



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

Wednesday, April 3, 2024

AGENDA

6:30 PM

LOCATION

West Branch
1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Tanir Ami; Beverly Greene, John Selawsky

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@berkeleyca.gov 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.

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. Call to Order

B. Ceremonial Matters: *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*

C. Public Comment

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.

D. 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

E. Comments from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Minutes of March 6, 2024 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the March 6, 2024 Regular Meeting of the Board of Library Trustees.

III. ACTION CALENDAR

A. Proposed Budget FY 2025-26 – All Library Funds

From: Tess Mayer, Director of Library Services and Nneka Gallaread, Fiscal and Administrative Services Manager

Recommendation: Adopt a Resolution to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of \$30,150,330 and \$30,584,084, respectively, as presented.

B. Report on Community Survey and Recommended Action

From: Tess Mayer, Director of Library Services

Recommendation: The Board of Library Trustees adopt a resolution to refer to Council a request for inclusion on the November 2024 ballot a measure levying a new, limited tax in order to maintain current levels of Library

services, building maintenance, collections and staffing.

The proposed rate is 6¢ per square foot of residential building space and 9¢ of commercial building space, until ended by voters or after 12 years, with annual adjustments, and exempting very low-income homeowners..

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. 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

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@berkeleyca.gov.

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 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 March 28, 2024.

//s//

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

**Communications:**

- 3/23/2024 Stone Thiel How the Tiananmen Massacre Changed China
- 3/26/2024 Publisher



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, March 6, 2024 6:30 PM**

Board of Library Trustees:  
Amy Roth, President  
Sophie Hahn, Vice President  
Tanir Ami  
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>

- A. Call to order:** 6:35 pm  
Present: Trustees Ami, Greene, Hahn and Roth.  
Absent: Trustee Selawsky.  
Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Alicia Abramson, Manager, Library Information Technology; Amanda Myers, Library Services Manager; Dan Beringhele, Supervising Librarian, North Branch; Eve Franklin, Administrative Secretary.

**B. Ceremonial Matters.**

1. Trustee Hahn – Thank you to the Berkeley Library Foundation for another absolutely spectacular Authors Dinner.

**C. Public Comments:** 1 speakers

**D. Comments from Library Unions:**

2. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
3. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
4. Public Employees Union, LOCAL 1 – 0 speakers

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

1. Trustee Roth – Thank you to the Berkeley Public Library Foundation. The Authors Dinner was a wonderful event. The Library looked great.
2. Trustee Ami – It was a fantastic event; it was my first time attending. Everything was spectacular, we had a wonderful time.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Ami/ Trustee Hahn to adopt resolution #R24-068 to approve the consent calendar as presented.

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

**A. Approve Minutes of the February 7, 2024 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the February 7, 2024 Regular Meeting of the Board of Library Trustees as presented with minor corrections.

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

**Action:** M/S/C Trustee Ami / Trustee Hahn to adopt resolution #R24-069 to approve the minutes of February 7, 2024.

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

**B. Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority (Revised Vendor List)**

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

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**Financial Implications:** see report.

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

**Action:** M/S/C Trustee Ami / Trustee Hahn to adopt resolution #R24-070 authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

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

**III. ACTION CALENDAR**

**A. Report on recruitment process to fill vacancy on Board of Library Trustees that will be created by the end of Trustee Selawsky's term effective May 16, 2024. The President of the Board of Library Trustees will appoint an ad hoc trustee nominating sub-committee to initiate the process.**

**From:** Tess Mayer

**Recommendation:** With the end of Trustee Selawsky's term occurring in mid-May, it is time to initiate the process to fill this vacancy. Under the revised Board of Library Trustees Vacancies Policy, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to initiate the process. The Board will review supporting documents and publicity plan.

**Financial Implications:** none.

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

**Action:** President Roth appointed Trustee Greene to an Ad Hoc Trustee Nominating Sub-Committee to serve with the President and Secretary (Mayer).

**IV. INFORMATION CALENDAR**

**A. Equity, Diversity, Inclusion Manager Report**

**From:** Dia Penning

**Action:** Received

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

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

**Action:** Received

**V. AGENDA BUILDING**

The next regular meeting will be held April 3, 2024.

1. Budget
2. Land Acknowledgement Committee Report
3. Share Hub
4. Presentation to Council
5. Enumerate relationship between Library and COB

**VI. ADJOURNMENT**

M/S/C Trustee Ami / Trustee Greene to adjourn the meeting.

