600    |         | 0.600    |                                |
|         | LIBRARY SPECIALIST II      | 46100 | 0.800    |         | 0.800    |                                |
|         | LIBRARY SPECIALIST II      | 46100 | 0.500    |         | 0.500    |                                |
|         | SENIOR LIBRARIAN           | 26060 | 1.000    |         | 1.000    |                                |
|         | SUPERVISING LIBRARIAN      | 26030 | 1.000    |         | 1.000    |                                |
|         | Childrens Services         |       | 6.400    |         | 6.400    |                                |
| 9203    | LIBRARIAN I                | 26050 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN I                | 26050 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN I                | 26050 | 0.500    |         | 0.500    |                                |
|         | LIBRARY SPECIALIST II      | 46100 | 1.000    |         | 1.000    |                                |
|         | Art+Music                  |       | 3.500    |         | 3.500    |                                |
| 9204    | LIBRARIAN I                | 26050 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN I                | 26050 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN I                | 26050 |          | (0.500) | 0.500    | Delete: Offset Add 1.0 FTE Lib |
|         | LIBRARIAN II               | 26040 | 1.000    | 1.000   |          | Add: New 1.0 FTE               |
|         | LIBRARIAN II               | 26040 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN II               | 26040 | 0.700    |         | 0.700    |                                |
|         | LIBRARIAN II               | 26040 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN II               | 26040 |          | (0.500) | 0.500    | Delete: Offset Add 1.0 FTE Lib |
|         | LIBRARY SPECIALIST II      | 46100 | 1.000    |         | 1.000    |                                |
|         | LIBRARY SPECIALIST II      | 46100 | 1.000    |         | 1.000    |                                |
|         | SUPERVISING LIBRARIAN      | 26030 | 1.000    |         | 1.000    |                                |
|         | Reference                  |       | 8.700    |         | 8.700    |                                |
| 9205    | LIBRARY ASSISTANT          | 42130 | 0.500    |         | 0.500    |                                |
|         | LIBRARY LITERACY PROG COO  | 26150 | 1.000    |         | 1.000    |                                |
|         | LIBRARY SPECIALIST I       | 42500 | 1.000    |         | 1.000    |                                |
|         | Literacy Programs          |       | 2.500    |         | 2.500    |                                |
| 9301    | LIBRARY SPECIALIST II      | 46100 | 1.000    |         | 1.000    |                                |
|         | LIBRARIAN II               | 26040 | 1.000    | 1.000   |          | Add: Teen Services librarian   |
|         | SENIOR LIBRARIAN           | 26060 | 1.000    |         | 1.000    |                                |
|         | SOCIAL SERVICES SPECIALIST | 24810 | 1.000    | 1.000   |          | Add: In-house healthcare staff |
|         | SUPERVISING LIBRARIAN      | 26030 | 1.000    |         | 1.000    |                                |
|         | Central Support            |       | 5.000    | 2.000   | 3.000    |                                |

**Proposed FY 2022 Position FTE Summary by Position Detail (page 4 of 6)**

| Dep/Div | Position                        |       | FTE      |     |          | Notes |
|---------|---------------------------------|-------|----------|-----|----------|-------|
|         | Title                           | No.   | Proposed | +/- | Lbr Dist |       |
| 9302    | LIBRARIAN I                     | 26050 | 1.000    |     | 1.000    |       |
|         | LIBRARIAN II                    | 26040 | 1.000    |     | 1.000    |       |
|         | LIBRARY AIDE                    | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE                    | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE                    | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT               | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT               | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT               | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY SPECIALIST II           | 46100 | 0.500    |     | 0.500    |       |
|         | LIBRARY SPECIALIST II           | 46100 | 0.500    |     | 0.500    |       |
|         | LIBRARY SPECIALIST II           | 46100 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARIAN           | 26030 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARY ASSIS       | 46090 | 1.000    |     | 1.000    |       |
|         | North Branch                    |       | 9.000    |     | 9.000    |       |
| 9303    | LIBRARIAN II                    | 26040 | 1.000    |     | 1.000    |       |
|         | LIBRARIAN II                    | 26040 | 1.000    |     | 1.000    |       |
|         | LIBRARY AIDE                    | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE                    | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY AIDE                    | 42450 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT               | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY ASSISTANT               | 42130 | 0.500    |     | 0.500    |       |
|         | LIBRARY SPECIALIST II           | 46100 | 0.500    |     | 0.500    |       |
|         | LIBRARY SPECIALIST II           | 46100 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARIAN           | 26030 | 1.000    |     | 1.000    |       |
|         | SUPERVISING LIBRARY ASSIS       | 46090 | 1.000    |     | 1.000    |       |
|         | Tarea Hall Pittman South Branch |       | 8.000    |     | 8.000    |       |

**Proposed FY 2022 Position FTE Summary by Position Detail (page 5 of 6)**

| Dep/Div | Position                  |       | FTE      |       |          | Notes                         |
|---------|---------------------------|-------|----------|-------|----------|-------------------------------|
|         | Title                     | No.   | Proposed | +/-   | Lbr Dist |                               |
| 9304    | LIBRARIAN II              | 26040 | 1.000    |       | 1.000    |                               |
|         | LIBRARIAN II              | 26040 | 1.000    |       | 1.000    |                               |
|         | LIBRARY AIDE              | 42450 | 0.500    |       | 0.500    |                               |
|         | LIBRARY AIDE              | 42450 | 0.500    |       | 0.500    |                               |
|         | LIBRARY ASSISTANT         | 42130 | 1.000    |       | 1.000    |                               |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |       | 0.500    |                               |
|         | LIBRARY SPECIALIST II     | 46100 | 0.500    |       | 0.500    |                               |
|         | LIBRARY SPECIALIST II     | 46100 | 1.000    |       | 1.000    |                               |
|         | SUPERVISING LIBRARIAN     | 26030 | 1.000    |       | 1.000    |                               |
|         | SUPERVISING LIBRARY ASSIS | 46090 | 1.000    |       | 1.000    |                               |
|         | West Branch               |       | 8.000    |       | 8.000    |                               |
| 9305    | LIBRARIAN I               | 26050 | 1.000    |       | 1.000    |                               |
|         | LIBRARIAN II              | 26040 | 1.000    |       | 1.000    |                               |
|         | LIBRARY AIDE              | 42450 | 0.500    |       | 0.500    |                               |
|         | LIBRARY AIDE              | 42450 | 0.500    |       | 0.500    |                               |
|         | LIBRARY AIDE              | 42450 | 0.500    | 0.500 |          | Add: Replace non-career Pages |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |       | 0.500    |                               |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |       | 0.500    |                               |
|         | LIBRARY ASSISTANT         | 42130 | 0.500    |       | 0.500    |                               |
|         | LIBRARY SPECIALIST II     | 46100 | 0.500    |       | 0.500    |                               |
|         | LIBRARY SPECIALIST II     | 46100 | 1.000    | 0.250 | 0.750    | Add: to 1.0 FTE (=+10 hours)  |
|         | SUPERVISING LIBRARIAN     | 26030 | 1.000    |       | 1.000    |                               |
|         | SUPERVISING LIBRARY ASSIS | 46090 | 1.000    |       | 1.000    |                               |
|         | Claremont Branch          |       | 8.500    | 0.750 | 7.750    |                               |
|         |                           |       |          |       |          |                               |
| 9307    | TOOL LENDING SPECIALIST   | 63010 | 1.000    |       | 1.000    |                               |
|         | TOOL LENDING SPECIALIST   | 63010 | 1.000    |       | 1.000    |                               |
|         | TOOL LENDING SPECIALIST   | 63010 | 1.000    |       | 1.000    |                               |
|         | Tool Lending Library      |       | 3.000    |       | 3.000    |                               |

