



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

SPECIAL MEETING
Monday 05/23/2022

AGENDA
4:00 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 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 (Limited to Agenda Items)

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. ACTION CALENDAR

A. Recommendation to City Council on FY2023 Library Tax Rates

From: Nneka Gallaread, Admin and Fiscal Services Manager

Recommendation: Adopt the resolution to recommend that the Berkeley City Council set the FY 2023 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2584 (25.84 cents) per square foot for dwelling units and \$0.3907 (39.07 cents) per square foot for industrial, commercial, and institutional buildings..

B. Proposed Budget FY 2023-24 – All Library Funds

From: Nneka Gallaread, Admin and Fiscal Services Manager

Recommendation: Adopt the resolution to approve to approve the Budgets for FY 2023 and FY 2024 of revenue of \$24,111,188 & \$24,587,943, respectively, and expenditures of \$24,850,096 and \$25,113,311, respectively, as presented.

III. 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

IV. ADJOURNMENT

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

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

COMMUNICATION ACCESS INFORMATION:



This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

I hereby certify that the agenda for this regular/special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website, on May 17, 2022

//s//

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

Communications:

**ACTION CALENDAR**

May 23, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Recommendation to City Council on FY 2023 Library Tax Rate

RECOMMENDATION

Adopt the resolution to recommend that the Berkeley City Council set the FY 2023 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2584 (25.84 cents) per square foot for dwelling units and \$0.3907 (39.07 cents) per square foot for industrial, commercial, and institutional buildings.

FISCAL IMPACTS OF RECOMMENDATION

The total revenue generated by the Library Tax in FY 2023 is expected to be approximately \$23,837,768 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2023, as compared with amounts for FY 2022:

Square Feet	Annual Tax – Dwelling Units		Annual Tax – All Other Properties	
	FY23	FY22	FY23	FY22
1,200	\$310.07	\$288.24	\$468.79	\$435.88
1,500	387.59	360.30	585.98	544.80
1,900	490.95	456.38	742.25	690.08
3,000	775.19	720.60	1,171.97	1,089.60
3,900	1,007.74	936.78	1,523.56	1,416.48
10,000	2,583.96	2,402.00	3,906.56	3,632.00

BACKGROUND

The Central Library and neighborhood branch libraries will have received up to 98% of 2022 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.2272 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.3435 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to ensure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs. Refer to Attachment 2. *Tax Rate Indices: PIG + CPI* for table of rates since 2008 and the Board's recommendation to the City Council.

CURRENT SITUATION

For the current fiscal year, Berkeley's Library Tax will raise around \$22.5 million. The tax rates, initiated by a recommendation from the Director of Library Services to the Board, may be adjusted annually by indexing up to the greater of the Consumer Price Index in the immediate San Francisco Bay Area or the per capita Personal Income Growth factor in California.

The FY 2023 tax of \$0.2584 for dwelling units and \$0.3907 for all other property are recommended based on the per capita Personal Income Growth factor in California of 7.55%, as the voters approved the greater of

**BERKELEY PUBLIC LIBRARY
ACTION CALENDAR REPORT**

Recommendation to City Council on FY 2022 Library Tax Rates

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that or the Consumer Price Index in the immediate San Francisco Bay Area of 4.996%. In addition, the Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by 7.55%. The recommended library tax rates for FY 2023 are expected to yield total revenue of approximately \$23,837,768 (*net of Alameda County billing and collection fees*).

At a special meeting of the Board of Library Trustees held on May 26, 2021, the Board of Library Trustees recommended via BOLT Resolution No.: R21-095 that the City Council increase tax rates for FY 2022.

RATIONALE FOR RECOMMENDATION

Adopting the per capita Personal Income Growth factor in California would contribute an incremental increase of approximately \$566,078 to projected FY 2023 revenue over that of the April Consumer Price Index in the immediate San Francisco Bay Area.

ALTERNATIVE ACTIONS CONSIDERED

The fiscal impact on the Library Tax Fund of adopting the April Consumer Price Index in the immediate San Francisco Bay Area of 4.996% instead of the per capita Personal Income Growth factor in California of 7.55% would be a reduction of \$566,078 in projected FY 2023 library tax receipts.

The fiscal impact on the Library Tax Fund of forgoing an adjustment to the fiscal year's library tax rate instead of the per capita Personal Income Growth factor in California of 7.55% would be a reduction of \$1,673,409 in projected FY 2023 library tax receipts.

FUTURE ACTION

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

CONTACT PERSON

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

Attachments:

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

BOARD OF LIBRARY TRUSTEES**RESOLUTION NO: R22-__**

RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2023 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.2584 (25.84 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.3907 (39.07 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS BASED ON THE PER CAPITA PERSONAL INCOME GROWTH FACTOR IN CALIFORNIA OF 7.55%

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

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

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

WHEREAS, the Fiscal Year 2022-23 per capita Personal Income Growth factor for California is 7.55% and the April 2022 Consumer Price Index in the immediate San Francisco Bay Area is 4.996%; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2023 tax rate for the Library Services Tax at \$0.2584 (25.84 cents) per square foot for dwelling units and \$0.3907 (39.07 cents) per square foot for industrial, commercial, and institutional buildings based on the per capita Personal Income Growth factor for California of 7.55%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 1, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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

BERKELEY PUBLIC
LIBRARY
TAX RATE INDICES: PIG +
CPI

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Year	PIG*	CPI^	Notes
2008	4.42%	3.200%	BOLT R07-043 (9MAY07)
2009	4.29%	4.000%	BOLT R08-046 (14MAY08)
2010	0.62%	0.802%	BOLT R09-054 (10JUN09)
2011	-2.50%	1.717%	BOLT R10-039 (25MAY10)
2012	2.51%	2.821%	BOLT R11-039 (11MAY11)
2013	3.77%	2.078%	BOLT R12-037 (13JUN12)
2014	5.12%	2.381%	BOLT R13-033 (29MAY13)
2015	-0.23%	2.787%	BOLT R14-026 (20MAY14)
2016	3.82%	2.436%	BOLT R15-108 (28MAY15)
2017	5.37%	2.695%	BOLT R16-018 (19MAY16)
2018	3.69%	3.789%	BOLT R17-031 (31MAY17)
2019	3.67%	3.217%	BOLT R18-026 (6JUN18)
2020	3.85%	4.015%	BOLT R19-023 (24MAY19)
2021	3.73%	1.110%	BOLT R20-018 (3JUN20): Increase declined
2022	5.73%	3.806%	BOLT R21-095 (26MAY21)
2023	7.55%	4.996%	Director Recommendation (23MAY22) =PIG

BOLD BOLT recommendation to City Council

* per capita Personal Income Growth factor in California released late April/early May.

^ Consumer Price Index in the immediate San Francisco Bay Area released mid-May.



