



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING**  
Wednesday 03/02/2022

**AGENDA**  
6:30 PM

This Meeting Will Be  
Conducted Exclusively  
Through Videoconference and  
Teleconference

Commission Members:

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

**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, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.*

**I. PRELIMINARY MATTERS**

**A. Roll Call**

**B. Public Comment on Non-agenda Matters**

*Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.*

**C. Comments from Library Unions**

*For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.*

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

**D. Comments from Board of Library Trustees**

## II. CONSENT CALENDAR

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

### A. Minutes of February 2, 2022 Regular Meeting

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

**Recommendation:** Adopt the resolution to approve the minutes of the February 2, 2022 Regular Meeting of the Board of Library Trustees.

### B. Contract: AMS.Net

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

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to execute a contract with AMS.Net for the purchase of network switches, installation and maintenance services utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2021092 with AMS.Net as a purchasing vehicle, for the period beginning April 22, 2022 through April 30, 2025, for an amount not-to-exceed (NTE) \$200,000.

## III. ACTION CALENDAR

### A. BOLT Agenda Topic Calendar

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

**Recommendation:** Review and comment on Attachment 1, "BOLT Agenda Topic Calendar." Discuss proposed topics and identify topics not currently incorporated that should be included.

## IV. INFORMATION REPORTS

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

### A. Claremont Branch Update – Shani Leonards, Supervising Librarian

### B. FYTD 2022 – 2nd Quarter YTD Budget Report and Budget Calendar – Nneka Gallaread, Administrative and Fiscal Services Manager

### C. Monthly Library Director's Report – Tess Mayer, Director of Library Services

## V. ITEMS FOR FUTURE AGENDAS

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

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

## VI. ADJOURNMENT

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. Continuation of Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

## 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.

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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 February 22, 2022

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

**Communications:**

- |               |           |                     |
|---------------|-----------|---------------------|
| 1. Dede Dewey | 2/4/2022  | BOLT Feb Minutes    |
| 2. Dawn Sky   | 2/18/2022 | Employee Harassment |
| 3. Dawn Sky   | 2/18/2022 | Employee Harassment |







**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, February 2, 2022 6:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

**Board of Library Trustees:**

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

**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:** 6:31 pm.  
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.  
Absent: None  
Also Present: Tess Mayer, Director of Library Services; Amanda Myers, Acting Library Services Manager; Jay Dickinson, Circulation Services Manager; My Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary; Nneka Gallaread, Administrative and Fiscal Services Manager.
2. **Public Comments:** 1 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 –**
  1. **Trustee Greene** – I continue to be amazed at the services that the Berkeley Public Library is able to share and provide for our community members.
  2. **Trustee Hahn** - Omicron has continued to be a challenge, I want to acknowledge how difficult that has been for everyone the entire library family at every level of your organization, and thank you all for partnering across the organization to meet yet another very challenging time.
  3. **Trustee Selawsky** - I want to thank our staff, and all Berkeley city staff for stepping up and doing what needs to be done here, it is not easy and sometimes very challenging. Years ago I wrote down the Latin phrase "Liber librum aperit" which roughly translated to one book opens another and it just, it's so simple to me. And so profound, because that's kind of been my life. And that's what the library is for. Thank you library. Thank you staff.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-007 to approve the consent calendar as presented.

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

**A. Approve Minutes of the January 19, 2022 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the January 19, 2022 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-008 to approve the minutes as amended (Add Brian Gavin to attendees).

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

Trustee Green motioned, Trustee Hahn seconded, to move Information Calendar Item A. **Outdoor Programming Oral Update** to take place before the Action Calendar.

**A. Outdoor Programming Oral Update**

Presentations from Michael Kwende; Librarian II at Claremont Branch; Heather Cummins, Supervising Librarian at Central Library Branch; Sierra Gribble, Library Specialist in the Central Support Unit; Dan Beringhele, Supervising Librarian at Tarea Hall Pittman West Branch; Sheila Lew, Library Assistant and temporary Children's Librarian at North Branch.

**III. ACTION CALENDAR**

**A. Circulation Policy Update to Discontinue Use of Unique Management Services (Collection Agency)**

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

**Recommendation:** Adopt the resolution to update the Library Circulation Policy by discontinuing the use of Unique Management Services collection agency, and to clarify specifics about replacement of billed items with materials purchased by patrons in lieu of payment.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-009 to update the Library Circulation Policy by discontinuing the use of Unique Management Services collection agency, and to clarify specifics about replacement of billed items with materials purchased by patrons in lieu of payment and to remove overdue fees for Cornerstones Kit and Laptops.

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

**B. 2022 Board of Library Trustees Priority Setting**

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

**Recommendation:** Review and discuss priority projects for the Board of Library Trustees (BOLT) for 2022. Identify any necessary additions or changes to the list.

**Financial Implications:** None

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

update list and include as an information item at the next meeting.

Pursue equity work. Explore the question of library resilience. Identify some personal characteristics, strengths and skills the we would look for in future board members.

No action taken.

**C. Authorization for President and Vice-President of the Board of Library Trustees to advance salary study project**

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

**Recommendation:** Authorize the President and Vice-President of the Board of Library Trustees to advance a salary study for the Executive Director position on behalf of BOLT.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Davenport / Trustee Hahn to adopt resolution #R22-011 to authorize the President and Vice-President of the Board of Library Trustees to advance a salary study for the Executive Director position on behalf of BOLT.

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

#### IV. INFORMATION CALENDAR

##### A. Outdoor Programming Oral Update

**From:** Michael Kwende; Librarian II at Claremont Branch; Heather Cummins, Supervising Librarian at Central Library Branch; Sierra Gribble, Library Specialist in the Central Support Unit; Dan Beringhele, Supervising Librarian at Tarea Hall Pittman West Branch; Sheila Lew, Library Assistant at North Branch.

This item was moved to before the Action Calendar.

##### B. Central Library Story Room Project Update

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

**Action:** Received

##### C. Monthly Library Director's Report – Tess Mayer, Director of Library Services

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

**Action:** Received

#### V. AGENDA BUILDING

Next regular meeting will be held March 2, 2022.

Future topics:

- Finalize Director of Library Services Evaluation
- Review of various topics that are presented at Board meetings
- Claremont Branch report
- Budget process

#### VI. ADJOURNMENT

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

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

Adjourned at 8:58 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of February 2, 2022 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. Outdoor Programming Oral Update
2. Central Library Story Room Project Update





A poster titled "The History of Story Time at Bateman Park". The background is a light cream color with a green grassy border at the bottom. The title "The History of Story Time at Bateman Park" is written in a large, black, sans-serif font in the center. Below the title, there is a list of four bullet points. In the top left corner, there is a small purple flower. In the top right corner, there is a small yellow bee and a dashed line leading to a small circle. In the bottom left corner, there are two yellow flowers. In the bottom right corner, there is a small circle and a star.

## The History of Story Time at Bateman Park

- Launched in the summer of 2015 as a result of demand for more musical toddler story time sessions at the Claremont Branch Library
- Selected nearby Bateman Park as a new story time venue because of its popularity as a play and lunching location among the preschool aged children and their caregivers
- Weekly program until the pandemic hit in 2019, causing public libraries to close, resulting in the cancelation of all library-based programming
- During the closure, three Berkeley Public Library employees and one loyal volunteer formed a children's musical group which, once permitted to do so, would resume live music at outdoor story time programming

## Meet the Story Time Band!

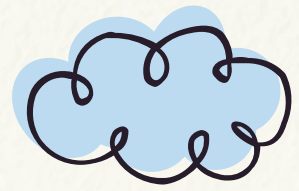


## Michael



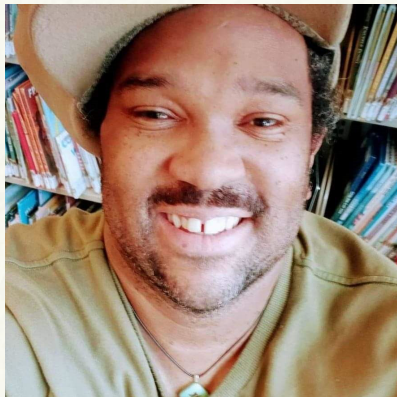
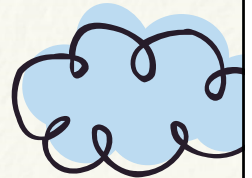
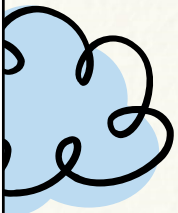
- Children's Librarian at Claremont Branch Library since 2013
- Learning children's and folk music, movement activities as well as locating the best read-aloud picture book stories
- "I am devoted to providing young children with meaningful and memorable story time experiences."





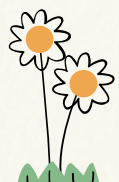
Tim

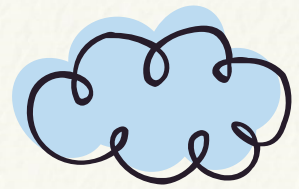
- Volunteer with Berkeley Public Library since 2001
- Retired librarian
- Plays acoustic guitar and flute
- "I find joy in seeing how children and their families respond to the what we offer at story time."



Juan

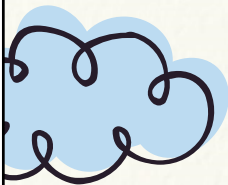
- Berkeley Public Library employee since 1996
- Plays various percussions instruments as well as electric and acoustic bass
- "Children and their caregivers need music, especially during these challenging times."





## Donovan

- Berkeley Public Library employee since 2014
- Plays banjo, guitar, harmonica and electric bass
- “Being able to be the kids’ ‘first band,’ is such a pleasure to be a part of.”



## What’s Up with the Band?

- Since July 2021, performed at 13 story time sessions for over 1300 attendees at Bateman Park
- Visited and led musical story time sessions at twenty K-2 classes at four BUSD sites including Thousand Oaks, Malcom X, Emerson and John Muir elementary schools
- Also visited public preschools West Berkeley YMCA and Head Start Vera Casey
- Provided musical support for story time programs at THPS Branch Grove Street Park events and Story Time on the Lawn at the North Branch





## What our community is saying about musical story time

"Thank you for making a band at the library and coming to our school!"

- Kindergartner, Thousand Oaks

"Watching your story time in the park is like watching a Woodstock for kids!"

- Parent of Berkeley toddler

"When my daughter got home from school today, she said, 'Dad! You are not going to believe this. Mr. Michael came with a band to my school today and I had so much fun!'"

- Parent of John Muir 1<sup>st</sup> grader



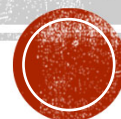
## Future Plans

- Offer a February series of four story time events at George Florence Park, located in West Berkeley
- Begin weekly spring story time events at Bateman Park
- When safe to do so, visit the other six BUSD elementary schools



# TASTY TREATS: CONNECTING WITH TEENS

Teen Taco Tuesday & Teen Tidbits @Central  
2021 November – 2022 March



## TASTY TREATS FOR TEENS

- 2021 November: – Teen Taco Tuesday event to celebrate The Teen Room @Central
- 2022 January – March: Teen Tidbits to engage with teens and promote Library resources for teens







## TEEN TACO TUESDAY

- Staff engaged with 300 teens
- Almost 500 tacos served to teens
- Celebration to honor and acknowledge The Teen Room @Central
- Free comic book giveaways
- Engagement with teens to promote Library resources

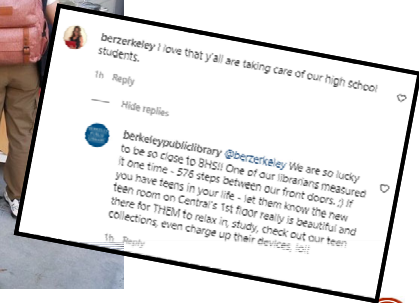
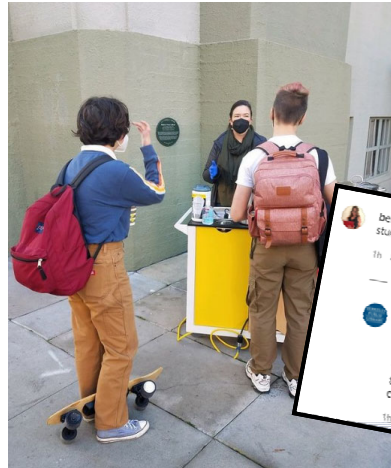


## TEEN TACO TUESDAY – LEVERAGING PARTNERSHIPS

- Downtown Berkeley Association
- City of Berkeley's Neighborhood Services
- Allied Security Services
- Berkeley Public Library Foundation
- Tacos El Rulas
- Staff from multiple units, branches, and classifications



## TEEN TIDBITS – JANUARY'S EVENT



## THE CHARLIE CART PROJECT



### JANUARY'S TEEN TIDBITS -

- Experimenting with a morning event
- Engagement, availability, and approachability
- Utilizing food literacy curriculum
- 27 teens served chai
- Served adults chai after teens started school



## **TASTY TREATS: WHAT'S UP NEXT**

- February 10 – Out of this World Smoothies @Central
- March 8 – Herbed Popcorn @Central
- Spring Teen Taco Tuesday – special focus on promoting and attracting middle grade students from Willard Middle School @Claremont



# **BIG THANK YOU!**

Friends of the Berkeley Public Library  
The Berkeley Public Library Foundation





# Outdoor Programming at Tarea Hall Pittman South

BOLT Meeting  
February 2<sup>nd</sup>, 2022



## Programming at THPS & TLL

- Prior to suspending programs in March 2020, the branch had a thriving schedule of diverse events for all ages including concerts, children's & teen events, DIY programs and the Tarea Hall Pittman Social Justice Series.
- During the Summer of 2021, the Library began to discuss outdoor events and the Tool Library Parking Lot was identified as a space to hold programs. We kicked things off in July 2021 with Basic Bike Repair.
- Partnerships with Bike East Bay, Goldfinch Designs and local performers have allowed staff to once again provide educational and cultural events for the community.
- Staff participating in outdoor programming at THPS include Brianna Bradford, Juan Castille, Angel Entes, Courtney Kolb, Josh Lachman and Robert Young.