## Proposed FY 2022 Position FTE Summary by Position Detail (page 6 of 6)

|                         | Position                        |       | FTE      |         |          |                                  |
|-------------------------|---------------------------------|-------|----------|---------|----------|----------------------------------|
| Dep/Div                 | Title                           | No.   | Proposed | +/-     | Lbr Dist | Notes                            |
| 9401                    | LIBRARIAN II                    | 26040 | 1.000    |         | 1.000    |                                  |
|                         | LIBRARY AIDE                    | 42450 | 0.500    |         | 0.500    |                                  |
|                         | LIBRARY AIDE                    | 42450 | 0.500    |         | 0.500    |                                  |
|                         | LIBRARY ASSISTANT               | 42130 | 0.500    |         | 0.500    |                                  |
|                         | LIBRARY ASSISTANT               | 42130 | 0.500    |         | 0.500    |                                  |
|                         | LIBRARY SPECIALIST II           | 46100 | 1.000    |         | 1.000    |                                  |
|                         | SUPERVISING LIBRARIAN           | 26030 | 1.000    |         | 1.000    |                                  |
|                         | SUPERVISING LIBRARY ASSIS       | 46090 | 1.000    |         | 1.000    |                                  |
|                         | Technical Services              |       | 6.000    |         | 6.000    |                                  |
| 9402                    | LIBRARY SPECIALIST II           | 46100 | 1.000    |         | 1.000    |                                  |
|                         | SENIOR LIBRARIAN                | 26060 | 1.000    |         | 1.000    |                                  |
|                         | Collections Management          |       | 2.000    |         | 2.000    |                                  |
| BERKELEY PUBLIC LIBRARY |                                 |       | 114.850  | 3.750   | 111.100  |                                  |
| 9201                    | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | Circulation Services            |       |          | (1.400) | 1.400    |                                  |
| 9302                    | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | North Branch                    |       |          | (1.050) | 1.050    |                                  |
| 9303                    | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | Tarea Hall Pittman South Branch |       |          | (0.350) | 0.350    |                                  |
| 9304                    | hourly: LIBRARY AIDE            | 42462 | 0.375    |         | 0.375    |                                  |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | West Branch                     |       | 0.375    | (0.700) | 1.075    |                                  |
| 9305                    | hourly: LIBRARY AIDE            | 42462 | 0.375    |         | 0.375    |                                  |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | hourly: LIBRARY PAGE            | 42462 |          | (0.350) | 0.350    | Delete: Offset Add 9305 Lib Aide |
|                         | Claremont Branch                |       | 0.375    | (0.700) | 1.075    |                                  |
| BERKELEY PUBLIC LIBRARY |                                 |       | 0.750    | (4.200) | 4.950    |                                  |
| Grand Total FTE         |                                 |       | 115.600  | (0.450) | 116.050  |                                  |



**Proposed FY 2022 Position FTE Summary by Classification**

| Position                   |              | FTE            |                |                |
|----------------------------|--------------|----------------|----------------|----------------|
| Title                      | No.          | Proposed       | +/-            | Lbr Dist       |
| ACCOUNTING OFF SPEC III U  | 26040        | 1.000          |                | 1.000          |
| ADMIN & FISCAL SVS MGR UN  | 14631        | 1.000          |                | 1.000          |
| ADMIN SECRETARY            | 26040        | 1.000          |                | 1.000          |
| ASSISTANT HUMAN RESRCS AN  | 26030        | 1.000          |                | 1.000          |
| ASSISTANT MANGMNT ANLST U  | 26030        | 3.000          |                | 3.000          |
| ASSOC MANGMNT ANLST U      | 26030        | 1.000          | 1.000          |                |
| ASSOCIATE HUMAN RESRCS AN  | 26030        | 1.000          |                | 1.000          |
| BUILDING MAINT MECH        | 26040        | 2.000          |                | 2.000          |
| CIRCULATION SERVICES MANA  | 14680        | 1.000          |                | 1.000          |
| DEPUTY DIRECTOR LIBRARY S  | 12110        | 1.000          |                | 1.000          |
| DIRECTOR OF LIBRARY SERVI  | 11150        | 1.000          |                | 1.000          |
| INFORMATION SYSTEMS SPEC   | 26040        | 3.000          |                | 3.000          |
| LIBRARIAN I                | 26030        | 14.800         | 1.500          | 13.300         |
| LIBRARIAN II               | 26030        | 7.500          | (0.500)        | 8.000          |
| LIBRARY AIDE               | 26040        | 13.500         | 0.500          | 13.000         |
| LIBRARY ASSISTANT          | 26040        | 14.250         |                | 14.250         |
| LIBRARY INFO SYSTEMS ADMI  | 14640        | 1.000          |                | 1.000          |
| LIBRARY LITERACY PROG COO  | 26030        | 1.000          |                | 1.000          |
| LIBRARY SERVICES MANAGER   | 14680        | 2.000          |                | 2.000          |
| LIBRARY SPECIALIST I       | 26040        | 3.000          |                | 3.000          |
| LIBRARY SPECIALIST II      | 26040        | 13.800         | 0.250          | 13.550         |
| MAIL SERVICES AIDE         | 26040        | 2.000          |                | 2.000          |
| SENIOR BUILDING MAINT SUP  | 13350        | 1.000          |                | 1.000          |
| SENIOR LIBRARIAN           | 26030        | 3.000          |                | 3.000          |
| SOCIAL SERVICES SPECIALIST | 14690        | 1.000          | 1.000          |                |
| SUPERVISING LIBRARIAN      | 24810        | 8.000          |                | 8.000          |
| SUPERVISING LIBRARY ASSIS  | 26040        | 9.000          |                | 9.000          |
| TOOL LENDING SPECIALIST    | 26040        | 3.000          |                | 3.000          |
| <b>Career</b>              | <b>s-ttl</b> | <b>114.850</b> | <b>3.750</b>   | <b>111.100</b> |
| hourly: LIBRARY AIDE       | 26040        | 0.750          |                | 0.750          |
| hourly: LIBRARY PAGE       | 26040        |                | (4.200)        | 4.200          |
| <b>Non-Career</b>          | <b>s-ttl</b> | <b>0.750</b>   | <b>(4.200)</b> | <b>4.950</b>   |
| <b>Career + Non-Career</b> | <b>BPL</b>   | <b>115.600</b> | <b>(0.450)</b> | <b>116.050</b> |

