



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**SPECIAL MEETING**  
Wednesday 05/26/21

**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 May 26, 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](mailto: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](mailto:Eve.Franklin@cityofberkeley.info), [Administrative Secretary](mailto:Administrative.Secretary@cityofberkeley.info), [\(510\) 981-6102](tel: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 May 5, 2021 Regular Meeting

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

**Recommendation:** Adopt the resolution to approve the minutes of the May 5, 2021 Regular Meeting of the Board of Library Trustees.

### B. Recommendation to City Council – Contract: Rainbow Waterproofing & Restoration

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

**Recommendation:** Adopt the resolution to recommend that the City Council adopt a resolution:

1. Approving plans and specifications for the Central Library Stucco Restoration Project, Specification No. 20-11405-C;
2. Accepting the bid of Rainbow Waterproofing & Restoration as the lowest responsive and responsible bidder;
3. Authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications, for an amount not to exceed \$702,384.00, which includes a 20% contingency of \$117,064.00.

### C. Contract Amendment: No. 108425-1, Johnson Controls, Inc.

**From:** Brian Gavin, Senior Building Maintenance Supervisor

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to amend Contract No. 108425-1 with Johnson Controls, Inc. for service maintenance and monitoring of the building management system at the North Branch Library in an incremental amount of \$35,000.00 for a contracted value not-to-exceed \$85,000.00; and to amend the Contract's date of expiration to August 31, 2024 from August 31, 2021.

### D. Contract Amendment: No. 11487891, Sevaa Group, Inc.

**From:** Alicia Abramson, Library Information Systems Administrator

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to amend Contract No. 114878-1 with Sevaa Group, Inc. to provide for an increase of \$37,450.00 from \$74,325.00, thereby increasing the Contract's allowable not-to-exceed amount to \$111,775.00, and to extend the term end date to June 30, 2023.

## III. ACTION CALENDAR

### A. Recommendation to City Council on FY 2022 Library Tax Rates

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

**Recommendation:** Adopt the resolution to recommend that the Berkeley City Council set the FY 2022 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2402 (24.02 cents) per square foot for dwelling units and \$0.3632 (36.32 cents) per square foot for industrial, commercial, and institutional buildings.

### B. Proposed Budget FY 2022 – All Library Funds

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

**Recommendation:** Adopt the resolution to approve the proposed revenue budgets for FY 2022 of \$22,041,603 and the proposed expenditure budgets for FY 2022 of \$25,655,784.

### C. Trustee Recruitment Process Update

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

**Recommendation:** Extend the Trustee application window through close of business, Tuesday, June 1, 2021.

Adjust the original recruitment timeline as follows:

- a. Include a special meeting date of June 14, 2021 to conduct the interviews/selection process.
- b. Schedule an action item for the July 7 regular BOLT meeting to select preferred candidate to recommend to City Council for inclusion on the September 14 City Council meeting agenda. The associated report to Council must be submitted by August 12, 12pm.

**IV. 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**

**V. 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](mailto: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 May 20, 2021.

//s//

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

**Communications:**

|   |           |                |                            |
|---|-----------|----------------|----------------------------|
| 1 | 4/29/2021 | Jesica Brennan | Board Position Open        |
| 2 | 5/20/21   | Peter Metcalf  | Administration Replacement |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, May 5, 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

**PRELIMINARY MATTERS**

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

1. **Call to order:**                      6:33 pm.  
  
Present:                                  Trustees Davenport, Hahn, Roth and Selawsky.  
Trustee Hahn arrived at 6:34pm  
  
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; Amanda Myers, Acting Library Services Manager; Aimee Reeder, Assistant Management Analyst; Danielle McMillian, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary; Erica Dean Glenn, Senior Librarian; Kasey Breien, Librarian; Vlad Kaplan, Information Systems Specialist  
  
Samuel J. Harvey, Deputy City Attorney, City of Berkeley
2. **Public Comments:**   0   speakers. 6 attendees
3. **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
4. **Comments from Board of Library Trustees**
  1. **Trustee Davenport** – Attended All-Staff meeting last Friday, .Moving introduction of the racial justice group.
  2. **Trustee Hahn** – Attended All-Staff meeting, engaging and informative. Personal statements provided by racial justice group members were very moving and eye opening. The [May 11, 2021 City Council meeting](#) will include the reading of a proclamation of appreciation for Judy Hunt. Proud and grateful of Berkeley and how we have come through this pandemic together.
  3. **Trustee Selawsky** – It kind of feels like we are coming out of this, I think by mid June we will really have a real sense of what is going on, Vaccine rate is higher here than other places.

**I. PRESENTATION CALENDAR**

**A. Brown Act Orientation**

**From:** Sam Harvey, Deputy City Attorney, City of Berkeley

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Hahn/Trustee Davenport to adopt resolution #R21-88 to approve the consent calendar.

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

**B. Approve Minutes of the April 7, 2021 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the April 7, 2021 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** Adopted resolution #R21-89.

**III. ACTION CALENDAR**

**A. Proposed Budget FY 2022 – All Library Funds**

There have been no changes since last month's presentation. PIG figure should be posted May 7 and the CPI should be posted the following week. We have tentatively scheduled a meeting for May 26 for another review of the budget, with final approval done at the regular meeting on June 2.

**From:** 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.

**Financial Implications:** None

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

**Action:** No action taken.

**IV. INFORMATION CALENDAR**

**A. Presentation: Transition to Online Programming**

**From:** Kasey Breien, Librarian; Erica Dean Glenn, Senior Librarian; Vlad Kaplun, Information Systems Specialist

**Contact:** Kasey Breien, Librarian; Erica Glenn, Senior Librarian; Vlad Kaplun, Information Systems Specialist

**Action:** Received

**B. Trustee Recruitment Oral Update**

**From:** Director of Library Services

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

**Action:** Received

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

**From:** Director of Library Services

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

**Action:** Received

**V. AGENDA BUILDING**

- Special Meeting tentatively set for May 26
- Regular Meeting on June 2
- Special meeting tentatively set for June 14

**VI. ADJOURNMENT**

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

Adjourned at 8:13 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 5, 2021 as approved by the Board of Library Trustees

//s// \_\_\_\_\_

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

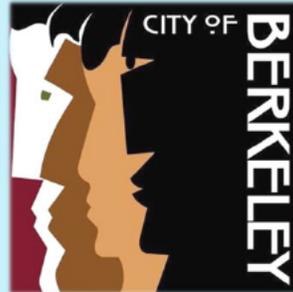
Attachments:

1. Brown Act Orientation
2. Transition to Online Programming Presentations

DRAFT



## THE BROWN ACT



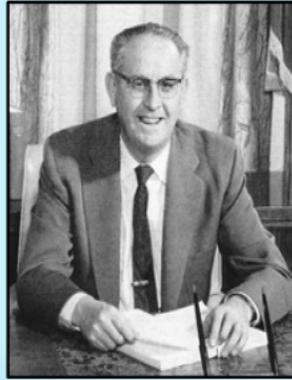
City of Berkeley  
Board of Library Trustees

## HISTORY OF THE BROWN ACT



- ▶ In 1952 SF Chronicle exposed secret meetings conducted by local governments.
- ▶ Example: San Jose City Council left chambers to settle a matter "in private" - "just being practical."
- ▶ League of California Cities drafted a new open meeting law which was sponsored by Assemblymember Ralph M. Brown and signed by Gov. Earl Warren in 1953.

## THE BROWN ACT - OPEN AND PUBLIC



Ralph M. Brown

Photo courtesy The Modesto Bee

“The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.” California Government Code §54950.

## BASICS OF THE ACT

- ▶ Purpose: To ensure the Public's business is done in public.
- ▶ All Meetings of legislative bodies:
  - ▶ Open to the public
  - ▶ Adequately noticed
  - ▶ Stick to agenda
  - ▶ Allow the public to speak on agenda items (before action is taken) and on any non-agenda item within the jurisdiction of the legislative body.

## WHO IS COVERED BY THE BROWN ACT?

- ▶ All “legislative bodies” of the City are covered by the Brown Act:
  - ▶ City Council
  - ▶ Council Committees
  - ▶ Commissions and boards
  - ▶ “Includes just about every type of decision-making body”

## KEY QUESTION: WHAT IS A MEETING?

- ▶ A meeting occurs whenever a **quorum** of members of a legislative body gather to discuss **business within their jurisdiction**.
- ▶ Quorum = a majority of the members of the legislative body
- ▶ Any gathering of a majority of the legislative body can become a “meeting”
  - ▶ Social gatherings
  - ▶ Meetings of other legislative bodies
  - ▶ Retreats, forums, workshops
- ▶ Serial meetings . . .

## SERIAL MEETINGS

- ▶ One of the most challenging aspects of the Brown Act
- ▶ Serial meeting: when the majority of a legislative body uses a series of communications, either directly or through intermediaries, to “discuss, deliberate, or take action on any item within the subject matter jurisdiction of the legislative body.”
- ▶ Serial meetings deprive the public of the right to observe and participate in legislative decision-making.

## TYPES OF SERIAL MEETINGS

### Daisy chain meeting



- ▶ **Example:** Councilmember A calls Councilmember B to talk about a City issue. Councilmember B then calls Councilmember C who calls Councilmember D etc., until a quorum of Council has discussed, deliberated or taken action on the issue.

## TYPES OF SERIAL MEETINGS

Hub and spoke meeting



- ▶ **Example 1:** Councilmember A calls B and discusses a City issue to get his or her opinion. Councilmember A then separately calls Councilmembers B, then C, etc., telling each what the other has said. Eventually a quorum of the Council has discussed, deliberated or taken action on the issue.
- ▶ **Example 2:** A city employee or officer (e.g., commission secretary or department head) who is not a member of the legislative body serves as the “hub.” When briefing legislative body members, staff should take care not to disclose other members' views or positions.

## SERIAL MEETINGS (CONT.)

- ▶ **Technology:**
  - ▶ Emails, texts, and various forms of online communication can turn into a “meeting” under the Brown Act.
  - ▶ “Reply All” button should be used thoughtfully. Staff should use Bcc when emailing members of a legislative body.
- ▶ **Social Media:**
  - ▶ Serial meetings can occur through tweeting, liking, and commenting on blogs, posts and forums.
  - ▶ AB 992 (2020): Officials can communicate with the public through social media but cannot engage with content of their fellow members (e.g., commenting, sharing, “liking”)
- ▶ Contact the City Attorney's office with questions or concerns

## MEETINGS EXCEPTIONS

Several exceptions to the definition of "meeting"

- ▶ Individual contacts – A member of a legislative body can meet with any other person, including another member of the legislative body.
  - ▶ But be careful of serial meetings
- ▶ Attending a conference or "open and public" meeting hosted by a private person or organization, but must not talk about City business outside of the scheduled program.
- ▶ Social or ceremonial gathering provided a majority does not discuss matters within their jurisdiction.
- ▶ Open meeting of another body – provided a majority does not discuss among themselves, other than as part of the scheduled meeting, matters within their jurisdiction.

## CLOSED SESSION

- ▶ Legislative bodies can meet in closed session for certain matters:
  - ▶ Existing or anticipated litigation
  - ▶ Personnel matters or negotiations with bargaining units
  - ▶ Real property negotiations
- ▶ Closed session items still must be briefly described on the posted agenda, which must identify the exemption for each item

## **ENFORCEMENT**

- ▶ Demand to cure or correct
- ▶ Complaints to OGC
- ▶ Lawsuits
- ▶ Criminal



# ONLINE PROGRAMMING

Berkeley Public Library

## PRE-PANDEMIC

We were lucky that we already had some cameras



- Promotional Material
- Tool Lending Catalog

# PRE-PANDEMIC

## Equipment Management Software - CHEQROOM

The screenshot shows the CHEQROOM software interface for 'Berkeley Public'. The left sidebar contains navigation options: All locations, Dashboard, Calendar, Items, Kits, Contacts, Reservations, Check-outs, and Reports. The main area displays a table of equipment items with columns for checkboxes, item names, categories, brands, and locations. The items listed include microphone adapter cables, Rode Interview Go Handheld Microphone Holders, and Rode Video Mics. Some items are marked as 'Available' with a green dot and an ID number. Two items at the bottom are assigned to staff members: 'Berringshale, Dan' and 'Myers, Amanda'.

| Item Name                                              | Category    | Brand | Location     | Status               |
|--------------------------------------------------------|-------------|-------|--------------|----------------------|
| Microphone Adapter Cable to user Wireless Mic with ... | Audio Video | Rode  | SC7          | Available # 63937152 |
| Microphone Adapter Cable to user Wireless Mic with ... | Audio Video | Rode  | SC7          | Available # 63937152 |
| Rode Interview Go Handheld Microphone Holder (req...   | Audio Video | Rode  | Interview Go | Available # 63937152 |
| Rode Interview Go Handheld Microphone Holder (req...   | Audio Video | Rode  | Interview Go | Available # 63937152 |
| Rode Interview Go Handheld Microphone Holder (req...   | Audio Video | Rode  | Interview Go | Available # 63937152 |
| Rode Interview Go Handheld Microphone Holder (req...   | Audio Video | Rode  | Interview Go | Available # 63937152 |
| Rode Video Mic                                         | Audio Video | Rode  | Video Mic    | Available # 63937152 |
| Rode Video Mic                                         | Audio Video | Rode  | Video Mic    | Available # 63937152 |
| Rode Wireless Go Mic + ext Lav                         | Audio Video | Rode  | Wireless Go  | Available # 63937152 |
| Rode Wireless Go Mic + ext Lav                         | Audio Video | Rode  | Wireless Go  | Available # 63937152 |

- Outreach
- A/V Equipment

# MINDSET & EXPECTATIONS

We initially wanted to start with live streamed story time.

Staff members were terrified! Aside from providing the content we were asking them to perform for a camera and training them to use the equipment.

We decided there was actually no need to have the story time be live. We opted for pre-recorded content to be premiered using the Facebook Live feature. Librarians were available to interact with the public in the chat.

Staff relaxed!