## Tool Library Workshops

- We have provided instructional programming on the use of the Tool Library collection, including our new culinary collection.
- Partnered with Bike East Bay, Berkeley Reads and Gold Finch Designs on Bike Repair, Culinary and Gardening workshops.
- Hands on workshops with the opportunity to get answers from experts.





## Cultural Events

- Juan Castille has been doing art and music programming at the Library for many years and took the party outdoors last year.
- Dance performance by La Mezcla for Hispanic Heritage Month.
- Zydeco Concert and Dance featuring the Blue Runners drew over 100 people.
- Josh Lachman revived the sketching group which meets monthly at locations around town, including the Life Sciences building at Cal where the group gathered to share techniques and feedback.
- The sketching group has given people the opportunity to connect over shared interests and is a regular event for a local nature journaling Meet-Up group.



## Story Time at Grove Park



## Vaccination Clinics

- Collaboration with Berkeley Department of Public Health and Carbon Health.
- Over 150 people were vaccinated at the Library in 2021.
- More scheduled for February 2022.



## Results

- 891 people have attended outdoor programming offered by THPS and TLL staff.
- 29 events have been offered July 2021 through January 2022 at the Branch.
- Turnout for most adult events has been higher than similar pre-covid programming at the Branch.
- Storytime attendance and Teen programming have not yet returned to pre-pandemic numbers.
- Staff and presenters have continued to offer a diverse selection of events.







## Outdoor Programming at North Branch



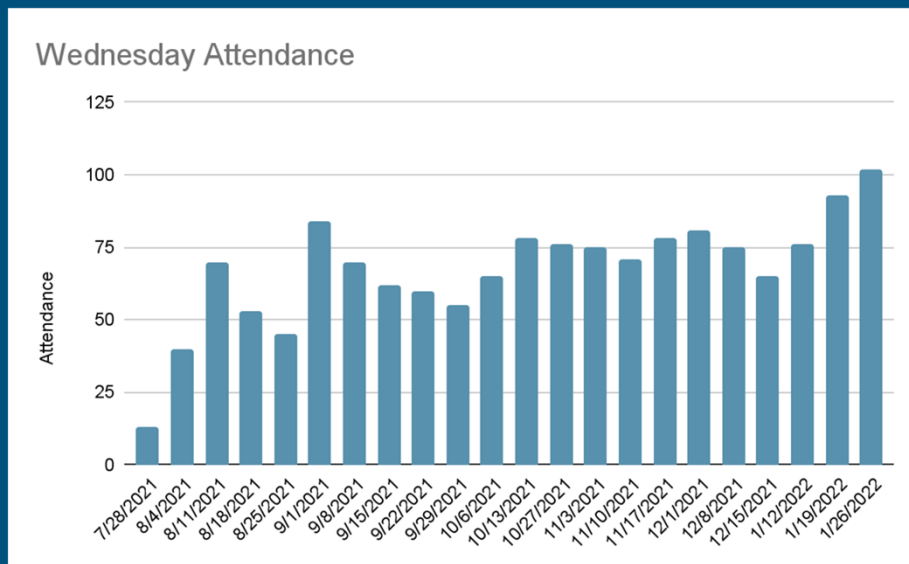
## Story Time on the Lawn



## Story Time on the Lawn

- Wednesdays at 10:30am
- 30-minute story time geared towards children ages 2-5
- Musical accompaniment by Kenny Blake on guitar and Juan Castille on bongo drums
- 22 sessions as of 1/26/22
- One cancellation due to wet weather

## Story Time on the Lawn



## Story Time on the Lawn

Storytime in honor of Mr. Jim Jacobs



From left: Mr. Donovan (in green),  
Mr. Kenny, Mr. Juan, Mr. Michael,  
Mr. Tim

## LatinX Heritage Month: Danza Cuauhtli Mitotiani Mexica

- youth performers from RISE (<http://www.riseyouth.org>)
- 89 attendees





## Outdoor Craft Programs



## Outdoor Craft Programs



### Pop-Up Art Event: Seasonal Decorations

- Scratch art paper
- 22 participants
- 12 children and 10 adults



### Pop-Up Art Event: Seasonal Bookmarks

- Coloring
- 19 participants
- 13 children & 6 adults



## Summary

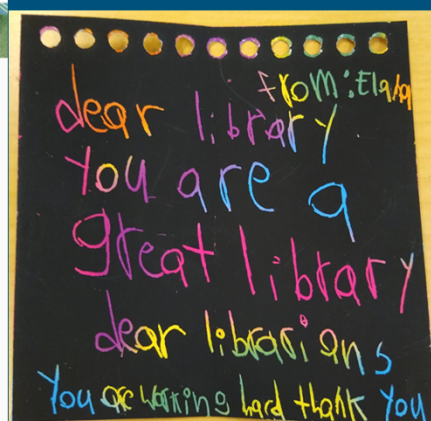
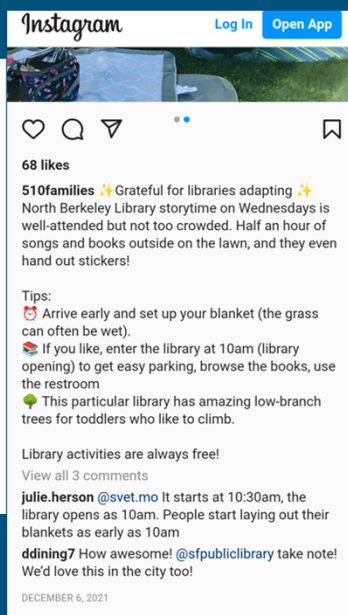
- North outdoor programming targeted towards children, caregivers, parents, and families
- July 2021 through January 2022: 26 events offered
- 1,677 children and adults have attended North Branch outdoor programming
- Storytime attendance has held steady despite rainy season

## Community Response

### Subject: Outdoor Story Times for Children

A patron just sent message# 19780 to you.  
from: Neta

Hi there! Just wanted to express my immense gratitude that the library has offered outdoor story time gatherings this summer. I have a 4.5 month old and even though she is on the younger side, we attend the events regularly at all of your locations and absolutely love them! You are doing a huge service to the community by offering these live and outdoors (rather than virtually), especially when raising small children during Covid can be rather isolating for both children and parents. From my experience, everyone has been masked and distanced and so respectful. I hope you keep this wonderful set of programming going and I am just so grateful!







INTRODUCING ANDERSON BRULÉ ARCHITECTS  
TO BERKELEY PUBLIC LIBRARY FOUNDATION

# Library Design



**Anderson Brulé Architects**

325 South First Street, 4th Floor, San José, CA 95113

T: 408.298.1885 | F: 408.298.1887 | E: [info@aba-arch.com](mailto:info@aba-arch.com)



## ABOUT ABA

# Who We Are



## The Firm

ABA was founded in 1984, based upon our passion for architecture, innovation in design and a commitment to the transformation of the profession. We provide complete services in architecture, interior design, strategic planning and master planning in our primary Community market.

The firm has developed a highly evolved process for establishing quality parameters for project tracking, measuring project progress and proactively re-planning and realigning at each milestone. This ensures that project results meet or exceed established goals.

This process combines the guidelines of Lean Construction with Integrated Project Delivery methodologies. However, it goes beyond those systems by acknowledging the importance of human interaction and the impact that each individual has on the project outcome, and specifically maps core team interaction.

At ABA, we are dedicated to an architectural design process that incorporates a holistic approach to achieving our clients' vision.

We believe that truly exceptional architecture balances the human, social, economic, and environmental needs of individuals and sustains the community in which it is created. These are the core beliefs that we bring to each of our Library projects.



2 million Number of square feet  
ABA has programmed for  
libraries

37 years Number of years ABA  
has been in business

30+ Library Projects



DESIGNING FOR CREATIVITY, CURIOSITY & INCLUSIVITY

# Learning is Fun for Children



El Gabilan Library



San José Public Library Pearl Branch



San José Public Library Education Park Branch



San José Public Library Calabaza Branch



Redwood City Main Library



San José Public Library Tully Branch



ABA'S WORK

# Library Experience

## El Gabilan Library

City of Salinas Anderson Brulé Architects



The City of Salinas developed a new El Gabilan Library to replace an ageing and undersized branch, a 3,350 sf facility constructed in the early 1960's that was inadequate in meeting the needs of the City. Leveraging a creative real estate strategy and synergistic site relationship with a strong community bank that shares the site and leases a portion of the land, the library was envisioned as an enduring community place that will anchor the northern Salinas neighborhood and meet the needs of their growing City.

Anderson Brulé Architects began the project with a Needs Assessment which included extensive Community Outreach and Participation. The Needs Analysis provided information to inform the project's architectural space program, which is a 20,800 sf facility including children, teen and adult collections, along with a collaborative maker space, digital studio, group study rooms, internet café, and a flexible, multifunctional community room. The building's program includes indoor and outdoor space; the exterior is enhanced with reading patios, lounging decks and a meandering,

interactive-learning children's garden. El Gabilan Branch Library is a safe, accessible and inclusive community place for all ages. It promotes curiosity and provides limitless possibilities in a building and service program committed to life-long learning.

The City then selected a Development Team which included ABA. The Public-Private Partnership project opened in Winter 2020. ABA provided leadership to the project throughout a complex development program with numerous stakeholders and also provided design and construction administration services.

### KEY SERVICES

- Architecture
- Interior Design
- Community Outreach
- Programming





ABA's process for community vision is outstanding. Their work created very meaningful, personal community dialogue resulting in project support; ABA was able to illustrate a direct link from community vision to design. They are incredibly attentive to the details which builds trust in the process and outcome for all. I would highly recommend ABA for any public design process."

**– Cary Ann Siegfried**

*Former Director of Libraries & Community Services, City of Salinas*







## Main Library Children's Room Renovation

### Redwood City Public Library

Anderson Brulé Architects



#### KEY SERVICES

- Program Validation/ Library Planning
- Architecture
- Interior Design
- Furniture, Flxtures & Equipment

The Main Library, located in an historic Fire Station in downtown Redwood City, had been expanded in the late 1980's to house the Main Library collections. However, the Children's Room remained in need of expansion and updating to accommodate expanded services including a Family Place, Children's Computers, Storytelling and 'Tween' Areas. The existing space was cramped, dark and devoid of color. It did not allow for large groups of children during Storytime, and lacked clearly defined sections for young children and older children services. And soft seating for children and parents to read together was at a minimum. ABA was able to correct these issues and provide the lively and appropriate spaces for all members of the family.

ABA worked with Library and City Staff through a series of workshops to validate the program and revise the plan before proceeding with a

design. By removing one wall, ABA was able to add approximately 1,438 SF to the existing children's room allowing for the relocation and reconfiguration of existing library stacks creating a separate area for school age children and Tweens.