Vote: Ayes: Trustees Ami, Greene, Hahn, and Roth. Noes: None. Absent: Trustee Selawsky. Abstentions: None. Adjourned at 8:09 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 6, 2024 as approved by the Board of Library Trustees.

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

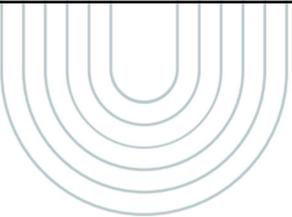
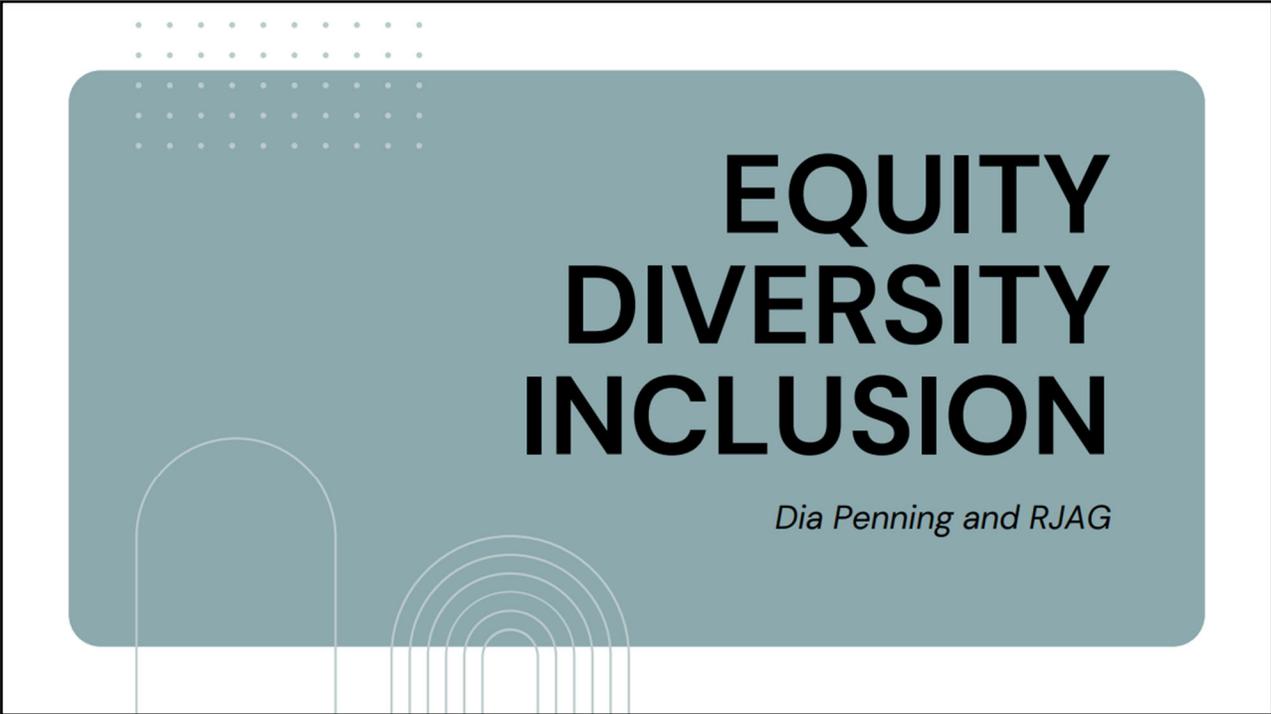
Tess Mayer, Director of Library Services, acting as secretary to BOLT

Attachments:

1. Equity, Diversity, Inclusion Presentation

DRAFT





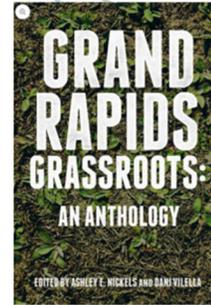
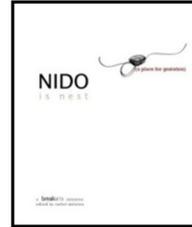
- 01. WHO'S DOING THIS**  
*People/Leadership Support*
- 02. EQUITY ACTION PLAN**  
*Survey and Strategic Plan*
- 03. WHAT'S THE TIMELINE**  
*What's happened/What will*
- 04. WHAT DO WE NEED**  
*Things to keep in mind*