# FIGURING OUT WHAT WE NEEDED

- Youtubers - they love to talk about their gear
  - Many seemed to like the cameras we had already purchased so we decided to purchase more
- Collaborating on equipment list
  - Central Support / IT / Adult Services / Children's

AV Equipment Notebook ▾ \$\$\$ Lighting Backgrounds Tripods Kits Video Sound Captioning Videographers Editing Software Docu

Friday, August 07, 2020 10:17 AM

**Editing Software:** OpenShot is free and very similar to early 2000s Windows Movie Maker. It seems pretty intuitive to use and lets you do all the needed basics, fades/transitions, titles, volume adjustments within film segments and so on (which the new Movie Maker does not).  
<https://www.openshot.org/>  
\*\*OK is this for video tutorials

OK  
CH

Camtasia is a great editing software, I wonder if we could qualify for their education discount  
<https://www.techsmith.com/store/camtasia/education>  
Free Trial: <https://www.techsmith.com/video-editor.html>

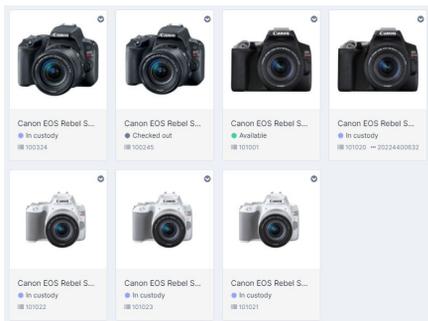
OK

My daughter did a film camp this summer and the women who work there (who are all filmmakers) said that Adobe Rush was good for creating and sharing online videos:  
<https://www.adobe.com/products/premiere-rush.html>

GE

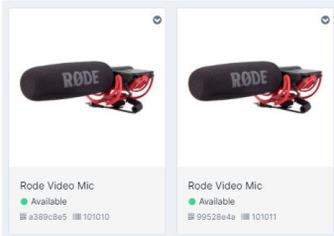
# THE GOODS

## 7 Cameras



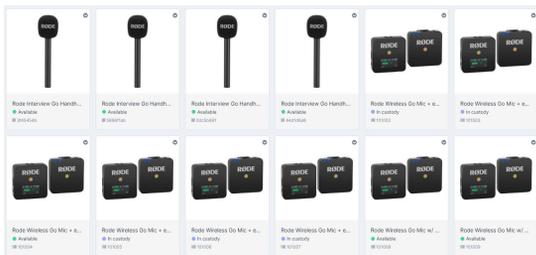
# THE GOODS

2 shotgun microphones (directional)



# THE GOODS

8 wireless microphones

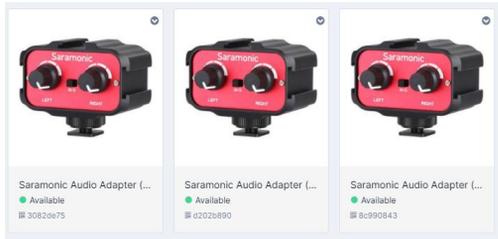


6 lapel microphones



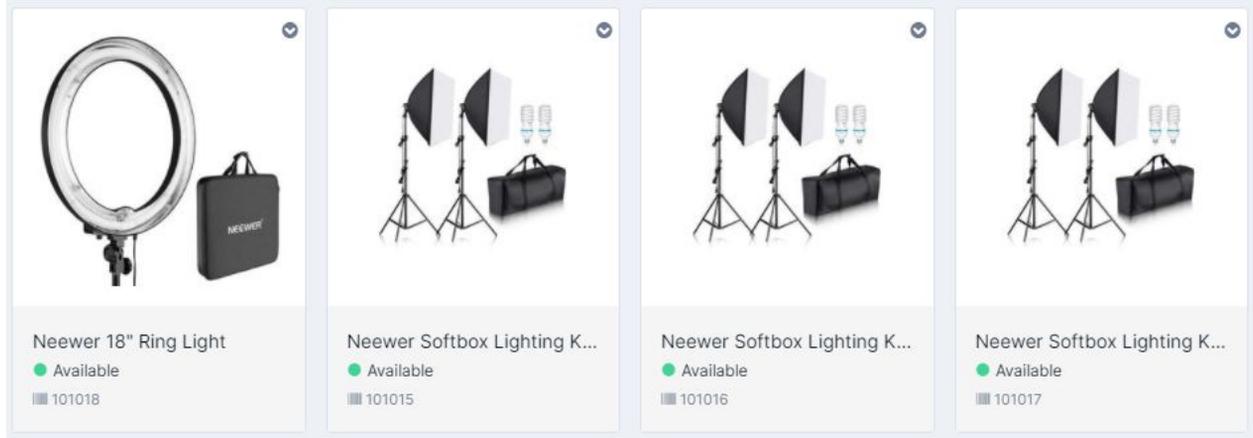
# THE GOODS

3 Dual Channel Audio Mixers



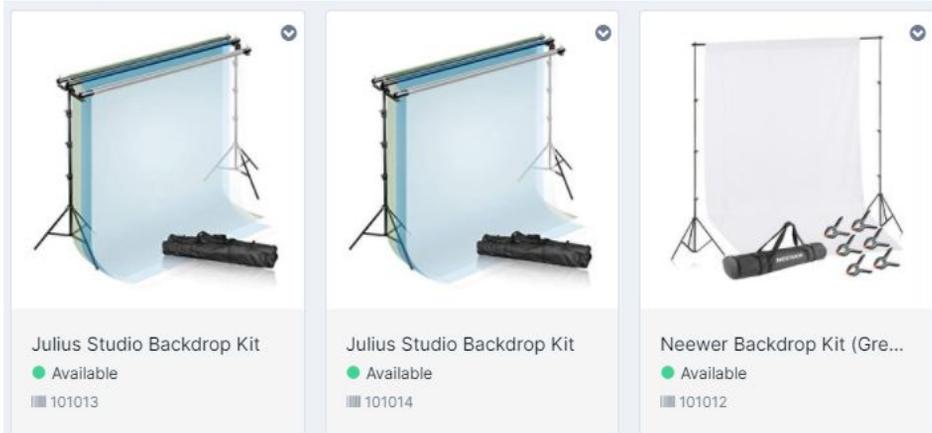
# THE GOODS

3 softbox lights kits and 1 ring light



## THE GOODS

3 backdrop kits (+ green, black, white, gray, and blue backdrops)



## THE GOODS

Live Virtual Programming

We purchased Zoom licenses (initially supporting 100 simultaneous attendees and subsequently upgrading to 500)

~50 webcams to support comms and programming



## TRAINING

Learning Together

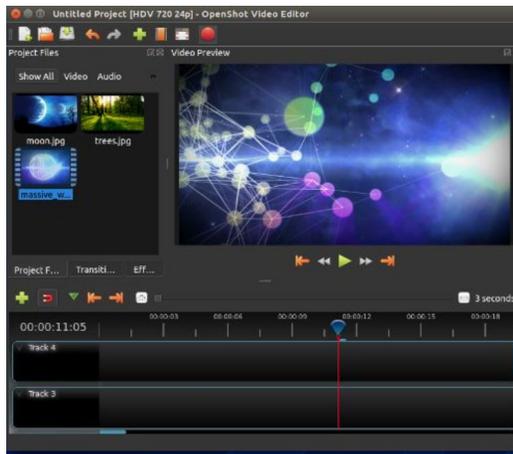
Record and Repeat



## VIDEO EDITING

This was probably the hardest part

We have a handful of people  
doing the editing



# From In Person to Zoom!

Migrating from in person dialog to digital!



## Getting Started

### THE BRAINSTORMING STAGES

- In June of 2020 Linda and I started brainstorming how to move our ESL Conversation Club to the Zoom platform.
- The original format of our in person ESL Conversation Club included a topic presentation with 5 tables with 5 table leads/volunteers which we would rotate over the hour and a half.
- Due to the proximity of our location we received many adult school students, visiting scholars, and the local language school.



Central ESL Club, Feb. 26, 2020



## Moving Forward

MAKING ESL CLUB ON ZOOM OUR OWN

- Linda and I reached out to other libraries in the area. All the librarians kindly informed us of their process and some even allowed us to sit in on a meeting.
- For the most part each ESL Conversation Club had their own personality which worked for their communities but most involved just a general static conversation.
- We, however, saw what each of the clubs had done and decided to put our own twist on the club. This meant having to learn Zoom.



## Making it Ours

PUTTING THE WORK INTO ACTION

- We spent many hours learning how to replicate our original format by using break out rooms to represent our "tables".
- In addition to reformatting the format, we also had to reach out to our former table leads. Previous we had 5 leads, one for each table and we wanted to keep that format with a lead for each "table".
- We wanted to test what we had learned with a live group so on August 19 we ran our first ESL Conversation Club on Zoom with 10 members of our in person Conversation Club.
- We ran an additional 2 practice runs that were opened up to our e-mail tree before running our first official ESL Conversation Club on Zoom.

# Putting it Into Action

## HOW IT IS GOING

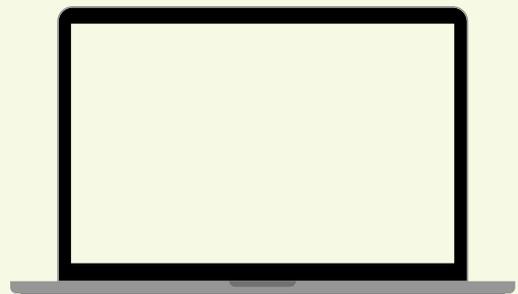
- Currently we are running ESL Conversation Club twice a week on Tuesdays at 10:30 AM and Wednesdays at 4 PM.
- We are averaging about 20 patrons per meeting. Roughly 1/3 of those patrons are from outside the United States, some include former in person ESL Conversation Club members who returned to their home countries.
- We have had members join us from countries Uzbekistan, Vietnam, Republic of Congo, Peru, Ukraine, Italy, and Belarus.

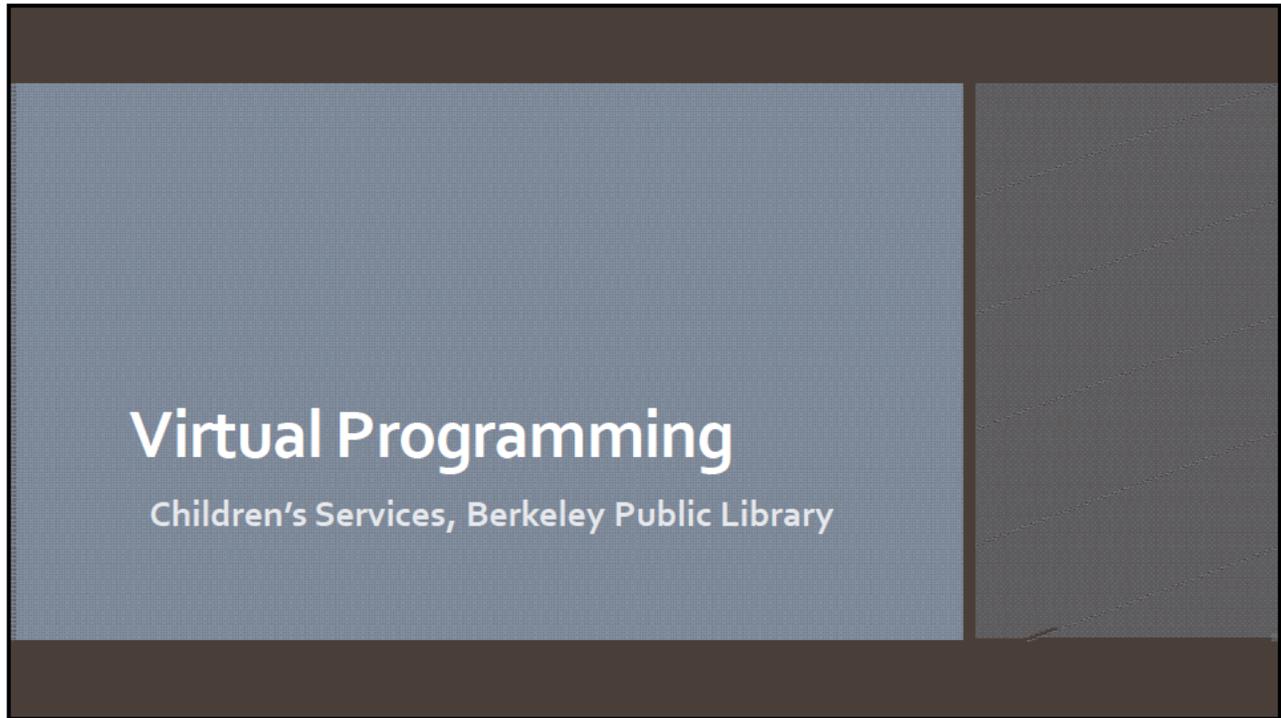


# Continuing On

## ONE ON ONE TECH HELP

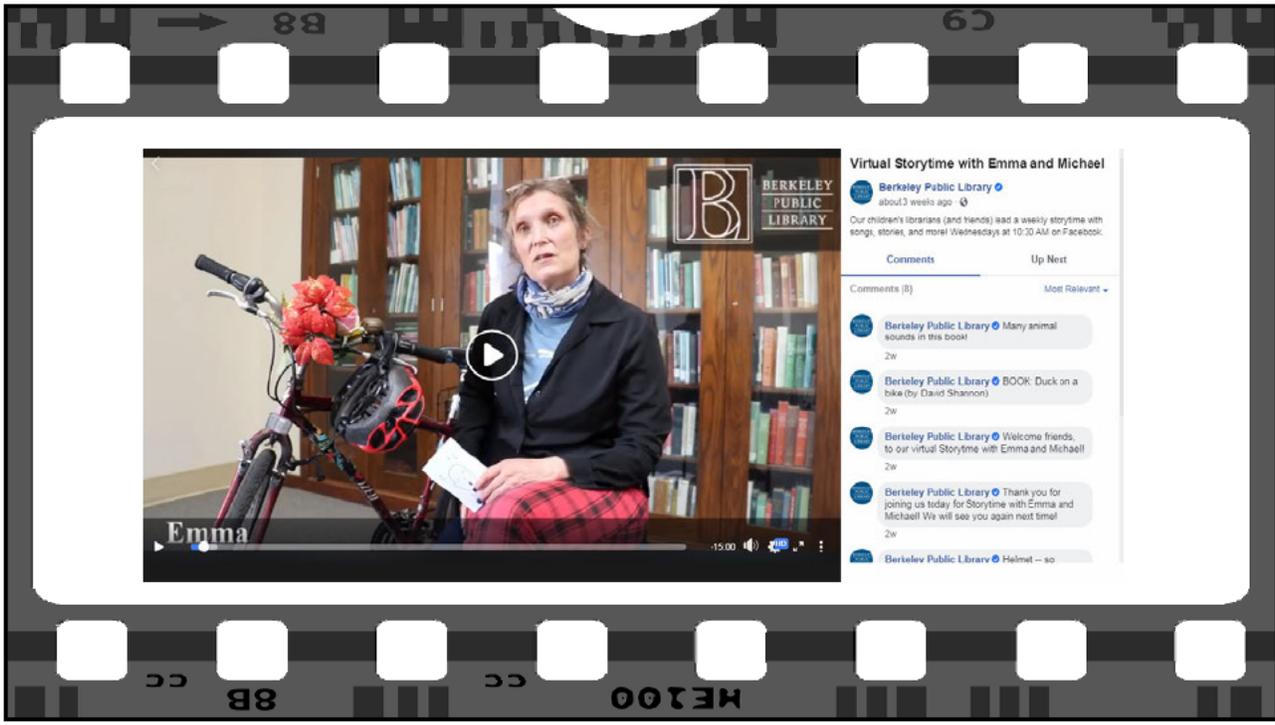
- Taking what Linda and I had learned from studying Zoom for ESL Conversation Club. Kelsey Ockert and I started a One on One Tech Help program designed to help patrons with not only e-Resources but basic computer assistance as well.
- We use breakout rooms in order to assist multiple patrons at one time. With that we use screen mirror to see the patrons screen and assist, or even remote control if there is some other issue.
- Our patrons range from one time assistance, to regulars that we see ever week.
- While we do a lot of e-Resource help we have also done things such as helped a woman install a new version of Windows, set up a printer, and access Kanopy through their TV.