This open floor plan provides flexible space with seating and gondolas to accommodate the needs of the library. Surrounding the perimeter of the space is new wood shelving with slatwall above for display and use of the picture books and easy readers. A large checkerboard of tackable panels that display children's art work transitions the spaces between the Family Place and Tweens. Finally, a local artist was employed to create whimsical and educational art on the four feature columns in the entrance area to Family Place. ABA also provided specifications for new furniture items as well as identifying existing furniture for refurbishment and reuse.







# Redwood Shores Community Library

Redwood City Public Library Anderson Brulé Architects



## KEY SERVICES

- Process Design & Facilitation
- Community Outreach
- Needs Assessment
- State Grant Application
- Plan of Service
- Program
- Architecture
- Interior Design
- Furniture, Fixtures & Equipment





Redwood Shores Community Library serves as a distinctive gateway and a beacon to the community as a central gathering place. Located along a slough of the San Francisco Bay, the building provides an educational learning environment filled with rich resources, while protecting the natural resources that surround it.

The 22,000 SF library is sculpted to meet the water, each room open to light, while raised floors maximize views into the library and to the shores beyond. Story telling becomes both a literal and symbolic element in the form of a "lighthouse" that is prominently featured as you enter the building.

The Café spills out onto the "deck" that becomes the boardwalk. The Interpretive Center evolved as an essential educational component of the library, enabling the community to observe and learn about the natural habitat that surrounds them.

Through an extensive community process, ABA worked with a Core Team, Community Advisory Committee, City Staff and the Community to develop the Conceptual Design and State Grant Application for the Redwood City Branch Library in Redwood Shores.

The Community Library Needs Assessment and Plan of Service outline the needs of the community, and the Building Program and Conceptual Design specifically addresses those needs. In addition, the site and building were designed in collaboration with the community to meet and exceed the requirements for a LEED Certified green building.





## Roseland Branch Library

Anderson Brulé Architects & Bisbee A+D

### Sonoma County Library Santa Rosa, CA

As the Sonoma County Library system searches for a new permanent home, community leaders were aware of the urgent need to provide these services while a permanent library is planned, designed, and built. ABA collaborated closely with Sonoma County Library staff and local architect partner Bisbee A+D to transform a former video rental store into a lively hub for library services and community engagement. As featured in the Press Democrat, the interim Roseland Library opened with much fanfare in the summer of 2021, ready to serve a vital role for a community that cherishes the many educational and social resources it offers.

Recognizing that the library is more than just a place for books, the 4,445-sq. ft. facility not only includes the expected bookstacks and information technology for access to multi-media collections, but also a feature high on Roseland's list of needs: a flexible community room that supports various activities from classes to group meetings.

The project is successful at engaging patrons because the design tailors the library experience for each user group – adults, teens, and children – while also providing a shared opportunity for all to enjoy the benefits of life-long learning. Conceived as a home with a welcoming sense of place and human connection, the library draws on bright colors and fun patterns to spark its patrons' imaginations – and evoke the active local Latinx culture – while the selective use of shelving and carpeted areas helps distinguish each user group's unique area with the library's open plan.

It was an honor to work closely with Library staff throughout the research and development phases to program and design a space that expresses the spirit of the Roseland community. Driven by a shared dedication to providing all communities equitable access to a public library's services and resources, ABA's collaboration on the project with the Sonoma County Library has resulted in an essential resource whose long-awaited opening is cause for celebration by the people of the Roseland neighborhood.

#### KEY SERVICES

- Interior design / tenant improvement
- Focus on cultural connections
- Community spaces
- Dedicated areas for diverse use groups, including children





## Educational Park Branch Library

### San José Public Library

Anderson Brulé Architects

#### KEY SERVICES

- Process Design & Facilitation
- Community Outreach
- Architecture
- Interior Design
- Furniture, Fixtures & Equipment



Educational Park Branch Library is the sixteenth branch library to be rebuilt and expanded for the City of San José since 2000. Located in east San José on the campus of Independence High School, this library serves as the primary information and community center for this population, as well as Independence Adult School, Academia Calmecac, and the surrounding neighborhoods. With such a large demand for services from the three educational facilities, a new 18,000 square foot facility was designed, doubling the available seats from 50 to nearly 100, and computer access from 13 computers to over 30.

The library was designed with sustainable and green building practices, and awarded LEED Gold through the US Green Building Council. The building was carefully oriented on the site to create a responsible passive solar approach, maximizing daylight in the building while also minimizing heat gain.

Energy use of the building is reduced by the use of low-E glazing, wall and roof insulation, along with an Energy Star rated cool roof that was prepped for future photovoltaic panels.

The project was built using green materials, many of which had recycled content such as the aluminum panels, the steel structure and the carpeting.

A high, open ceiling with east and north facing windows fill the space with natural light while sustainable materials warmly greet guests to the library.

Mostly an open space, strategic use of color indicates to visitors where the different collections are located. Sophisticated, earthy colors indicate collections and spaces for adults such as the Living Room and Quiet Reading Room; while vibrant and lively colors indicate collections and spaces for children.



## Pearl Branch Library

### San José Public Library

Anderson Brulé Architects

#### KEY SERVICES

- Process Design & Facilitation
- Community Outreach
- Architecture
- Interior Design
- Furniture/Fixtures/Equipment



Pearl Avenue Branch Library is a 14,000 SF public branch library that replaces an out-dated library previously located on the same site. The new building provides a storytelling area, children's collection, teen room, group study room, Internet Café, community living room and adult collection.

The building is sited to preserve many of the large perimeter trees opening up the library to a viewing garden. This created a visual connection to nature that is reinforced by the interior finish patterns and colors. The desire to have a strong civic street presence and a central entry from the parking lot drove the simple yet beautiful 'butterfly' roof design. This roof form provides tall, dramatic spaces for the entry and community room while still providing a comfortably scaled room for the Family Place.

The project's design also incorporates the green building

principles as outlined by the U.S. Green Building Council's "LEED" rating system. First, the site was designed to reduce the amount of stormwater and pollutants that enter the Bay Area water system.

Low-E glazing, vertical fins, and wall and roof insulation reduce the energy use of the building. Green building materials are used throughout including wood that is Forest Stewardship Council Certified (FSC) - meaning it was grown and harvested in a responsible manner. Materials were also selected to reduce the amount of volatile organic compounds or VOC's in the building. Finally, through an extensive recycling effort, little construction waste was sent to the landfill. The Pearl Avenue Branch Library is serving the needs of this community, providing facilities for lifelong learning and gathering, while supporting a more sustainable environment and strengthening the identity of the community.





## Cambrian Branch Library

### San José Public Library

Anderson Brulé Architects



The greatest challenges of the Cambrian Branch Library became its strongest design concepts. The extremely long, narrow, and curved site limited parking and circulation, and solar orientation was suboptimal. The site is located on a busy suburban street marked by large 'big box' retail, over-scaled signage, and a sea of parking. A strong civic presence was essential within this commercial and residential transitional zone. The final design solution utilized a glass and metal facade which follows the curve of the street with fins spreading like the pages of a book.

New books and multimedia collections are enticingly displayed in the first floor marketplace. The children's area and Internet Café are easily visible, drawing the user up the curved stair to the second floor collection. The living room provides a quiet sanctuary for reading in front of the fireplace.

The design also incorporates LEED principles such as stormwater filtration and separators, low-e glazing, an Energy Star cool roof, sun-shading devices combined with ceramic fritting on the west-facing windows to further reduce HVAC loads, recycled building content, and materials with low volatile organic compounds.

Additionally, over 90% of the construction and demolition waste was recycled and diverted from landfills. Constructed on time and delivered at 3% below the \$9.8M construction budget, the 12-month design duration was 30% shorter than other projects within the program.

#### KEY SERVICES

- Process Design & Facilitation
- Community Outreach
- Architecture
- Interior Design
- Furniture/Fixtures/Equipment





## Tully Branch Community Library

### San José Public Library

Anderson Brulé Architects

The Tully Branch Library is a 25,000 SF public branch library which features extensive children, adult and young-adult collections. Additional program spaces include a computer lab, a community living room, an Internet Café, study rooms, storytelling space, homework center, copy center, and a Public Art component.

#### KEY SERVICES

- Process Design & Facilitation
- Community Outreach
- Architecture
- Interior Design
- Furniture, Fixtures & Equipment



The library was designed in conjunction with a neighborhood sports and recreation facility including a senior baseball field, two little league and two tee ball fields on approximately 19 acres in central San José. The site is bounded by Coyote Creek, a major waterway running through San Jose.

The library is designed to the U.S. Green Building Council's "LEED" rating system. Appropriate siting, water efficiency, energy efficiency, green materials and indoor environmental quality are key elements to the design which features natural daylighting and clean building materials integration.

“

*The public process ABA has led to discuss the issues and proposed solutions has been extremely effective, productive and worked extremely well. We (have brought) the community a library that meets all of its visions, needs and dreams.”*

**– Jane Light,**  
*Former San Jose Public Library Director  
City of San Jose*





## Anderson Brulé Architects

Strategic Planning | Master Planning | Architecture | Interiors

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AIA California Council | Firm Mentorship Award Recipient, 2018  
AIA Silicon Valley | Firm Award Recipient, 2016-2017







**CONSENT CALENDAR**

March 2, 2022

To: Board of Library Trustees  
From: Alicia Abramson, Library Information Systems Administrator  
Subject: Contract: AMS.Net

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to execute a contract with AMS.Net for the purchase of network switches, installation and maintenance services utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2021092 with AMS.Net as a purchasing vehicle, for the period beginning April 22, 2022 through April 30, 2025, for an amount not-to-exceed (NTE) \$200,000.

**FISCAL IMPACTS OF RECOMMENDATION**

The FY 2022 Library Tax Fund (101) budget includes funding to support this request in the following accounts:

| <b>Cost</b>  | <b>Budget Code</b>    | <b>Description</b>                   |
|--------------|-----------------------|--------------------------------------|
| \$185,601.00 | 101-22-242-271-664140 | Cisco Network Hardware & Maintenance |
| \$10,000.00  | 101-22-242-271-612990 | Professional Installation Services   |

**CURRENT SITUATION AND ITS EFFECTS**

The Merced County FOCUS Contract is a competitively bid procurement vehicle for counties, cities, schools, special districts as well as Federal and State governments to use in the direct purchase of their technology needs through established public entity contracts. The multiple award FOCUS program is offered throughout California and nationally. The purpose of the Merced County FOCUS Contract is to provide the means for counties, cities, schools, special districts and other government entities in California and nationally to purchase their needed technology solutions through a formally bid contractual relationship. FOCUS also provides the means for governments to reduce their costs of procurement while leveraging their dollars with other governments to achieve greater buying power.

AMS.NET comprises skilled and certified engineers who leverage proven technologies from leading manufacturers to implement secure and reliable networking solutions for the Library and the City of Berkeley. AMS.Net has been working with the City of Berkeley since 2000 and with the Library since 2005.

**BACKGROUND**

The Library's network infrastructure includes over 35 network switches and two firewalls, key components that deliver network services such as internet access and Local Area Network (LAN) connectivity to Library staff and the public. The last upgrade to the Library's network switches was in 2013 with the implementation of the City of Berkeley's Voice over Internet Protocol (VOIP) phone system which required specific equipment at that time. The upgrade was made possible when, on September 12, 2012, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R12-057 the appropriation of \$86,250 to the FY 2013 budget to fund the Library's network infrastructure upgrades required to participate as sites on the VOIP phone system.

More recently, on June 6, 2019, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R19-027 the Director of Library Services to execute an amendment to Contract No. 9883 with the Califa Group ("Califa") to upgrade the Library's 1 Gigabits per second (Gbps) internet connection to a 10 Gbps internet connection and to continue providing support and maintenance of the Library's high-speed fiber-optic Internet connection. Califa is a California public benefit corporation of which the Library is a consortium member and is the statewide broadband aggregator for the California State Library Broadband Services Project (CENIC project).

And, on January 15, 2020, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R20-303, the Director of Library Services to execute a contract with AMS.Net for the purchase of an upgraded network firewall to replace the Library's 1 Gbps firewall with a 10 Gbps model capable of handling the network traffic being handed off to the Library from the Califa high speed internet connection.

The project to upgrade the Library's high speed internet services to 10 Gbps was completed in 2020 and enables greater access to the internet and Library owned online resources, one of the Library's Fiscal Year 2020 strategic goals and is aligned with the City of Berkeley's Strategic Plan under the rubric of "Providing State of the art, Well Maintained Infrastructure, Amenities and Facilities."