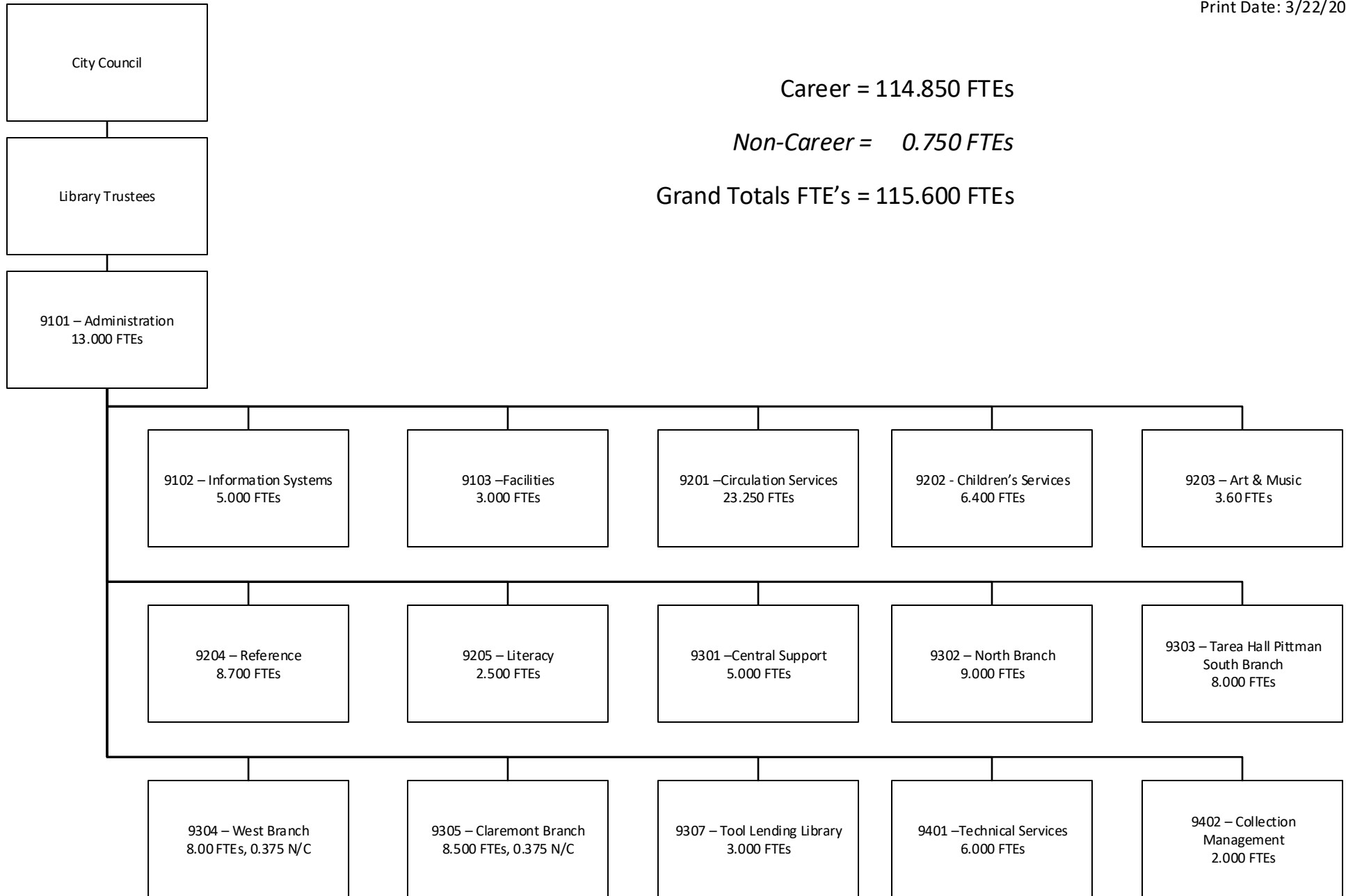


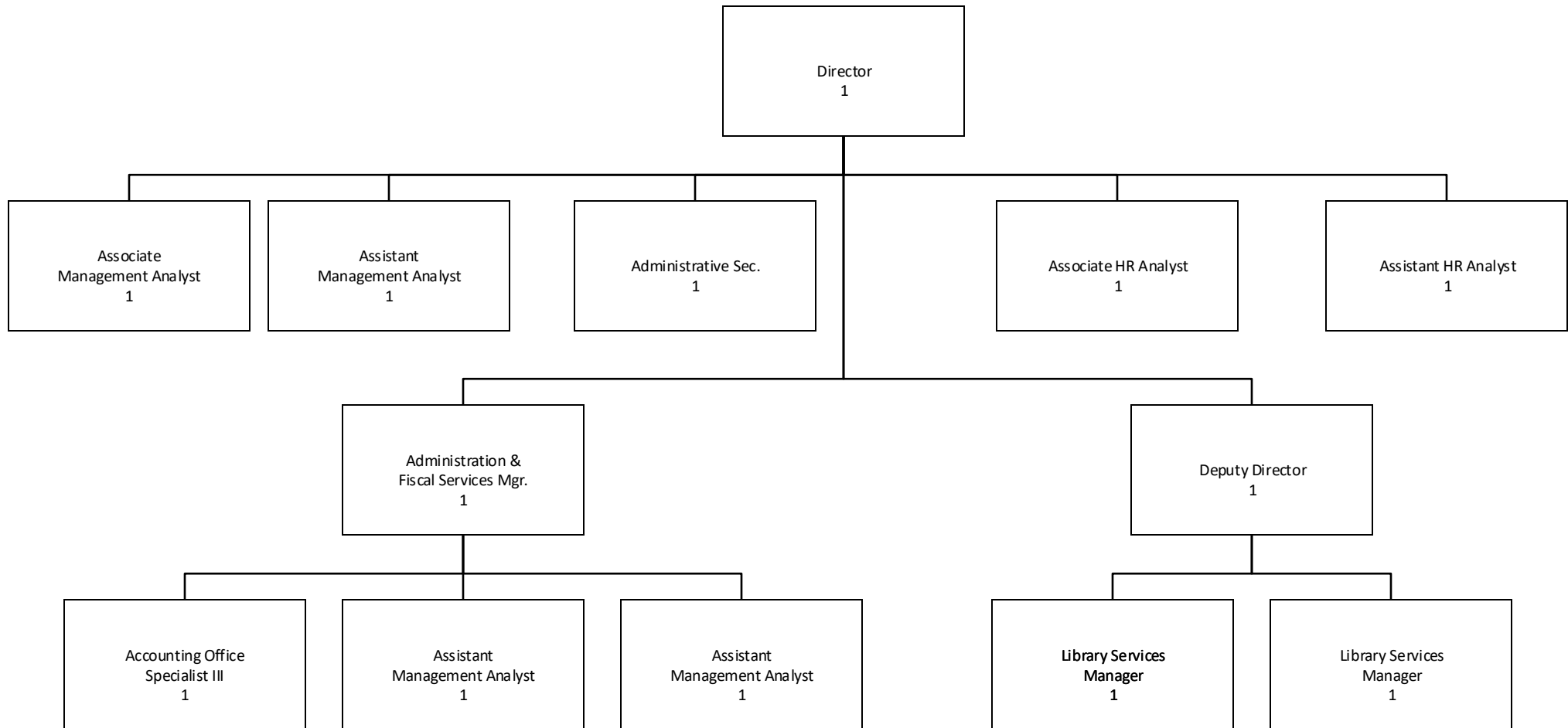
**Proposed FY 2022 Position FTE Summary by Division**

| Dep/Div           | Title                                  | FTE            |                |                |
|-------------------|----------------------------------------|----------------|----------------|----------------|
|                   |                                        | Proposed       | +/-            | Lbr Dist       |
| 9101              | Administration                         | 13.000         | 1.000          | 12.000         |
| 9102              | Information Systems                    | 5.000          |                | 5.000          |
| 9103              | Facilities Maintenance                 | 3.000          |                | 3.000          |
| 9201              | Circulation Services                   | 23.250         |                | 23.250         |
| 9202              | Childrens Services                     | 6.400          |                | 6.400          |
| 9203              | Art+Music                              | 3.500          |                | 3.500          |
| 9204              | Reference                              | 8.700          |                | 8.700          |
| 9205              | Literacy Programs                      | 2.500          |                | 2.500          |
| 9301              | Central Support                        | 5.000          | 2.000          | 3.000          |
| 9302              | North Branch                           | 9.000          |                | 9.000          |
| 9303              | Tarea Hall Pittman South Branch        | 8.000          |                | 8.000          |
| 9304              | West Branch                            | 8.000          |                | 8.000          |
| 9305              | Claremont Branch                       | 8.500          | 0.750          | 7.750          |
| 9307              | Tool Lending Library                   | 3.000          |                | 3.000          |
| 9401              | Technical Services                     | 6.000          |                | 6.000          |
| 9402              | Collections Management                 | 2.000          |                | 2.000          |
| <b>Career</b>     |                                        | <b>114.850</b> | <b>3.750</b>   | <b>111.100</b> |
| 9201              | <i>Circulation Services</i>            |                | (1.400)        | 1.400          |
| 9302              | <i>North Branch</i>                    |                | (1.050)        | 1.050          |
| 9303              | <i>Tarea Hall Pittman South Branch</i> |                | (0.350)        | 0.350          |
| 9304              | <i>West Branch</i>                     | 0.375          | (0.700)        | 1.075          |
| 9305              | <i>Claremont Branch</i>                | 0.375          | (0.700)        | 1.075          |
| <b>Non-Career</b> |                                        | <b>0.750</b>   | <b>(4.200)</b> | <b>4.950</b>   |
| <b>BPL</b>        | <b>Career + Non-Career</b>             | <b>115.600</b> | <b>(0.450)</b> | <b>116.050</b> |