## PRESENTATION AGENDA

## WHO AM I?

EDI Professional, 20 years  
Coach  
Artist  
Mindfulness  
Trauma Sensitivity Advocate  
Published  
• Curriculum Developer  
• Author  
Gouvernement/HigherED/Nonprofit



**Dia Penning**  
EDI MANAGER



## RACIAL JUSTICE ACTION COMMITTEE

**CORE** Bae Smith, collections/history  
Jose Guerrero, collections  
Chin Keita, reads, history, programs  
Opie James, history  
Emilano Ruiz, programs  
Linda Sakamoto-Jahnke  
Sheila Law, collections  
Pedro Perez, language  
Nico Ledwith  
Robyn Jasper

### SUB-COMMITTEES

**RJAG Collections:**  
Lissette Gonzalez  
Andrea Mullarkey  
Fabiola Hernandez-Soto  
Yesica Hurd,  
Micaela Clark,  
Rosie Merlin,  
Kirstin Mandalay  
**RJAG History:**  
Jef Findley  
**RJAG Programs:**  
Erica Glen,  
Yessica Hurd,  
Andrea Mullarkey  
**RJAG Land:**  
Aimee Reeder  
Dan Beringhele  
Ilan Eyman  
Kristina Uchida-Rattler  
Kelsey Ockert  
Coley Mixan  
**RJAG Staff Reads:**  
Robyn Brown  
Raylene Ezike  
Kelsey Okert  
**RJAG Language:**  
Christina Rea

**20%**  
of staff included in RJAG.  
1 in 5 employees is represented on an RJAG committee.

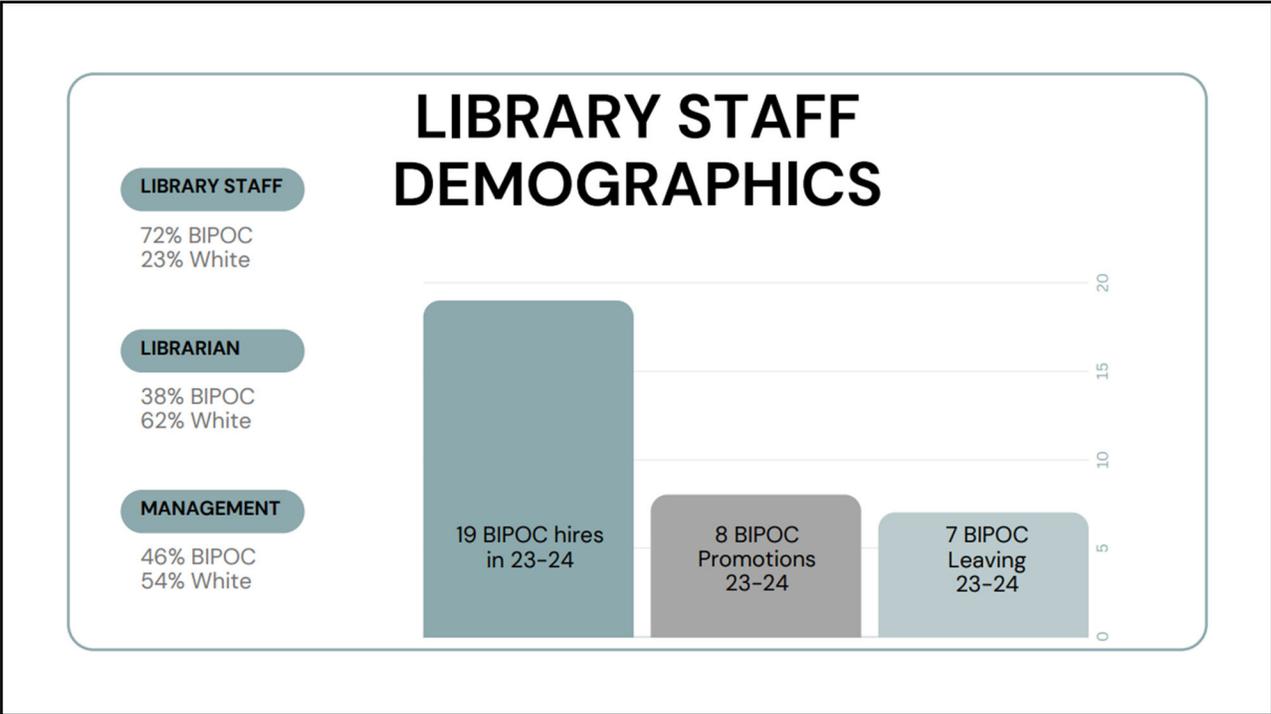
**100%**  
Library employee representation from all departments in contact with public. We do not have representation from building maintenance.