Since the upgrade to 10 Gbps internet access, it has become apparent that while the new Firewall is capable of handling the traffic from the new Califa high speed internet service, not all of the switches downstream at the Library's five locations are equally able to take full advantage of the newer high speeds being delivered due to speed bottlenecks caused by the Library's older generation network switches. The contract for the purchase of current generation network switches, installation and maintenance services will address these speed bottlenecks by ensuring that all Library end-users, both staff and public, receive the highest possible network speeds over both wired computers and devices that connect to the Library's wireless network.

#### RATIONALE FOR RECOMMENDATION

Since 2013, the Library's network infrastructure has been standardized on Cisco networking switches which is consistent with the City of Berkeley's network infrastructure. Whenever possible, the Library selects technology that is used by the City of Berkeley in order to ensure network interoperability between the Library and the City as well to leverage the knowledge and experience of City IT staff who work with these technologies. With the upgrade of the Library's network, Library staff and the public will be able to take full advantage of the 10 Gbps internet connection, optimizing access to Library resources on the internet as well speeding up the connections between the Central Library and the Branches.

#### ALTERNATIVE ACTIONS CONSIDERED

The MERCED County Fast Open Contracts Utilization Services Contract No. 2021092 with AMS.NET was established after a comprehensive, formal request for proposal process. By utilizing MERCED County Contract No. 2021092 with AMS.Net, the Library has fulfilled the requirement to issue an RFP for equipment and services expenditures exceeding \$25,000.

#### CONTACT PERSON

Alicia Abramson, Library Information Systems Administrator, Library, 510-981-6195

Attachments:

1: Resolution



## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 22-\_\_

### Contract: AMS.Net

WHEREAS, on September 12, 2012, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R12-057 the appropriation of \$86,250 to the FY 2013 budget to fund the Library's network infrastructure upgrades required to participate as sites on the VOIP phone system; and

WHEREAS, on June 6, 2019, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R19-027 the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to upgrade the Library's 1 Gigabits per second (Gbps) internet connection to a 10 Gbps internet connection and to continue providing support and maintenance of the Library's high-speed fiber-optic Internet connection; and

WHEREAS, on January 15, 2020, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R20-303, the Director of Library Services to execute a contract with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff to replace the Library's 1 Gbps firewall with a 10 Gbps model capable of handling the network traffic being handed off to the Library from the upgraded Califa internet connection; and

WHEREAS, AMS.NET comprises skilled and certified engineers who leverage proven technologies from leading manufacturers to implement secure and reliable networking solutions for the Library and the City of Berkeley. AMS.Net has been working with the City of Berkeley since 2000 and with the Library since 2005; and

WHEREAS, Library staff has verified that the best available pricing for this equipment is through the MERCED County Fast Open Contracts Utilization Services Contract No. 2021092 with AMS.NET;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute a contract with AMS.Net for the purchase of network switches, installation and maintenance services utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2021092 with AMS.Net as a purchasing vehicle, for the period beginning April 22, 2022 through April 30, 2025, for an amount not-to-exceed (NTE) \$200,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 2, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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



| Description                                                                                     | Contract? | Grant? | Policy? | Staff Reports | Trustee Related | Goes to City Council? | Annual Review? | Last Report to BOLT | Next Report to BOLT | Delivered by    | Notes                                                                                                                           |
|-------------------------------------------------------------------------------------------------|-----------|--------|---------|---------------|-----------------|-----------------------|----------------|---------------------|---------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Calendar</b>                                                                          |           |        |         |               |                 |                       |                |                     |                     |                 |                                                                                                                                 |
| All Staff Mtgs - Library Late Opening                                                           |           |        |         |               |                 | X                     |                | 10/06/21            | 10/01/22            | Admin Secretary |                                                                                                                                 |
| Library Holidays                                                                                |           |        |         |               |                 | X                     |                | 10/06/21            | 01/01/22            | Admin Secretary |                                                                                                                                 |
| BOLT Meeting Schedule                                                                           |           |        |         |               |                 | X                     |                | 10/06/21            | 10/01/22            | Admin Secretary |                                                                                                                                 |
| Authors Dinner - Early Closure of Central Library                                               |           |        |         |               |                 | X                     |                | 10/03/18            | 10/01/22            | Admin Secretary | Authors dinner was a virtual online event in March 2021                                                                         |
| Annual President /Vice President Election                                                       |           |        |         | X             | X               |                       |                | 11/03/21            | 10/19/22            | Director        | Should occur in October                                                                                                         |
| Annual Report to City Council (on the condition of library and summary of past year activities) |           |        |         |               | X               | X                     |                | 09/17/18            | 09/04/19            | Director        | CoB Municipal Code <b>3.04.100 Reports required. The City has opted to do City-wide COVID-19 response reports more recently</b> |
| <b>Trustee Appointments</b>                                                                     |           |        |         |               |                 |                       |                |                     |                     |                 |                                                                                                                                 |
| Trustee Reappointment (Roth, expires 1/3/2022)                                                  |           |        |         | X             | X               |                       |                |                     | 10/01/21            | Director        | Begin process 2-3 months prior to 1st term expiration                                                                           |
| Trustee Reappointment (Selawsky, 2nd term expires 05/16/2024)                                   |           |        |         | X             | X               |                       |                | 04/01/20            | N/A                 | Director        | this is his second and final term                                                                                               |
| Trustee Appointment (Greene - replaced Hunt)                                                    |           |        |         | X             | X               |                       |                | 07/07/21            | N/A                 | Director        | Begin process 2-3 months prior to 1st term expiration                                                                           |
| Trustee Reappointment (Greene, 1st term expires 8/30/25)                                        |           |        |         | X             | X               |                       |                |                     | 07/07/25            | Director        | Begin process 2-3 months prior to 1st term expiration                                                                           |
| Trustee Vacancy Begin Process (replace Davenport, exp 5/15/23)                                  |           |        |         | X             | X               |                       |                | 04/03/19            | 01/01/23            | Director        | Begin process 4-5 months prior to 2nd term expiration                                                                           |
| Trustee Vacancy Begin Process (replace Roth)                                                    |           |        |         | X             | X               |                       |                |                     | 08/01/25            | Director        | Begin process 4-5 months prior to 2nd term expiration                                                                           |



| Description                                                   | Contract? | Grant? | Policy? | Staff Reports | Trustee Related | Goes to City Council? | Annual Review? | Last Report to BOLT | Next Report to BOLT | Delivered by                              | Notes                                                 |
|---------------------------------------------------------------|-----------|--------|---------|---------------|-----------------|-----------------------|----------------|---------------------|---------------------|-------------------------------------------|-------------------------------------------------------|
| Trustee Vacancy Begin Process (replace Selawsky, exp 5/16/24) |           |        |         | X             | X               |                       |                |                     | 12/01/23            | Director                                  | Begin process 4-5 months prior to 2nd term expiration |
| <b>Budget and Planning</b>                                    |           |        |         |               |                 |                       |                |                     |                     |                                           |                                                       |
| Budget Update - 1st Quarter                                   |           |        |         |               |                 | X                     |                | 12/01/21            |                     | Administrative & Finance Services Manager |                                                       |
| Budget Update - 2nd Quarter                                   |           |        |         |               |                 |                       |                | 03/02/22            |                     | Administrative & Finance Services Manager |                                                       |
| Budget Update - 3rd Quarter                                   |           |        |         |               |                 |                       |                |                     |                     | Administrative & Finance Services Manager |                                                       |
| Budget Update - 4th Quarter                                   |           |        |         |               |                 |                       |                |                     |                     | Administrative & Finance Services Manager |                                                       |
| Annual Gift Report to City Council                            |           |        |         |               | X               | X                     |                | 09/01/21            | 09/07/22            | Finance Manager                           |                                                       |
| CLLS Grant Funds - Accept and Appropriate                     | X         |        |         |               |                 | X                     |                | 09/06/17            |                     | Finance Manager                           |                                                       |
| Strategic Plan Update                                         |           |        |         |               |                 |                       |                |                     |                     |                                           | Eventually would replace report on work plan progress |
| Report on Work Plan Progress                                  |           |        |         |               |                 |                       |                | 10/06/21            |                     |                                           |                                                       |
| Budget Priorities & Library Work Plan                         |           |        |         |               |                 |                       |                | 11/03/21            |                     | Director                                  | Planning for next biennial                            |
| Biennial Budget Presentation                                  |           |        |         |               |                 |                       |                | 04/07/21            | 04/06/22            | Finance Manager                           |                                                       |
| Biennial Budget Presentation                                  |           |        |         |               |                 |                       |                |                     | 5/4/2022            | Finance Manager                           |                                                       |
| Adoption of Biennial Budget                                   |           |        |         |               | X               | X                     |                | 05/26/21            | 06/01/22            | Finance Manager                           |                                                       |
| Recommendation to City Council on Library Tax Rate            |           |        |         |               | X               | X                     |                | 05/26/21            | 06/01/22            | Finance Manager                           |                                                       |

| Description                                                    | Contract? | Grant? | Policy? | Staff Reports | Trustee Related | Goes to City Council? | Annual Review? | Last Report to BOLT | Next Report to BOLT | Delivered by                               | Notes                                                         |
|----------------------------------------------------------------|-----------|--------|---------|---------------|-----------------|-----------------------|----------------|---------------------|---------------------|--------------------------------------------|---------------------------------------------------------------|
| Foundation Lease                                               |           |        |         |               |                 |                       |                | 01/19/22            |                     | Finance Manager                            |                                                               |
| Friends Lease                                                  |           |        |         |               |                 |                       |                | 12/06/17            | 11/01/20            | Finance Manager                            |                                                               |
| Gann Limit Override Renewal                                    |           |        |         |               | X               |                       |                | 09/06/16            | 09/01/24            | Director                                   | Last approved 11/3/20                                         |
| <b>Special Topics</b>                                          |           |        |         |               |                 |                       |                |                     |                     |                                            |                                                               |
| State of the Physical Plant                                    |           |        |         |               |                 |                       |                | 01/19/22            | 01/23/22            | Supervising Librarian, Collection Services | January                                                       |
| State of the Collection                                        |           |        |         |               |                 |                       |                | new                 | 09/07/22            | Supervising Librarian, Collection Services | September                                                     |
| State of the Library                                           |           |        |         |               |                 |                       |                | new                 |                     |                                            | Potentially close or beginning of new fiscal or calendar year |
| Director Evaluation (closed)                                   |           |        |         |               |                 |                       |                | 12/08/21            |                     |                                            | December                                                      |
| Update on Racial Equity Plan Equity, Diversity, Inclusion work |           |        |         |               |                 |                       |                | new                 |                     |                                            | TBD                                                           |
| Library Staffing Update                                        |           |        |         |               |                 |                       |                | 01/01/22            | 11/02/22            |                                            | November                                                      |
| <b>Policies</b>                                                |           |        |         |               |                 |                       |                |                     |                     |                                            |                                                               |
| Board of Library Trustees Meeting Policy                       |           |        | X       |               |                 |                       |                | 12/06/17            |                     | Deputy Director                            |                                                               |
| Bulletin Board Policy                                          |           |        | X       |               |                 |                       |                | 02/11/15            |                     | Deputy Director                            |                                                               |
| Circulation Policy                                             |           |        | X       |               |                 |                       |                | 02/02/22            |                     | Circulation Manager                        |                                                               |
| Collection Management Policy                                   |           |        | X       |               |                 |                       |                | 04/19/17            |                     | Collection Services Manager                |                                                               |
| Electronic Classroom Use and Reservation Policy                |           |        | X       |               |                 |                       |                | 11/12/08            |                     | IT Services Manager                        |                                                               |
| Exhibit Spaces Policy                                          |           |        | X       |               |                 |                       |                | 02/11/15            |                     | Deputy Director                            |                                                               |

