



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING**  
Wednesday 12/8/21

**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, Beverly Greene, Sophie Hahn

**PUBLIC ADVISORY:**

**This Meeting Will Be Conducted Exclusively Through Videoconference And Teleconference**

*Pursuant to Government Code Section 54953(e) and the state declared emergency, this meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. The COVID-19 state of emergency continues to directly impact the ability of the members to meet safely in person and presents imminent risks to the health of attendees. Therefore, no physical meeting location will be 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. OATH OR AFFIRMATION OF OFFICE**

**A. Trustee Amy Roth**

**II. 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**

### III. CONSENT CALENDAR

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

#### A. Minutes of November 3, 2021 Regular Meeting

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

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

### IV. INFORMATION REPORTS

*All items for discussion only and no final action.*

#### A. FY 2022 – 1st Quarter Budget Report – Nneka Gallaread, Administrative and Fiscal Services Manager

### V. ITEMS FOR FUTURE AGENDAS

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

#### A. Discussion of items to be added to future agendas

### VI. ADJOURNMENT

At this point, the Board will adjourn to reconvene in Closed Session to discuss the item(s) listed below. Upon the Board's return, the Chair will announce any action(s) taken by the Board during Closed Session.

### VII. CLOSED SESSION –

**The Board will convene in Closed Session pursuant to California Government Code Section 54957(b) for discussion and possible action regarding:**

#### A. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

Title of position being evaluated: Director of Library Services

### VIII. 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.

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 December 1, 2021.

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

**Communications:**

1. 11/26/2021 Chang C Chen A Zoom talk on “Herstory” the Legal History of Chinese American women





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, November 3, 2021 6:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

John Selawsky, President	Diane Davenport
Amy Roth, Vice President	Beverly Greene
	Sophie Hahn

**I. PRELIMINARY MATTERS**

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

- 1. Call to order:** 6:33 pm.  
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.  
Absent:  
Also Present: Tess Mayer, Director of Library Services; Alicia Abramson, Information Systems Manager; Jay Dickinson, Circulation Services Manager; Eve Franklin, Administrative Secretary; Nneka Gallaread, Administrative and Fiscal Services Manager; Vlad Kaplun, Information Systems Specialist; Amanda Myers, Acting Library Services Manager; Kelsey Ockert, Librarian I; Aimee Reeder, Assistant Management Analyst.
- 2. Public Comments:** 0 speakers.
- 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** – None.

**II. CONSENT CALENDAR**

Action Calendar Item D, Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning was moved to the Consent Calendar.

**Action:** M/S/C Trustee Hahn /Trustee Davenport to adopt resolution #R21-120 to approve the consent calendar with the addition of Action Calendar Item D, Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning.

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

**A. Approve Minutes of the October 6, 2021 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the October 6, 2021 Regular Meeting of the Board of Library Trustees as amended (minor corrections).

**Financial Implications:** None

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

**Action:** Adopted resolution #R21-121.

**D. Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning**

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

**Recommendation:** Adopt the resolution approving the initiation of an RFP process to retain the services of a consultant in support of the Library's strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

**Financial Implications:** See report.

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

**Action:** Adopted resolution #R21-126 Adopt the resolution approving the initiation of an RFP process to retain the services of a consultant in support of the Library's strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

**III. ACTION CALENDAR**

**A. Discussion and Nominations for the Selection of Board President and Vice-President**

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

**Recommendation:** Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 4, 2021, for a one-year term.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R21-122 to elect Trustee Roth as President commencing on November 4, 2021, until the first meeting of the board in November 2022, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R21-123 to elect Trustee Hahn as Vice President commencing on November 4, 2021, until the first meeting of the board in November 2022, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

**B. FY 2022 Budget Amendment (AAO)**

**From:** Nneka Gallaread, Administrative and Fiscal Services Manager

**Recommendation:** Adopt the resolution amending the FY 2022 approved Expenditures Budget for all Fund entities to \$25,566,341 based on appropriation of committed prior year funding and other adjustments totaling \$114,525.