Five department/branch leaders have requested in-depth team building and practice in EDI principles

Let's build a culture where there is no them.  
Just us, **all of us.**

**5**

**US**





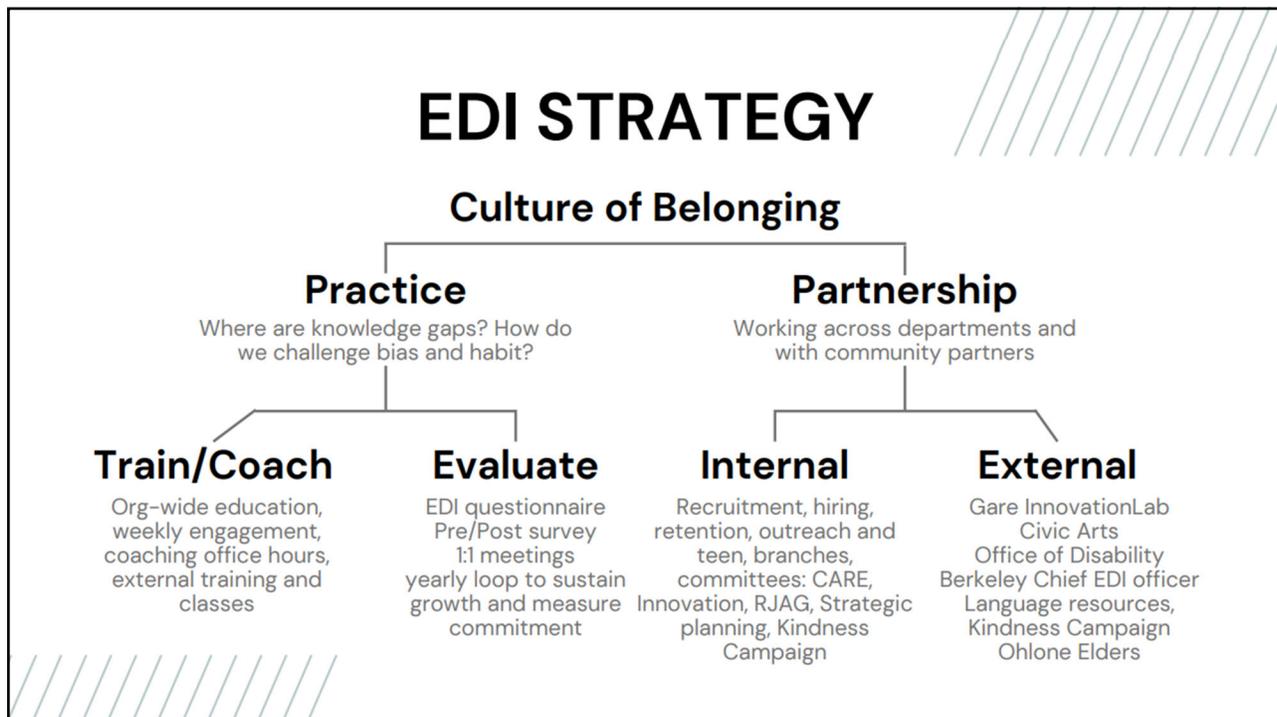
# EQUITY ACTION PLAN



## STRATEGIC ALIGNMENT

|                                                                                                                         |                                                                                                                |                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PATRON<br/>EXPERIENCE</b>                                                                                            | <b>COMMUNITY</b>                                                                                               | <b>LEARNING ORG</b>                                                                                                                           |
| physical building,<br>language signage,<br>accessibility, rules of use,<br>collections, programs,<br>trauma sensitivity | marketing, collaboration,<br>community partners,<br>emergence flexibility,<br>socially relevant<br>programming | staff engagement, equity<br>training, anti-racism<br>practice, collaborative<br>coaching, recruitment,<br>retention, pathways to<br>promotion |





**IMMEDIATE NEEDS**

- Culture support
- Patron Engagement
- Learning/Training
- Language Access
- RJAG collaboration

**ACTIONS**

- Kindness Campaign/Teen Services/Branch Support
- Rules of Use / CARE
- Dr. Watson, Justice In Libraries/Weekly Emails
- InsightApp and Language Line
- Engaged with committees, Land Acknowledgement/Staff Reads/Core/History

## WHAT WE NEED

Consider the following in your decision-making and deliberation:

- What's visible, what's not?
  - Who is left out? Who is silenced? What's erased? Who's harmed?
- What makes a healthy, inclusive library space? For staff, for patrons?
- What policies support belonging for the public as well as the staff? What does not?
- How might we make our service the best for the public?