| Description                                   | Contract? | Grant? | Policy? | Staff Reports | Trustee Related | Goes to City Council? | Annual Review? | Last Report to BOLT | Next Report to BOLT | Delivered by        | Notes |
|-----------------------------------------------|-----------|--------|---------|---------------|-----------------|-----------------------|----------------|---------------------|---------------------|---------------------|-------|
| Gift and Donation Policy                      |           |        | X       |               |                 |                       |                | 07/13/11            |                     | Deputy Director     |       |
| Green Cleaning Policy                         |           |        | X       |               |                 |                       |                | 02/13/13            |                     | Finance Manager     |       |
| Internet Access /Computer Use                 |           |        | X       |               |                 |                       |                | 04/04/18            |                     | Deputy Director     |       |
| Laptop Lending                                |           |        | ?       |               |                 |                       |                | 08/20/13            |                     | Circulation Manager |       |
| Library Ethics Policy                         |           |        | X       |               |                 |                       |                | 04/19/17            |                     | Deputy Director     |       |
| Library Facilities Naming Policy              |           |        | X       |               |                 |                       |                | 05/07/15            |                     | Director            |       |
| Meeting Room Use Policy                       |           |        | X       |               |                 |                       |                | 07/10/19            |                     | Deputy Director     |       |
| Patron Suspension Policy                      |           |        | X       |               |                 |                       |                | 11/14/18            |                     | Deputy Director     |       |
| Photography and Filming Policy                |           |        | X       |               |                 |                       |                | 03/19/14            |                     | Deputy Director     |       |
| Privacy Policy                                |           |        | X       |               |                 |                       |                | 12/10/08            |                     | Deputy Director     |       |
| Records Retention Schedule for Library        |           |        | X       |               | X               |                       |                | 07/23/2014?         |                     | Finance Manager     |       |
| Requesting Library Material Policy            |           |        | X       |               |                 |                       |                | 5/28/2015           |                     | Deputy Director     |       |
| Rules of Use Policy                           |           |        | X       |               |                 |                       |                | 04/04/18            |                     | Deputy Director     |       |
| Social Forum Policy                           |           |        | X       |               |                 |                       |                | 06/09/10            |                     | Deputy Director     |       |
| Statistical Reporting and Transparency Policy |           |        | X       |               |                 |                       |                | 04/19/17            |                     | Deputy Director     |       |
| Study Room Policy                             |           |        | X       |               |                 |                       |                | 11/13/13            |                     | Deputy Director     |       |
| Unattended Children Policy                    |           |        | X       |               |                 |                       |                | 04/09/14            |                     | Deputy Director     |       |
| Unclaimed Property/Lost & Found Policy        |           |        | X       |               |                 |                       |                | 09/09/09            |                     | Deputy Director     |       |
| Video Monitoring Equipment Policy             |           |        | X       |               |                 |                       |                | 02/13/08            |                     | Deputy Director     |       |
| Volunteer Policy                              |           |        | X       |               |                 |                       |                | 09/09/09            |                     | Deputy Director     |       |
| <b>Department Reports</b>                     |           |        |         |               |                 |                       |                |                     |                     |                     |       |



| Description                                  | Contract? | Grant? | Policy? | Staff Reports | Trustee Related | Goes to City Council? | Annual Review? | Last Report to BOLT | Next Report to BOLT | Delivered by | Notes                            |
|----------------------------------------------|-----------|--------|---------|---------------|-----------------|-----------------------|----------------|---------------------|---------------------|--------------|----------------------------------|
| Adult Services Staff Report                  |           |        | X       |               |                 |                       |                | 02/03/21            |                     |              | Community Responsive Programming |
| Berkeley READS Staff Report                  |           |        | X       |               |                 |                       |                | 05/02/18            |                     |              |                                  |
| Central Support Services Staff Report        |           |        | X       |               |                 |                       |                |                     |                     |              |                                  |
| Children's Services Staff Report             |           |        | X       |               |                 |                       |                | 09/11/13            |                     |              |                                  |
| Circulation Services Staff Report            |           |        | X       |               |                 |                       |                | 02/03/21            |                     |              |                                  |
| Claremont Branch Staff Report                |           |        | X       |               |                 |                       |                |                     | 03/02/22            |              |                                  |
| Collection Services Staff Report             |           |        | X       |               |                 |                       |                | 01/02/19            |                     |              |                                  |
| Information Technology Services Staff Report |           |        | X       |               |                 |                       |                | 12/12/18            | 04/06/22            |              |                                  |
| North Branch Staff Report                    |           |        | X       |               |                 |                       |                |                     |                     |              |                                  |
| Technical Services Staff Report              |           |        | X       |               |                 |                       |                | 02/03/21            |                     |              | Kitchen Tools Collection         |
| Teen Services Staff Report                   |           |        | X       |               |                 |                       |                |                     |                     |              |                                  |
| THP South Branch/Tool Lending Staff Report   |           |        | X       |               |                 |                       |                | 03/11/15            |                     |              |                                  |
| West Branch Staff Report                     |           |        | X       |               |                 |                       |                |                     |                     |              |                                  |
| Summer Reading Beginning Season Staff Report |           |        | X       |               |                 |                       |                | 04/04/18            |                     |              |                                  |
| Summer Reading End of Season Staff Report    |           |        | X       |               |                 |                       |                | 10/06/21            |                     |              |                                  |
| Joint Labor Management updates               |           |        | X       |               |                 |                       |                | 11/03/21            |                     |              |                                  |





## **INFORMATION REPORTS**

March 2, 2022

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: FYTD 2022 – 2<sup>nd</sup> Quarter YTD Budget Report and Budget Calendar

### **INTRODUCTION**

Library fiscal year 2022 results at end of 2Q by Fund are as follows:

| Fund                  | Revenue      |           | Expenditures (xcl Encmb) |        |
|-----------------------|--------------|-----------|--------------------------|--------|
|                       | Actual 2Q    | YoY       | Actual 2Q                | YoY    |
| Library Tax (101)     | \$11,714,843 | 10.2%     | \$8,519,236              | -14.7% |
| Grants (103)          | \$56,634     | 11.2%     | \$34,179                 | -5.7%  |
| Friends & Gifts (104) | \$45,460     | 23,577.1% | \$11,356                 | -59.1% |
| Foundation (105)      | \$150,392    | 70.9%     | \$34,484                 | -16.2% |

### **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**

#### ***LIBRARY TAX FUND (101)***

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. Tax fund revenue, the primary source of Library revenue, is generally received in two installments: once in November or December, and then again between February—April. The process is contingent on how quickly the County processes property tax revenues.

At the end of the second quarter, revenues at \$11,714,843 increased by 10.2%. Second quarter year-to-date revenue from library tax receipts ended up year-over at \$951,505 and was 9.0% above the FY21 Q2 received amount. Other revenue amounting to \$144,370 was fully attributable to library fines and a one-time lump reimbursement of incorrect broadband charges via Califa (a consortium of California Libraries).

Library Tax Fund expenditures excluding encumbrances at \$8,519,236 fell 14.7% from the prior year period, a decrease of \$1,640,360. In comparison to the prior fiscal year period, first-half combined salary and wage costs were down slightly by 2.9%. Excluding encumbrances, non-labor year-over costs fell \$1,452,378 to \$4,619,485. Other larger non-staffing year-to-date actual expenditures include \$856,073 in library materials, \$170,661 in outside legal counsel, \$153,511 in infrastructure maintenance costs, \$160,993 for software maintenance and licensing, and \$192,436 for miscellaneous professional services spanning items such as cost reimbursement to other City departments for services rendered, and vendor landscaping, security guard, and alarm services, etc.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 50% second quarter benchmark, period spending at 66.9%, was favorable with contributed salary savings of \$1.95M encompassing lower



than budgeted costs for salary and wages, medical insurance, and CalPERS retirement expense. Non-labor expenditures were below the benchmark in miscellaneous professional services due largely to lower than expected cost reimbursements to other City departments and likely the delay to calendar year 2022 of construction costs for exterior stucco reapplication to the Central Library due to Covid-19 impacts.

In the recently completed FY 2022 Mid-year Projections exercise, Fund revenue is more than anticipated and continued trend will end FY favorably. Full fiscal year expenditures reported in the Mid-year are anticipated to be consistent with the pattern currently seen to date with actual costs remaining favorably below the revised budget with savings primarily due to personnel savings – vacancies resulting from resignations, retirements, and the Covid-19 induced hiring freeze instituted on April 27, 2020 – which has slowed the recruitment process starting late 2021 and the likely deferral of reinstallation of exterior stucco to the Central Library.

#### *GRANTS FUND (103)*

The Grants Fund is typically composed of funding from California State Library administered programs for the California Library Literacy Services (CLLS) program, the Library Services and Technology Act, as well as any other governmental or private grant awarded to the Library. Currently, the only grant program in the Fund is the California Library Literacy Services that targets its support to the BerkeleyREADS adult literacy program.

By the end of the 2<sup>nd</sup> quarter the Fund received payment of \$56,634, constituting the first of two installments for the FY 2021-2022 CLLS award of \$62,927. Fund expenditures to date are running 63% for wages attributable to literacy tutoring (currently performed online) and 37% for program supplies and software licensing.

#### *FRIENDS & GIFTS FUND (104)*

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

The Fund's first half receipts were comprised of private gifts totaling \$1,143 and \$44,000 from Friends; representing the first installment of FY 2022 award. Expenditures at \$11,356 declined on a year-over basis by 83.1% due to the ongoing emphasis on virtual rather than in-person programming. However, in the first six months of FY 2022, staff introduced in-person, outdoor programming. Providing onsite programming will result in the capacity to offer a greater number of programs in the future.

#### *FOUNDATION FUND (105)*

This Fund captures all funding support received either directly from the Berkeley Public Library Foundation or passed through the Foundation.

During the first half, receipts from the Foundation totaling \$150,392 targeted support for the Library's continued effort to reopen limited in-person services to the public; and the expansion of the Chromebook and Hotspot Lending Pilot Project, a program designed to support the Library's work to bridge technology service gaps affecting those most vulnerable and underserved in the City of Berkeley. To date expenditures of \$34,484 supported Library programs as follows: Central Library laptop kiosk(s) at \$26,540, Chromebook and Hotspot Lending Pilot Project equipment at \$010,351, and supplies at \$392.

#### SUMMARY OF OPERATIONS EXPENSES

Library expenditures continue to be volatile and trending below budget due to vacancies resulting from resignations, retirements, and the Covid-19 induced city-wide hiring freeze instituted on April 27, 2020 (lifting) and other contributing

factors including the likely deferral of exterior stucco reinstallation (started January 2022) at the Central Library. At end of the second quarter, actual expenses excluding encumbrances across all Library Funds were 34.5% below the revised budget. The Library projects in the recently completed Mid-year Budget Projection to end the fiscal year at 70.6% of the revised budget across all Fund groups.

### **FY 2023 and FY 2024 Biennial Budget Schedule**

| <b>Date</b>      | <b>Topic</b>                                                          |
|------------------|-----------------------------------------------------------------------|
| SEPT 21 & FEB 22 | Review of starting position control for accuracy                      |
| NOV 21           | BOLT Discussion and Action on Budget Priorities for FY 2022 & FY 2023 |
| DEC 21 – FEB 22  | Divisional budget meetings                                            |
| FEB 22           | Salary & Benefit Projections for FY 2023 & FY 2024                    |
| FEB 10 22        | Library Council Budget Discussion                                     |
| MAR 1 22         | Dept Budget Proposals Due to Budget Office                            |
| MAR 22           | BOLT FY21-2Q (mid-year) and Budget Process Overview Report            |
| APR 22           | BOLT Recommendations on Draft Budget                                  |
| APR 22           | Staff Budget Workshop                                                 |
| TBD MAY/JUN 22   | BOLT Recommendations on Draft Budget, Tentative Adoption              |
| MAY 22           | BOLT Discussion and Action on Tax Rate                                |
| JUN 22           | BOLT Recommendation to City Council, Final Adoption                   |

#### CONTACT PERSON

Nneka Gallaread, Administrative and Fiscal Services Manager (email: [ngallaread@cityofberkeley.info](mailto:ngallaread@cityofberkeley.info) )

#### Attachments:

- 1: 2Q-FYTD 2022 Revenues by Fund
- 2: 2Q-FYTD 2022 Expenditures by Fund
- 3: Library Tax Fund (101): 5-Year Fund Analysis
- 4: Grant Fund (103): 5-Year Fund Analysis
- 5: Friends & Gifts Fund (104): 5-Year Fund Analysis
- 6: Foundation Fund (105): 5-Year Fund Analysis