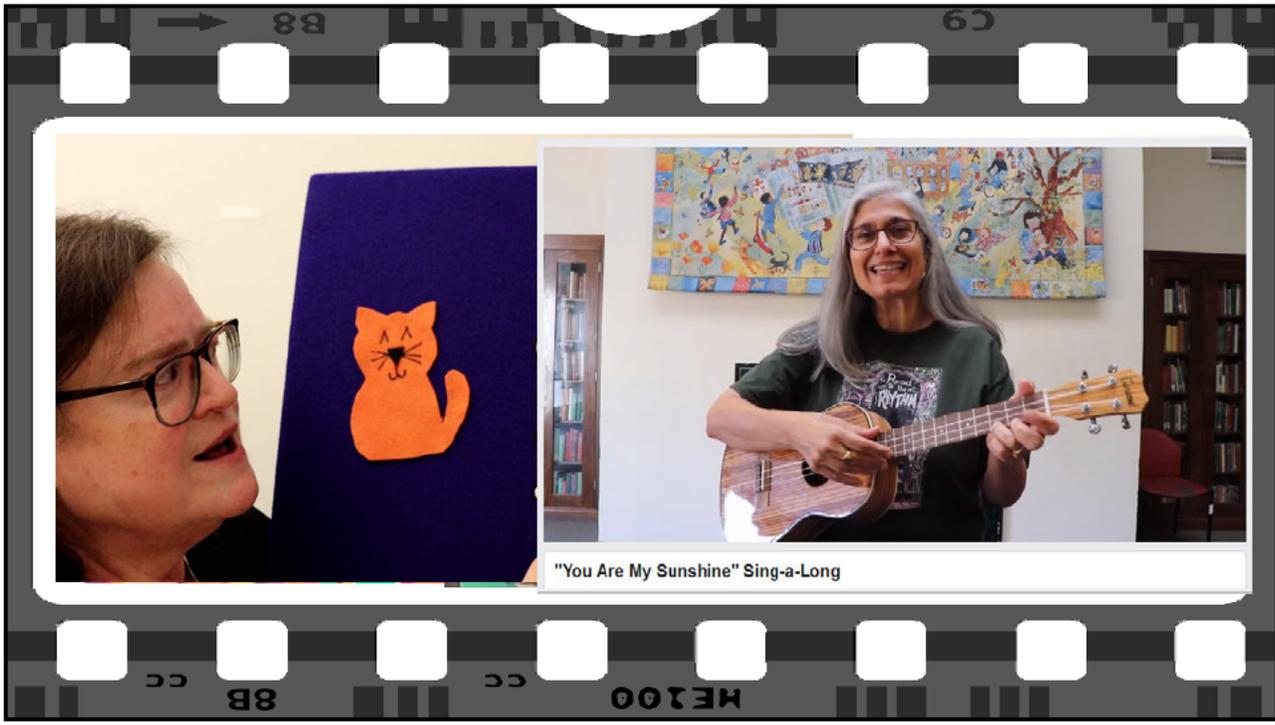
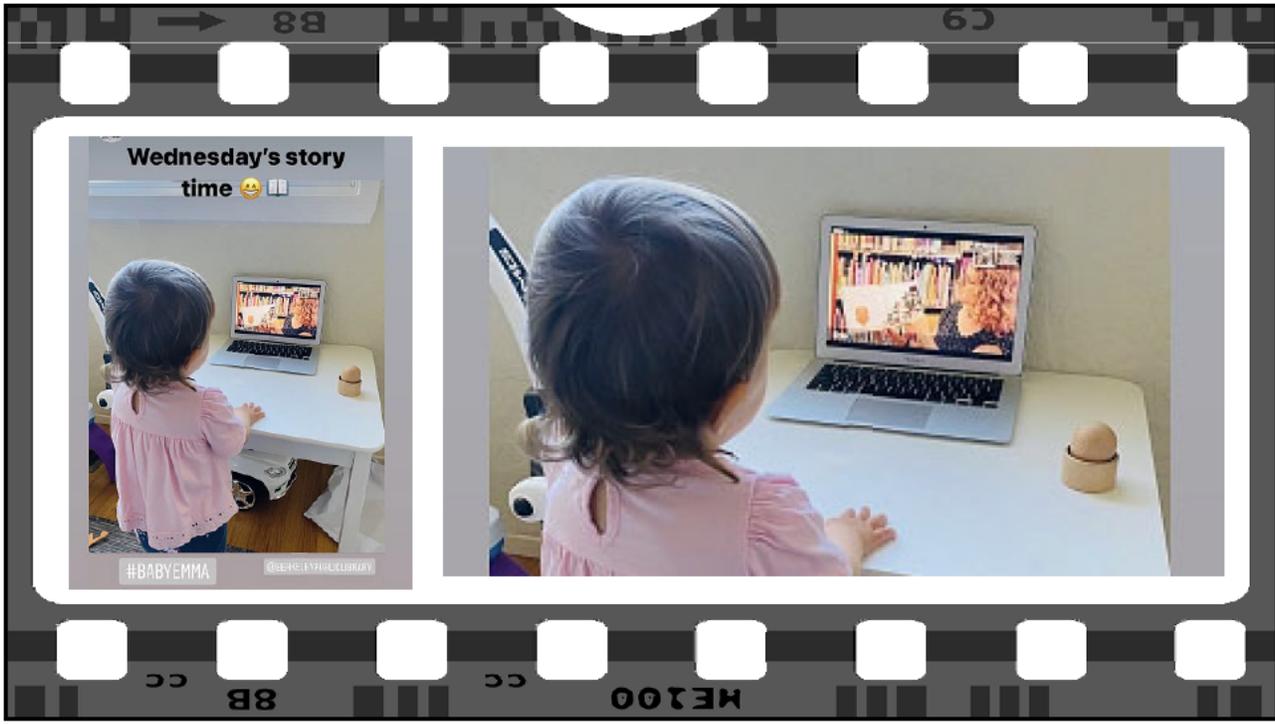


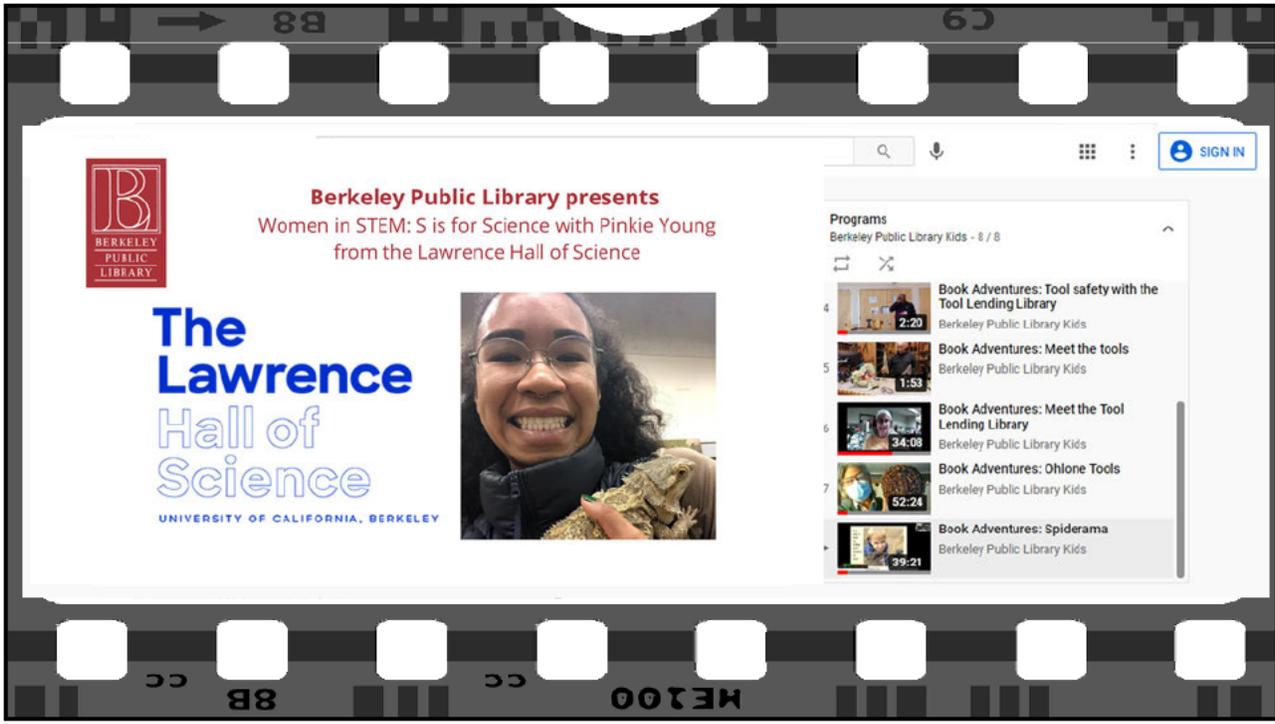


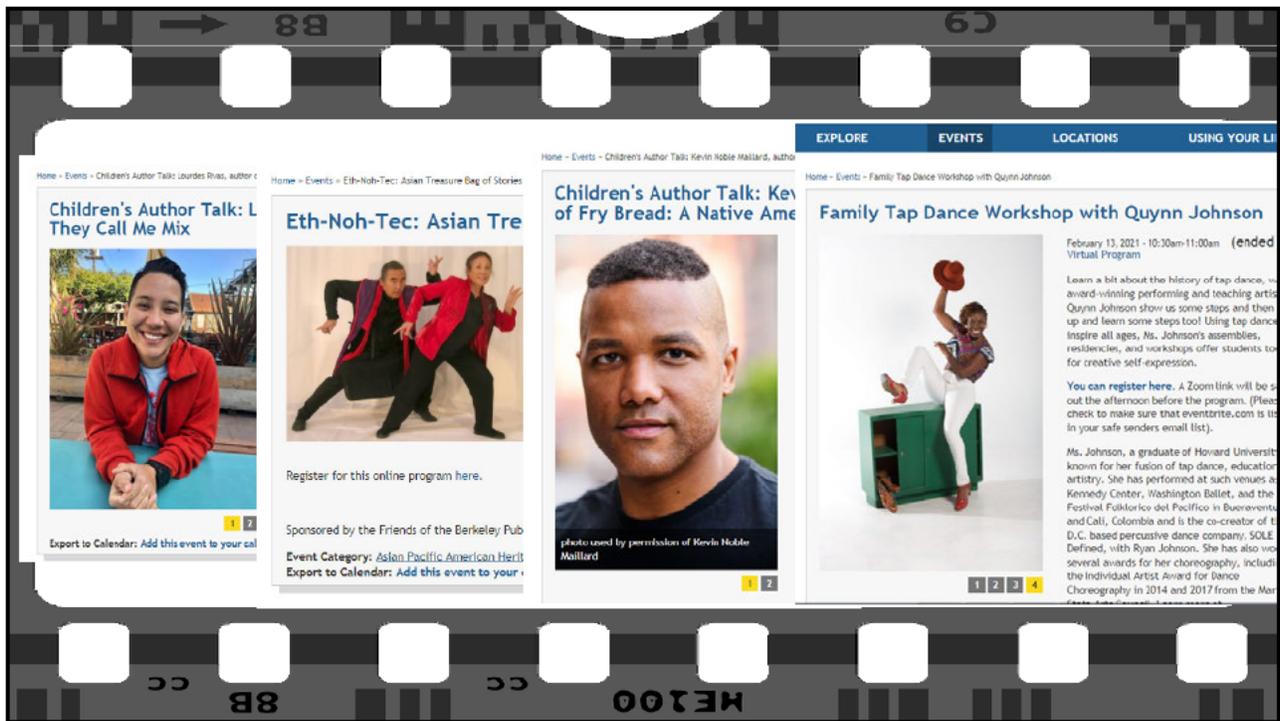
- Started with Summer Reading 2020
- Two programs/month
- Interactivity and connection

The screenshot shows two event listings from the Berkeley Public Library website. The first event is "Coventry and Kaluza, a Virtual Family Event" scheduled for August 15, 2020, from 10:00am to 11:00am. It features a photo of two children and text describing it as a virtual program with a harmonica player and a juggler. The second event is "Cascada de Flores presents The Tree and the Donkey Who Loved to Sing" on June 20, 2020, from 4:00 PM to 5:00 PM PDT. It features a photo of a man and a woman in traditional attire and text describing it as a participatory, bilingual experience.













**CONSENT CALENDAR**

Wednesday, May 26, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Recommendation to City Council – Contract: Rainbow Waterproofing & Restoration

**RECOMMENDATION**

To recommend that the City Council, at their July 27, 2021 meeting, adopt a Resolution:

1. Approving plans and specifications for the Central Library Stucco Restoration Project, Specification No. 20-11405-C;
2. Accepting the bid of Rainbow Waterproofing & Restoration as the lowest responsive and responsible bidder;
3. Authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications, for an amount not to exceed \$702,384.00, which includes a 20% contingency of \$117,064.00.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding is fully programmed in the proposed FY 2022 budget in the Library Tax Fund (101-22-241-263-0000-000-463-662110).

|                                                 |                     |
|-------------------------------------------------|---------------------|
| Lowest bid: Rainbow Waterproofing & Restoration | \$585,320.00        |
| <u>20% contingency</u>                          | <u>\$117,064.00</u> |
| <b>Total NTE construction</b>                   | <b>\$702,384.00</b> |

| Project                                    | Cost         | Fund             | Budget Code                                   |
|--------------------------------------------|--------------|------------------|-----------------------------------------------|
| Central Library Stucco Restoration Project | \$643,852.00 | Library Tax Fund | 101-22-241-263-0000-000-463- 662110<br>LB1940 |

**CURRENT SITUATION AND ITS EFFECTS**

The Public Works Department, jointly with the Library, is requesting execution of a construction contract between the City of Berkeley and Rainbow Waterproofing & Restoration Co., Inc. to rehabilitate the exterior concrete walls of the Central Library’s Bancroft building annex in which the stucco was previously demolished on November 2019 due to poor stucco bonding and for the waterproofing and sealing of appurtenant windows.