**Financial Implications:** See report.

**Contact:** Nneka Gallaread, Administrative and Fiscal Services Manager

**Action:** M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R21-124 amending the FY 2022 approved Expenditures Budget for all Fund entities to \$25,566,341 based on appropriation of committed prior year funding and other adjustments totaling \$114,525.

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

**C. Review and Possible Action on Budget Priorities for the FY 2023 & FY 2024 Biennial Budget Cycle**

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

**Recommendation:** Adopt the resolution adopting budget priorities for the Library for the FY 2023 and FY 2024 biennial budget cycle.

**Financial Implications:** See report.

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

**Action:** M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R21-125 adopting budget priorities for the Library for the FY 2023 and FY 2024 biennial budget cycle as amended:

1. Provide state-of-the-art, well maintained infrastructure, amenities, facilities, and library collections
2. Champion and demonstrate social and racial equity

3. Provide excellent, timely, easily-accessible services, programs, and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

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

**D. Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning**

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

**Recommendation:** Adopt the resolution approving the initiation of an RFP process to retain the services of a consultant in support of the Library's strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

**Financial Implications:** See report.

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

**Action:** Moved to Consent Calendar.

**IV. INFORMATION CALENDAR**

**A. Gratitude To Jim Jacobs, Berkeley Public Library's First African American Librarian**

**From:** Director of Library Services

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

**Action:** Received

**B. BPL Joint Labor Management Committee 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**

Next regular meeting will be held December 8, 2021.

Future topics:

- Closed Session Evaluation of DOLS

**VI. ADJOURNMENT**

Trustee Roth motioned, Trustee Davenport seconded to adjourn the meeting.

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

Adjourned at 8:11 PM.

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

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

Attachments:

1. BPL Joint Labor Management Committee Update





# BPL Joint Labor Management Committee



## **Union Representation at BPL**

- Service Employee International Union, Local 1021  
(Community Services and PTRLA Units)
- Service Employees International Union, Local 1021  
(Maintenance and Clerical Units)
- Public Employees Union, Local 1

## Current JLM Team

- **Aimee Reeder:** Communications Specialist
- **Jay Dickinson:** Circulation Manager
- **Jonathan Esmenjaud:** (Collection Services, Central Support Unit, & IT ) Supervising Library Assistant
- **Juan Castille:** (Claremont & THPS) Library Specialist II
- **Kelsey Ockert:** (Central Adult Services) Librarian II
- **Khin Chin:** President, Service Employee International Union, Local 1021 (Community Services and PTRLA Units)
- **Patricia Heffron:** (West & North) Library Specialist II
- **Rudy Tapia:** (Central Circulation Services) Supervising Library Associate
- **Tess Mayer:** Director
- **Vlad Kaplun:** (Central Children's Services) Information Systems Specialist
- **(Vacant):** Associate HR Analyst

## JLM Purpose

“The goal for this meeting is that it be a venue for creative and productive problem solving and a place where we work together. We will work to prioritize items so that meetings can be spent in constructive discussions. While conflicting opinions about issues are expected, we expect that there will not be personal conflict. We may invite guests to attend meetings if they have particular knowledge but we will let everyone know in advance if this is going to happen.” 2/6/19

## JLM Purpose

Shared understanding that the purpose of the JLMC is to get ahead of potential issues and try to resolve them. Also to share upcoming changes and provide another avenue for discussion and gathering feedback.

## JLM Purpose

Not a venue for individual issues or grievances

Not a part of the bargaining process

## Meeting Structure

- Build agenda
- Meet monthly or as needed
- Rotating moderator and notetaker
- Approval of minutes

## Election Process

- 2 year term - April 2021 – December 2022
- 10 Labor slots
- If there are multiple nominations for a particular slot the people represented by that slot vote on nominees
- If no one runs for a slot the other members can appoint someone

## Election Process

### Labor Slots

1st slot – SEIU Business Agent

2<sup>nd</sup> slot – SEIU Union Officer

3<sup>rd</sup> slot – A representative from either West or North branch, representing the two branches or if no representative is nominated, a representative from Central that serves as liaison to West and North.

4<sup>th</sup> slot – A representative from either Claremont or THPS representing the two branches or if no representative is nominated, a representative from Central that serves as liaison to Claremont and THPS.