## 2Q-FYTD 2022 REVENUES BY FUND

| BERKELEY PUBLIC LIBRARY : REVENUES DEC FY22 |                        |              |            |            |        |           |         | 6          | 50.0%  |
|---------------------------------------------|------------------------|--------------|------------|------------|--------|-----------|---------|------------|--------|
| 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 | 11,570,473 | 0      | 0         | 0       | 11,570,473 | 53.3%  |
| 432110                                      | Operating Grants - S   | (60,000)     | 60,000     | 0          | 56,634 | 0         | 0       | 56,634     | 94.4%  |
| 443220                                      | Refuse - Residential   | 0            | 0          | 0          | 0      | 0         | 0       | 0          | 0.0%   |
| 451310                                      | Library Fines          | (40,000)     | 40,000     | 8,140      | 0      | 0         | 0       | 8,140      | 20.4%  |
| 461230                                      | Rentals - Oth Short    | 0            | 0          | 0          | 0      | 0         | 0       | 0          | 0.0%   |
| 471110                                      | Interest - Investments | 0            | 0          | 0          | 0      | 25        | 0       | 25         | 0.0%   |
| 481110                                      | Misc Rev - Donations   | (205,000)    | 205,000    | 0          | 0      | 45,435    | 150,392 | 195,827    | 95.5%  |
| 483110                                      | Misc Rev - Over/Short  | 0            | 0          | 0          | 0      | 0         | 0       | 0          | 0.0%   |
| 483990                                      | Misc Rev - Other       | (32,000)     | 32,000     | 136,230    | 0      | 0         | 0       | 136,230    | 425.7% |
| 493110                                      | Gain/Loss on Sale      | 0            | 0          | 0          | 0      | 0         | 0       | 0          | 0.0%   |
| 499100                                      | AAO Carryover          | 0            | 0          | 0          | 0      | 0         | 0       | 0          | 0.0%   |
| Berkeley Public Library + CoB               |                        | (22,041,603) | 22,041,603 | 11,714,843 | 56,634 | 45,460    | 150,392 | 11,967,329 | 54.3%  |



## 2Q-FYTD 2022 EXPENDITURES BY FUND

Attachment 2

|                                                 |                                |                   |                      |               |           |       |                  |              |
|-------------------------------------------------|--------------------------------|-------------------|----------------------|---------------|-----------|-------|------------------|--------------|
| BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY22 |                                |                   |                      |               |           |       | 6                | 50.0%        |
| <b>Berkeley Public Library + CoB</b>            |                                |                   | Actuals+Encumbrances |               |           |       | <b>YTD DEC</b>   |              |
| Elmnt-                                          |                                | Bdgt RVSD         | Lib Dscr             | Grants        | Frnd/Gift | Fndtn | Actual           | % RVSD       |
| Object                                          | Description                    | FY22              | 101                  | 103           | 104       | 105   | FY22             | Spent        |
| 511110                                          | Wages - Reg - Monthly Misc     | 9,656,230         | 3,701,328            |               |           |       | 3,701,328        | 38.3%        |
| 511140                                          | Wages - Reg - Other Work Com   |                   |                      |               |           |       |                  |              |
| 512110                                          | Wages - Hourly                 | 272,931           | 53,482               | 24,650        |           |       | 78,132           | 28.6%        |
| 513110                                          | Wages - OT - Miscellaneous     | 12,442            | 1,790                |               |           |       | 1,790            | 14.4%        |
| <b>Prsnl Svcs-Salaries and Wages</b>            |                                | <b>9,941,603</b>  | <b>3,756,600</b>     | <b>24,650</b> |           |       | <b>3,781,250</b> | <b>38.0%</b> |
| 520110                                          | Emp FB - Medical               | 1,900,295         | 537,803              |               |           |       | 537,803          | 28.3%        |
| 520120                                          | Emp FB - Dental                | 214,113           | 52,398               |               |           |       | 52,398           | 24.5%        |
| 520130                                          | Emp FB - Cash-In-Lieu          | 108,695           | 54,070               |               |           |       | 54,070           | 49.7%        |
| 520140                                          | Emp FB - Life Insurance        | 6,670             | 2,271                |               |           |       | 2,271            | 34.1%        |
| 520210                                          | Emp FB - Medicare              | 111,232           | 48,443               | 344           |           |       | 48,787           | 43.9%        |
| 520220                                          | Emp FB - SRIP                  | 310,479           | 39,795               |               |           |       | 39,795           | 12.8%        |
| 520310                                          | Emp FB - Pers - Misc           | 3,420,466         | 1,264,013            |               |           |       | 1,264,013        | 37.0%        |
| 520350                                          | Emp FB - Pars                  | 10,234            | 2,264                | 924           |           |       | 3,189            | 31.2%        |
| 520410                                          | Emp FB - Opeb - Retiree Medica | 211,367           | 72,905               |               |           |       | 72,905           | 34.5%        |
| 520510                                          | Emp FB - Workers Compensation  | 160,665           | 58,729               | 306           |           |       | 59,034           | 36.7%        |
| 520520                                          | Emp FB - Terminal Payout       | 182,257           | 63,562               |               |           |       | 63,562           | 34.9%        |
| 520530                                          | Emp FB - Allowances            | 812               | 1,012                |               |           |       | 1,012            | 124.6%       |
| 520540                                          | Emp FB - Commuter Check        | 17,324            | 6,943                |               |           |       | 6,943            | 40.1%        |
| 520550                                          | Emp FB - Other Fringe Benefits | 197,753           | 73,390               |               |           |       | 73,390           | 37.1%        |
| <b>Prsnl Svcs-Fringe Benefits</b>               |                                | <b>6,852,362</b>  | <b>2,277,599</b>     | <b>1,574</b>  |           |       | <b>2,279,173</b> | <b>33.3%</b> |
| 511160                                          | Wages - Reg - Salary Savings   | (800,000)         |                      |               |           |       |                  |              |
| <b>Personal Services-Employee</b>               |                                | <b>15,993,965</b> | <b>6,034,199</b>     | <b>26,224</b> |           |       | <b>6,060,423</b> | <b>37.9%</b> |



## 2Q-FYTD 2022 EXPENDITURES BY FUND

Attachment 2

|                                                 |                                 |                  |                      |        |              |               |                  |              |
|-------------------------------------------------|---------------------------------|------------------|----------------------|--------|--------------|---------------|------------------|--------------|
| BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY22 |                                 |                  |                      |        |              |               | 6                | 50.0%        |
| Berkeley Public Library + CoB                   |                                 |                  | Actuals+Encumbrances |        |              |               | YTD DEC          |              |
| Elmnt-                                          |                                 | Bdgt RVSD        | Lib Dscr             | Grants | Frnd/Gift    | Fndtn         | Actual           | % RVSD       |
| Object                                          | Description                     | FY22             | 101                  | 103    | 104          | 105           | FY22             | Spent        |
| 612110                                          | Prof Svcs - Lgl - Outsided Coun | 180,000          | 170,661              |        |              |               | 170,661          | 94.8%        |
| 612310                                          | Prof Svcs - Engineering Svcs    | 8,011            | 63,833               |        |              |               | 63,833           | 796.8%       |
| 612990                                          | Prof Svcs - Miscellaneous       | 731,864          | 238,020              |        | 8,853        |               | 246,873          | 33.7%        |
| 613120                                          | Tech Svcs - Equipment Maint     | 27,450           | 23,394               |        |              |               | 23,394           | 85.2%        |
| 613130                                          | Tech Svcs - Software Maint      | 316,000          | 170,244              |        |              |               | 170,244          | 53.9%        |
| 613910                                          | Tech Svcs - Hazmat Handling     | 2,500            |                      |        |              |               |                  |              |
| <b>Purchased Prof &amp; Tech Svcs</b>           |                                 | <b>1,265,825</b> | <b>666,152</b>       |        | <b>8,853</b> |               | <b>675,005</b>   | <b>53.3%</b> |
| 621110                                          | Utilities - Gas/Electric        | 348,600          | 344,000              |        |              |               | 344,000          | 98.7%        |
| 621120                                          | Utilities - Water/Sewer         | 43,500           | 46,000               |        |              |               | 46,000           | 105.7%       |
| 621130                                          | Utilities - Refuse              | 34,252           | 11,090               |        |              |               | 11,090           | 32.4%        |
| 622110                                          | Custodial - Janitorial Svcs     | 470,116          | 198,627              |        |              |               | 198,627          | 42.3%        |
| 624110                                          | Property Repairs & Maint        | 448,000          | 140,254              |        |              |               | 140,254          | 31.3%        |
| 625110                                          | Rental of Real Property         | 1,500            | 261                  |        |              |               | 261              | 17.4%        |
| 625120                                          | Rental of Equipment             | 57,304           | 7,733                |        |              |               | 7,733            | 13.5%        |
| 632110                                          | Comm Svcs - Tele - Landline     | 125,300          | 411,068              |        |              | 13,087        | 424,155          | 338.5%       |
| 632120                                          | Comm Svcs - Tele - Cellular     | 14,550           | 3,150                |        |              |               | 3,150            | 21.6%        |
| 633110                                          | Advertising                     | 15,000           | 3,297                |        |              |               | 3,297            | 22.0%        |
| 634120                                          | Train and Conf - Registration   | 40,000           | 5,074                |        |              |               | 5,074            | 12.7%        |
| 634210                                          | Travel - Airfare                | 10,000           |                      |        |              |               |                  |              |
| 634220                                          | Travel - Lodging                | 10,000           |                      |        |              |               |                  |              |
| 634230                                          | Travel - Other Transportation   |                  | 6                    |        |              |               | 6                |              |
| 635110                                          | Printing and Binding            | 11,511           | 1,000                |        | 5,200        |               | 6,200            | 53.9%        |
| 637990                                          | Gov Pmts - Misc Fee and Taxes   | 5,000            | 4,042                |        |              |               | 4,042            | 80.8%        |
| 639110                                          | Fees - Bank Fees                | 4,500            | 375                  |        |              |               | 375              | 8.3%         |
| 639120                                          | Fees - Prof Dues and Fees       | 47,250           | 38,946               |        |              |               | 38,946           | 82.4%        |
| 639130                                          | Courier and Delivery Services   | 27,000           | 16,215               |        |              |               | 16,215           | 60.1%        |
| 639990                                          | Other Services                  | 374,850          |                      |        |              |               |                  |              |
| <b>Other Purchased Services</b>                 |                                 | <b>2,088,233</b> | <b>1,231,138</b>     |        | <b>5,200</b> | <b>13,087</b> | <b>1,249,426</b> | <b>59.8%</b> |

## 2Q-FYTD 2022 EXPENDITURES BY FUND

Attachment 2

|                                                 |                                 |                   |                      |               |               |               |                   |               |
|-------------------------------------------------|---------------------------------|-------------------|----------------------|---------------|---------------|---------------|-------------------|---------------|
| BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY22 |                                 |                   |                      |               |               |               | 6                 | 50.0%         |
| <b>Berkeley Public Library + CoB</b>            |                                 |                   | Actuals+Encumbrances |               |               |               | YTD DEC           |               |
| Elmnt-                                          |                                 | Bdgt RVSD         | Lib Dscr             | Grants        | Frnd/Gift     | Fndtn         | Actual            | % RVSD        |
| Object                                          | Description                     | FY22              | 101                  | 103           | 104           | 105           | FY22              | Spent         |
| 641110                                          | Supplies - Office               | 41,815            | 21,114               |               |               |               | 21,114            | 50.5%         |
| 641120                                          | Supplies - Postage              | 36,000            | 6,143                |               |               |               | 6,143             | 17.1%         |
| 642120                                          | Suppl - Field - Tools and Part  | 6,000             | 4,152                |               |               |               | 4,152             | 69.2%         |
| 642990                                          | Suppl - Field - Other           | 250,322           | 124,563              | 14,759        | 25,891        | 392           | 165,605           | 66.2%         |
| 643110                                          | Supplies - Books and Subscrip   | 2,063,857         | 2,095,954            |               |               |               | 2,095,954         | 101.6%        |
| 644110                                          | Supplies - Food - Non-Employee  | 10,400            |                      | 500           | 1,714         |               | 2,214             | 21.3%         |
| <b>Supplies</b>                                 |                                 | <b>2,408,394</b>  | <b>2,251,926</b>     | <b>15,259</b> | <b>27,605</b> | <b>392</b>    | <b>2,295,182</b>  | <b>95.3%</b>  |
| 651110                                          | Non-Cap - Comp, Software, & OfE | 221,000           | 248,466              |               |               |               | 248,466           | 112.4%        |
| 651120                                          | Non-Cap - Furniture & Fixture   | 6,052             | 354                  |               |               |               | 354               | 5.9%          |
| 651990                                          | Non-Cap - Miscellaneous         |                   |                      |               |               |               |                   |               |
| <b>Property Under Cap Limit</b>                 |                                 | <b>227,052</b>    | <b>248,820</b>       |               |               |               | <b>248,820</b>    | <b>109.6%</b> |
| 662110                                          | Cap - FA - Buildings            | 1,505,870         | 128,526              |               |               |               | 128,526           | 8.5%          |
| 663110                                          | Cap - FA - Impr Othr Than Bldg  | 1,750,000         |                      |               |               |               |                   |               |
| 664110                                          | Cap - FA - Machinery & Equip    | 111,000           |                      |               |               | 26,540        | 26,540            | 23.9%         |
| 664120                                          | Cap - FA - Vehicles             |                   |                      |               |               |               |                   |               |
| 664130                                          | Cap - FA - Furniture & Fixture  | 100,046           |                      |               |               | 136           | 136               | 0.1%          |
| 664140                                          | Cap - FA - Computer Equipment   | 55,000            |                      |               |               |               |                   |               |
| 666110                                          | Cap - FA - Intangibles          | 15,000            |                      |               |               |               |                   |               |
| <b>Property</b>                                 |                                 | <b>3,536,916</b>  | <b>128,526</b>       |               |               | <b>26,676</b> | <b>155,202</b>    | <b>4.4%</b>   |
| 670140                                          | Int Svc - Tech Cost Alloc Fund  | 179,624           | 89,814               |               |               |               | 89,814            | 50.0%         |
| 670150                                          | Int Svc - Mail Services         | 1,764             | 882                  |               |               |               | 882               | 50.0%         |
| 670160                                          | Int Svc - City Vehicle Replace  |                   |                      |               |               |               |                   |               |
| 670180                                          | Int Svc - City Vehicle Fuel/Ma  | 15,000            | 2,227                |               |               |               | 2,227             | 14.8%         |
| 670190                                          | Int Svc - City Pkg Permits      | 500               |                      |               |               |               |                   |               |
| 670240                                          | Int Svc - Refuse Charges        |                   |                      |               |               |               |                   |               |
| <b>Internal Services</b>                        |                                 | <b>196,888</b>    | <b>92,923</b>        |               |               |               | <b>92,923</b>     | <b>47.2%</b>  |
| <b>Other Expenses</b>                           |                                 | <b>9,723,307</b>  | <b>4,619,485</b>     | <b>15,259</b> | <b>41,658</b> | <b>40,155</b> | <b>4,716,558</b>  | <b>48.5%</b>  |
| <b>Berkeley Public Library + CoB</b>            |                                 | <b>25,717,272</b> | <b>10,653,684</b>    | <b>41,483</b> | <b>41,658</b> | <b>40,155</b> | <b>10,776,980</b> | <b>41.9%</b>  |