ACTION CALENDAR

May 23, 2022

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: Proposed Budget FY 2023-24 – All Library Funds

INTRODUCTION

The proposed FY 2023-24 Budget presented herein incorporates changes to the revenue and expenditure base budgets for all Library Fund groups.

The proposed Budget for all Library Funds for FY 2023 and 24 projects revenue of \$22,994,646 and \$23,396,799; respectively and expenditures of \$24,592,098 and \$24,936,976. The following table reflects the dollar values by Fund grouping.

Proposed Budget

Fund	FY 2023		FY 2024	
	Revenue	Expense	Revenue	Expense
Library Tax (101)	\$23,837,768	\$ 24,433,766	\$24,314,523	\$ 24,695,785
Grants (103)	\$68,420	\$66,330	\$68,420	\$67,526
Friends and Gifts (104)	\$105,000	\$150,000	\$105,000	\$150,000
BPL Foundation (105)	\$100,000	\$200,000	\$100,000	\$200,000
Berkeley Public Library	\$24,111,188	\$24,850,096	\$24,587,943	\$25,113,311

The Board of Library Trustees established the FY23 and FY 24 Budget Priorities as adopted by Resolution No.: **R21-125 on November 3, 2021:**

Budget Priorities for FY 2023 and FY 2024:

1. Provide state-of the-art, well maintained infrastructure, amenities, facilities, and library collections
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services, programs, and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

The priorities seek to achieve the optimum utilization of public and library resources throughout the budget period and to ensure proposed budget changes are aligned with the board's immediate and long-term objectives and goals.

FISCAL IMPACT OF RECOMMENDATION

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal years 2023 and 2024.

Library Tax Fund

The Library Tax Fund is projected to achieve revenues of \$23,837,768 and \$24,314,523 in FY 2023 & FY 2024, respectively; with expenditures of \$24,433,765 and \$24,695,785. Projected revenue is forecasted to increase \$743,937 over Mid-year FY 2022 expected receipts based on the City's applied default rate. Miscellaneous receipts, primarily attributable to photocopier revenues, tool lending fines, lost and damaged material fees, and vendor price adjustments remain as provided for in the base budget.

Planned expenditure budgets total \$24,433,766 and \$24,695,785 for FY2023 and 24, respectively. Excluding estimated City pass-through expenses for fiscal years 2023 and 24 are \$24,397,794 and \$24,657,820.

Library Tax Rate

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to ensure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The CA Personal Income Growth factor is released in late April and the San Francisco Bay Area Consumer Price Index released in mid-May. The Library employs the proceeds of the library tax to maintain and enhance the Library's physical plant and infrastructure, purchase library materials, and provide public services and programming. The budget as presented in this report applies the Director's recommendation of an increase of 7.55%.

Personnel

Personnel expenses are projected at \$17,491,479 and \$17,453,498; equal to 71.6% and 70.7% of Fund expenditures for FY2023 and 24, respectively.

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, reduction in-force, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations.

Overall, the Library proposes a reduction of 0.875 FTE from an authorized FY 2022 level of 115.600 FTE to 114.725 FTE for FY2023 and 24. Authorized headcount would drop by one to 144 from 145.

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ACTION CALENDAR REPORT**

Proposed Budget FY 2023 & 2024 – All Library Funds

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Breakdown by Position Type

Type	FTE			Headcount		
	FY23/24	+/-	FY22	FY23/24	+/-	FY22
Career	114.350	(0.500)	114.850	143	-	143
Non-Career	0.375	(0.375)	0.750	1	(1)	2
Total	114.725	(0.875)	115.600	144	(1)	145

The Library does not seek to modify its staffing allocation in the upcoming budget cycle and is instead focused on recruitment for current vacancies. The three exceptions to this are the proposals to convert a single .38 FTE Library Aide Hourly position to a benefitted part-time career .5 FTE Library Aide position, the conversion of a .60 FTE Librarian position in the Children’s Services team at the Central Library to a 100% FTE position, and the conversion of a .50 FTE Librarian position in the Children’s Services team at Central to a 100% FTE position. Given that part-time positions already include benefits packages, the difference to make them full-time positions are relatively marginal and will help the Library compete for high-caliber candidates in a very competitive job market. Increasing the hours of these positions will provide the department more flexibility with staffing its service desk and with addressing the wide variety of needs around programming and outreach that the Library and community members are identifying emerging from the pandemic. In order to provide better support for important initiatives like the BUSD student card project, coverage of programming and outreach across the system, and upcoming and significant collection development work, we propose to increase our Children’s librarian capacity.

California Public Employees’ Retirement System (CalPERS) retirement plan contributions continue as a significant share of staffing costs. The City’s participation in the agency’s Miscellaneous Employee Plan – to which all career Library staff are included – is currently funded (the ratio of plan assets to accrued liabilities) at 70% based on actuarial valuations as of June 30, 2019; plan costs are expected to continue to increase over the long-term as CalPERS seeks to achieve 100% funding within a 30-year timeframe. The base budget, for FY23, currently projects payment of \$3,545,455, an increase of \$124,989, or 3.7%, over the FY 2022 budget.

The budget estimates fiscal year 2023 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$23,722 above the FY 2022 budget. Fringe benefit expense items are considered nondiscretionary, as for the most part they can only be reduced by a direct decrease in FTE count.

The salary savings rate as reflected by the impact of vacant positions, is held at \$800,000, the level applied in FY 2021. Factors considered included the uncertainty regarding the date of reinstatement of full public services, the current high number of vacant positions, and the time necessary to hire staff.

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

Non-Personnel

At \$6,942,287, non-personnel costs constitute 28.41% of total Fund expenditures. Principal items and programs in the FY 2023 budget include:

- Central Library Air Conditioning Units Replacement: \$850,000
- Other aging Physical Plant and Equipment: \$800,000
- Collections – w/Collection Enhancements: \$2,200,000
- Consultants for Strategic Plan Development: \$150,000
- Equity, Diversity, and Inclusion training and consulting: \$40,000
- Signage for redesigned Central Library plus branch opportunities: \$40,000
- IT projects to improve web-based access: \$150,000
- Janitorial Services: \$425,000
- Reserve: \$1,356,459

Fiscal years 2023-24 are anticipated to be highlighted by the completion of the restoration of the stucco exterior envelope to the main entry building and the Bancroft wing of the Central Library.

In FY 2023, it's anticipated that the Library will be undertaking replacement of at least one of two primary roof-top air conditioning units at the Central Library. The second large a/c unit, although initially evaluated as working but nearing the end of its useful life, will also need to be replaced. In the interim, actions have already been implemented upgrading, monitoring, and regularly replacing system air filters at all five locations, including the installation of MERV 13 filters at Claremont and South Branches in 2021 to address Covid-19 concerns. Other projects have been identified that carry budgetary implications, including a more comprehensive assessment and repair of the Central Library and North Branch's elevators, an updating of the Central Library's a/c ducting, as well as an audit of the Library's lighting systems with a goal toward replacing the lighting with more energy efficient and environmentally-friendly products. Although targeted for FY 2025, if other projects are completed more quickly, the Central roof repair project could commence in FY 2024.