The Central Library of the Berkeley Public Library, located at 2090 Kittredge Street (public main entry) and 2031 Bancroft Way (staff entry) requires reapplication of exterior stucco wall cladding to the Bancroft building annex affecting north, west, and south exposure walls. Exterior stucco wall cladding was removed to ensure the safety and security of the public and staff.

The required rehabilitation is important for the integrity of the building. The work consists of treating and repairing the concrete and the application of a high-performance coating system with stucco finish to prevent water from entering the building. This project will not only improve the long-term durability of the exterior

walls, but it will also provide a more welcoming, safe, and comfortable environment, which is consistent with the service priorities in the Library’s 2008-2011 Strategic Plan.

In March 2019, the City and Library initiated redesign and replacement of the demolished stucco system with the Oakland architectural engineering firm Allana Buick & Bers, Inc. leading up to the release on Monday, April 12, 2021 of RFP Specification No. 20-11405-C for the Central Library Stucco Restoration Project.

On Thursday, May 6, 2021, seven bids were received and opened ranging from \$585,320.00 to \$1,186,000.00. Rainbow Waterproofing & Restoration was the lowest responsive and responsible bidder and their references provided and verified satisfactorily. Based on the results, staff recommends that a construction contract for the Central Library Stucco Restoration Project be awarded to Rainbow Waterproofing & Restoration Co., Inc.

BACKGROUND

In April 2002, the Central Library completed a major renovation and earthquake retrofitting project financed by Measure S, a 1996 voter bond measure financing rehabilitation of the library and other civic center improvements in the downtown Berkeley area. Consequently, the Central Library enlarged its footprint with a new wing – the Bancroft building annex – allowing for expanded public service areas on two floors, a Community Meeting Room, and dedicated staff and administrative office areas.

In March 2018, a section of exterior stucco wall cladding on the Bancroft building annex detached in an area not visible from either Kittredge Street or Bancroft Way. With the assistance of the General Services Department and in consultation with other City departments, the Library on an emergency basis engaged the services of a general contractor to secure the area and remove any other proximate potential stucco-related hazards to ensure the safety of Library patrons and staff. Concurrently, the Library engaged the services of an architectural and engineering consultancy firm to determine the extent of failing and or compromised stucco and the causes of the stucco failure. The entirety of accessible walls of the Bancroft annex were examined where stucco was present to evaluate and assess the overall condition as well as the bonding strength of the stucco layer to the underlying concrete wall; the final accepted engineering report confirmed extensive conditions of potential risks due to stucco failure. Consequently, the emergency agreement with the general contractor was amended for the demolition of exterior stucco from all areas of the Bancroft building annex. Demolition work was completed in November 2019.

ENVIRONMENTAL SUSTAINABILITY

There are no anticipated negative environmental effects of this action.

RATIONALE FOR RECOMMENDATION

Contracted services are required for this project as the Library, nor City have the in-house expertise to complete this specialized work.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

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

**RECOMMENDATION TO CITY COUNCIL – CONTRACT: RAINBOW WATERPROOFING & RESTORATION CO.,  
INC. FOR THE CENTRAL LIBRARY STUCCO RESTORATION PROJECT**

WHEREAS, the project consists of restoration of stucco wall cladding previously removed from exterior walls of the Bancroft building annex at the Central Library and the waterproofing and sealing of appurtenant windows; and

WHEREAS, the City has neither the labor nor the equipment necessary to undertake this construction restoration project; and

WHEREAS, an invitation for bids, RFP Specification No. 20-11405-C for the Central Library Stucco Restoration Project, was duly advertised, and Rainbow Waterproofing & Restoration Co., Inc. was determined to be the lowest responsive and responsible bidder; and

WHEREAS, funds are programmed in the proposed FY 2022 budget in the Library Tax Fund; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the Berkeley Public Library recommends that the Council of the City of Berkeley approves Plans and Specification No. 20-11405-C for the Central Library Stucco Restoration Project and that Rainbow Waterproofing & Restoration Co., Inc. is determined to be the lowest responsive and responsible bidder.

BE IT FURTHER RESOLVED, that the Board of Library Trustees of the Berkeley Public Library recommends that the Council of the City of Berkeley authorizes the City Manager to execute a contract and any amendments, extensions or change orders, until completion of the project in accordance with the approved plans and specifications with Rainbow Waterproofing & Restoration Co., Inc. for the Central Library Stucco Restoration Project in an amount not to exceed \$702,384.00.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on May 26, 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





**CONSENT CALENDAR**  
May 26, 2021

**To:** Board of Library Trustees  
**From:** Brian Gavin, Senior Building Maintenance Supervisor  
**Subject:** Contract Amendment: No. 108425-1, Johnson Controls, Inc.

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to amend Contract No. 108425-1 with Johnson Controls, Inc. for service maintenance and monitoring of the building management system at the North Branch Library in an incremental amount of \$35,000.00 for a contracted value not-to-exceed \$85,000.00; and to amend the Contract's date of expiration to August 31, 2024 from August 31, 2021.

**FISCAL IMPACT**

Funding for this Contract is budgeted in the FY 2022 Library Tax Fund, and will be included in the FY 2023 FY 2024 budgets.

Expenditure funding is assigned to the Library Tax Fund account line: 101-22-242-272-0000-000-463-624110- (Property Repairs and Maintenance).

**BACKGROUND**

As the manufacturer and provider of the mechanical and controls systems at the North Branch Library, Johnson Controls, Inc. is the sole authorized service supplier of the "building management system" (BMS) installed at the facility since the 2012 reopening of the Measure FF funded renovation project. The BMS system controls the building's mechanical systems encompassing the HVAC, electrical, and lighting systems. The continuous proper functioning of these systems is essential to the daily operations of the North Branch Library. Johnson Controls, Inc. as the original designer, installer, and to date sole BPL service provider for the BMS is the exclusive authorized representative and is uniquely trained and qualified to render the necessary system maintenance monitoring and servicing.

The Library's contract with Johnson Controls, Inc. provides mechanical systems support on an annual subscription basis with additional repair and replacement services on a time and material basis. Subscription services include: disaster recovery, preventative maintenance reports and recommendations, annual preventative maintenance performed routines, remote customer support services, and a limited menu of emergency coverage.

The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to \$100,000.00 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to \$50,000.00 for services pursuant to BOLT Resolution R08-56. This request for contracted services exceeds the Directors authority.

**CURRENT SITUATION AND ITS EFFECTS**

Amending Contract No. 108425-1 is necessary to provide additional monies to provide for on-call servicing and to provide for subscription fee coverage. The contract is set to expire on August 31, 2021. The

\$35,000 requested incremental increase to the contract would cover subscription fees and on-call servicing through August 31, 2024.

Since the 2012 reopening of the enlarged and renovated North Branch Library, the Library has had a recurring service agreement with Johnson Controls, Inc. to monitor and perform preventative maintenance routines related to the BMS system. In addition, the Library's contract with Johnson Controls includes additional funds for time and material (T&M) services falling outside of the subscription service package. Used T&M services most frequently involve repair and replacement service calls (on-call servicing); however, T&M charges may also be incurred for system modifications and emergency response outside of normal business hours.

ENVIRONMENTAL SUSTAINABILITY

The North Branch Library is an awarded LEED Silver Certification facility; proper system maintenance is essential to retain the 2012 performance levels designed into the building.

ALTERNATIVE ACTIONS CONSIDERED

None.

Johnson Controls, Inc. is the authorized service provider to maintain warranty coverage on the equipment.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

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

**CONTRACT AMENDMENT: NO. 108425-1, JOHNSON CONTROLS, INC.**

WHEREAS, Johnson Controls, Inc. is the sole authorized service supplier of the “building management system” (BMS) installed at the North Branch Library; and

WHEREAS, since the 2012 reopening of the enlarged and renovated North Branch Library, the Library has had a recurring service agreement with Johnson Controls to monitor and perform preventative maintenance routines related to the building management system including additional funds for time and material (T&M) services falling outside of the subscription service package; and

WHEREAS, in April 2013 the North Branch Library was awarded LEED Silver certification by the U. S. Green Building Council in recognition for sustainable design and construction; and

WHEREAS, on expiration of the initial warranty service period, the Library on September 1, 2015, entered into Contract No. 108425-1 with Johnson Controls, Inc., to provide monitoring and preventative maintenance routines, and time and material services for the building management system at the North Branch Library up to a total amount not to exceed \$20,632.00; and

WHEREAS, on August 1, 2018, the Director of Library Services authorized amending the Contract to increase the contracted not to exceed amount to \$50,000.00 and to extend the term end date to August 31, 2021; and

WHEREAS, amending Contract No. 108425-1 provides funding for subscription fee coverage and on-call servicing through August 31, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 108425-1 with Johnson Controls, Inc. for an incremental increase of \$35,000.00, thereby increasing the contracted total not-to-exceed amount to \$85,000.00, and to amend the Contract’s date of expiration to August 31, 2024 from August 31, 2021; and

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on May 26, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
John Selawsky, President

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





**CONSENT REPORTS**  
May 26, 2021

**TO:** Board of Library Trustees  
**FROM:** Alicia Abramson, Library Information Systems Administrator  
**SUBJECT:** Contract Amendment: No. 114878-1, Sevaa Group, Inc.

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 114878-1 with Sevaa Group, Inc. to provide for an increase of \$37,450.00 from \$74,325.00, thereby increasing the Contract's allowable not-to-exceed amount to \$111,775.00, and to extend the term end date to June 30, 2023.

**FISCAL IMPACTS OF RECOMMENDATION**

The contracted not-to-exceed amount of the amendment is \$111,775 which includes monthly hosting of the Library's website at the Sevaa Group, Inc. web hosting facility, website hosting technical support, and, miscellaneous professional services related to website development. Funding is available from the Library Tax Fund 101 and is budgeted in the Library's Information Technology Division proposed FY 2022 expenditure budget using budget code 101-22-242-271-0000-000-463-613130.

**BACKGROUND**

The Library contracts with Sevaa Group, Inc. for website hosting, website hosting technical support services, and professional services related to the development of the Library's website.

To date, Sevaa Group, Inc. has successfully fulfilled its contractual obligation to provide website hosting services, website hosting technical support services, and professional services related to website development requested by the Library.

**CURRENT SITUATION AND EFFECTS**

The Berkeley Public Library entered into Contract No. 114878-1 (FUNDS #10625) with Sevaa Group, Inc. dated June 16, 2017 for an amount not-to-exceed \$36,875 as authorized by the Director of Library Services. At its May 1, 2019 meeting with BOLT Resolution No.: 19-021, the Board of Library Trustees approved a contract increase in a not-to-exceed allowable contract amount of \$74,325. With this requested amendment the Library is requesting an incremental increase of \$37,450 resulting in a revised not-to-exceed contract value of \$111,775 in order to continue hosting the Library's website at the Sevaa Group, Inc. hosting facility.

**FUTURE ACTION**

No future action is necessary.

Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

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

**CONTRACT AMENDMENT: NO. 114878-1, SEVAA GROUP, INC.**

WHEREAS, the Library and Sevaa Group, Inc. entered into Contract Number 114878-1 for website hosting services, website hosting technical support services, and professional services related to website development for the period from June 16, 2017 through June 18, 2019 in an amount not-to-exceed \$36,875.00; and

WHEREAS, On May 1, 2019, the Board of Library Trustees authorized, by Resolution No.: R19-021, to amend Contract No. 114878-1 to increase the authorized not-to-exceed amount to \$74,325.00 and to extend the term end date to June 30, 2021; and

WHEREAS, Sevaa Group, Inc. has successfully fulfilled its contractual obligation to provide requested by the Library; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend Contract No. 114878-1 to provide for an increase of \$37,450, thereby, increasing the Contract's allowable not-to-exceed amount to \$111,775.00, and to extend the term end date to June 30, 2023.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on May 26, 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**

May 26, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Recommendation to City Council on FY 2022 Library Tax Rates

**RECOMMENDATION**

Adopt the resolution to recommend that the Berkeley City Council set the FY 2022 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2402 (24.02 cents) per square foot for dwelling units and \$0.3632 (36.32 cents) per square foot for industrial, commercial, and institutional buildings.

**FISCAL IMPACTS OF RECOMMENDATION**

The total revenue generated by the Library Tax in FY 2022 is expected to be approximately \$21,704,603 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2022, as compared with amounts for FY 2021:

| Square Feet | Annual Tax – Dwelling Units |          | Annual Tax – All Other Properties |          |
|-------------|-----------------------------|----------|-----------------------------------|----------|
|             | FY22                        | FY21     | FY22                              | FY21     |
| 1,200       | \$288.24                    | \$272.68 | \$435.88                          | \$412.26 |
| 1,500       | 360.30                      | 340.85   | 544.80                            | 515.32   |
| 1,900       | 456.38                      | 431.75   | 690.08                            | 652.74   |
| 3,000       | 720.60                      | 681.71   | 1,089.60                          | 1,030.64 |
| 3,900       | 936.78                      | 886.22   | 1,416.48                          | 1,339.83 |
| 10,000      | 2,402.00                    | 2,272.36 | 3,632.00                          | 3,435.47 |

**BACKGROUND**

The Central Library and neighborhood branch libraries will have received up to 98% of 2021 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.2272 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.3435 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to ensure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs. Refer to Attachment 2. *Tax Rate Indices: PIG + CPI* for table of rates since 2008 and the Board's recommendation to the City Council.

**CURRENT SITUATION**

For the current fiscal year, Berkeley's Library Tax will raise around \$20.5 million. The tax rates, initiated by a recommendation from the Director of Library Services to the Board, may be adjusted annually by indexing up to the greater of the Consumer Price Index in the immediate San Francisco Bay Area or the per capita Personal Income Growth factor in California.

The FY 2022 tax of \$0.2402 for dwelling units and \$0.3632 for all other property are recommended based on the per capita Personal Income Growth factor in California of 5.73%, as the voters approved the greater of

that or the Consumer Price Index in the immediate San Francisco Bay Area of 3.806%. In addition, the Board of Library Trustees recommends that the City Council adjust the tax rate by 5.73%. The recommended library tax rates for FY 2022 are expected to yield total revenue of approximately \$21,704,603 (*net of Alameda County billing and collection fees*).