# LIBRARY TAX FUND (101): 5-YEAR FUND ANALYSIS

Attachment 3

|                                                      | FY 2021<br>ADOPTED  | FY 2021<br>REVISED    | FY 2021<br>FINAL (#2) | FY 2022<br>ADOPTED    | FY 2022<br>REVISED/PROJECTED | FY 2023<br>PROJECTED | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED |
|------------------------------------------------------|---------------------|-----------------------|-----------------------|-----------------------|------------------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                        | <b>\$12,027,796</b> | <b>\$12,027,796</b>   | <b>\$12,027,796</b>   | <b>\$ 13,187,635</b>  | <b>\$ 13,187,635</b>         | <b>\$15,201,512</b>  | <b>\$17,780,938</b>  | <b>\$20,345,542</b>  |
| <b>Revenues</b>                                      |                     |                       |                       |                       |                              |                      |                      |                      |
| Library Services Tax                                 | \$20,861,870        | \$20,342,539          | \$20,596,293          | \$ 21,704,603         | \$ 21,863,709                | \$22,300,983         | \$22,747,003         | \$23,201,943         |
| Fines/Fees                                           | 40,000              | 40,000                | 17,688                | 40,000                | 40,000                       | 40,000               | 40,000               | 40,000               |
| Donations/Private Contributions                      |                     |                       |                       |                       |                              |                      |                      |                      |
| Misc. Revenue / Interest / Refunds                   | 32,000              | 32,000                | 101,396               | 101,396               | 101,396                      | 101,396              | 101,396              | 101,396              |
| <b>TOTAL REVENUE</b>                                 | <b>\$20,933,870</b> | <b>\$20,414,539</b>   | <b>\$20,715,377</b>   | <b>\$ 21,845,999</b>  | <b>\$ 22,005,105</b>         | <b>\$22,442,379</b>  | <b>\$22,888,399</b>  | <b>\$23,343,339</b>  |
| <b>Expenditures</b>                                  |                     |                       |                       |                       |                              |                      |                      |                      |
| <b>Operations</b>                                    |                     |                       |                       |                       |                              |                      |                      |                      |
| Salaries, Wages, Benefits                            | \$16,605,785        | \$15,946,141          | \$12,972,590          | \$ 16,731,595         | \$ 13,525,924                | \$13,931,702         | \$14,210,336         | \$14,494,542         |
| <b>Salaries, Wages, Benefits</b>                     |                     |                       |                       |                       |                              |                      |                      |                      |
| less: Labor Vacancy Savings                          | 300,000             | 800,000               |                       | 800,000               | 800,000                      | 500,000              | 500,000              | 500,000              |
| Personnel                                            | \$16,305,785        | \$15,146,141          | \$12,972,590          | \$ 15,931,595         | \$ 12,725,924                | \$13,431,702         | \$13,710,336         | \$13,994,542         |
| Non-Personnel                                        | 1,209,910           | 1,392,429             | 823,605               | 1,496,905             | 1,547,434                    | 1,500,000            | 1,750,000            | 1,750,000            |
| Library Materials (incl Tool Lndng)                  | 1,725,000           | 1,725,000             | 1,826,324             | 2,055,000             | 2,055,000                    | 2,100,000            | 2,250,000            | 2,250,000            |
| Misc. Professional Services                          | 872,450             | 896,707               | 497,462               | 872,450               | 885,218                      | 850,000              | 850,000              | 850,000              |
| Utilities+Telephone                                  | 495,902             | 580,476               | 459,787               | 554,502               | 554,502                      | 575,000              | 575,000              | 575,000              |
| Janitorial                                           | 416,667             | 461,783               | 360,565               | 425,000               | 470,116                      | 439,845              | 452,053              | 452,053              |
| Software Maintenance                                 | 346,000             | 346,000               | 147,178               | 346,000               | 346,000                      | 350,000              | 350,000              | 350,000              |
| RFID Loan Repayment                                  |                     |                       |                       |                       |                              |                      |                      |                      |
| Computer & Software Purchase (CAP)                   | 70,000              | 70,000                | 121,859               | 70,000                | 70,000                       | 80,000               | 100,000              | 100,000              |
| Building/Infrastructure                              | 100,000             | 3,556,548             | 2,315,233             | 3,250,000             | 1,300,629                    | 500,000              | 250,000              | 250,000              |
| <b>Subtotal:</b>                                     | <b>\$21,541,714</b> | <b>\$24,175,084</b>   | <b>\$19,524,603</b>   | <b>\$ 25,001,452</b>  | <b>\$ 19,954,822</b>         | <b>\$19,826,547</b>  | <b>\$20,287,389</b>  | <b>\$20,571,595</b>  |
| <b>Charges From Other Depts</b>                      |                     |                       |                       |                       |                              |                      |                      |                      |
| Finance - Billing (341)                              | \$ 19,739           | \$ 19,441             | \$ 19,503             | 19,842                | 19,842                       | \$ 19,842            | \$ 19,842            | \$ 19,842            |
| Facilities - Enviro Compliance (693)                 | 15,055              | 15,748                | 11,432                | 16,564                | 16,564                       | 16,564               | 16,564               | 16,564               |
| Interfund Transfers                                  |                     |                       |                       |                       |                              |                      |                      |                      |
| <b>Subtotal:</b>                                     | <b>\$ 34,794</b>    | <b>\$ 35,189</b>      | <b>\$ 30,935</b>      | <b>\$ 36,406</b>      | <b>\$ 36,406</b>             | <b>\$ 36,406</b>     | <b>\$ 36,406</b>     | <b>\$ 36,406</b>     |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$21,576,508</b> | <b>\$24,210,273</b>   | <b>\$19,555,538</b>   | <b>\$ 25,037,858</b>  | <b>\$ 19,991,228</b>         | <b>\$19,862,953</b>  | <b>\$20,323,795</b>  | <b>\$20,608,001</b>  |
| <b>Projected Surplus/(Shortfall)<br/>{Rev - Exp}</b> | <b>\$ (642,638)</b> | <b>\$ (3,795,734)</b> | <b>\$ 1,159,839</b>   | <b>\$ (3,191,859)</b> | <b>\$ 2,013,877</b>          | <b>\$ 2,579,427</b>  | <b>\$ 2,564,604</b>  | <b>\$ 2,735,338</b>  |
| <b>GROSS FUND BALANCE<br/>{Bal + Rev - Exp}</b>      | <b>\$11,385,158</b> | <b>\$ 8,232,062</b>   | <b>\$13,187,635</b>   | <b>\$ 9,995,776</b>   | <b>\$ 15,201,512</b>         | <b>\$17,780,938</b>  | <b>\$20,345,542</b>  | <b>\$23,080,880</b>  |
| Annual Committed Reserve                             | 1,500,000           | 1,500,000             | 1,500,000             | 1,250,000             | 1,250,000                    | 1,250,000            | 1,300,000            | 1,300,000            |
| <b>Uncommitted Fund Balance</b>                      | <b>\$ 9,885,158</b> | <b>\$ 6,732,062</b>   | <b>\$11,687,635</b>   | <b>\$ 8,745,776</b>   | <b>\$ 13,951,512</b>         | <b>\$16,530,938</b>  | <b>\$19,045,542</b>  | <b>\$21,780,880</b>  |





# GRANTS FUND (103): 5-YEAR FUND ANALYSIS

Attachment 4

|                                                                                                             | FY 2021<br>ADOPTED | FY 2021<br>REVISED | FY 2021<br>FINAL (#2) | FY 2022<br>ADOPTED | FY 2022<br>REVISED/PROJECTED | FY 2023<br>PROJECTED | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED |
|-------------------------------------------------------------------------------------------------------------|--------------------|--------------------|-----------------------|--------------------|------------------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                                                                               | \$ 84,230          | \$ 84,230          | \$ 82,280             | \$ 51,004          | \$ 51,004                    | \$ 74,972            | \$ 74,972            | \$ 74,972            |
| Transaction Based Rmb Fund (302)                                                                            |                    |                    |                       |                    |                              |                      |                      |                      |
| Grants Fund (103)                                                                                           | 84,230             | 84,230             | 82,280                | 51,004             | 51,004                       | 74,972               | 74,972               | 74,972               |
| Public Library Fund (305)                                                                                   |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Revenues</b>                                                                                             |                    |                    |                       |                    |                              |                      |                      |                      |
| Direct Loan Fund                                                                                            |                    |                    |                       |                    |                              |                      |                      |                      |
| Literacy Services & LSTA                                                                                    | 60,000             | 60,000             | 56,568                | 60,000             | 74,409                       | 60,000               | 60,000               | 60,000               |
| Miscellaneous Grant Revenue                                                                                 |                    |                    |                       |                    |                              |                      |                      |                      |
| Public Library Fund (SB 358)                                                                                |                    |                    |                       |                    |                              |                      |                      |                      |
| Other                                                                                                       |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                                                                        | \$ 60,000          | \$ 60,000          | \$ 56,568             | \$ 60,000          | \$ 74,409                    | \$ 60,000            | \$ 60,000            | \$ 60,000            |
| <b>Expenditures</b>                                                                                         |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Operations</b>                                                                                           |                    |                    |                       |                    |                              |                      |                      |                      |
| Personnel                                                                                                   | \$ 31,500          | \$ 33,639          | \$ 46,778             | \$ 33,528          | \$ 41,441                    | \$ 31,500            | \$ 31,500            | \$ 31,500            |
| Non-Personnel                                                                                               | 30,450             | 83,861             | 41,066                | 31,361             | 9,000                        | 28,500               | 28,500               | 28,500               |
| Library Materials                                                                                           |                    |                    |                       |                    |                              |                      |                      |                      |
| Transfer Out (PLF 305)                                                                                      |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Subtotal:</b>                                                                                            | \$ 61,950          | \$ 117,500         | \$ 87,844             | \$ 64,889          | \$ 50,441                    | \$ 60,000            | \$ 60,000            | \$ 60,000            |
| <b>Carryover</b>                                                                                            |                    |                    |                       |                    |                              |                      |                      |                      |
| Encumbered                                                                                                  |                    |                    |                       |                    |                              |                      |                      |                      |
| Unencumbered                                                                                                |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Subtotal:</b>                                                                                            | \$ -               | \$ -               | \$ -                  | \$ -               | \$ -                         | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL EXPENDITURES</b>                                                                                   | \$ 61,950          | \$ 117,500         | \$ 87,844             | \$ 64,889          | \$ 50,441                    | \$ 60,000            | \$ 60,000            | \$ 60,000            |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b>                                                          | \$ (1,950)         | \$ (57,500)        | \$ (31,276)           | \$ (4,889)         | \$ 23,968                    | \$ -                 | \$ -                 | \$ -                 |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>                                                             | \$ 82,280          | \$ 26,730          | \$ 51,004             | \$ 46,115          | \$ 74,972                    | \$ 74,972            | \$ 74,972            | \$ 74,972            |
| <b>Other</b>                                                                                                |                    |                    |                       |                    |                              |                      |                      |                      |
| 3% Personnel COLA                                                                                           |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Revised Gross Fund Balance<br/>{Gross Fund Balance - Budget<br/>Recommendations and<br/>Adjustments}</b> | \$ 82,280          | \$ 26,730          | \$ 51,004             | \$ 46,115          | \$ 74,972                    | \$ 74,972            | \$ 74,972            | \$ 74,972            |