The Library will continue to fund its budget for collections at slightly higher than the increased level approved for the FY 21 budget. This had represented a greater than 20% increase in funding, to provide for refreshed collections, and to meet the heightened demand for electronic resources experienced over the last 12 months. The demand for electronic resources continues to increase, and the need to update and refresh collections will persist over the next several years.

Furthermore, the redesign of the 4th floor Story Room in the Children's Library is anticipated by Anderson Brulé Architects, Inc.; this effort will be undertaken in partnership with the BPL Foundation – the Foundation has committed to support and partner on this project.

Other large miscellaneous budgetary expenditures include IT projects to improve web-based access to Library's online catalog for the public to improve search experience, restore meeting room booking, events management, and registration; contracted janitorial services for \$425,000; and gas and electric utilities at \$350,000. Lastly, the Reserve is adjusted upward by \$106,459 to reflect approximately 6% of anticipated library tax receipts.

To support the City’s strategic goal of “champion and demonstrate social and racial equity,” the Library will continue to build capacity at all levels of the organization to engage in this work. During the last fiscal year, the Library was accepted into the California Libraries Cultivating Race, Equity, and Inclusion Initiative (CREI) funded by the California State Library. The Library has formed a core change team, the BPL Racial Justice Advisory Group. This group has been deeply engaged in learning and preparation work with staff of other systems also participating in this work. The group has begun to identify priority projects for the system, which include staff training, toward an eventual goal of creating a racial equity tool that can be applied in the development of the Library’s internal processes as well as external programming.

Grants Fund

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

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS projected award for fiscal year 2023 is \$68,420; with expenditures projected at \$65,000.

Gifts Fund

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

FY 2023 and 24 includes a placeholder amount for estimated annual award receipts of \$105,000 from the Friends of the Berkeley Public Library and \$150,000 for other expenditures. Expenditures reflect appropriations for events and programs supported by the Friends annual award, miscellaneous donations to the Library in general and the BerkeleyREADS program specifically, and other Fund balance support as directed by the Director of Library Services.

Foundation Fund

The Foundation is committed to be an important contributor to public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, furnishings for the newly constructed teen room at the Central Library, the culinary collection at the Tool Lending Library, the Chromebooks and Hotspots Lending pilot program, and the upcoming wayfinding system at Central. Fiscal year 2023 and 24 includes a \$100,000 placeholder for revenue and \$200,000 for expenditures. The Foundation has committed to partner with the Library on redesign of the 4th floor Story Room in the Children’s Library.

CURRENT SITUATION

This package incorporates the proposed rate increase of 7.55% for *library tax index rate*. This rate is that of the Personal Income Growth rate. One of two indices, the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California, may determine the *library tax index rate* for fiscal year each fiscal year 2023.

The Library Tax Fund remains the sole funding source capable of supporting the full range of Berkeley Public Library public services, the Fund generates 99% of total revenues and bears 98% of total expenses. In the proposed FY 2023 and 24 budget, excess equity in the Fund to fund large-scale projects – principally physical plant upgrades, repairs, and equipment replacement – assists in meeting planned expenditures as the Library, especially at Central, enters a period of essential facility maintenance projects.

The Library believes the FY 2023 and 24 proposed budgets contained herein directly addresses each budget priority in a balanced approach. The Library remains determined to maintain, enhance, and expand its services to all segments of the Berkeley community with innovative programs and partnerships, enhanced technology, and safe, healthy, and comfortable modern facilities.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

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

Attachments:

1. Resolution
2. Proposed FY 2023 and 24 Revenue Budgets by Fund
3. Proposed FY 2023 and 24 Expenditure Budgets by Fund
4. Library Tax Fund (101) 5-Year Fund Analysis
5. Grants Fund (103) 5-Year Fund Analysis
6. Friends & Gifts Fund (104) 5-Year Fund Analysis
7. Foundation Fund (105) 5-Year Analysis
8. Proposed FY 2023 and 24 Position FTE Summary by Classification
9. Proposed FY 2023 Organization Chart

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-___

**APPROVE THE PROPOSED REVENUE BUDGETS FOR FY 2023 AND FY 2024 OF \$24,111,188/\$24,587,943
AND THE PROPOSED EXPENDITURE BUDGETS FOR FY 2023 AND FY 2024 OF \$24,850,096/\$25,113,311**

WHEREAS, on November 3, 2021, the Board of Library Trustees by Resolution No.: 21-125 adopted budget priorities for FY 2023 and FY 2024; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2023 and FY2024 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the FY 2023 and FY 2024 budgets no later than June 27, 2022; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2023 and FY 2024 of revenue of \$24,111,188 & \$24,587,943, respectively, and expenditures of \$24,850,096 and \$25,113,311, respectively, as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 6, 2022 by the following vote:

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

Amy Roth, President

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

PROPOSED FY 2023 REVENUE BUDGETS BY FUND

Sum of 2023			Fund					Grand Total
Object Type	Object	Account Description	101	103	104	105	601	
Revenue	412110	SPECIAL ASSESSMENT TAX	(23,837,768.00)					(23,837,768.00)
	432110	OPERATING GRANTS - STATE	-	(68,420.00)				(68,420.00)
	433390	OTHER - COUNTY AND LOCAL		-				-
	434110	OPERATING GRANTS - OTHER		-				-
	451310	LIBRARY FINES	(40,000.00)					(40,000.00)
	461230	RENTALS - OTH SHORT TERM	-					-
	471110	INTEREST - INVESTMENT POOL			-			-
	481110	MISC REV - DONATIONS RECEIVED			(105,000.00)	(100,000.00)		(205,000.00)
	483110	MISC REV - OVER/SHORT	-					-
	483990	MISC REV - OTHER	(32,000.00)					(32,000.00)
	491011	TRANSFER FROM FUND 011	-					-
	491102	TRANSFER FROM FUND 102	-					-
	491900	TRANSFER FROM LEGACY FUNDS	-					-
	493110	GAIN/LOSS ON SALE OF ASSET	-		-			-
	493111	GAIN/LOSS ASSET PROCEEDS	-		-			-
	443220	REFUSE - RESIDENTIAL					(11,422.00)	(11,422.00)
Revenue Total			(23,909,768.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(24,194,610.00)
Grand Total			(23,909,768.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(24,194,610.00)