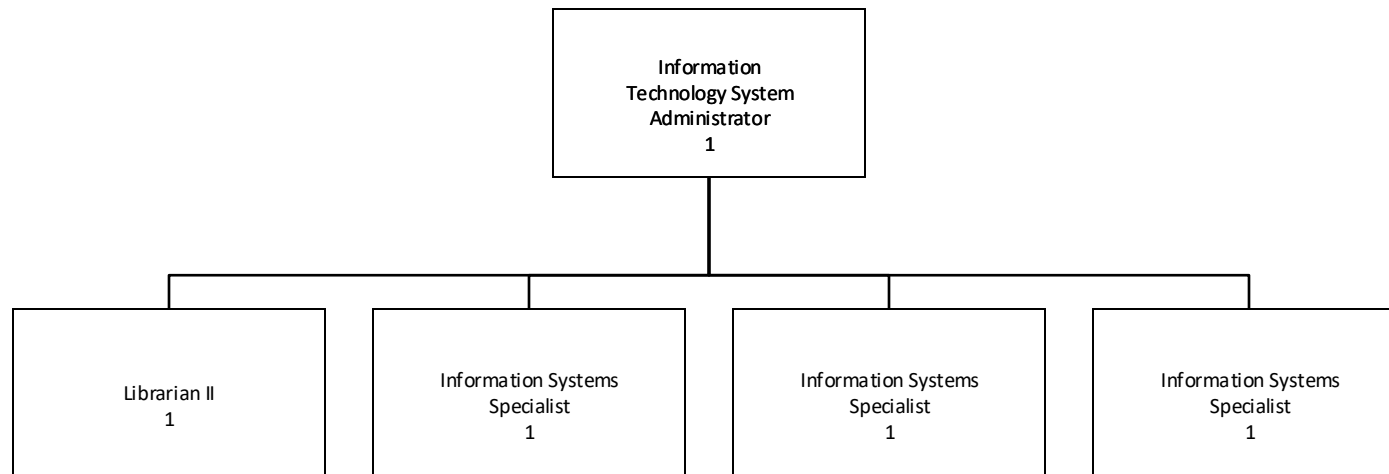


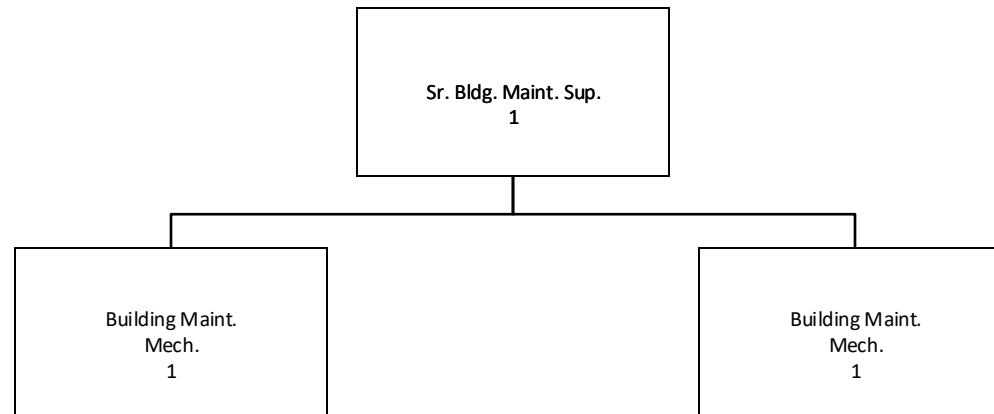
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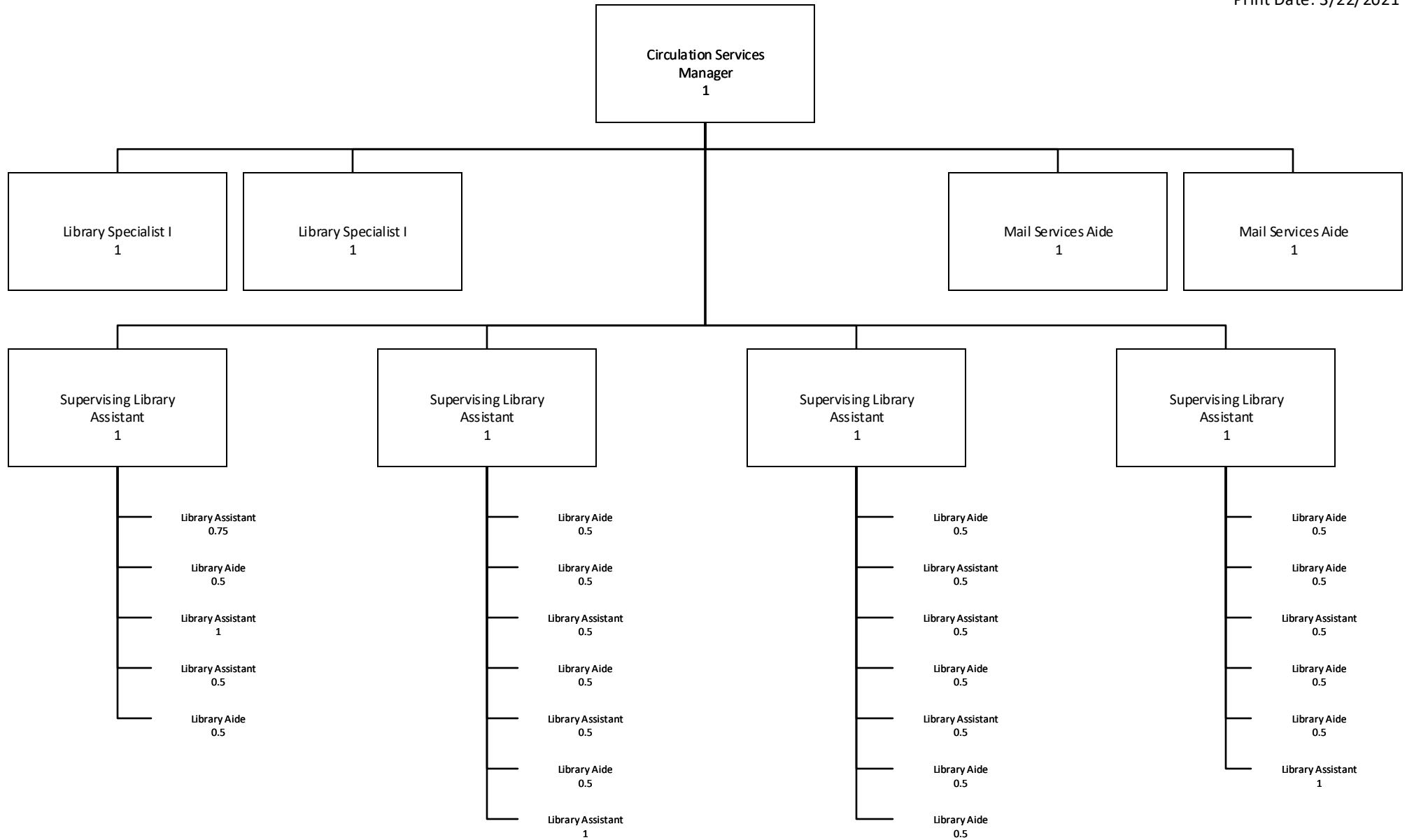