At a regular meeting of the Board of Library Trustees held on June 3, 2020, the Board of Library Trustees recommended via BOLT Resolution No.: R20-018 that the City Council forgo an adjustment to the FY 2021 library tax rates from the prior fiscal year due to unprecedented levels of community hardship experienced across the City stemming from the Covid-19 pandemic. At a regular meeting of the Council of the City of Berkeley held on June 16, 2020, Ordinance No. 7,713-N.S. was passed accepting setting the FY 2021 library tax rates as unchanged from FY 2020.

#### RATIONALE FOR RECOMMENDATION

Adopting the per capita Personal Income Growth factor in California would contribute an incremental increase of approximately \$394,965 to projected FY 2022 revenue over that of the April Consumer Price Index in the immediate San Francisco Bay Area.

#### ALTERNATIVE ACTIONS CONSIDERED

The fiscal impact on the Library Tax Fund of adopting the April Consumer Price Index in the immediate San Francisco Bay Area of 3.806% instead of the per capita Personal Income Growth factor in California of 5.73% would be a reduction of \$394,965 in projected FY 2022 library tax receipts.

The fiscal impact on the Library Tax Fund of forgoing for a second consecutive fiscal year an adjustment to the fiscal year's library tax rate instead of the per capita Personal Income Growth factor in California of 5.73% would be a reduction of \$1,176,273 in projected FY 2022 library tax receipts.

#### FUTURE ACTION

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

#### CONTACT PERSON

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

#### Attachments:

1. Resolution
2. Tax Rate Indices: PIG + CPI

**BOARD OF LIBRARY TRUSTEES**

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

**RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2022 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.2402 (24.02 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.3632 (36.32 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS BASED ON THE PER CAPITA PERSONAL INCOME GROWTH FACTOR IN CALIFORNIA OF 5.73%**

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

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

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

WHEREAS, the Fiscal Year 2021-22 per capita Personal Income Growth factor for California is 5.73% and the April 2021 Consumer Price Index in the immediate San Francisco Bay Area is 3.806%; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2022 tax rate for the Library Services Tax at \$0.2402 (24.02 cents) per square foot for dwelling units and \$0.3632 (36.32 cents) per square foot for industrial, commercial, and institutional buildings based on the per capita Personal Income Growth factor for California of 5.73%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 26, 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



| BERKELEY PUBLIC LIBRARY                                                                 |                                     |                  |                                                 |
|-----------------------------------------------------------------------------------------|-------------------------------------|------------------|-------------------------------------------------|
| TAX RATE INDICES: PIG + CPI                                                             |                                     |                  |                                                 |
| G:\FINANCE\BUDGETS\Yearly\[Annual Tax Rates.xlsx]BOLT 26MAY21                           |                                     |                  |                                                 |
| Year                                                                                    | PIG*                                | CPI <sup>^</sup> | Notes                                           |
| 2008                                                                                    | 4.42%                               | 3.200%           | BOLT R07-043 (9MAY07)                           |
| 2009                                                                                    | 4.29%                               | 4.000%           | BOLT R08-046 (14MAY08)                          |
| 2010                                                                                    | 0.62%                               | 0.802%           | BOLT R09-054 (10JUN09)                          |
| 2011                                                                                    | -2.50%                              | 1.717%           | BOLT R10-039 (25MAY10)                          |
| 2012                                                                                    | 2.51%                               | 2.821%           | BOLT R11-039 (11MAY11)                          |
| 2013                                                                                    | 3.77%                               | 2.078%           | BOLT R12-037 (13JUN12)                          |
| 2014                                                                                    | 5.12%                               | 2.381%           | BOLT R13-033 (29MAY13)                          |
| 2015                                                                                    | -0.23%                              | 2.787%           | BOLT R14-026 (20MAY14)                          |
| 2016                                                                                    | 3.82%                               | 2.436%           | BOLT R15-108 (28MAY15)                          |
| 2017                                                                                    | 5.37%                               | 2.695%           | BOLT R16-018 (19MAY16)                          |
| 2018                                                                                    | 3.69%                               | 3.789%           | BOLT R17-031 (31MAY17)                          |
| 2019                                                                                    | 3.67%                               | 3.217%           | BOLT R18-026 (6JUN18)                           |
| 2020                                                                                    | 3.85%                               | 4.015%           | BOLT R19-023 (24MAY19)                          |
| 2021                                                                                    | 3.73%                               | 1.110%           | <b>BOLT R20-018 (3JUN20): Increase declined</b> |
| 2022                                                                                    | 5.73%                               | 3.806%           | Director Recommendation (26MAY21) = PIG         |
| <b>BOLD</b>                                                                             | BOLT recommendation to City Council |                  |                                                 |
| * per capita Personal Income Growth factor in California released late April/early May. |                                     |                  |                                                 |
| ^ Consumer Price Index in the immediate San Francisco Bay Area released mid-May.        |                                     |                  |                                                 |





**ACTION CALENDAR**

May 26, 2021

To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: Proposed Budget FY 2022 – All Library Funds

*This report updates projected Library Tax Fund (101) revenue based on the recent release of the per capita Personal Income Growth factor in California and the April Consumer Price Index in the immediate San Francisco Bay Area. All other content remains unchanged from March 7, 2021.*

**RECOMMENDATION**

Adopt the resolution to approve the proposed revenue budgets for FY 2022 of \$22,041,603 and the proposed expenditure budgets for FY 2022 of \$25,655,784.

**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 \$22,041,603 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)              | \$21,776,603        | \$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>\$22,041,603</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 \$21,776,603 in FY 2022 with expenditures of \$25,090,784. Projected revenue is forecasted to increase \$1,362,064 over Mid-year FY 2021 expected receipts based on the per capita Personal Income Growth factor in California of 5.73%. 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 index rates available to adjust the FY 2022 library tax rates are the April Consumer Price Index in the immediate San Francisco Bay Area of 3.806% and the per capita Personal Income Growth factor in California of 5.73%. Pursuant to the City Charter, 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 per capita Personal Income Growth factor in California of 5.73% as recommended by the Director of Library Services.

#### 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 per capita Personal Income Growth factor in California of 5.73% as recommended by the Director of Library Services for the *library tax index rate*. One of two indices, the April the Consumer Price Index in the immediate San Francisco Bay Area of 3.806% or the per capita Personal Income Growth factor in California, may determine the *library tax index rate* for fiscal year 2022.

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 several 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 (*updated*)
2. Proposed FY 2022 Revenue Budgets by Fund (*updated*)
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 (*updated*)
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
10. Proposed FY 2022 Position Staffing Changes
11. Proposed FY 2022 Position FTE Summary by Position Detail
12. Proposed FY 2022 Position FTE Summary by Classification
13. Proposed FY 2022 Position FTE Summary by Division
14. Proposed FY 2022 Organization Chart

**BOARD OF LIBRARY TRUSTEES**

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

**APPROVE THE PROPOSED REVENUE BUDGETS FOR FY 2022 OF \$22,041,603 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 \$22,041,603 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 May 26, 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

| Ele/Obj       | Account Description                    | Lib Dscr<br>301 | Grants<br>304 | Gift<br>306 | Fndn<br>307 | Zero Wste<br>820 | Proposed<br>FY 2022 |
|---------------|----------------------------------------|-----------------|---------------|-------------|-------------|------------------|---------------------|
| 01-01         | Refund on Bills                        | 2,000           |               |             |             |                  | 2,000               |
| 10-01         | Collection by City                     |                 |               |             |             | 11,422           | 11,422              |
| 13-15         | Library Tax                            | 21,704,603      |               |             |             |                  | 21,704,603          |
| 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                      |                 |               |             |             |                  |                     |
| 80-99         | Other Grants (1x)                      |                 |               |             |             |                  |                     |
| 99-03         | Donations                              |                 |               |             |             |                  |                     |
| 99-99         | Miscellaneous Revenue                  | 30,000          |               |             |             |                  | 30,000              |
| <b>End DB</b> | <b>BERKELEY PUBLIC LIBRARY (w/CoB)</b> | 21,776,603      | 60,000        | 105,000     | 100,000     | 11,422           | 22,053,025          |



**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 Renewables 100, 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>\$ 7,964,022</b>   | <b>\$ 6,955,410</b>   |
| <b>Revenues</b>                                            |                       |                      |                       |                      |                       |                       |                       |
| Library Services Tax                                       | \$ 20,431,021         | \$ 20,861,870        | \$ 20,342,539         | \$ 20,342,539        | \$ 21,704,603         | \$ 22,138,695         | \$ 22,581,469         |
| 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>\$ 21,776,603</b>  | <b>\$ 22,210,695</b>  | <b>\$ 22,653,469</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               |
| RFID Loan Repayment                                        |                       |                      |                       |                      |                       |                       |                       |
| 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                |
| Interfund Transfers                                        |                       |                      |                       |                      |                       |                       |                       |
| <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><br><b>{Rev - Exp}</b> | <b>\$ 1,761,157</b>   | <b>\$ (642,638)</b>  | <b>\$ (3,795,734)</b> | <b>\$ (749,593)</b>  | <b>\$ (3,314,181)</b> | <b>\$ (1,008,612)</b> | <b>\$ (1,266,688)</b> |
| <b>GROSS FUND BALANCE</b><br><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>\$ 7,964,022</b>   | <b>\$ 6,955,410</b>   | <b>\$ 5,688,721</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>\$ 6,714,022</b>   | <b>\$ 5,705,410</b>   | <b>\$ 4,388,721</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>                               | \$ 92,252             | \$ 60,000          | \$ 60,000          | \$ 60,000         | \$ 60,000           | \$ 60,000            | \$ 60,000            |
| <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>                                   | \$ 38,841             | \$ 61,950          | \$ 117,500         | \$ 117,500        | \$ 65,000           | \$ 60,000            | \$ 60,000            |
| <b>TOTAL EXPENDITURES</b>                          | \$ 38,841             | \$ 61,950          | \$ 117,500         | \$ 117,500        | \$ 65,000           | \$ 60,000            | \$ 60,000            |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b> | \$ 53,411             | \$ (1,950)         | \$ (57,500)        | \$ (57,500)       | \$ (5,000)          | \$ -                 | \$ -                 |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>    | \$ 84,230             | \$ 82,280          | \$ 26,730          | \$ 26,730         | \$ 21,730           | \$ 21,730            | \$ 21,730            |



## 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>                        | \$ 373,536            | \$ 445,378         | \$ 445,378         | \$ 445,378        | \$ 365,566          | \$ 320,566           | \$ 275,566           |
| <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>                                 | \$ 135,959            | \$ 105,000         | \$ 105,000         | \$ 105,188        | \$ 105,000          | \$ 105,000           | \$ 105,000           |
| <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>                                     | \$ 64,117             | \$ 150,000         | \$ 151,926         | \$ 185,000        | \$ 150,000          | \$ 150,000           | \$ 150,000           |
| <b>TOTAL EXPENDITURES</b>                            | \$ 64,117             | \$ 150,000         | \$ 151,926         | \$ 185,000        | \$ 150,000          | \$ 150,000           | \$ 150,000           |
| <b>Projected Surplus / (Deficit)<br/>(Rev - Exp)</b> | \$ 71,842             | \$ (45,000)        | \$ (46,926)        | \$ (79,812)       | \$ (45,000)         | \$ (45,000)          | \$ (45,000)          |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>      | \$ 445,378            | \$ 400,378         | \$ 398,452         | \$ 365,566        | \$ 320,566          | \$ 275,566           | \$ 230,566           |



## 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 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)

| Dep/Div                        | Position                        |       | FTE            |                |                | Notes                            |
|--------------------------------|---------------------------------|-------|----------------|----------------|----------------|----------------------------------|
|                                | Title                           | No.   | Proposed       | +/-            | Lbr Dist       |                                  |
| 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                            |
| <b>BERKELEY PUBLIC LIBRARY</b> |                                 |       | <b>114.850</b> | <b>3.750</b>   | <b>111.100</b> |                                  |
| 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                            |
| <b>BERKELEY PUBLIC LIBRARY</b> |                                 |       | <b>0.750</b>   | <b>(4.200)</b> | <b>4.950</b>   |                                  |
| <b>Grand Total FTE</b>         |                                 |       | <b>115.600</b> | <b>(0.450)</b> | <b>116.050</b> |                                  |