*Revenue shows as a negative in ERMA

PROPOSED FY 2024 REVENUE BUDGETS BY FUND

Sum of 2024			Fund						
Object Type	Object	Account Description	101	103	104	105	601	Grand Total	
Revenue	412110	SPECIAL ASSESSMENT TAX	(24,314,523.00)					(24,314,523.00)	
	432110	OPERATING GRANTS - STATE	-	(68,420.00)				(68,420.00)	
	433390	OTHER - COUNTY AND LOCAL		-				-	
	434110	OPERATING GRANTS - OTHER		-				-	
	451310	LIBRARY FINES	(40,000.00)					(40,000.00)	
	461230	RENTALS - OTH SHORT TERM	-					-	
	471110	INTEREST - INVESTMENT POOL				-		-	
	481110	MISC REV - DONATIONS RECEIVED			(105,000.00)	(100,000.00)		(205,000.00)	
	483110	MISC REV - OVER/SHORT	-					-	
	483990	MISC REV - OTHER	(32,000.00)					(32,000.00)	
	491011	TRANSFER FROM FUND 011	-					-	
	491102	TRANSFER FROM FUND 102	-					-	
	491900	TRANSFER FROM LEGACY FUNDS	-					-	
	493110	GAIN/LOSS ON SALE OF ASSET	-			-		-	
	493111	GAIN/LOSS ASSET PROCEEDS	-			-		-	
	443220	REFUSE - RESIDENTIAL					(11,422.00)	(11,422.00)	
Revenue Total			(24,386,523.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(24,671,365.00)	
Grand Total			(24,386,523.00)	(68,420.00)	(105,000.00)	(100,000.00)	(11,422.00)	(24,671,365.00)	

* Revenue shows as a negative in ERMA

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 1 of 3)

Sum of 2023 DEPT HEAD I		Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total
Personnel - Wages	511110	WAGES - REG - MONTHLY MISC	11,145,779.00		-		11,145,779.00
	511140	WAGES - REG - OTHER - WORK COM	-				-
	511160	WAGES - REG - SALARY SAVINGS	(800,000.00)				(800,000.00)
	512110	WAGES - HOURLY	258,331.17	33,705.00		-	292,036.17
	513110	WAGES - OT - MISCELLANEOUS	13,312.94	-		-	13,312.94
	514110	STIPENDS - ELECTED OFFICIALS	-			-	-
Personnel - Wages Total			10,617,423.11	33,705.00	-	-	10,651,128.11
Personnel - Benefits	520110	EMP FB - MEDICAL	1,798,028.00		-		1,798,028.00
	520120	EMP FB - DENTAL	171,776.00		-		171,776.00
	520130	2.	19,139.00				19,139.00
	520140	EMP FB - LIFE INSURANCE	5,460.00		-		5,460.00
	520210	EMP FB - MEDICARE	141,921.00	-	-	-	141,921.00
	520220	EMP FB - SRIP	321,668.00		-		321,668.00
	520310	EMP FB - PERS - MISC	3,545,455.00		-		3,545,455.00
	520350	EMP FB - PARS	9,685.63	1,263.53		-	10,949.16
	520410	EMP FB - OPEB - RETIREE MEDICA	253,636.00	-	-		253,636.00
	520510	EMP FB - WORKERS COMPENSATION	178,398.00	-	-	-	178,398.00
	520520	EMP FB - TERMINAL PAYOUT	207,898.00		-		207,898.00
	520530	EMP FB - ALLOWANCES	1,773.00				1,773.00
	520540	EMP FB - COMMUTER CHECK	16,844.00		-		16,844.00
	520550	EMP FB - OTHER FRINGE BENEFITS	202,374.00		-		202,374.00
Personnel - Benefits Total			6,874,055.63	1,263.53	-	-	6,875,319.16

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 2 of 3)

Sum of 2023 DEPT HEAD I			Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total	
Operating	612110	PROF SVCS - LGL - OUTSIDE COUN	-				-	
	612240	PROF SVCS - MGMT CONSULTING	-				-	
	612310	PROF SVCS - ENGINEERING SVCS	-				-	
	612410	PROF SVCS - PHYS AND MED PROF	-				-	
	612990	PROF SVCS - MISCELLANEOUS	1,123,700.00			-	-	1,123,700.00
	613120	TECH SVCS - EQUIPMENT MAINT	60,450.00					60,450.00
	613130	TECH SVCS - SOFTWARE MAINT	177,000.00				-	177,000.00
	613910	TECH SVCS - HAZMAT HANDLING	2,500.00					2,500.00
	621110	UTILITIES - GAS/ELECTRIC	350,000.00				-	350,000.00
	621120	UTILITIES - WATER/SEWER	43,500.00				-	43,500.00
	621130	UTILITIES - REFUSE	34,252.00					34,252.00
	622110	CUSTODIAL - JANITORIAL SVCS	425,000.00					425,000.00
	624110	PROPERTY REPAIRS & MAINT	424,800.00					424,800.00
	625110	RENTAL OF REAL PROPERTY	1,500.00			-	-	1,500.00
	625120	RENTAL OF EQUIPMENT	41,575.00	-				41,575.00
	632110	COMM SVCS - TELE - LANDLINE	87,200.00				-	87,200.00
	632120	COMM SVCS - TELE - CELLULAR	14,550.00					14,550.00
	632190	COMM SVCS - OTHER	-					-
	633110	ADVERTISING	15,000.00			-	-	15,000.00
	634110	TRAIN AND CONF - TRAIN COSTS	-	-		-	-	-
	634120	TRAIN AND CONF - REGISTRATION	40,000.00	-		-	-	40,000.00
	634210	TRAVEL - AIRFARE	10,000.00	-		-	-	10,000.00
	634220	TRAVEL - LODGING	10,000.00	-		-	-	10,000.00
	634230	TRAVEL - OTHER TRANSPORTATION	-	-		-	-	-
	634240	TRAVEL - MEALS	-	-		-	-	-
	635110	PRINTING AND BINDING	49,850.00	1,661.00		-	-	51,511.00
	636990	GRANT PMTS - OTHER	-					-
	637110	GOV PMTS - PERMIT FEES	-				-	-
	637990	GOV PMTS - MISC FEE AND TAXES	5,000.00					5,000.00
	639110	FEES - BANK FEES	3,000.00					3,000.00

PROPOSED FY 2023 EXPENDITURE BUDGETS BY FUND (page 3 of 3)