**THANK YOU**

Feel free to reach out for clarity

[dpenning@berkeleyca.gov](mailto:dpenning@berkeleyca.gov)



**ACTION CALENDAR**

April 3, 2024

To: Board of Library Trustees  
From: Nneka Gallaread, Administrative and Fiscal Services Manager  
Subject: Proposed Budget FY 2025-26 – All Library Funds

**RECOMMENDATION**

Adopt a Resolution to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of \$30,150,330 and \$30,584,084, respectively, as presented.

**INTRODUCTION**

The proposed FY 2025-26 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 2025 and 26 projects revenue of \$25,810,174 and \$26,319,469; respectively and expenditures of \$30,150,330 and \$30,584,084. The following table reflects the dollar values by Fund grouping.

**Proposed Budget**

| Fund                           | FY 2025             |                     | FY 2026             |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | Revenue             | Expense             | Revenue             | Expense             |
| Library Tax (101)              | \$25,535,754        | \$ 27,732,804       | \$26,046,049        | \$ 28,166,558       |
| Library Capital Projects (102) | \$0                 | \$2,000,000         | \$0                 | \$2,000,000         |
| Grants (103)                   | \$68,420            | \$67,526            | \$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           |
| <b>Berkeley Public Library</b> | <b>\$25,810,174</b> | <b>\$30,150,330</b> | <b>\$26,319,469</b> | <b>\$30,584,084</b> |

The Board of Library Trustees established the FY25 and FY 26 Budget Priorities as adopted by Resolution No. 24-068 on February 7, 2024:

Budget Priorities for FY 2025 and FY 2026:

1. Ensure equitable access to high quality collections, programs, facilities, technology, and helpful staff.
2. Foster community connections and increase public awareness.
3. Enhance the quality of experience for all Library employees and take steps to continually improve our ability to meet our mission and vision.
4. Plan for the sustainability of the Library's funding base, physical infrastructure, and services.

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 IMPACTS OF RECOMMENDATION**

The proposed revenue and expenditure budgets for all funding sources along with the recommendations contained herein present a budget for fiscal years 2025 and 2026.

*Library Tax Fund*

The Library Tax Fund is projected to achieve revenues of \$25,536,754 and \$26,046,049 in FY 2025 & FY 2026, respectively; with expenditures of \$27,732,804 and \$28,166,558. The amount in tax revenues are systematically updated as a part of the budget process based on the City’s applied default rate. This change is in comparison to the previous budget year. Actuals are typically different to account for the varying property transactions and the City-wide exercise of updating rates based on CPI or PIG from the April-April period. The CPI and PIG comes out well into the budget process which doesn’t allow for budget reports to be updated. The actual revenue collected is reflective of the changes. For this reason, the current budgeted revenue is \$228,438 less than Mid-Year FY 2024 projection.

Planned expenditure budgets total \$27,732,804 and \$28,166,558 for FY2025 and 26, respectively. Excluding estimated City pass-through expenses for fiscal years 2025 and 26 are \$27,695,954 and \$28,128,709.

**Library Tax Rate**

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to ensure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The CA Personal Income Growth factor is released in late April and the San Francisco Bay Area Consumer Price Index released in mid-May. The Library employs the proceeds of the library tax to maintain and enhance the Library’s physical plant and infrastructure, purchase library materials, and provide public services and programming. The budget as presented in this report applies the City’s default rate of 4.7%.

**Personnel**

Personnel expenses are projected at \$21,025,699 and \$21,641,503; equal to 75.8% and 76.8% of Fund expenditures for FY2025 and 26, respectively.

On January 11, 2024, through Resolution No. R24-061, the Board of Library Trustees approved the Library’s FY 2025 and 2026 personnel budgets.