5<sup>th</sup> slot – A representative from Adult Services.

6<sup>th</sup> slot – A representative from Children’s Services.

7<sup>th</sup> slot – A representative from Circulation Services.

8<sup>th</sup> slot – A representative from Collection Services (Collection Services, IT, Central Support).

9<sup>th</sup> and 10<sup>th</sup> slot held open for special guests or employees with specific knowledge or insight to items on the Agenda.

## Pandemic response and reopening

- Ongoing discussions relating to safety
- Receiving and sharing feedback from staff about ideas and concerns
- Updates regarding Covid positive infections
- Discussing service models for reopening

## **COVID surge, scheduling, and safety**

- Improve Safety
  - Continue efforts to decompress the worksite
  - Expediently implement scheduling and service hours changes
- Maintain quality service to the community
- Minimize disruption due to scheduling changes for each worker's shift
- Strive for individualized attention to each worker's circumstances
- Management will continue to work with the members to evaluate the effectiveness of these changes, as well as the appropriate time to return to current levels of service and in building staffing.

## **Other examples of topics**

- Recruitment and staffing updates
- Safety and security at Central
- Mental Health Training seminar
- Messaging and communication between staff and admin
- Celebrating library accomplishments



**INFORMATION REPORTS**

December 1, 2021

To: Board of Library Trustees  
From: Nneka Gallaread, Administrative and Fiscal Services Manager  
Subject: FY 2022 – 1<sup>st</sup> Quarter Budget Report

**INTRODUCTION**

Library fiscal year 2022 1Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (101)	\$339,889	187.6%	\$4,214,241	-9.9%
Grants (103)	-	-	\$11,154	64.2%
Friends & Gifts (104)	\$44,012	25340.5%	\$7,571	-4.5%
Foundation (105)	-	0.0%	\$4,678	-63.9%
Total	\$383,901	187.8%	\$4,237,642	-9.9%

**BACKGROUND**

FY 2022 is an annual budget that was adopted by the Board of Library Trustees on May 26, 2021 via approval of Resolution No.: 21-095. On November 4, 2021, by approval of Resolution No.: 21-124, the board accepted into the expenditure budgets an adjustment of \$114,525 in fiscal year 2021 carry-over encumbered values, into the FY 2022 budget via the City's amendment to the FY 2022 Annual Appropriations Ordinance.

**CURRENT SITUATION AND ITS EFFECTS**

1. Library Tax Fund

The Library Tax Fund (101) includes revenue derived from the dedicated library tax, library fines, and miscellaneous revenue. At the end of the first quarter, revenues stood at \$339,889, a rise YoY of 187.6%. First quarter revenue from the library tax was higher year-over by \$88,551, an increase of 79.5%. Receipts from library fines fell \$2,798, while miscellaneous revenue increased by \$135,939.

Library Tax Fund expenditures excluding encumbrances at \$4,214,241 fell 9.9% below the prior year period, a decrease of \$460,611.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 25% first quarter benchmark, period spending at 16.5% of the total expenditures budget ended with wages and benefits costs representing three-fifths of the total \$2,073,795 favorable variance.

2. Grants Fund

The Grants Fund (103) is typically composed of funding from California State Library administered programs for the California Library Literacy Services program, the Library Services and Technology Act, as well as any other governmental or private grant awarded to the Library.

There were no funds received into the Grants Fund at the close of the first quarter. During the period the Library submitted to the California State Library its request for Stage 1 funds, the first of two releases of the fiscal year

2021-2022 California Library Literacy Services (CLLS) grant. The CLLS grant supports the BerkeleyREADS adult literacy program and was awarded fiscal year funding of \$62,927 of which \$56,634 in Stage 1 funds will be made available upon formal request in late November.

3. Friends and Gifts Fund

The Friends and Gifts Fund (104) includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts. The Fund's first quarter receipts of \$44,012 were sourced from the Friends of the Library.

Expenditures at \$7,571 provided for public programming expenses funded by the Friends of the Berkeley Public Library.

4. Foundation Fund

The Foundation Fund (307) captures all funding support received either directly from the Berkeley Public Library Foundation or funneled through the Foundation. The Foundation has provided no funding support for the first quarter.