Sum of 2023 DEPT HEAD I		Fund					Grand Total
Object Type	Object	Account Description	101	103	104	105	
	639120	FEES - PROF DUES AND FEES	47,250.00				47,250.00
	639130	COURIER AND DELIVERY SERVICES	17,000.00				17,000.00
	639990	OTHER SERVICES	-	20,000.00	150,000.00	350,000.00	520,000.00
	641110	SUPPLIES - OFFICE	35,715.00	3,000.00		-	38,715.00
	641120	SUPPLIES - POSTAGE	15,500.00	500.00	-		16,000.00
	642120	SUPPL - FIELD - TOOLS AND PART	6,780.00	-			6,780.00
	642990	SUPPL - FIELD - OTHER	185,825.00	5,000.00	-	-	190,825.00
	643110	SUPPLIES - BOOKS AND SUBSCRIP	2,230,000.00	-	-	-	2,230,000.00
	644110	SUPPLIES - FOOD - NON-EMPLOYEE	1,000.00	1,200.00	-	-	2,200.00
	651110	NON-CAP - COMP, SOFTWARE & OFE	313,400.00	-	-	-	313,400.00
	651120	NON-CAP - FURNITURE & FIXTURE	25,052.00	-	-	-	25,052.00
	651990	NON-CAP - MISCELLANEOUS	-				-
	662110	CAP - FA - BUILDINGS	300,000.00			-	300,000.00
	663110	CAP - FA - IMPR OTHR THAN BLDG	300,000.00				300,000.00
	664110	CAP - FA - MACHINERY & EQUIPME	4,000.00		-	-	4,000.00
	664120	CAP - FA - VEHICLES	-				-
	664130	CAP - FA - FURNITURE & FIXTURE	100,000.00			-	100,000.00
	664140	CAP - FA - COMPUTER EQUIPMENT	245,000.00			-	245,000.00
	665110	CAP - INFR - ROADWAY/STREETS				-	-
	666110	CAP - FA - INTANGIBLES	-	-	-	-	-
Operating Total			6,745,399.00	31,361.00	150,000.00	350,000.00	7,276,760.00
Internal Services	670140	INT SVC - TECH COST ALLOC FUND	179,624.00				179,624.00
	670150	INT SVC - MAIL SERVICES	1,764.00				1,764.00
	670160	INT SVC - CITY VEHICLE REPLACE	-				-
	670180	INT SVC - CITY VEHICLE FUEL/MA	15,000.00				15,000.00
	670190	INT SVC - CITY PKG PERMITS	500.00				500.00
	670240	INT SVC - REFUSE CHARGES	-	-	-	-	-
Internal Services Total			196,888.00	-	-	-	196,888.00
Grand Total			24,433,765.74	66,329.53	150,000.00	350,000.00	25,000,095.27

PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 1 of 3)

Sum of 2024 DEPT HEAD			Fund				Grand Total
Object Type	Object	Account Description	101	103	104	105	
Personnel - Wages	511110	WAGES - REG - MONTHLY MISC	11,231,589.00		-		11,231,589.00
	511140	WAGES - REG - OTHER - WORK COM	-				-
	511160	WAGES - REG - SALARY SAVINGS	(800,000.00)				(800,000.00)
	512110	WAGES - HOURLY	260,914.47	34,042.05		-	294,956.52
	513110	WAGES - OT - MISCELLANEOUS	13,446.07	-		-	13,446.07
	514110	STIPENDS - ELECTED OFFICIALS	-			-	-
Personnel - Wages Total			10,705,949.54	34,042.05	-	-	10,739,991.59
Personnel - Benefits	520110	EMP FB - MEDICAL	1,489,089.00			-	1,489,089.00
	520120	EMP FB - DENTAL	189,013.00			-	189,013.00
	520130	EMP FB - CASH-IN-LIEU	19,110.00				19,110.00
	520140	EMP FB - LIFE INSURANCE	5,460.00			-	5,460.00
	520210	EMP FB - MEDICARE	143,670.00	-		-	143,670.00
	520220	EMP FB - SRIP	322,768.00			-	322,768.00
	520310	EMP FB - PERS - MISC	3,697,136.00			-	3,697,136.00
	520350	EMP FB - PARS	9,782.48	1,276.17		-	11,058.65
	520410	EMP FB - OPEB - RETIREE MEDICA	257,159.00	847.00		-	258,006.00
	520510	EMP FB - WORKERS COMPENSATION	180,814.00	-		-	180,814.00
	520520	EMP FB - TERMINAL PAYOUT	210,744.00			-	210,744.00
	520530	EMP FB - ALLOWANCES	1,973.00				1,973.00
	520540	EMP FB - COMMUTER CHECK	16,844.00			-	16,844.00
	520550	EMP FB - OTHER FRINGE BENEFITS	203,986.00			-	203,986.00
Personnel - Benefits Total			6,747,548.48	2,123.17	-	-	6,749,671.65

PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 2 of 3)

Sum of 2024 DEPT HEAD			Fund					
Object Type	Object	Account Description	101	103	104	105	Grand Total	
Operating	612110	PROF SVCS - LGL - OUTSIDE COUN	-				-	
	612240	PROF SVCS - MGMT CONSULTING	-				-	
	612310	PROF SVCS - ENGINEERING SVCS	-				-	
	612410	PROF SVCS - PHYS AND MED PROF	-				-	
	612990	PROF SVCS - MISCELLANEOUS	1,123,700.00			-	1,123,700.00	
	613120	TECH SVCS - EQUIPMENT MAINT	60,450.00				60,450.00	
	613130	TECH SVCS - SOFTWARE MAINT	177,000.00			-	177,000.00	
	613910	TECH SVCS - HAZMAT HANDLING	2,500.00				2,500.00	
	621110	UTILITIES - GAS/ELECTRIC	350,000.00			-	350,000.00	
	621120	UTILITIES - WATER/SEWER	43,500.00			-	43,500.00	
	621130	UTILITIES - REFUSE	34,252.00				34,252.00	
	622110	CUSTODIAL - JANITORIAL SVCS	425,000.00				425,000.00	
	624110	PROPERTY REPAIRS & MAINT	424,800.00				424,800.00	
	625110	RENTAL OF REAL PROPERTY	1,500.00			-	1,500.00	
	625120	RENTAL OF EQUIPMENT	41,575.00	-			41,575.00	
	632110	COMM SVCS - TELE - LANDLINE	87,200.00			-	87,200.00	
	632120	COMM SVCS - TELE - CELLULAR	14,550.00				14,550.00	
	632190	COMM SVCS - OTHER	-				-	
	633110	ADVERTISING	15,000.00			-	15,000.00	
	634110	TRAIN AND CONF - TRAIN COSTS	-	-		-	-	
	634120	TRAIN AND CONF - REGISTRATION	40,000.00	-		-	40,000.00	
	634210	TRAVEL - AIRFARE	10,000.00	-		-	10,000.00	
	634220	TRAVEL - LODGING	10,000.00	-		-	10,000.00	
	634230	TRAVEL - OTHER TRANSPORTATION	-	-		-	-	
	634240	TRAVEL - MEALS	-	-		-	-	
	635110	PRINTING AND BINDING	49,850.00	1,661.00		-	51,511.00	
	636990	GRANT PMTS - OTHER	-				-	
	637110	GOV PMTS - PERMIT FEES	-			-	-	
	637990	GOV PMTS - MISC FEE AND TAXES	5,000.00				5,000.00	
	639110	FEES - BANK FEES	3,000.00				3,000.00	