In summary, this incorporated the following changes to the Library’s personnel budget:

Approved expansion of 14.45 FTE from an authorized FY 2024 level of 118.225 FTE to 132.675 FTE for FY2025 and 26. Authorized headcount increased by two to 147 from 145.

**Breakdown by Position Type**

| Type         | FTE            |               |                | Headcount      |              |                |
|--------------|----------------|---------------|----------------|----------------|--------------|----------------|
|              | FY25/26        | +/-           | FY24           | FY25/26        | +/-          | FY24           |
| Career       | 132.675        | 14.450        | 118.225        | 147.000        | 3.000        | 144.000        |
| Non-Career   | 0.375          | -             | 0.375          | 1.000          | -            | * 1.000        |
| <b>Total</b> | <b>133.050</b> | <b>14.450</b> | <b>118.600</b> | <b>147.000</b> | <b>3.000</b> | <b>145.000</b> |

\*Addition of EDI Program Manager position in FY 24

**Part-time hours conversion:** expanded hours of 53 part-time positions from 20/week or .5 FTE to 30/week or .75 FTE. This includes 100% coverage of staff members’ medical insurance benefits. This change affects 53 part-time positions. Given that part-time positions already include 75%-funded medical benefits packages, the difference in

cost of this change reflects the additional 25% coverage as well as the rate of pay for the 10 additional hours. The total estimated cost of this change was approximately \$1,665,685.

Additional approved position changes included the addition of a full-time Supervising Librarian (1.0 FTE) as well as the additional of a Communications Specialist position (1.0 FTE) to support the ever-expanding needs associated with both external and internal communications at the Library. The addition of these positions represents \$381,331.00 combined including benefits packages.

For additional background information regarding these changes, please see the Board packet dated January 11, 2024.

**In addition to the above changes which have already been approved, the Library staff recommends the following changes also be incorporated into the final personnel budgets for FY 2025 and 2026:**

**1. Conversion of a vacant Supervising Library Assistant position in the Circulation Division to a Central Library Circulation Supervisor position**

This involves the reintroduction of a position that the Library used to have but eliminated in 2005 during the FY 2006-07 Budget development process as part of proposed balancing measures at that time. Circulation Services is the Library's largest division and is based at the Central Library. There have been a number of significant concerns and projects associated with Circulation Services that will benefit from additional leadership support at the Central Library. One such example is the need for establishment of clear and transparent training goals for entry level positions such as the Library Aide position, so that staff can prepare for advancement within the system. This will enable the Circulation Manager to have more of a system-wide focus, as the position was originally intended.

The total cost of this change is marginal, as the cost of a Circulation Supervisor mid-range on the pay scale is close to what had originally been previously budgeted for the Supervising Library Assistant:

Total Cost Estimate: approximately \$3,500

**2. Addition of a Supervising Librarian position for the Tool Lending Library**

The Tool Lending Library is housed in the same location at the Tarea Hall Pittman South Branch. In the past, the Tool Lending operation has been supervised by the Supervising Librarian that provides leadership of the THP South Branch. Although the supervisory span of the two service sites is still within acceptable parameters for the Supervising Librarian position (8 positions), the complexity of the services offered at both locations and the different needs and approaches to staffing introduce a greater level of complexity. As the Library prepares to do a more in-depth analysis of the potential expansion of tool lending, on the heels of a strategic planning process which referenced this need by both the public as well as staff, ensuring adequate leadership support of this service is a necessary step to take. Furthermore, if there is an expansion of hours of this service, additional staffing support will be needed, and adding a Supervising Librarian will provide both public service as well as supervisory support.

Total Cost Estimate: \$201,308

**3. Addition of a Communications Program Manager (Program Manager II), replacement of Associate Management Analyst position**

In Administration, the Library seeks to add a Program Manager II position dedicated to leadership of communication services to be filled through competitive process. If filled, the new position would replace the existing occupied Associate Management Analyst position. The corresponding change in scope of this position acknowledges the ongoing importance of internal and external communications for the Library as emphasized by the recent strategic planning process, and underscores the significance and criticality expressed by staff to ensuring the transparency

and timeliness of Library communications. This change also provides for increased management capacity given the addition of a Communications Specialist position.

Total Cost Estimate: \$14,220

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 FY25 & 26, currently projects payment of \$5,329,499 and \$5,420,098, an increase of \$2,018,135, or 60.9%, over the FY 2024 budget.