**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> |



City Council

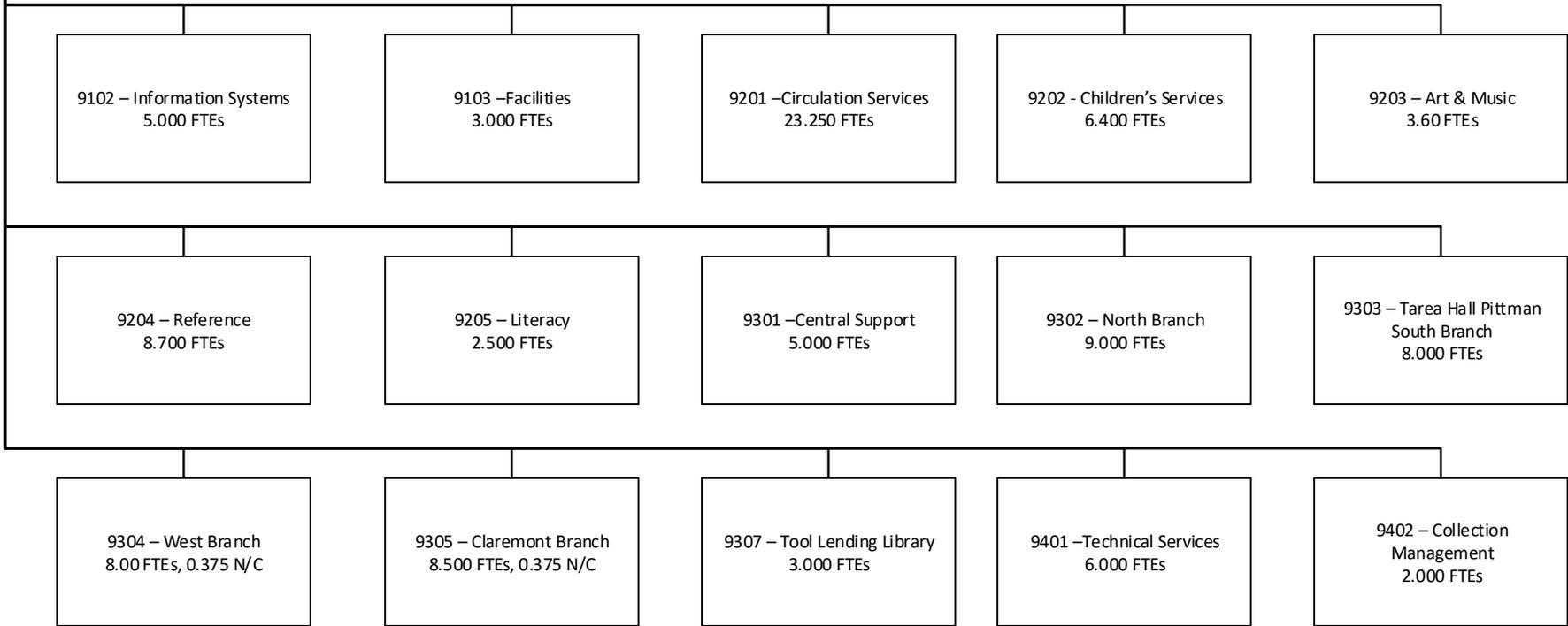
Library Trustees

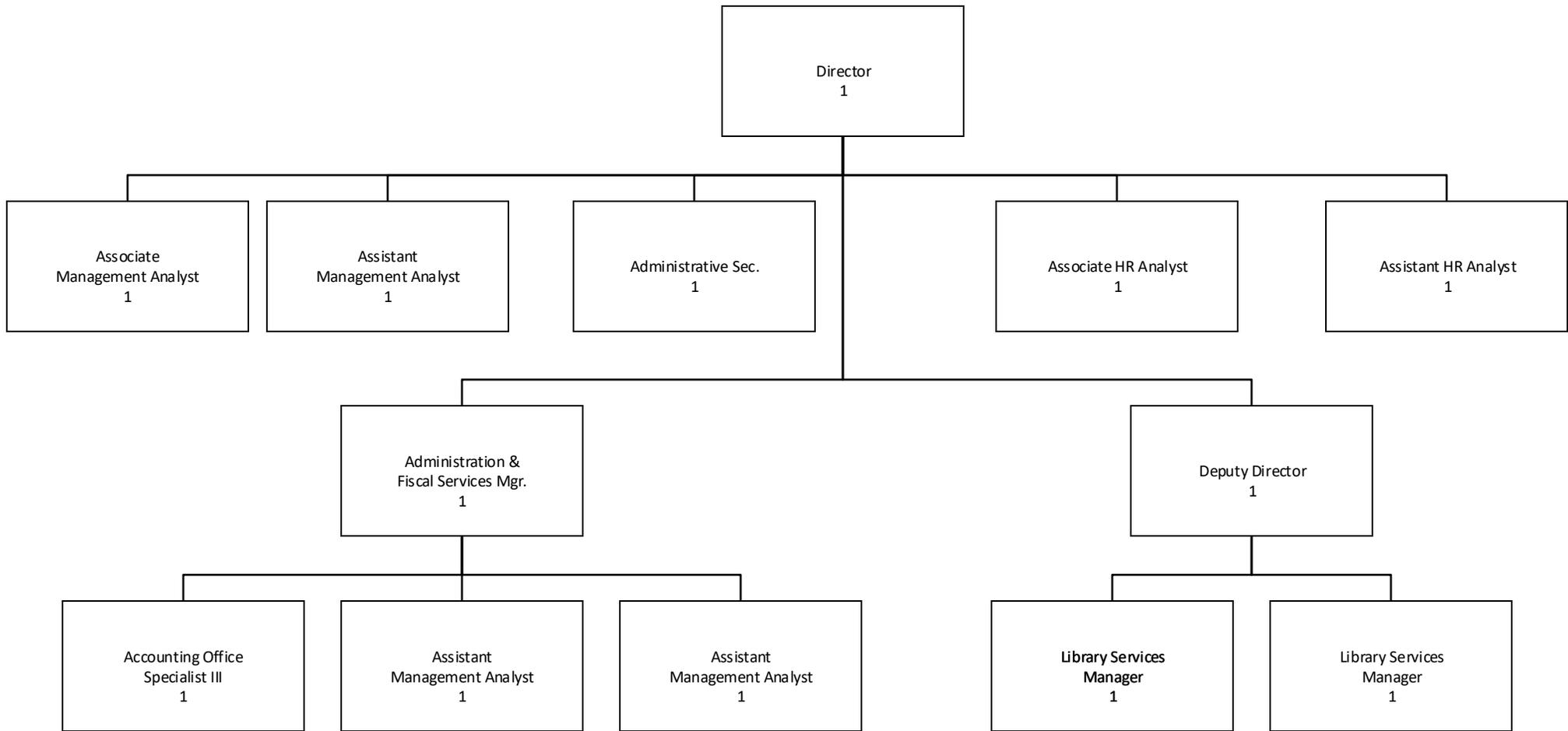
9101 – Administration  
13.000 FTEs

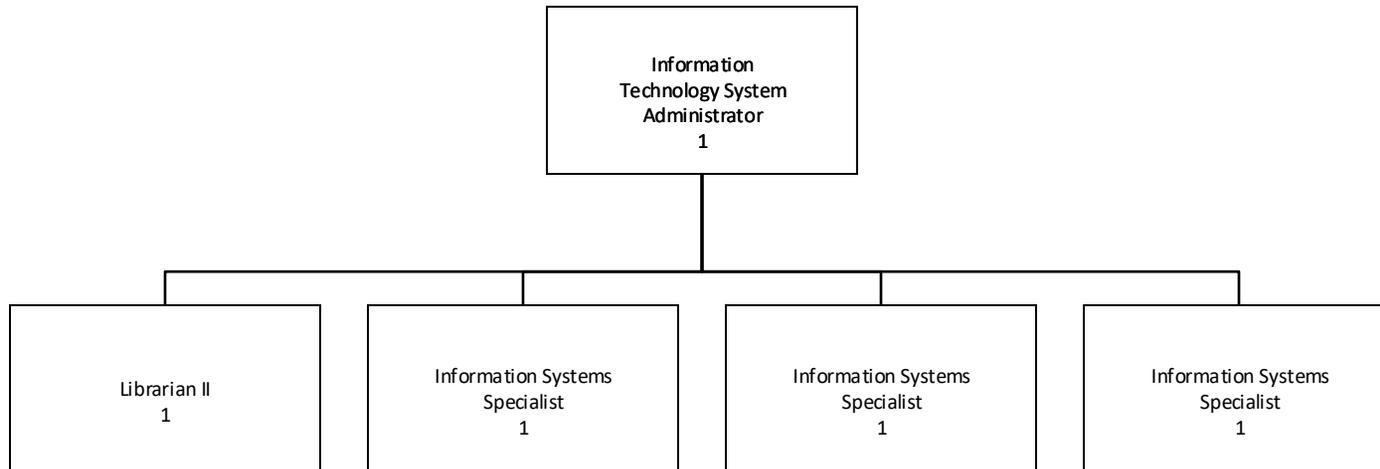
Career = 114.850 FTEs

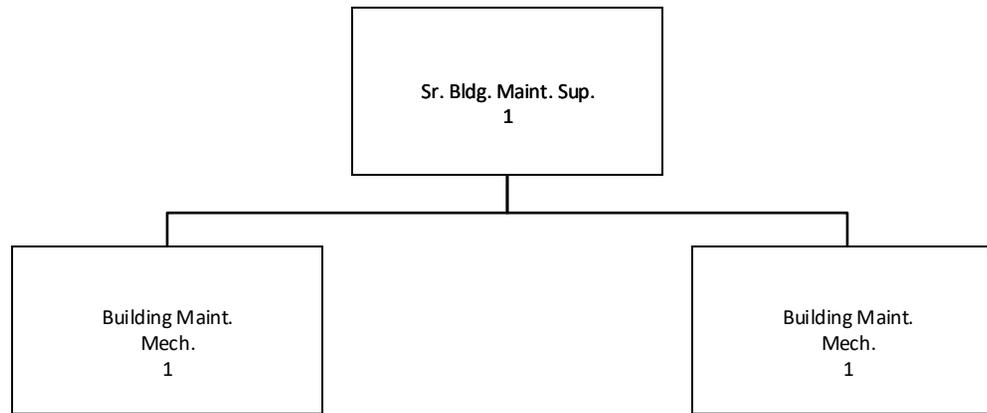
Non-Career = 0.750 FTEs

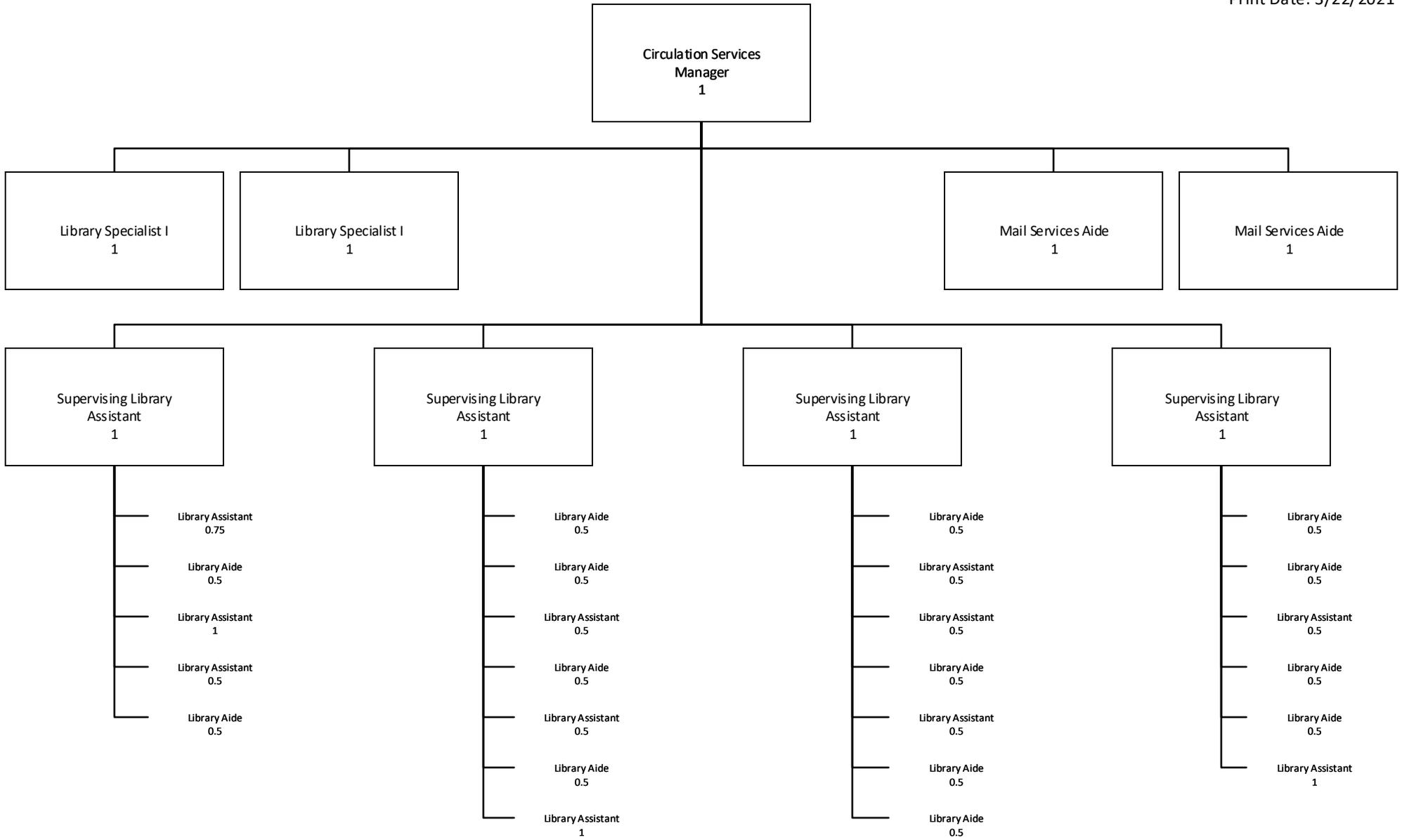
Grand Totals FTE's = 115.600 FTEs

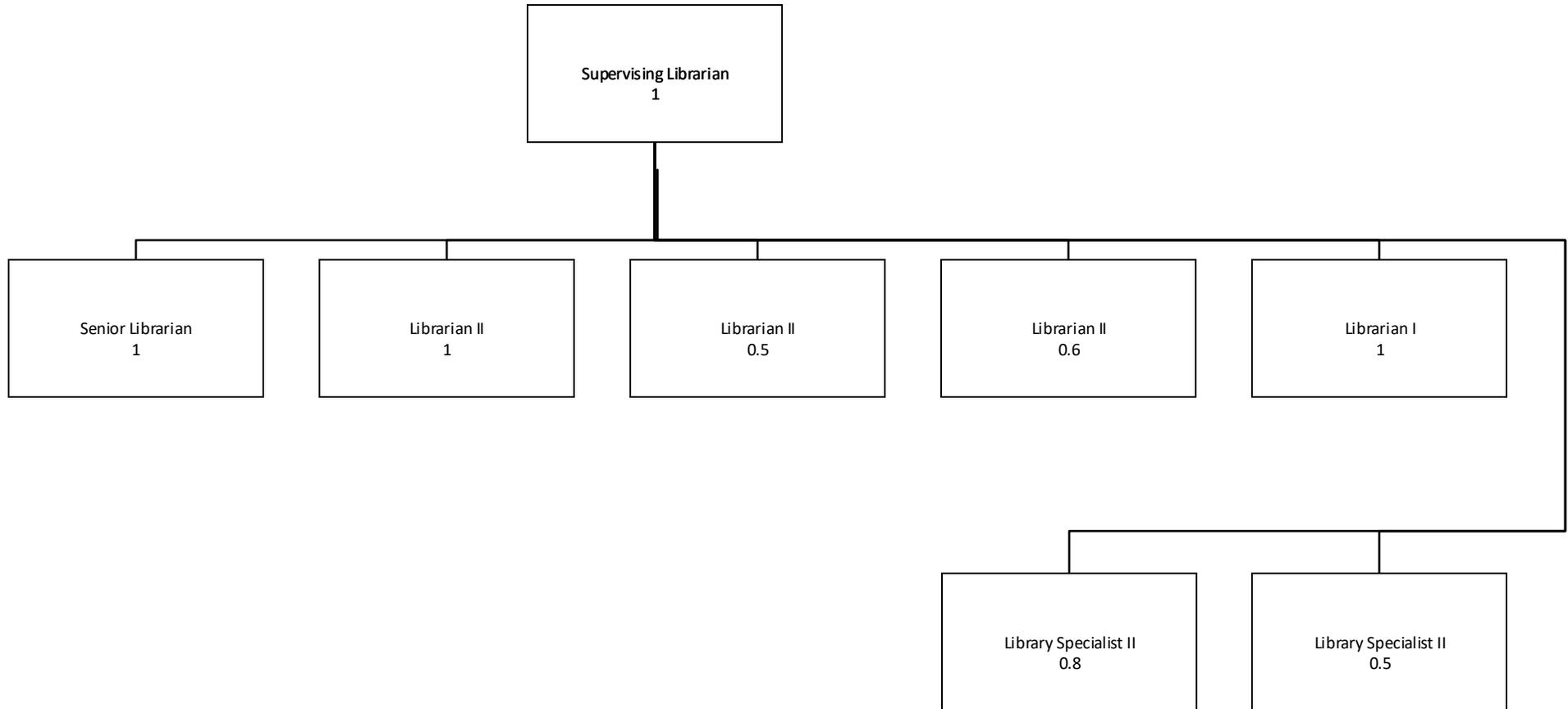


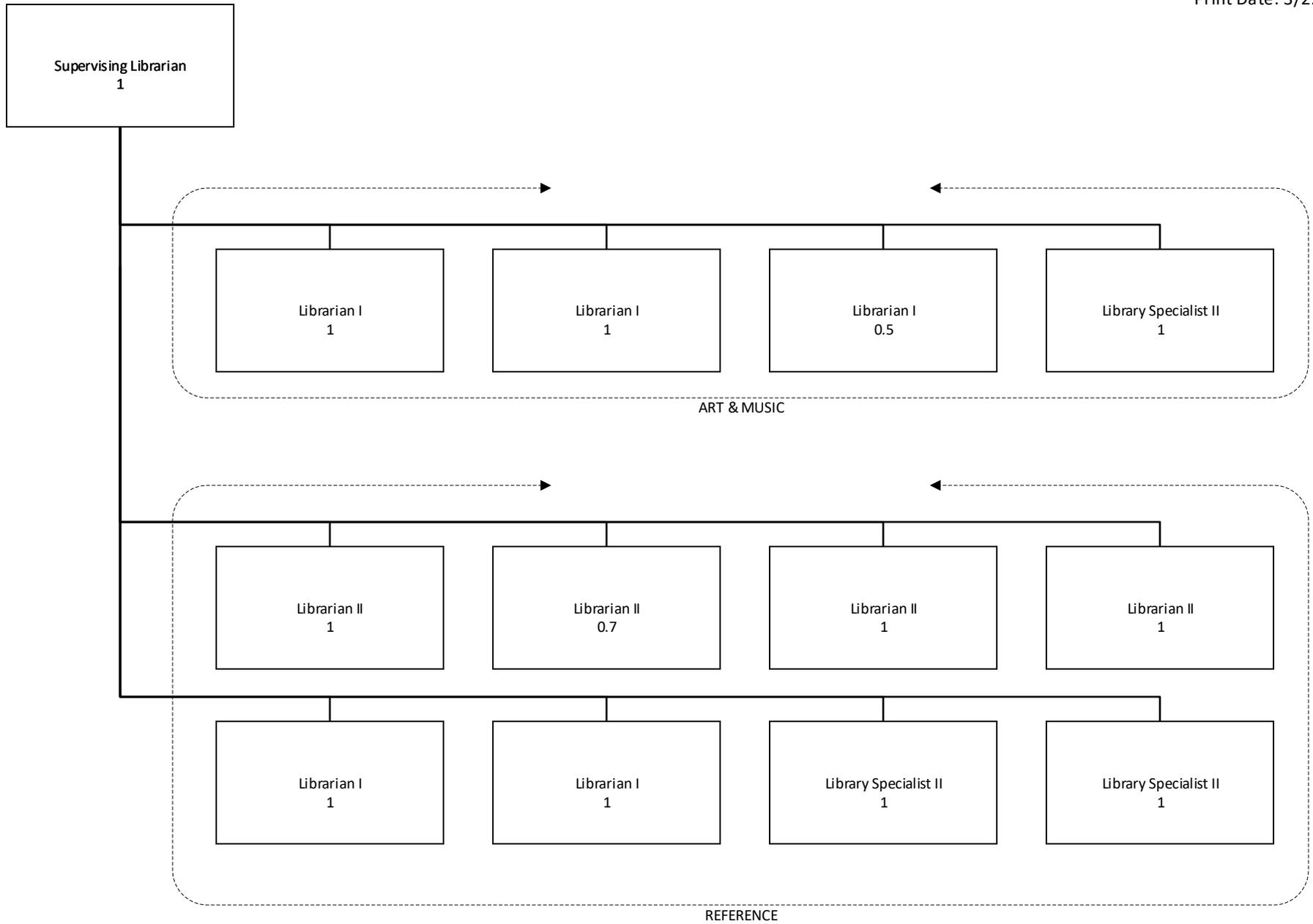


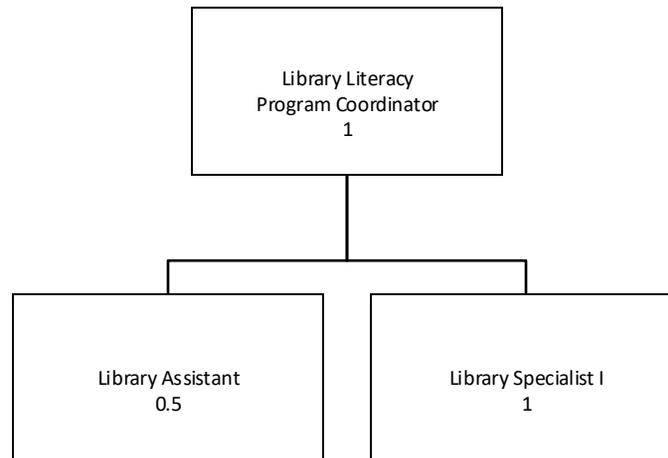


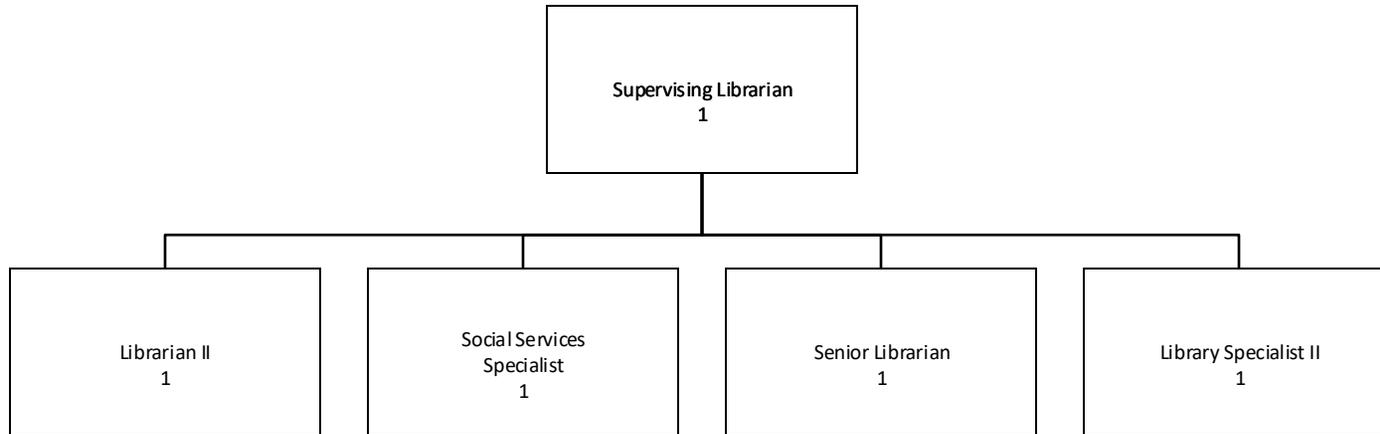


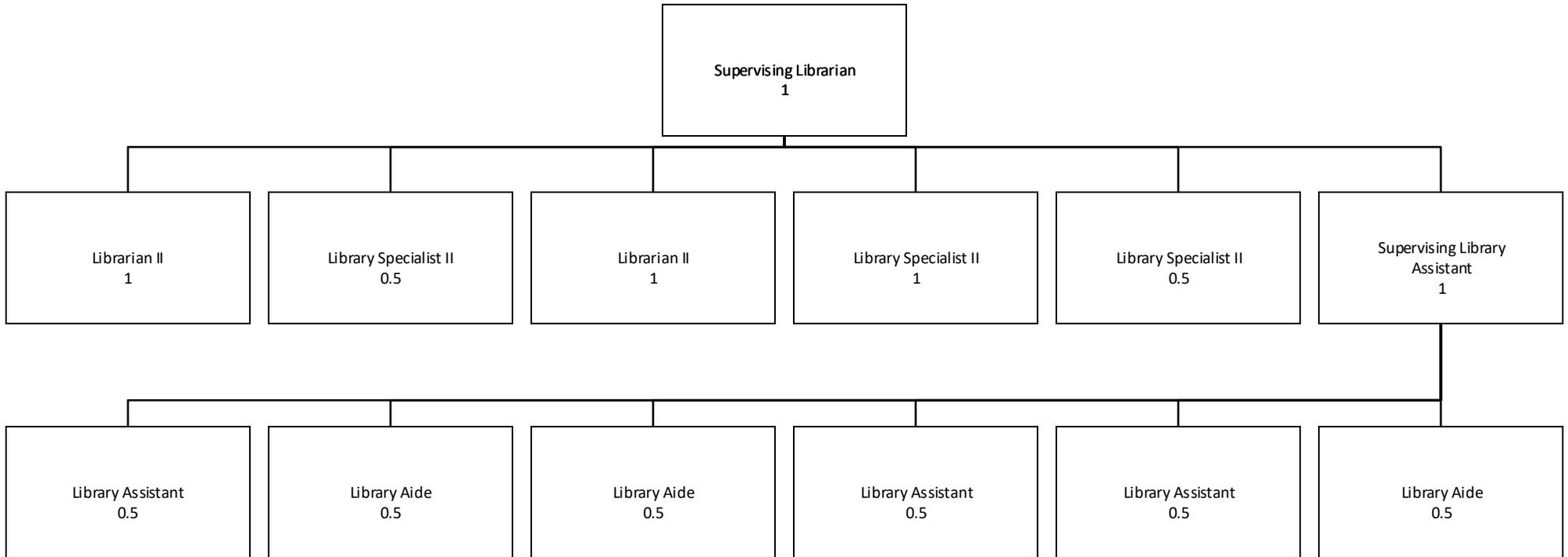


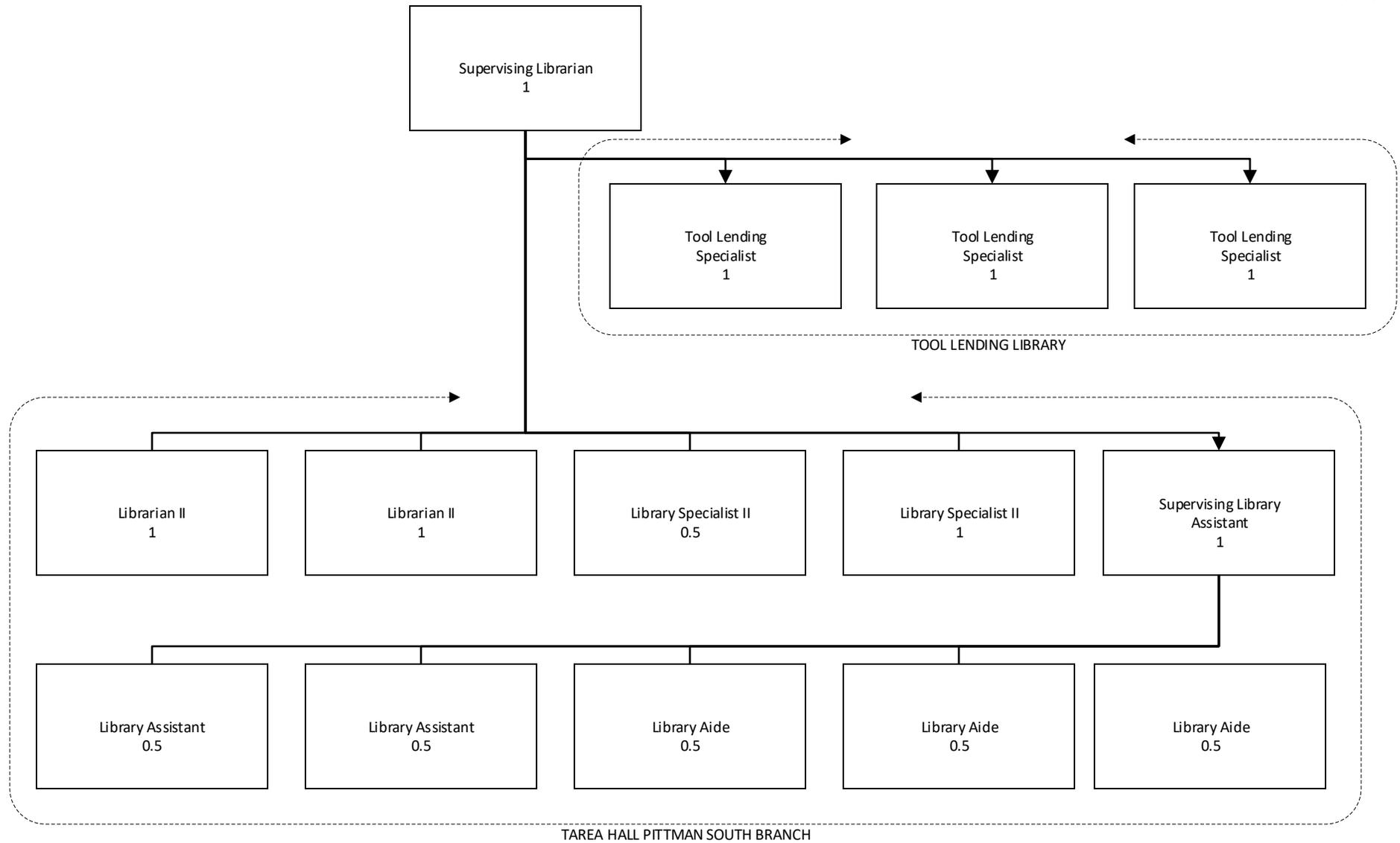


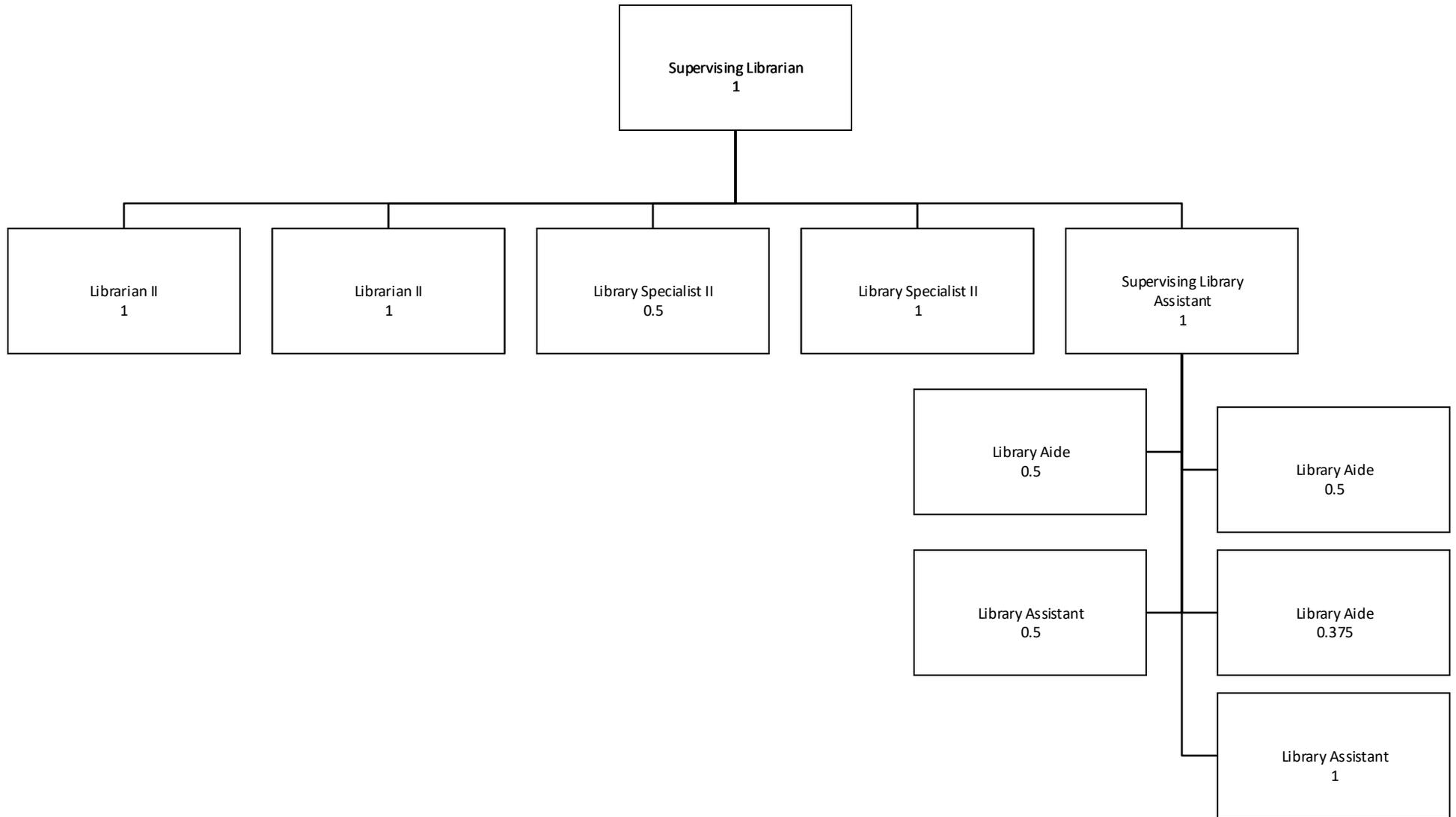


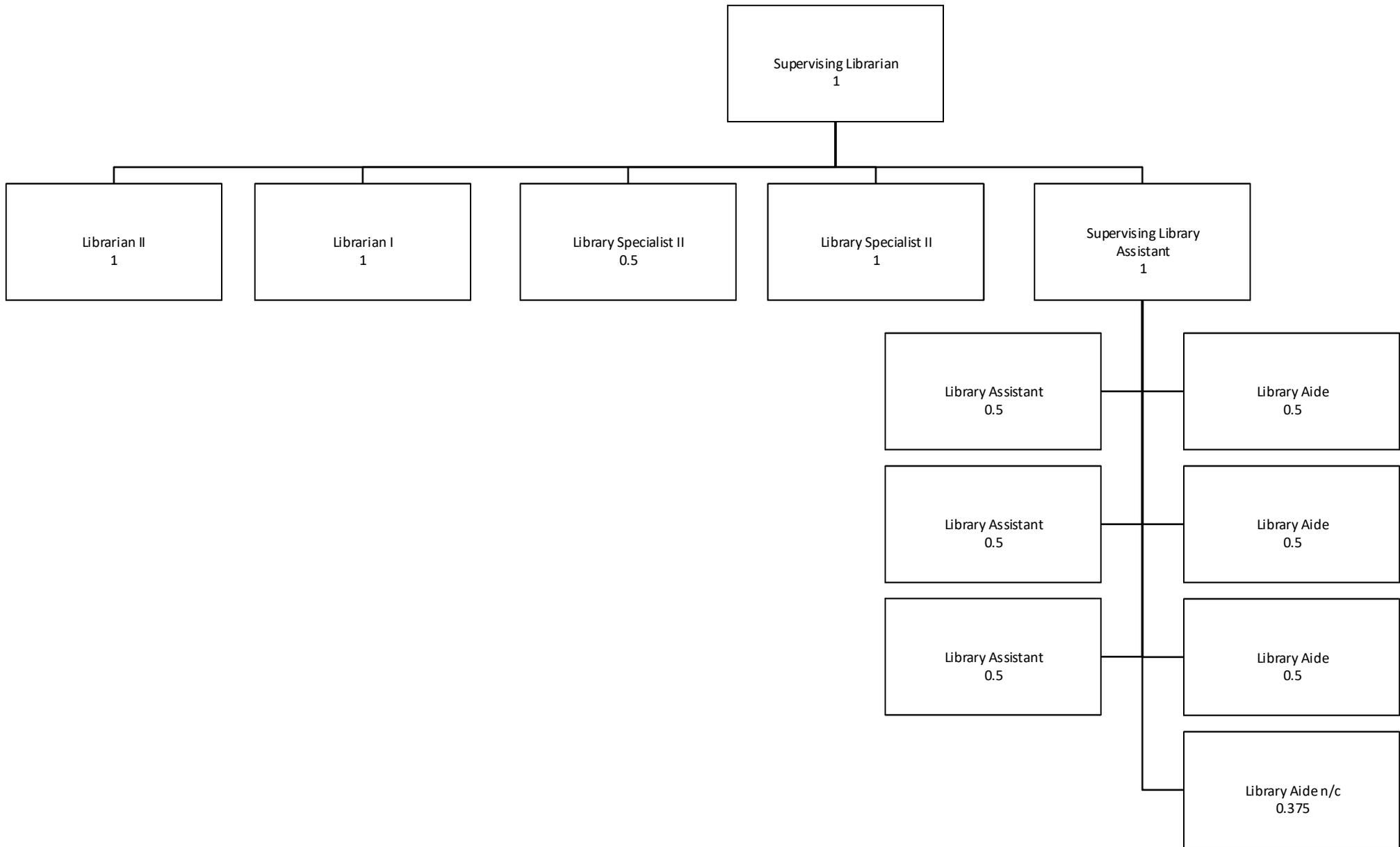


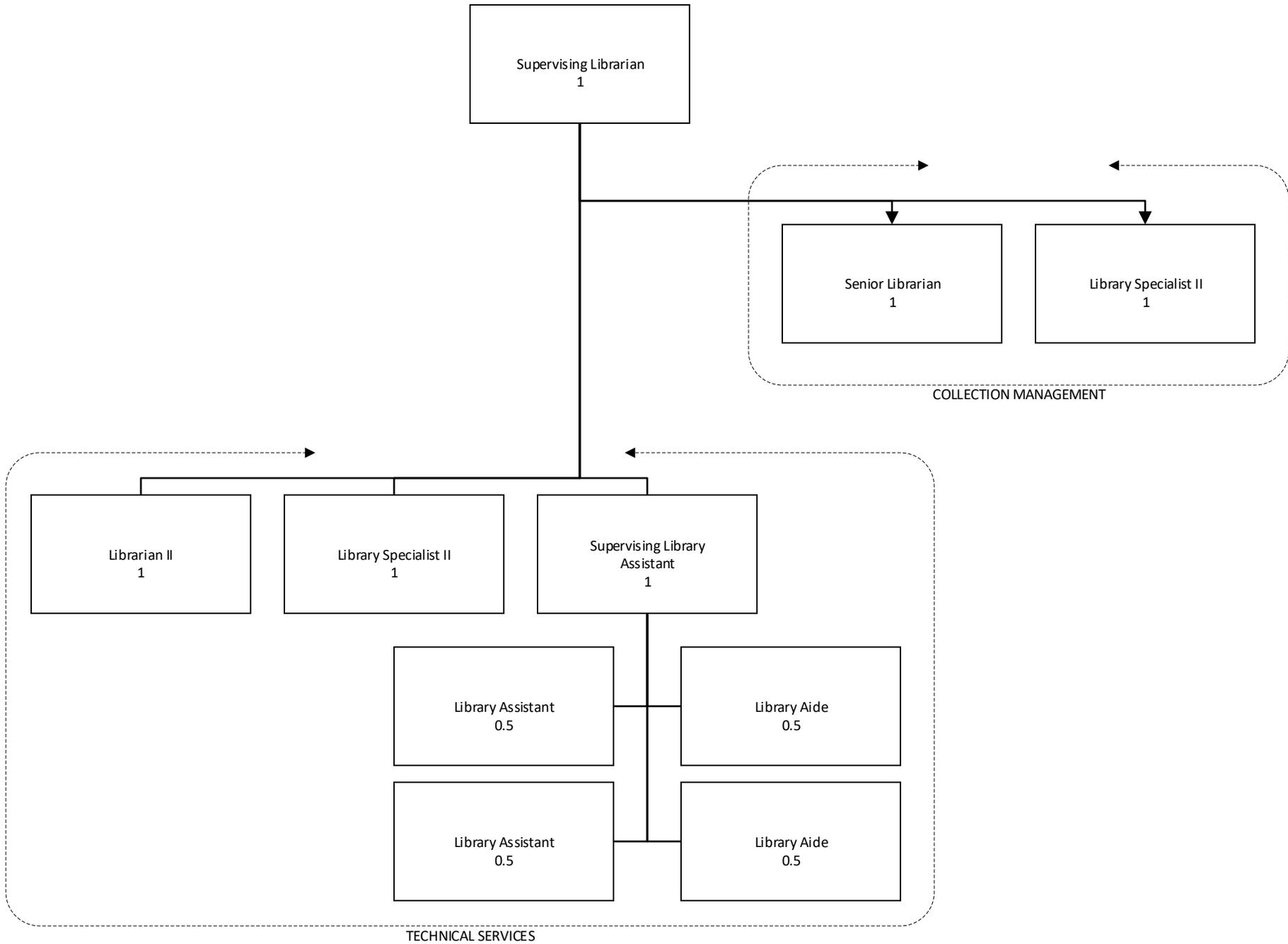














**ACTION CALENDAR**

May 26, 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 (BOLT) 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. Adjust the timeline to reflect updates to the recruitment timeline; consider whether to extend the recruitment window beyond May 24.

**RECOMMENDATION**

Extend the Trustee application window through close of business, Tuesday, June 1, 2021.

Adjust the original recruitment timeline as follows:

- a. Include a special meeting date of June 14, 2021 to conduct the interviews/selection process.
- b. Schedule an action item for the July 7 regular BOLT meeting to select preferred candidate to recommend to City Council for inclusion on the September 14 City Council meeting agenda. The associated report to Council must be submitted by August 12, 12pm.

**FISCAL IMPACT**

None.

**BACKGROUND**

Trustee Hunt's first term ended on April 3, 2021. The process to fill this vacancy began in April. The original proposed timeline needs to be adjusted to schedule applicant interviews on June 14 and schedule an action item for the July 7 regular BOLT meeting to select preferred candidate to recommend to City Council for inclusion on the September 14 City Council meeting agenda. This adjustment also allows the Trustee application window to be extended through June 1.