PROPOSED FY 2024 EXPENDITURE BUDGETS BY FUND (page 2 of 4)

Sum of 2024 DEPT HEAD	Object Type	Object	Account Description	Fund 101	103	104	105	Grand Total
		639120	FEES - PROF DUES AND FEES	47,250.00				47,250.00
		639130	COURIER AND DELIVERY SERVICES	17,000.00				17,000.00
		639990	OTHER SERVICES	-	20,000.00	150,000.00	350,000.00	520,000.00
		641110	SUPPLIES - OFFICE	35,715.00	3,000.00		-	38,715.00
		641120	SUPPLIES - POSTAGE	15,500.00	500.00	-		16,000.00
		642120	SUPPL - FIELD - TOOLS AND PART	6,780.00	-			6,780.00
		642990	SUPPL - FIELD - OTHER	185,825.00	5,000.00	-	-	190,825.00
		643110	SUPPLIES - BOOKS AND SUBSCRIP	2,230,000.00	-	-	-	2,230,000.00
		644110	SUPPLIES - FOOD - NON-EMPLOYEE	1,000.00	1,200.00	-	-	2,200.00
		651110	NON-CAP - COMP, SOFTWARE & OFE	313,400.00	-	-	-	313,400.00
		651120	NON-CAP - FURNITURE & FIXTURE	25,052.00	-	-	-	25,052.00
		651990	NON-CAP - MISCELLANEOUS	-				-
		662110	CAP - FA - BUILDINGS	-			-	-
		663110	CAP - FA - IMPR OTHR THAN BLDG	900,000.00				900,000.00
		664110	CAP - FA - MACHINERY & EQUIPME	4,000.00		-	-	4,000.00
		664120	CAP - FA - VEHICLES	-				-
		664130	CAP - FA - FURNITURE & FIXTURE	100,000.00			-	100,000.00
		664140	CAP - FA - COMPUTER EQUIPMENT	245,000.00			-	245,000.00
		665110	CAP - INFR - ROADWAY/STREETS				-	-
		666110	CAP - FA - INTANGIBLES	-	-	-	-	-
Operating Total				7,045,399.00	31,361.00	150,000.00	350,000.00	7,576,760.00
Internal Services								
		670140	INT SVC - TECH COST ALLOC FUND	179,624.00				179,624.00
		670150	INT SVC - MAIL SERVICES	1,764.00				1,764.00
		670160	INT SVC - CITY VEHICLE REPLACE	-				-
		670180	INT SVC - CITY VEHICLE FUEL/MA	15,000.00				15,000.00
		670190	INT SVC - CITY PKG PERMITS	500.00				500.00
		670240	INT SVC - REFUSE CHARGES	-	-	-	-	-
Internal Services Total				196,888.00	-	-	-	196,888.00
Grand Total				24,695,785.02	67,526.22	150,000.00	350,000.00	25,263,311.24

LIBRARY TAX FUND (101) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 10,266,639	\$ 12,835,605	\$ 16,445,762	\$ 16,445,762	\$ 20,909,957	\$ 21,085,956	\$ 21,776,694
Revenues							
Library Services Tax	\$ 20,431,021	\$ 20,596,293	\$ 21,704,603	\$ 21,863,709	\$ 23,837,768	\$ 24,314,523	\$ 24,800,813
Fines/Fees	26,477	17,688	40,000	40,000	40,000	40,000	40,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	29,617	101,396	101,396	101,396	32,000	32,000	32,000
TOTAL REVENUE	\$ 20,487,115	\$ 20,715,377	\$ 21,845,999	\$ 22,005,105	\$ 23,909,768	\$ 24,386,523	\$ 24,872,813
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 13,377,244	\$ 12,972,590	\$ 16,731,595	\$ 13,525,924	\$ 18,291,479	\$ 18,253,498	\$ 18,618,568
Salaries, Wages, Benefits							
less: Labor Vacancy Savings			800,000	800,000	800,000	800,000	800,000
Personnel	\$ 13,377,244	\$ 12,972,590	\$ 15,931,595	\$ 12,725,924	\$ 17,491,479	\$ 17,453,498	\$ 17,818,568
Non-Personnel	1,247,772	823,605	1,496,905	1,547,434	1,515,766	1,513,770	1,700,000
Library Materials (incl Tool Lndng)	1,690,248	1,826,324	2,055,000	2,055,000	2,230,000	2,230,000	2,230,000
Misc. Professional Services	765,382	497,462	872,450	885,218	1,184,150	1,184,150	973,700
Utilities+Telephone	367,116	459,787	554,502	554,502	529,402	529,402	500,000
Janitorial	362,798	360,565	425,000	470,116	425,000	425,000	400,000
Software Maintenance	114,873	147,178	346,000	346,000	177,000	177,000	275,000
RFID Loan Repayment							
Computer & Software Purchase (CAP)	120,933	121,859	70,000	70,000	245,000	245,000	249,000
Building/Infrastructure	652,098	2,315,233	3,250,000	1,300,629	600,000	900,000	1,500,000
Subtotal:	\$ 18,698,464	\$ 19,524,603	\$ 25,001,452	\$ 19,954,822	\$ 24,397,797	\$ 24,657,820	\$ 25,646,268
Charges From Other Depts							
Finance - Billing (341)	\$ 18,977	\$ 19,503	19,842	19,842	\$ 20,783	\$ 21,443	\$ 21,443
Facilities - Enviro Compliance (693)	8,517	11,432	16,564	16,564	15,189	16,522	16,522
Interfund Transfers							
Subtotal:	\$ 27,494	\$ 30,935	\$ 36,406	\$ 36,406	\$ 35,972	\$ 37,965	\$ 37,965
TOTAL EXPENDITURES	\$ 18,725,958	\$ 19,555,538	\$ 25,037,858	\$ 19,991,228	\$ 24,433,769	\$ 24,695,785	\$ 25,684,233
<i>Capital Costs - One time</i>	<i>\$ 807,809</i>	<i>\$ 2,450,318</i>	<i>3,256,000</i>	<i>2,450,318</i>	<i>\$ 700,000</i>	<i>\$ 1,000,000</i>	<i>\$ 1,500,000</i>
Adj EXPENDITURES (less Capital Costs)	\$ 17,918,149	\$ 17,105,220	\$ 21,781,858	\$ 17,540,910	\$ 23,733,769	\$ 23,695,785	\$ 24,184,233
Adj Projected Surplus/(Shortfall) (Rev - Exp)	\$ 2,568,966.36	\$ 3,610,157.03	\$ 64,141.00	\$ 4,464,194.54	\$ 175,999.00	\$ 690,738.00	\$ 688,580.50
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 12,835,605	\$ 16,445,762	\$ 16,509,903	\$ 20,909,957	\$ 21,085,956	\$ 21,776,694	\$ 22,465,274
Annual Committed Reserve	1,500,000	1,500,000	1,250,000	1,250,000	1,430,266	1,458,871	1,488,049
Uncommitted Fund Balance	\$ 11,335,605	\$ 14,945,762	\$ 15,259,903	\$ 19,659,957	\$ 19,655,690	\$ 20,317,823	\$ 20,977,226