SUMMARY OF OPERATIONS EXPENSES

Providing for a maximum of safety to the public and staff during a pandemic, the Library significantly adapted activities in all Funds with the goal to provide continuing public library services either online or at curbside service points. All programs, initiatives, and activities within the Library were significantly impacted by the effects and impacts of Covid-19 of which material impacts to two programs are highly evident during the first quarter, that being staffing and the city-wide hiring freeze, and the commencement of construction work for the Central Library interior renovation project.

A half-year financial report will be presented to the board in early 2022.

CONTACT PERSON

Nneka Gallaread, Administrative and Fiscal Services Manager, 510-981-6118

Attachments:

1: 1Q-FY 2022 Revenues by Fund

2: 1Q-FY 2022 Expenditures by Fund



## 1Q-FY 2022 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY : REVENUES SEP FY22								3	25.0%
Berkeley Public Library + CoB			Actuals					YTD FY22	
Elmnt-		Bdgt ORG	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY22	FY22	101	103	104	105	FY22	Rcvd
412110	Special Assessment T	(21,704,603)	21,704,603	199,882				199,882	0.9%
432110	Operating Grants - S	(60,000)	60,000						
451310	Library Fines	(40,000)	40,000	4,069				4,069	10.2%
471110	Interest - Investments					12		12	
481110	Misc Rev - Donations	(205,000)	205,000			44,000		44,000	21.5%
483990	Misc Rev - Other	(32,000)	32,000	135,939				135,939	424.8%
<b>Berkeley Public Library + CoB</b>		<b>(22,041,603)</b>	<b>22,041,603</b>	<b>339,889</b>		<b>44,012</b>		<b>383,901</b>	<b>1.7%</b>



## 1Q-FY 2022 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY22												3	25.0%
Berkeley Public Library + CoB			RVSD	RVSD	RVSD	RVSD	Actuals+Encumbrances					YTD SEP	
Elmnt-		Bdgt ORG	Lib Dscr	Grants	Frnd/Gift	Fndtn	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY22	101	103	104	105	FY22	101	103	104	105	FY22	Spent
511110	Wages - Reg - Monthly Misc	9,659,794	9,659,794				9,659,794	1,694,090				1,694,090	17.5%
512110	Wages - Hourly	272,931	241,431	31,500			272,931	16,522	10,432			26,954	9.9%
513110	Wages - OT - Miscellaneous	12,442	12,442				12,442	1,089				1,089	8.8%
<b>Prsnl Svcs-Salaries and Wages</b>		<b>9,945,167</b>	<b>9,913,667</b>	<b>31,500</b>			<b>9,945,167</b>	<b>1,711,701</b>	<b>10,432</b>			<b>1,722,132</b>	<b>17.3%</b>
520110	Emp FB - Medical	1,900,295	1,900,295				1,900,295	224,413				224,413	11.8%
520120	Emp FB - Dental	214,113	214,113				214,113	21,590				21,590	10.1%
520130	Emp FB - Cash-In-Lieu	108,695	108,695				108,695	24,871				24,871	22.9%
520140	Emp FB - Life Insurance	6,670	6,670				6,670	925				925	13.9%
520210	Emp FB - Medicare	111,232	111,232				111,232	22,098	146			22,243	20.0%
520220	Emp FB - SRIP	310,479	310,479				310,479	21,775				21,775	7.0%
520310	Emp FB - Pers - Misc	3,420,466	3,420,466				3,420,466	574,978				574,978	16.8%
520350	Emp FB - Pars	10,234	9,053	1,181			10,234	1,064	391			1,455	14.2%
520410	Emp FB - Opeb - Retiree Medica	211,367	210,520	847			211,367	32,827				32,827	15.5%
520510	Emp FB - Workers Compensation	160,665	160,665				160,665	26,277	129			26,407	16.4%
520520	Emp FB - Terminal Payout	182,257	182,257				182,257	29,018				29,018	15.9%
520530	Emp FB - Allowances	812	812				812	1,012				1,012	124.6%
520540	Emp FB - Commuter Check	17,324	17,324				17,324	2,729				2,729	15.8%
520550	Emp FB - Other Fringe Benefits	197,753	197,753				197,753	33,431				33,431	16.9%
<b>Prsnl Svcs-Fringe Benefits</b>		<b>6,852,362</b>	<b>6,850,334</b>	<b>2,028</b>			<b>6,852,362</b>	<b>1,017,007</b>	<b>666</b>			<b>1,017,673</b>	<b>14.9%</b>
511160	Wages - Reg - Salary Savings	(800,000)	(800,000)				(800,000)						
<b>Personal Services-Employee</b>		<b>15,997,529</b>	<b>15,964,001</b>	<b>33,528</b>			<b>15,997,529</b>	<b>2,728,707</b>	<b>11,098</b>			<b>2,739,805</b>	<b>17.1%</b>