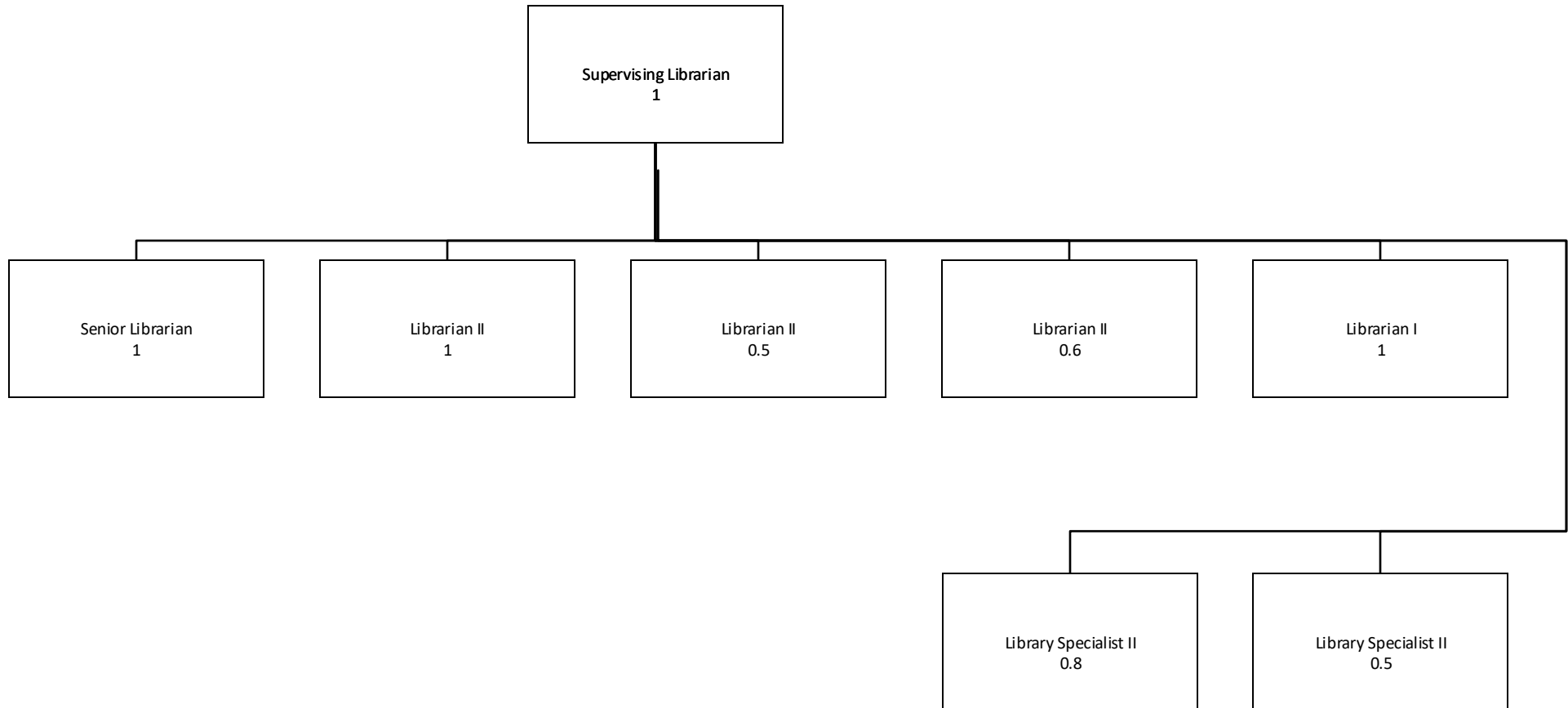




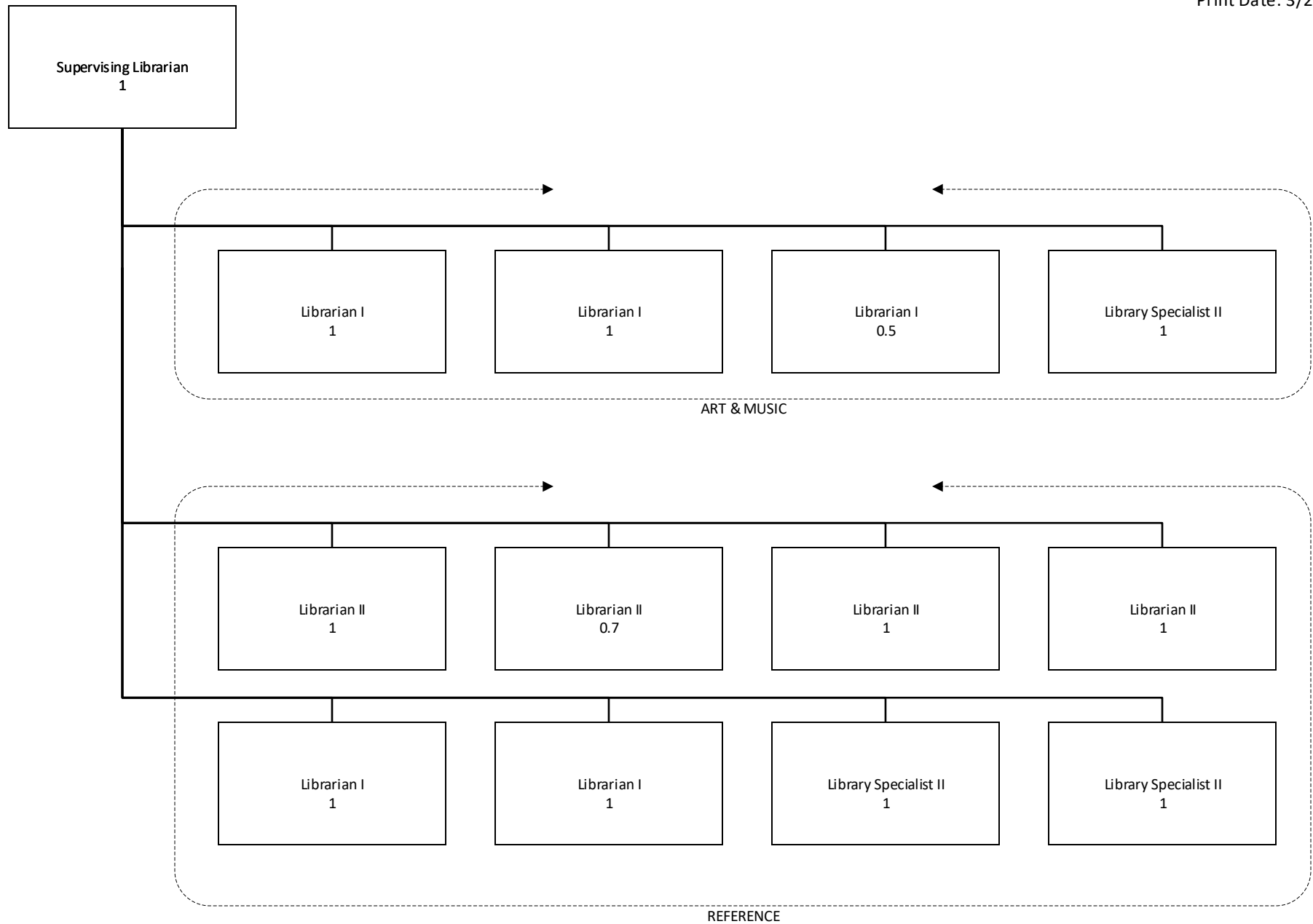
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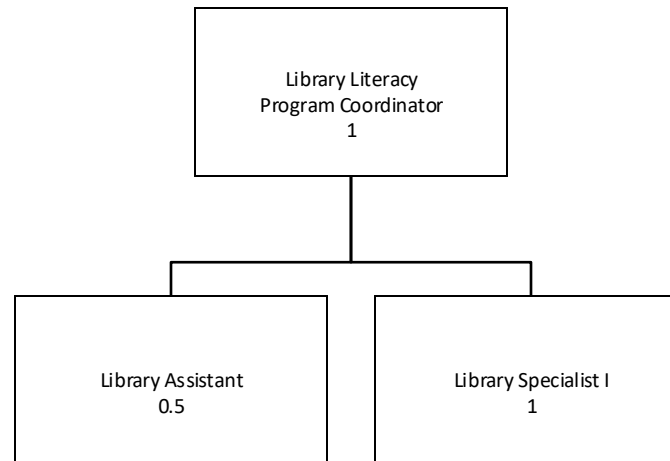


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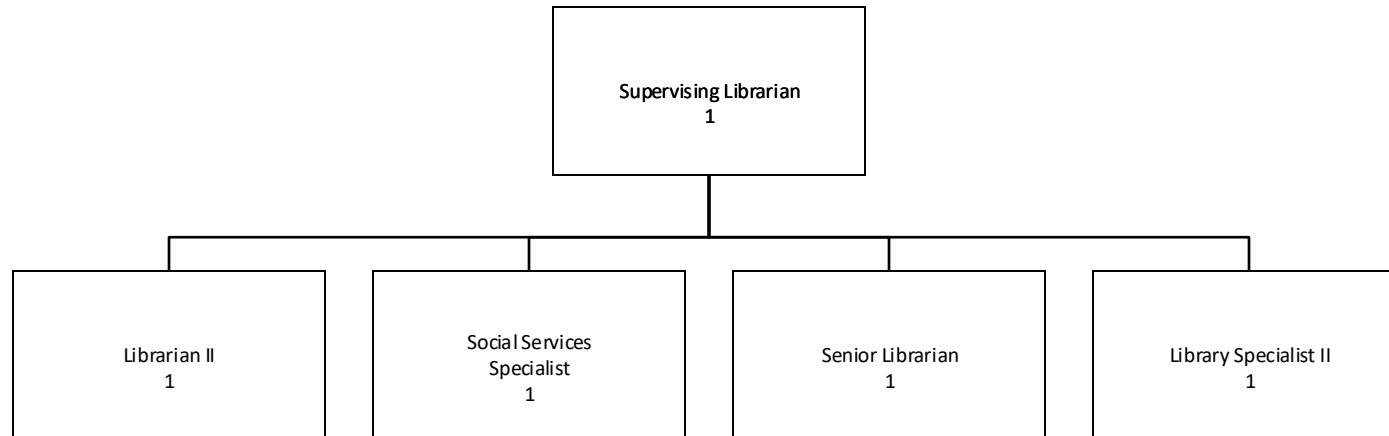
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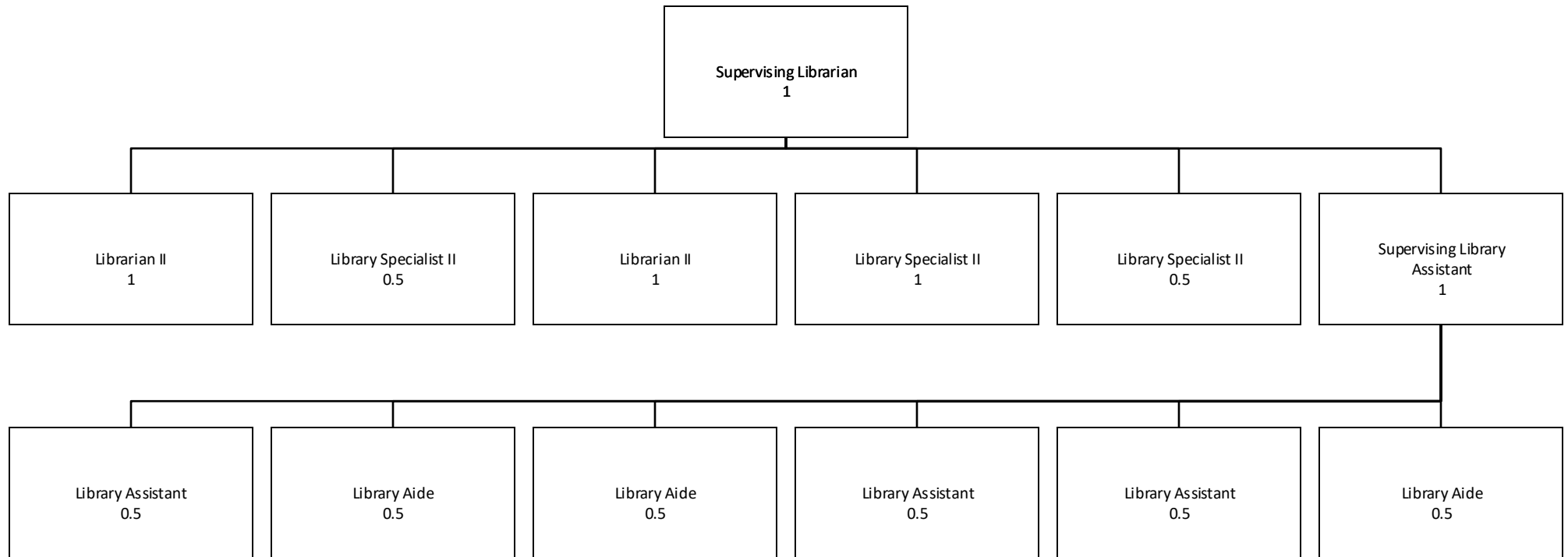