GRANTS FUND (103) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 30,819	\$ 82,280	\$ 51,004	\$51,004	\$ 75,018	\$ 68,418	\$ 60,622
Revenues							
Direct Loan Fund							
Literacy Services & LSTA	92,252	56,568	60,000	74,409	60,000	60,000	60,000
Miscellaneous Grant Revenue							
Public Library Fund (SB 358)							
Other							
TOTAL REVENUE	\$ 92,252	\$ 56,568	\$ 60,000	\$ 74,409	\$ 60,000	\$ 60,000	\$ 60,000
Expenditures							
Operations							
Personnel	\$ 36,364	\$ 46,778	\$ 33,528	\$ 41,441	\$ 34,969	\$ 36,165	\$ 31,500
Non-Personnel	2,477	41,066	31,361	8,954	31,631	31,631	28,500
Library Materials							
Transfer Out (PLF 305)							
Subtotal:	\$ 38,841	\$ 87,844	\$ 64,889	\$ 50,395	\$ 66,600	\$ 67,796	\$ 60,000
Carryover							
Encumbered							
Unencumbered							
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 38,841	\$ 87,844	\$ 64,889	\$ 50,395	\$ 66,600	\$ 67,796	\$ 60,000
Projected Surplus/Shortfall (Rev - Exp)	\$ 53,411	\$ (31,276)	\$ (4,889)	\$ 24,014	\$ (6,600)	\$ (7,796)	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 84,230	\$ 51,004	\$ 46,115	\$ 75,018	\$ 68,418	\$ 60,622	\$ 60,622

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

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 373,536	\$445,378	\$471,886	\$471,886	\$ 512,603	\$ 467,603	\$ 422,603
Revenues							
Friends of BPL	\$ 120,000	\$ 91,824	\$105,000	\$ 105,452	\$ 105,000	\$ 105,000	\$ 105,000
BPL Foundation							
Donations/Private	10,778	113					
Interest/Misc. Revenues	5,181						
TOTAL REVENUE	\$ 135,959	\$ 91,937	\$105,000	\$ 105,452	\$ 105,000	\$ 105,000	\$ 105,000
Expenditures							
Operations							
Personnel							
Non-Personnel	24,231	28,850	150,000	64,735	150,000	150,000	150,000
Professional Services	39,886	36,578					
Library Materials							
Subtotal:	\$ 64,117	\$ 65,428	\$150,000	\$ 64,735	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL EXPENDITURES	\$ 64,117	\$ 65,428	\$150,000	\$ 64,735	\$ 150,000	\$ 150,000	\$ 150,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ 71,842	\$ 26,509	\$ (45,000)	\$ 40,717	\$ (45,000)	\$ (45,000)	\$ (45,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 445,378	\$471,886	\$426,886	\$ 512,603	\$ 467,603	\$ 422,603	\$ 377,603

FOUNDATION FUND (105) 5-YEAR FUND ANALYSIS

	FY 2020 Actual	FY 2021 Actual	FY 2022 ADOPTED	FY 2022 MID-YR	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED
Beginning Fund Balance	\$ 930,840	\$ 885,878	\$ 458,510	\$ 458,510	\$ 281,302	\$ 31,302	\$ (218,698)
Revenues							
Foundation	\$ 19,079	\$ 150,000	\$ 100,000	\$ 78,815	\$ 100,000	\$ 100,000	\$ 100,000
Misc./ Interest							
TOTAL REVENUE	\$ 19,079	\$ 150,000	\$ 100,000	\$ 78,815	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures							
Personnel							
Consultants							
Furniture and Fixtures	3,099	501,386	350,000	256,023	350,000	350,000	
Equipment	37,867	38,931					
Building							
Miscellaneous/Other	23,075	37,051					
Subtotal:	\$ 64,041	\$ 577,368	\$ 350,000	\$ 256,023	\$ 350,000	\$ 350,000	\$ -
TOTAL EXPENDITURES	\$ 64,041	\$ 577,368	\$ 350,000	\$ 256,023	\$ 350,000	\$ 350,000	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (44,962)	\$ (427,368)	\$ (250,000)	\$ (177,208)	\$ (250,000)	\$ (250,000)	\$ 100,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 885,878	\$ 458,510	\$ 208,510	\$ 281,302	\$ 31,302	\$ (218,698)	\$ (118,698)
Other	\$(570,893)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)	\$ (458,510)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 314,985	\$ (0)	\$ (250,000)	\$ (177,208)	\$ (427,208)	\$ (677,208)	\$ (577,208)
Notes:							
Pace Trust (14LB29, org=\$695,761) @FYE21 actual available = \$458,510.32							