## 1Q-FY 2022 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY22												3	25.0%
Berkeley Public Library + CoB			RVSD	RVSD	RVSD	RVSD		Actuals+Encumbrances				YTD SEP	
Elmnt-		Bdgt ORG	Lib Dscr	Grants	Frnd/Gift	Fndtn	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY22	101	103	104	105	FY22	101	103	104	105	FY22	Spent
612110	Prof Svcs - Lgl - Outsided Coun		180,000				180,000	146,168				146,168	81.2%
612310	Prof Svcs - Engineering Svcs		8,011				8,011	58,697				58,697	732.7%
612990	Prof Svcs - Miscellaneous	872,450	663,350		7,400		670,750	132,728		6,768		139,496	20.8%
613120	Tech Svcs - Equipment Maint	27,450	27,450				27,450	17,448				17,448	63.6%
613130	Tech Svcs - Software Maint	346,000	316,000				316,000	126,067				126,067	39.9%
613910	Tech Svcs - Hazmat Handling	2,500	2,500				2,500						
<b>Purchased Prof &amp; Tech Svcs</b>		<b>1,248,400</b>	<b>1,197,311</b>		<b>7,400</b>		<b>1,204,711</b>	<b>481,108</b>		<b>6,768</b>		<b>487,876</b>	<b>40.5%</b>
621110	Utilities - Gas/Electric	350,000	348,600				348,600	344,000				344,000	98.7%
621120	Utilities - Water/Sewer	43,500	43,500				43,500	46,000				46,000	105.7%
621130	Utilities - Refuse	34,252	34,252				34,252	5,545				5,545	16.2%
622110	Custodial - Janitorial Svcs	425,000	470,116				470,116	106,520				106,520	22.7%
624110	Property Repairs & Maint	424,800	448,000				448,000	125,592				125,592	28.0%
625110	Rental of Real Property	1,500	1,500				1,500	36				36	2.4%
625120	Rental of Equipment	56,575	57,304				57,304	8,229				8,229	14.4%
632110	Comm Svcs - Tele - Landline	112,200	112,200			13,100	125,300	411,068			13,087	424,155	338.5%
632120	Comm Svcs - Tele - Cellular	14,550	14,550				14,550	3,150				3,150	21.6%
633110	Advertising	15,000	15,000				15,000	1,201				1,201	8.0%
634120	Train and Conf - Registration	40,000	40,000				40,000	3,743				3,743	9.4%
634210	Travel - Airfare	10,000	10,000				10,000						
634220	Travel - Lodging	10,000	10,000				10,000						
635110	Printing and Binding	11,511	9,850	1,661			11,511	1,000				1,000	8.7%
637990	Gov Pmts - Misc Fee and Taxes	5,000	5,000				5,000	4,042				4,042	80.8%
639110	Fees - Bank Fees	4,500	4,500				4,500	190				190	4.2%
639120	Fees - Prof Dues and Fees	47,250	47,250				47,250	38,946				38,946	82.4%
639130	Courier and Delivery Services	27,000	27,000				27,000	15,000				15,000	55.6%
639990	Other Services	520,000		20,000	140,700	309,500	470,200						
<b>Other Purchased Services</b>		<b>2,152,638</b>	<b>1,698,622</b>	<b>21,661</b>	<b>140,700</b>	<b>322,600</b>	<b>2,183,583</b>	<b>1,114,262</b>			<b>13,087</b>	<b>1,127,350</b>	<b>51.6%</b>