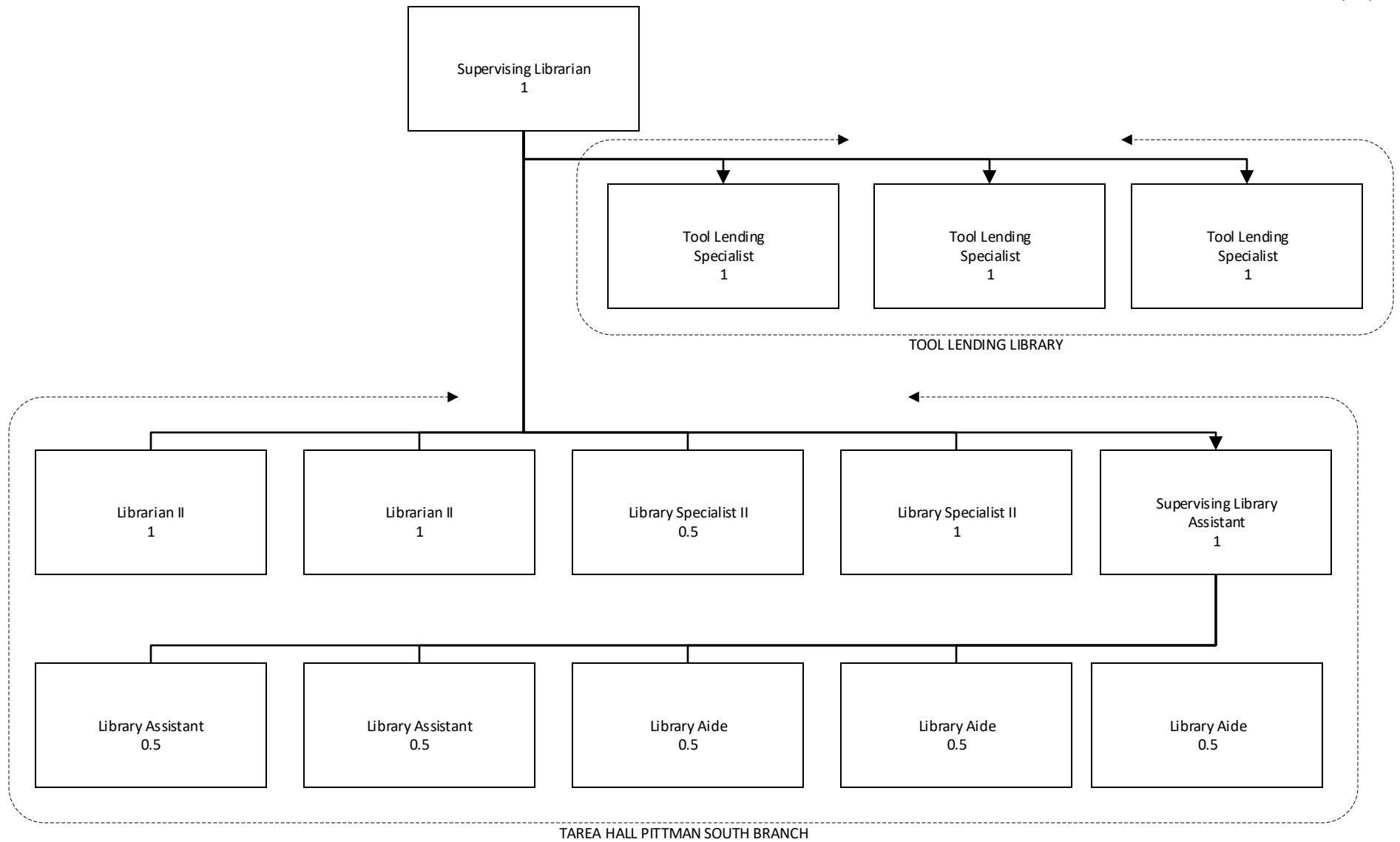


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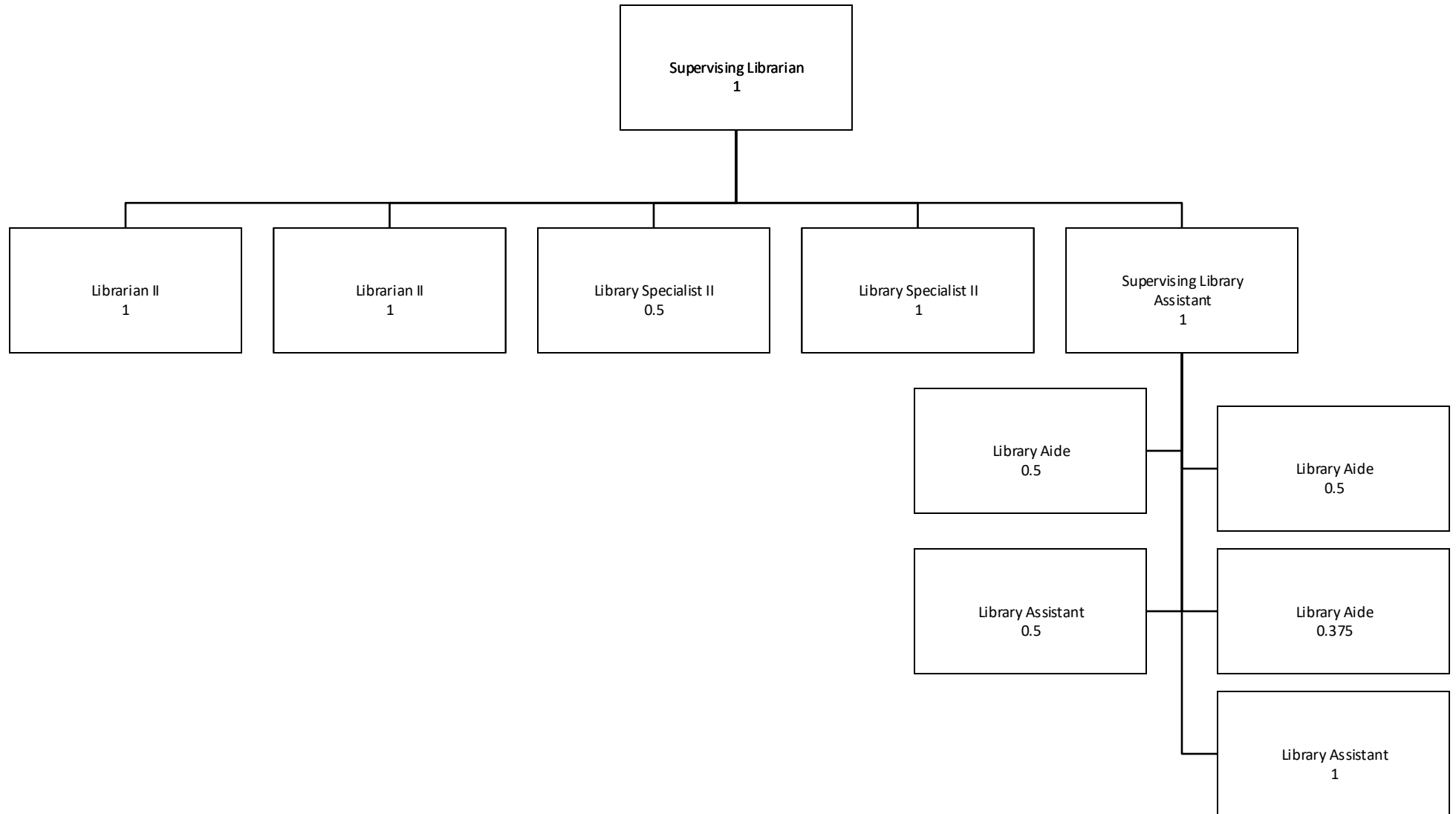