Proposed FY 2023 Staffing Positions by Division

Sum of CY FTE Pe			Sum of CY FTE Pe		
Division Name	Job Class Desc	Total	Division Name	Job Class Desc	Total
Central Art & Music	LIBRARIAN I	1.00	Director	ACCT OFF SPEC III UNREP	1.00
	LIBRARIAN II	2.00		ADM FIS SVS MGR UNRP	1.00
	LIBRARY SPECIALIST II	1.00		ADMIN SECRETARY	1.00
				ASSOC HR ANALYST	1.00
				ASSOC MGMT ANALYST UNRP	1.00
				ASST HR ANALYST	1.00
Central Art & Music Total		4.00		ASST MGMT ANALYST UNREP	2.00
Central Children's	LIBRARIAN I	1.00		DEP DIR OF LIB SVCS	1.00
	LIBRARIAN II	2.10		DIR OF LIBRARY SVCS	1.00
	LIBRARY SPECIALIST II	1.30		LIBRARY SVCS MANAGER	2.00
	SENIOR LIBRARIAN	1.00	Director Total		12.00
	SUPERV LIBRARIAN	1.00	Facilities	BUILDING MAINT MECH	2.00
Central Children's Total		6.40		SENIOR BLDG MAINT SUP	1.00
Central Reference	LIBRARIAN I	2.50	Facilities Total		3.00
	LIBRARIAN II	2.70	Information Systems	INFO SYS SPECIALIST	3.00
	LIBRARY SPECIALIST II	2.00		LIBRARIAN II	1.00
	SUPERV LIBRARIAN	1.00		LIBRARY INFO SYS ADMIN	1.00
Central Reference Total		8.20	Information Systems Total		5.00
Central Support	LIBRARIAN I	1.00	Literacy	LIBRARY ASSISTANT	0.50
	LIBRARY SPECIALIST II	1.00		LIBRARY LIT PRG COORD	1.00
	SENIOR LIBRARIAN	1.00		LIBRARY SPECIALIST I	1.00
	SOCIAL SERVICES SPEC	1.00	Literacy Total		2.50
	SUPERV LIBRARIAN	1.00	North	LIBRARIAN I	1.00
Central Support Total		5.00		LIBRARIAN II	1.00
Circulation	CIRCULATION SRVCS MGR	1.00		LIBRARY AIDE	1.50
	LIBRARY AIDE	7.00		LIBRARY ASSISTANT	1.50
	LIBRARY ASSISTANT	7.25		LIBRARY SPECIALIST II	2.00
	LIBRARY SPECIALIST I	2.00		SUPERV LIBRARIAN	1.00
	MAIL SERVICES AIDE	2.00		SUPERV LIBRARY ASSIST	1.00
	SUPERV LIBRARY ASSIST	4.00	North Total		9.00
Circulation Total		23.25	South	LIBRARIAN II	2.00
Claremont	LIBRARIAN II	2.00		LIBRARY AIDE	1.50
	LIBRARY AIDE	1.50		LIBRARY ASSISTANT	1.00
	LIBRARY AIDE HOURLY	0.38		LIBRARY SPECIALIST II	1.50
	LIBRARY ASSISTANT	1.50		SUPERV LIBRARIAN	1.00
	LIBRARY SPECIALIST II	1.50		SUPERV LIBRARY ASSIST	1.00
	SUPERV LIBRARIAN	1.00	South Total		8.00
	SUPERV LIBRARY ASSIST	1.00	Tool Lending	TOOL LENDING SPECIALIST	3.00
Claremont Total		8.88	Tool Lending Total		3.00
Collections	LIBRARIAN II	1.00	West	LIBRARIAN II	2.00
	LIBRARY AIDE	1.00		LIBRARY AIDE	1.50
	LIBRARY ASSISTANT	1.00		LIBRARY ASSISTANT	1.50
	LIBRARY SPECIALIST II	2.00		LIBRARY SPECIALIST II	1.50
	SENIOR LIBRARIAN	1.00		SUPERV LIBRARIAN	1.00
	SUPERV LIBRARIAN	1.00		SUPERV LIBRARY ASSIST	1.00
	SUPERV LIBRARY ASSIST	1.00	West Total		8.50
Collections Total		8.00	Grand Total		114.73

Proposed FY 2024 Staffing Positions by Division

Sum of CY FTE Positions			Sum of CY FTE Positions		
Division Name	Job Class Desc	Total	Division Name	Job Class Desc	Total
Central Art & Music	LIBRARIAN I	1.00	Director	ACCT OFF SPEC III UNREP	1.00
	LIBRARIAN II	2.00		ADM FIS SVS MGR UNRP	1.00
	LIBRARY SPECIALIST II	1.00		ADMIN SECRETARY	1.00
Central Art & Music Total		4.00		ASSOC HR ANALYST	1.00
Central Children's	LIBRARIAN I	1.00		ASSOC MGMT ANALYST UNRP	1.00
	LIBRARIAN II	2.10		ASST HR ANALYST	1.00
	LIBRARY SPECIALIST II	1.30		ASST MGMT ANALYST UNREP	2.00
	SENIOR LIBRARIAN	1.00		DEP DIR OF LIB SVCS	1.00
	SUPERV LIBRARIAN	1.00		DIR OF LIBRARY SVCS	1.00
Central Children's Total		6.40		LIBRARY SVCS MANAGER	2.00
Central Reference	LIBRARIAN I	2.50	Director Total		12.00
	LIBRARIAN II	2.70	Facilities	BUILDING MAINT MECH	2.00
	LIBRARY SPECIALIST II	2.00		SENIOR BLDG MAINT SUP	1.00
	SUPERV LIBRARIAN	1.00	Facilities Total		3.00
Central Reference Total		8.20	Information Systems	INFO SYS SPECIALIST	3.00
Central Support	LIBRARIAN I	1.00		LIBRARIAN II	1.00
	LIBRARY SPECIALIST II	1.00		LIBRARY INFO SYS ADMIN	1.00
	SENIOR LIBRARIAN	1.00	Information Systems Total		5.00
	SOCIAL SERVICES SPEC	1.00	Literacy	LIBRARY ASSISTANT	0.50
	SUPERV LIBRARIAN	1.00		LIBRARY LIT PRG COORD	1.00
Central Support Total		5.00		LIBRARY SPECIALIST I	1.00
Circulation	CIRCULATION SRVCS MGR	1.00	Literacy Total		2.50
	LIBRARY AIDE	7.00	North	LIBRARIAN I	1.00
	LIBRARY ASSISTANT	7.25		LIBRARIAN II	1.00
	LIBRARY SPECIALIST I	2.00		LIBRARY AIDE	1.50
	MAIL SERVICES AIDE	2.00		LIBRARY ASSISTANT	1.50
	SUPERV LIBRARY ASSIST	4.00		LIBRARY SPECIALIST II	2.00
Circulation Total		23.25		SUPERV LIBRARIAN	1.00
Claremont	LIBRARIAN II	2.00		SUPERV LIBRARY ASSIST	1.00
	LIBRARY AIDE	1.50	North Total		9.00
	LIBRARY AIDE HOURLY	0.38	South	LIBRARIAN II	2.00
	LIBRARY ASSISTANT	1.50		LIBRARY AIDE	1.50
	LIBRARY SPECIALIST II	1.50		LIBRARY ASSISTANT	1.00
	SUPERV LIBRARIAN	1.00		LIBRARY SPECIALIST II	1.50
	SUPERV LIBRARY ASSIST	1.00		SUPERV LIBRARIAN	1.00
Claremont Total		8.88		SUPERV LIBRARY ASSIST	1.00
Collections	LIBRARIAN II	1.00	South Total		8.00
	LIBRARY AIDE	1.00	Tool Lending	TOOL LENDING SPECIALIST	3.00
	LIBRARY ASSISTANT	1.00	Tool Lending Total		3.00
	LIBRARY SPECIALIST II	2.00	West	LIBRARIAN II	2.00
	SENIOR LIBRARIAN	1.00		LIBRARY AIDE	1.50
	SUPERV LIBRARIAN	1.00		LIBRARY ASSISTANT	1.50
	SUPERV LIBRARY ASSIST	1.00		LIBRARY SPECIALIST II	1.50
Collections Total		8.00		SUPERV LIBRARIAN	1.00
				SUPERV LIBRARY ASSIST	1.00
			West Total		8.50
			Grand Total		114.73