## 1Q-FY 2022 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY22												3	25.0%
Berkeley Public Library + CoB			RVSD	RVSD	RVSD	RVSD	Actuals+Encumbrances					YTD SEP	
Elmnt-		Bdgt ORG	Lib Dscr	Grants	Frnd/Gift	Fndtn	Bdgt RVSD	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RVSD
Object	Description	FY22	101	103	104	105	FY22	101	103	104	105	FY22	Spent
641110	Supplies - Office	41,815	38,815	3,000			41,815	20,614				20,614	49.3%
641120	Supplies - Postage	36,000	35,500	500			36,000	6,076				6,076	16.9%
642120	Suppl - Field - Tools and Part	6,000	6,000				6,000	3,122				3,122	52.0%
642990	Suppl - Field - Other	216,825	213,225	5,000	1,197	400	219,822	108,825			1,047	109,872	50.0%
643110	Supplies - Books and Subscrip	2,055,000	2,063,857				2,063,857	2,079,429				2,079,429	100.8%
644110	Supplies - Food - Non-Employee	2,200	1,000	1,200	900		3,100		500	349		849	27.4%
<b>Supplies</b>		<b>2,357,840</b>	<b>2,358,397</b>	<b>9,700</b>	<b>2,097</b>	<b>400</b>	<b>2,370,594</b>	<b>2,218,066</b>	<b>500</b>	<b>1,396</b>		<b>2,219,963</b>	<b>93.6%</b>
651110	Non-Cap - Comp, Software, & OfE	109,400	221,000				221,000	216,674				216,674	98.0%
651120	Non-Cap - Furniture & Fixture	36,052	6,052				6,052	354				354	5.9%
651990	Non-Cap - Miscellaneous												
<b>Property Under Cap Limit</b>		<b>145,452</b>	<b>227,052</b>				<b>227,052</b>	<b>217,028</b>				<b>217,028</b>	<b>95.6%</b>
662110	Cap - FA - Buildings	1,500,000	1,505,870				1,505,870	128,526				128,526	8.5%
663110	Cap - FA - Impr Othr Than Bldg	1,750,000	1,750,000				1,750,000						
664110	Cap - FA - Machinery & Equip	84,000	84,000			27,000	111,000						
664130	Cap - FA - Furniture & Fixture	100,000	100,000			46	100,046				46	46	0.0%
664140	Cap - FA - Computer Equipment	55,000	55,000				55,000						
666110	Cap - FA - Intangibles	15,000	15,000				15,000						
<b>Property</b>		<b>3,504,000</b>	<b>3,509,870</b>			<b>27,046</b>	<b>3,536,916</b>	<b>128,526</b>			<b>46</b>	<b>128,572</b>	<b>3.6%</b>
670140	Int Svc - Tech Cost Alloc Fund	179,624	179,624				179,624	44,907				44,907	25.0%
670150	Int Svc - Mail Services	1,764	1,764				1,764	441				441	25.0%
670180	Int Svc - City Vehicle Fuel/Ma	15,000	15,000				15,000	998				998	6.7%
670190	Int Svc - City Pkg Permits	500	500				500						
<b>Internal Services</b>		<b>196,888</b>	<b>196,888</b>				<b>196,888</b>	<b>46,346</b>				<b>46,346</b>	<b>23.5%</b>
<b>Other Expenses</b>		<b>9,605,218</b>	<b>9,188,139</b>	<b>31,361</b>	<b>150,197</b>	<b>350,046</b>	<b>9,719,743</b>	<b>4,205,338</b>	<b>500</b>	<b>8,164</b>	<b>13,133</b>	<b>4,227,135</b>	<b>43.5%</b>
<b>Berkeley Public Library + CoB</b>		<b>25,602,747</b>	<b>25,152,140</b>	<b>64,889</b>	<b>150,197</b>	<b>350,046</b>	<b>25,717,272</b>	<b>6,934,045</b>	<b>11,598</b>	<b>8,164</b>	<b>13,133</b>	<b>6,966,940</b>	<b>27.1%</b>