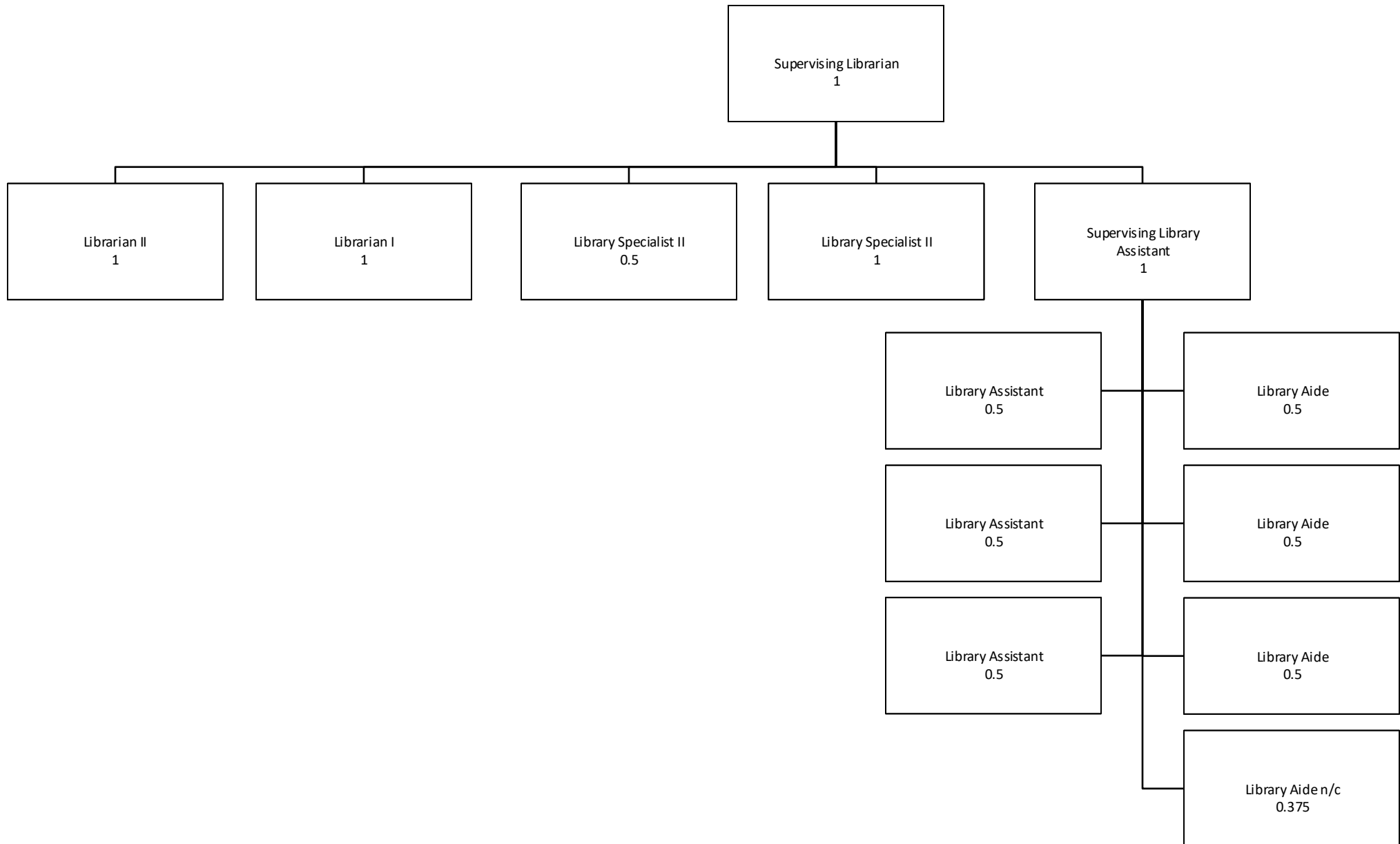


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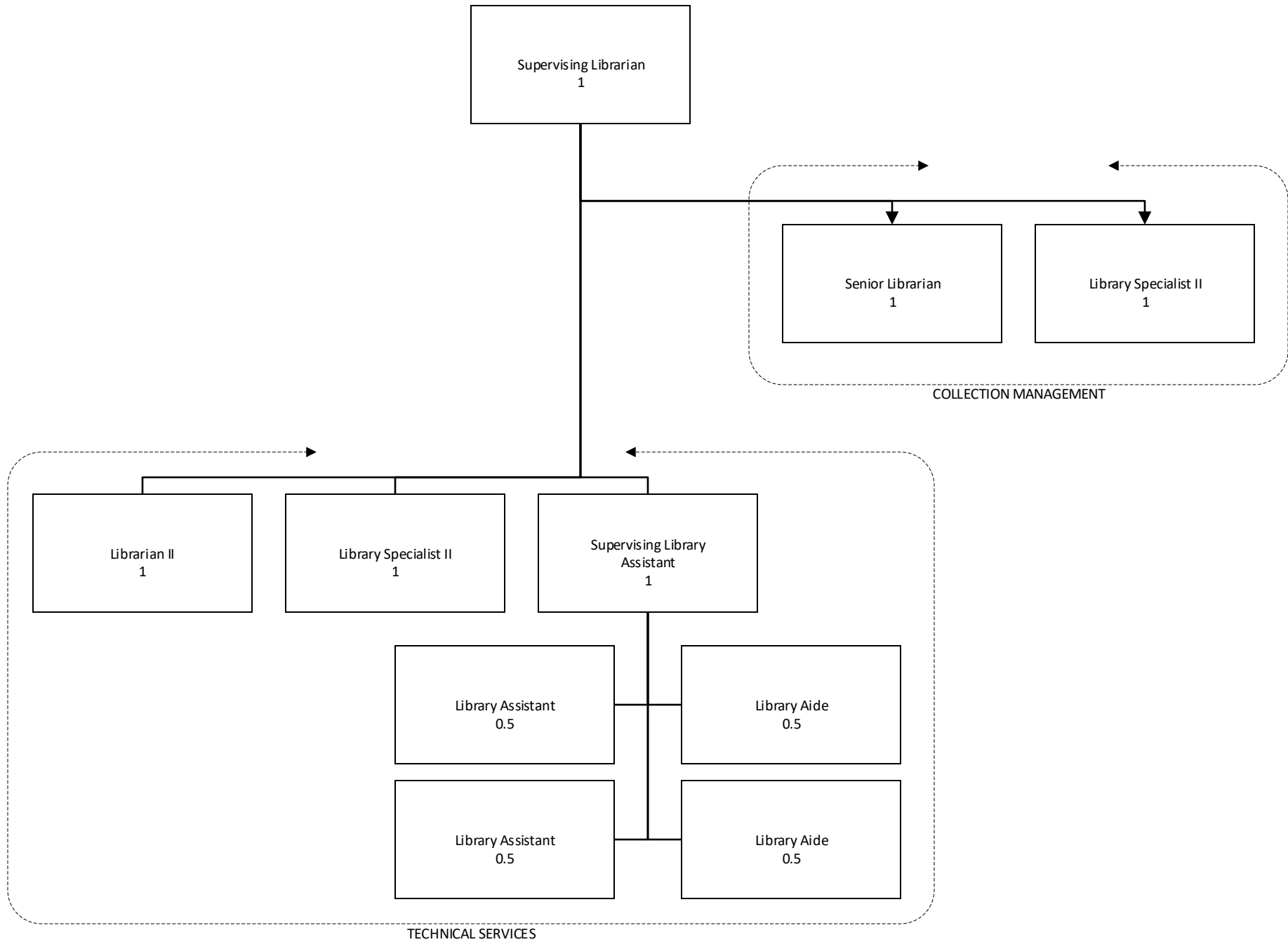


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Print Date: 3/22/2021







**ACTION CALENDAR**

April 7, 2021

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Report on recruitment process to fill vacancy on Board of Library Trustees created by Trustee Hunt's term end effective April 3, 2021

**INTRODUCTION**

Review timeline for process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Hunt's first term, effective April 3, 2021, as Trustee Hunt declined reappointment to a second term.

**FISCAL IMPACT**

None.

**BACKGROUND**

Trustee Hunt's first term ended on April 3, 2021. To ensure a replacement is selected and confirmed by City Council in as timely a way as possible, the process to fill this vacancy will begin in April. The proposed timeline conforms with the process established by the Board for past Trustee appointments and allows adequate time for all steps as outlined below.

**CURRENT SITUATION AND ITS EFFECTS**

The process and criteria related to the search for a replacement will begin in April to ensure as timely an appointment as possible.

| <i>Date</i>          | <i>Activity</i>                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 7, 2021        | BOLT Regular meeting: review recruitment process                                                                                                                    |
| April 8—May 21, 2021 | Recruitment open. Press Release. Advertise on website, at all library locations, in newsletter, as an insert with City Councilmember communications to constituents |
| May 5, 2021          | BOLT Regular meeting: provide update of ongoing process                                                                                                             |
| TBD                  | BOLT Special Meeting: interviews and selection of recommended candidate                                                                                             |
| June 2, 2021         | Regular BOLT Meeting – Action item to select preferred candidate to recommend to City Council                                                                       |
| June 10, 2021        | Submit City Council item report to the City Clerk by 12:00pm                                                                                                        |
| July 13, 2021        | City Council Meeting – Consent or Action item to appoint the preferred candidate                                                                                    |
| July 14, 2021        | New Trustee term begins                                                                                                                                             |
| September 1, 2021    | New Trustee's first regular meeting as a Board member                                                                                                               |

### *RECRUITMENT*

The current [Boards and Commission page](#) of the City's website provides general information on commission vacancies and specific information for the Board of Library Trustees, including:

- [Commission Application](#)
- [BOLT Supplemental Questionnaire](#)
- [Board of Library Trustees Responsibilities](#)
- And a link to the [Board of Library Trustees webpage](#).

The Board of Library Trustees is authorized by the City of Berkeley Charter. Charter provisions concerning library trustees can be found in [Charter § 30](#) (pages 31). Additional information related to the Board of Library Trustees can be found in Chapter 3.04 of the [Berkeley Municipal Code](#):

The three documents most relevant to the recruitment process: Application for Appointment to Berkeley Boards and Commissions, Supplemental Questionnaire for the Berkeley Board of Library Trustees, and Responsibilities of the Berkeley Public Library Board of Library Trustees are included for the Board's information. These are the same documents used in the most recent recruitment effort.

### FURTHER ACTION

None.

### CONTACT PERSON

Tess Mayer, Director of Library Services, 510-981-6195

### Attachments:

1. Application for Appointment to Berkeley Boards and Commissions
2. Supplemental Questionnaire for the Berkeley Board of Library Trustees
3. Responsibilities of the Berkeley Public Library Board of Library Trustees



**APPLICATION FOR APPOINTMENT TO BERKELEY  
BOARDS AND COMMISSIONS**

**NAME:** \_\_\_\_\_

**RESIDENCE ADDRESS:** \_\_\_\_\_  
Street City Zip

**BUSINESS NAME/ADDRESS:** \_\_\_\_\_  
Street City Zip

**EMAIL ADDRESS:** \_\_\_\_\_

**OCCUPATION/PROFESSION:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

I have been a resident of Berkeley since: \_\_\_\_\_

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: \_\_\_\_\_

Name of board/commission: \_\_\_\_\_

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

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*Please use another sheet of paper, if necessary.*

The following individuals are qualified to comment on my capabilities:

| <u>NAME</u> | <u>ADDRESS</u> | <u>PHONE NO</u> |
|-------------|----------------|-----------------|
|             |                |                 |
|             |                |                 |

\*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at <http://www.cityofberkeley.info/ContentDisplay.aspx?id=4176>.