# FRIENDS & GIFTS FUND (104): 5-YEAR FUND ANALYSIS

Attachment 5

|                                                      | FY 2021<br>ADOPTED | FY 2021<br>REVISED | FY 2021<br>FINAL (#2) | FY 2022<br>ADOPTED | FY 2022<br>REVISED/PROJECTED | FY 2023<br>PROJECTED | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED |
|------------------------------------------------------|--------------------|--------------------|-----------------------|--------------------|------------------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                        | \$ 445,378         | \$ 445,378         | \$ 400,378            | \$ 426,886         | \$ 426,886                   | \$ 467,603           | \$ 422,603           | \$ 377,603           |
| <b>Revenues</b>                                      |                    |                    |                       |                    |                              |                      |                      |                      |
| Friends of BPL                                       | \$ 105,000         | \$ 105,000         | \$ 91,824             | \$ 105,000         | \$ 105,452                   | \$ 105,000           | \$ 105,000           | \$ 105,000           |
| BPL Foundation                                       |                    |                    |                       |                    |                              |                      |                      |                      |
| Donations/Private                                    |                    |                    | 113                   |                    |                              |                      |                      |                      |
| Interest/Misc. Revenues                              |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                 | \$ 105,000         | \$ 105,000         | \$ 91,937             | \$ 105,000         | \$ 105,452                   | \$ 105,000           | \$ 105,000           | \$ 105,000           |
| <b>Expenditures</b>                                  |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Operations</b>                                    |                    |                    |                       |                    |                              |                      |                      |                      |
| Personnel                                            |                    |                    |                       |                    |                              |                      |                      |                      |
| Non-Personnel                                        | 150,000            | 97,426             | 28,850                | 150,000            | 64,735                       | 150,000              | 150,000              | 150,000              |
| Professional Services                                |                    | 54,500             | 36,578                |                    |                              |                      |                      |                      |
| Library Materials                                    |                    |                    |                       |                    |                              |                      |                      |                      |
| Computer Hardware/Software                           |                    |                    |                       |                    |                              |                      |                      |                      |
| FF&E Accommodation                                   |                    |                    |                       |                    |                              |                      |                      |                      |
| CIP (Infrastructure)                                 |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Subtotal:</b>                                     | \$ 150,000         | \$ 151,926         | \$ 65,428             | \$ 150,000         | \$ 64,735                    | \$ 150,000           | \$ 150,000           | \$ 150,000           |
| <b>Carryover</b>                                     |                    |                    |                       |                    |                              |                      |                      |                      |
| Encumbered                                           |                    |                    |                       |                    |                              |                      |                      |                      |
| Unencumbered                                         |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Subtotal:</b>                                     | \$ -               | \$ -               | \$ -                  | \$ -               | \$ -                         | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL EXPENDITURES</b>                            | \$ 150,000         | \$ 151,926         | \$ 65,428             | \$ 150,000         | \$ 64,735                    | \$ 150,000           | \$ 150,000           | \$ 150,000           |
| <b>Projected Surplus / (Deficit)<br/>(Rev - Exp)</b> | \$ (45,000)        | \$ (46,926)        | \$ 26,509             | \$ (45,000)        | \$ 40,717                    | \$ (45,000)          | \$ (45,000)          | \$ (45,000)          |
|                                                      |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>      | \$ 400,378         | \$ 398,452         | \$ 426,886            | \$ 381,886         | \$ 467,603                   | \$ 422,603           | \$ 377,603           | \$ 332,603           |





# FOUNDATION FUND (105): 5-YEAR FUND ANALYSIS

Attachment 6

|                                                                                                         | FY 2021<br>ADOPTED | FY 2021<br>REVISED | FY 2021<br>FINAL (#2) | FY 2022<br>ADOPTED | FY 2022<br>REVISED/PROJECTED | FY 2023<br>PROJECTED | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED |
|---------------------------------------------------------------------------------------------------------|--------------------|--------------------|-----------------------|--------------------|------------------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                                                                           | \$ 885,878         | \$ 885,878         | \$ 885,878            | \$ 458,510         | \$ 458,510                   | \$ 281,302           | \$ 281,302           | \$ 281,302           |
| <b>Revenues</b>                                                                                         |                    |                    |                       |                    |                              |                      |                      |                      |
| Foundation                                                                                              | \$ 100,000         | \$ 100,000         | \$ 150,000            | \$ 100,000         | \$ 78,815                    |                      |                      |                      |
| Misc./ Interest                                                                                         |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                                                                    | \$ 100,000         | \$ 100,000         | \$ 150,000            | \$ 100,000         | \$ 78,815                    | \$ -                 | \$ -                 | \$ -                 |
| <b>Expenditures</b>                                                                                     |                    |                    |                       |                    |                              |                      |                      |                      |
| Personnel                                                                                               |                    |                    |                       |                    |                              |                      |                      |                      |
| Consultants                                                                                             |                    |                    |                       |                    |                              |                      |                      |                      |
| Furniture and Fixtures                                                                                  |                    | 354,046            | 501,386               | 350,000            | 256,023                      |                      |                      |                      |
| Equipment                                                                                               |                    | 36,500             | 38,931                |                    |                              |                      |                      |                      |
| Building                                                                                                |                    |                    |                       |                    |                              |                      |                      |                      |
| Miscellaneous/Other                                                                                     | 100,000            | 209,500            | 37,051                |                    |                              |                      |                      |                      |
| <b>Subtotal:</b>                                                                                        | \$ 100,000         | \$ 600,046         | \$ 577,368            | \$ 350,000         | \$ 256,023                   | \$ -                 | \$ -                 | \$ -                 |
| <b>Carryover</b>                                                                                        |                    |                    |                       |                    |                              |                      |                      |                      |
| Encumbered                                                                                              |                    |                    |                       |                    |                              |                      |                      |                      |
| Unencumbered                                                                                            |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Subtotal:</b>                                                                                        | \$ -               | \$ -               | \$ -                  | \$ -               | \$ -                         | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL EXPENDITURES</b>                                                                               | \$ 100,000         | \$ 600,046         | \$ 577,368            | \$ 350,000         | \$ 256,023                   | \$ -                 | \$ -                 | \$ -                 |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b>                                                      | \$ -               | \$ (500,046)       | \$ (427,368)          | \$ (250,000)       | \$ (177,208)                 | \$ -                 | \$ -                 | \$ -                 |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>                                                         | \$ 885,878         | \$ 385,832         | \$ 458,510            | \$ 208,510         | \$ 281,302                   | \$ 281,302           | \$ 281,302           | \$ 281,302           |
| <b>Other</b>                                                                                            | \$ (570,893)       | \$ (570,893)       | \$ (458,510)          | \$ (458,510)       | \$ (458,510)                 | \$ (458,510)         | \$ (458,510)         | \$ (458,510)         |
| <b>Personnel COLA %age Change</b>                                                                       |                    |                    |                       |                    |                              |                      |                      |                      |
| <b>Revised Gross Fund Balance {Gross<br/>Fund Balance - Budget<br/>Recommendations and Adjustments}</b> | \$ 314,985         | \$ (185,061)       | \$ (0)                | \$ (250,000)       | \$ (177,208)                 | \$ (177,208)         | \$ (177,208)         | \$ (177,208)         |





**INFORMATION REPORTS**

March 2, 2022

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

**Changes to Indoor Masking Guidelines**

The City of Berkeley issued a joint health order along with other Bay Area public health jurisdictions aligning with the [State's masking guidance](#) as of February 16, 2022.

This statement lifts the indoor masking requirement for fully vaccinated people, while still requiring masks for unvaccinated individuals in indoor public settings and businesses. It allows for local businesses and organizations to establish their own rules and requirements around masking, and still requires universal masking in such settings as public transportation and health care environments.

The Library will continue to require everyone to wear face coverings for a number of reasons: unvaccinated people are still required to wear masks indoors, which would require the Library staff to screen for vaccination status prior to entry, and, which cannot be done with current staffing levels; a large number of children under five visit libraries, and the vaccine for this age group has not been approved; and the goal is to provide as safe an environment as possible for everyone who uses the library.

The City of Berkeley guidance around the length of employee isolation when testing positive for Covid-19 or quarantine when exposed to a close contact with a positive infection has now changed to mirror the [guidance](#) issued by Cal OSHA. This includes a significant change related to employees who have been vaccinated and boosted and have been exposed to someone with Covid-19: they do not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after close contact.

**Outdoor Programming**

In-person outdoor programming is flourishing, and staff has introduced a number of special storytimes this past month. A new outdoor storytime series was offered at George Florence Park by Children's Librarian Michael Kwende. On 2/19, there was a special story time in celebration of Black History Month featuring Storyteller Kirk Waller at Grove park. Kirk shared traditional African American stories and songs. A special Lunar New Year celebration storytime took place outside the Central Library on Saturday, February 5, along with other activities including crafts and a lion dance. Many people attended this fun and engaging event, and children and caregivers accessed the Children's department on Level 4 to check out lots of books after the event.

The Musical Story Time in the Park program at West Berkeley's George Florence Park is a program led by children's librarian, Michael Kwende, who is assisted by musicians/library employees Juan Castille, Donovan Russell, and long-time volunteer, Tim Campbell de Wolf. The program was initiated to offer outdoor story time programming to an area of the city that had not yet received in-person outdoor programming.

Sessions begin at 10:30am and last 45 – 60 minutes and include live family-friendly music, movement activities, and pictures book read aloud. The attendees are made up of an ethnically diverse group of



caregivers and children ranging from infants to preschools. Thus far, the program has been well attended. At the first three sessions staff hosted 96, 135, and 116 attendees respectively.

Two local head start programs have brought groups of children to two or more of the three events offered to date including Kidsland Spanish Immersion Preschool and West Berkeley YMCA, 2009 Tenth Street, where Michael and the band have visited before.

Community Response: some of the comments that the staff has heard from the public

“Thank you for bringing the community together with your music and stories. I saw all the people and heard you all last week and wanted to make sure you know how much this means to us.”

– Michael, Resident who lives directly across the street from the park

“My daughter loves your music! She just dances like crazy when she hears it!”

– Mother of preschool aged child

“Thank you for the music and the stories!” (Screamed multiple times)

– Preschool aged child

“Thank you for offering this story time. Our school is only three blocks away and we are able to walk the children over.” – Teacher from Kidsland Spanish Immersion Preschool

### **AARP Tax Assistance**

AARP tax assistance is back at the Library after a two-year break due to the pandemic and proving to be a very popular service. The service is being provided by AARP volunteers at the Central Library, West, and Tarea Hall Pittman South Branches. The service model is somewhat different than usual. Rather than accompanying their clients as they prepare their taxes, the clients drop off their materials with their designated volunteer, and then pick up the materials after about an hour.

### **Vaccination Clinic**

The City of Berkeley offered two more “pop-up” vaccination clinics at Tarea Hall Pittman South Branch outside in the parking lot on February 15 and 22 from 10:30 am - 5:30 pm. Pre-registration and appointments were encouraged with limited availability of walk-up appointments subject to staffing and supply. Demand has been somewhat lower since the clinics were first introduced a few months ago.

### **Berkeley Rotary Club**

On February 2, Director of Library Services Mayer was inducted as a member into the Berkeley Rotary Club. Participation in this organization will offer the chance to participate in community-focused service work. Mayer appreciates the alignment of Rotary’s mission with the work of the Library and hopes the affiliation will encourage new partnership opportunities.