**CURRENT SITUATION AND ITS EFFECTS**

The process and criteria related to the search for a replacement began in April. We propose the following adjusted schedule:

| <i>Date</i>          | <i>Activity</i>                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 7, 2021        | BOLT Regular meeting: review recruitment process                                                                                                                    |
| April 8—June 1, 2021 | Recruitment open. Press Release. Advertise on website, at all library locations, in newsletter, as an insert with City Councilmember communications to constituents |
| June 2, 2021         | BOLT Regular meeting: provide update of ongoing process                                                                                                             |

**BERKELEY PUBLIC LIBRARY  
ACTION CALENDAR  
Trustee Recruitment Process**

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|                    |                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------|
| June 14, 2021      | BOLT Special Meeting: interviews and selection of recommended candidate                       |
| July 7, 2021       | Regular BOLT Meeting – Action item to select preferred candidate to recommend to City Council |
| August 12, 2021    | Submit City Council item report to the City Clerk by 12:00pm                                  |
| September 14, 2021 | City Council Meeting – Consent or Action item to appoint the preferred candidate              |
| September 15, 2021 | New Trustee term begins                                                                       |
| October 6, 2021    | New Trustee’s first regular meeting as a Board member                                         |

ALTERNATIVE ACTIONS CONSIDERED

Instead of submitting the City Council item report to the City Clerk by 12:00pm by August 12, the report could be submitted by June 24, 2021. This would allow the item to be included on the July 27 Council meeting agenda. This would require the BOLT to hold a special meeting between June 14 and June 24 to select the preferred candidate in order to prepare the report to Council (by June 24).

*RECRUITMENT INFORMATION*

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 Responsibilities of the Berkeley Public Library Board of Library Trustees document as well as a Selection Criteria Summary are included for the Board’s information.

FURTHER ACTION

None.

CONTACT PERSON

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

Attachments:

1. Selection criteria summary
2. Responsibilities of the Berkeley Public Library Board of Library Trustees

## **Board of Library Trustees, Selection Criteria Summary**

### **Desired Qualifications:**

- Candidates should be public library champions, passionate about lifelong learning and community engagement.
- A demonstrated commitment to equity, diversity and inclusion is essential.
- Candidates with executive leadership, business, financial management and/or administrative skills are encouraged to apply.
- Candidates with leadership experiences in community-based, non-profit, or government agencies

### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library
- 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, including a diversity of experiences working in different sectors of the community as well as age, ethnicity, religion, gender identities, abilities, and sexual orientation
- 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; previous experience highly valued
- 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



*“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