**\*\*\*PLEASE COMPLETE DEMOGRAPHIC SURVEY \*\*\***

**Please indicate gender:** ☐ Male ☐ Female ☐ Nonbinary ☐ Prefer not to say

**Please indicate whether you are currently a student:** ☐ Yes ☐ No

**Please indicate the racial / ethnic category which you most closely identify with below**

*(response optional - please check only one category):*

- ☐ **WHITE** (Not of Hispanic origin.): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ **BLACK** (Not of Hispanic origin.): All persons having origins in any of the Black racial groups of Africa.
- ☐ **HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- ☐ **ASIAN / PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, and Samoa.
- ☐ **AMERICAN INDIAN / ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Please identify the tribe which you are affiliated with.
- ☐ **OTHER / BI-RACIAL:** Persons who do not identify with any of the above categories or who have mixed or unknown racial/ethnic origins

**AFFIDAVIT OF RESIDENCY\***

I, \_\_\_\_\_, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Not required for Police Review Commission, Loan Administration Board, Elmwood BID, Solano BID, or BUSD appointees

**Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704**



**APPOINTMENT FORM - BOARDS AND COMMISSIONS**  
(For Mayor and Council use only)

**MAYOR/COUNCILMEMBER** \_\_\_\_\_

**NAME OF APPOINTEE** \_\_\_\_\_

**RESIDENCE ADDRESS** \_\_\_\_\_  
Street City Zip

**BUSINESS NAME/ADDRESS** \_\_\_\_\_  
Name  
Street City Zip

**EMAIL ADDRESS** \_\_\_\_\_

**OCCUPATION/PROFESSION** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

Check appropriate box: ☐ New Appointment ☐ Reappointment ☐ Temporary Appt.

Temporary Appt.: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_  
(only if appointing for more than one meeting)

Please send mail to: ☐ Home ☐ Business

Please indicate the name of the board/commission to which you are appointing this individual

**Board/Commission Name:** \_\_\_\_\_

**\*\*\*Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions:** Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

**Special Category** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Mayor/Councilmember

**For Mayor/Councilmember and City Use Only:**

|                |               |              |
|----------------|---------------|--------------|
| Interview Date | Appoint. Date | Process Date |
|----------------|---------------|--------------|



SUPPLEMENTAL QUESTIONNAIRE  
FOR THE  
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
  
  
  
  
  
  
  
  
  
  
2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
  
  
  
  
  
  
  
  
  
  
3. Provide examples of current or previous community service and leadership roles.
  
  
  
  
  
  
  
  
  
  
4. What do you see as the Library’s role in the community now and in the future?

*Please return this form and the **Application for Appointment to Berkeley Boards and Commissions**  
to the Office of the City Clerk*



## Responsibilities of the Berkeley Public Library Board of Library Trustees

*“There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration.” – Andrew Carnegie*

### **Overview**

The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well- managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

### ***Legal Authorities and Responsibilities***

Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

### ***Role as liaison between the general public and the Library***

It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

### ***General Qualifications***

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community. Experience with books and libraries
- Willing and able to work with management, staff and the union.

### ***Practical background and/or direct experience in one or more of these areas is desirable:***

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning
- Personal experience in one or more of these areas:
  - Education
  - Architecture/Construction Accounting/Finance Business
  - Personnel management Technology Law/Government
  - Humanities
  - The Arts
- Availability and openness to the public







**INFORMATION REPORTS**

Wednesday, April 7, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Director's Report

**Alameda County/City of Berkeley COVID Response**

Vaccine distribution efforts continue in Alameda County and the City of Berkeley. At the time of this writing, [27% of Berkeley residents 16 years old and older](#) has been fully vaccinated. Alameda County and the City of Berkeley transitioned to the orange tier or "Moderate" level on March 31. The Library continues to operate its Outdoor Pickup service as planning for a safe, gradual reopening continues.

**Recruitment**

The Library has initiated another recruitment, for the much needed Library Aide position. After 2019's successful Library Assistant recruitment, more Library Aide vacancies were created as a number of staff promoted into these positions. The Library is recruiting for an anticipated 10 positions that will report to a number of different locations including the Central Library, North, Tarea Hall Pittman South, and Claremont. This will be an external recruitment, and individuals who held Page positions previously will be encouraged to apply.

**National Library Worker Day**



Tuesday, April 6: [National Library Workers Day](#), a day for library staff, users, administrators and Friends groups to recognize the valuable contributions made by all library workers. To acknowledge Berkeley Public Library staff after an incredibly challenging year, the Library management team visited each location, distributing ice cream and healthy treats, as well as a small plant for each team member. Many thanks to the Friends of the Berkeley Public Library for sponsoring this important day of recognition.

This celebration is part of National Library Week 2021, which runs from April 4 to 10, and the theme this year is "Welcome to Your Library." The Library will be highlighting this week through a week-long social media campaign.

**Laptop Lending**

In order to better address continued critical need for computer access in our community, the Library will launch a pilot a program to lend laptop computers and mobile Wi-Fi hotspots to Library patrons for home use in April 2021. This project will enable those without access to computers to connect to the internet to access resources.

Through a generous grant from the Library Foundation, the Library has purchased 50 Chromebook laptops and Wi-Fi hotspots to loan to patrons in sets that will enable them to access the kinds of tools they otherwise would have needed to come to the Library to access. While the home base for the laptops will be Central, patrons will be able to reserve and pick up a laptop and hotspot at any Library location. A staff work group has been meeting since February to develop the guidelines and practices the Library will follow to lend these devices as well as to develop basic documentation for patrons on how to use the equipment. The committee members are Alicia Abramson, Marcus Bell, Kasey Breien, Jay Dickinson, Raylene Ezike and Mecca Freeman.

|                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>Need to connect to<br/>the internet?</b></p> <p><b>Borrow<br/>a laptop<br/>&amp;<br/>wi-fi hotspot</b></p> | <p><b>It's easy!</b></p>  <p><b>Call 510.981.6100</b><br/>- or -<br/><b>come by the<br/>Berkeley Public<br/>Central Library<br/>(2090 Kittredge)</b></p> <p><b>Monday: 12-6<br/>Tuesday - Saturday: 10-6</b></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*A two sided card to be distributed to Downtown  
Ambassadors to provide to potentials patrons.*

Part of the team's work has been conducting outreach among those in our community most in need of these resources including groups like seniors; students and parents; low-income households; and unhoused individuals. The team is creating a list of users that will be guaranteed access to these resources before they become available to the general public.

#### **Berkeley Public Library: California Libraries Cultivating Racial Equity and Inclusion Initiative (CREI Initiative) update**

Berkeley Public Library has been accepted to participate in the California Libraries Cultivating Racial Equity and Inclusion Initiative, or "CREI Initiative."

The staff that will be participating on behalf of Berkeley Public Library are: Chinyere Keita, Library Assistant-C Claremont, Sheila Lew, Library Assistant-North, Perlita Payne, Supervising Librarian-Central Adult Services, Aimee Reeder, Assistant Management Analyst (Communications), Linda Sakamoto-Jahnke, Literacy Program Coordinator, and Stewart Shaw, Librarian Central Adult Services.

This team will participate in trainings with library staff from other California library systems and eventually draft action plans for BPL to promote racial equity and inclusion. They just completed their first training, which took place from March 23—25.

#### **Background:**

[CALIFA](#), in partnership with the Marin County Free Library and Santa Monica Public Library, received a grant from the California State Library for CREI Initiative: California Libraries Cultivating Racial Equity and Inclusion Initiative to be implemented in FY 2020-2021. This is a one-year grant process for public library cohorts throughout the State of CA to participate in an immersive process, designed specifically for government organizations to infuse a race and equity focus into organizational outcomes and service deliver through evidence-based shifts in operations, processes and policies.

The CREI Initiative's broad goal at the end of the year is to catalyze a statewide network of libraries and library staff committed to racial equity and full inclusion for all to share information and deepen conversations as well as support actions to grow racial equity in library service delivery and the communities that we serve.

Objectives of the CREI program include:

- Renew and build skills and expertise to promote inclusion and racial equity through library programming
- Strengthen skills to implement community needs assessment, deepen patron-centered services delivery efforts, and engage community stakeholders in building equity at the community level
- Support diversity and inclusion in the library workplace that grows diverse and sustainable leadership at the highest levels of each library organization
- Gain understanding of the role of government and libraries in relation to racial equity
- Develop skills using a Racial Analysis Equity Tool
- Draft a Racial Equity Action Plan and Statement for the home library system and receive mentoring to organize the internal infrastructure to implement it

**CONTACT PERSON**

Tess Mayer, Director of Library Services, Library, 510-981-6195