The budget estimates fiscal year 2025 fringe benefit costs, which include major staffing expenditures: CalPERS retirement (referred to in preceding paragraph), and medical and dental insurance costs, to increase \$2,937,353 above the FY 2024 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.

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 and labor negotiations take place; consequently, staffing costs may vary slightly in contrast to what is presented in this report.**

### **Non-Personnel**

At \$6,707,105 for FY25 and \$6,526,055 for FY26, non-personnel costs constitute 24.18% and 23.17%, respectively, of total Fund expenditures. Principal items and programs in the FY 2025-26 budgets include:

- Central Library Air Conditioning Units Replacement: \$1,566,000
- Collection budget enhancements: \$200,000 (additional over previous year)
- Redesign of Storyroom: \$100,000
- Anticipated investments in technology infrastructure, including a comprehensive technology planning process: \$200,000
- Ongoing Equity, Diversity, and Inclusion training: \$50,000
- Janitorial Services: \$430,000
- Reserve: \$1,548,136

In FY 2025, it's anticipated that the Library will be undertaking replacement of both roof-top air conditioning units at the Central Library. 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. This is already occurring on an incremental basis.

The Library will continue to fund its budget for collections at higher than the increased level approved for the FY 24 budget. In 2024, the Collection budget was increased by \$200,000 over the previous year. In 2025, there will be an additional \$200,000 increase in funding, to provide for refreshed collections, and to meet the heightened demand for electronic resources that continues to rise. The Collections team is also working to enhance and refresh world languages collections in response to community needs, with an initial focus on an infusion of Spanish and Chinese language materials.

The contract for the redesign of the 4th floor Storyroom in the Children's Library will be fulfilled in FY 2025 now that the plans for the design have been completed by Anderson Brulé Architects, Inc. This second stage of this project will also be undertaken in partnership with the BPL Foundation – the Foundation has committed to continue to support some of the expenses associated with the redesign.

Other large miscellaneous budgetary expenditures include IT projects to develop a Technology Roadmap or over-arching technology plan for the Library and to improve meeting room booking and events management and registration software; contracted janitorial services for \$430,000; and gas and electric utilities at \$395,000. Lastly, the Reserve is adjusted upward by \$164,548 to reflect approximately 6% of anticipated library tax receipts.

### *Grants Fund*

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

The Library does not receive information prior to the opening of the fiscal year from the California State Library regarding likely funding for that particular fiscal year for the California Library Literacy Services (CLLS) program which supports BerkeleyREADS. The CLLS projected award for fiscal year 2024 is \$82,104; with expenditures projected at \$65,000. In late FY 2023, we obtained a new grant called Lunch @ the Library. The initial funding was about \$30,000 but that amount decreased this grant year to about \$11,000.

*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 2025 and 26 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 being an important contributor to public service programs, and interior physical plant improvements at all BPL facilities. Recent and ongoing improvements and equipment funded by the Foundation include, Branch Libraries Refresh, creative laptop software, and movable shelving at Claremont Branch, to facilitate more flexible programming space. Fiscal year 2025 and 26 includes a \$100,000 placeholder for revenue and \$2000,000 for expenditures. The Foundation has expressed their commitment to partner with the Library on redesign phase of the 4th floor Story Room in the Children's Library.

CURRENT SITUATION

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 2025 and 26 budgets, a new capital fund (102) is reflected with an initial investment of \$5,000,000, transferred from the Library Tax Fund and made possible through temporary excess equity in the Library's tax fund balance. A capital improvement plan is under development, but preliminary assessments demonstrate a need for an estimated \$7,300,000 to support physical plant and technology projects over the next five years. If this funding is diverted back to the primary budget in the case of budget shortfall to cover baseline expenses, the amount of funding available to address these capital needs will be further reduced.

The Library believes the FY 2025 and 26 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.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Proposed FY 2025 and 26 Revenue Budgets by Fund
3. Proposed FY 2025 and 26 Expenditure Budgets by Fund
4. Library Tax Fund (101) 5-Year Fund Analysis
5. Capital Project Fund (102) 5-Year Fund Analysis
6. Grants Fund (103) 5-Year Fund Analysis
7. Friends & Gifts Fund (104) 5-Year Fund Analysis
8. Foundation Fund (105) 5-Year Analysis
9. Proposed FY 2025 and 26 Position FTE Summary by Classification
10. Estimated Capital Project Expenses – Facilities and Technology



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 24-\_\_\_**

**APPROVE THE PROPOSED REVENUE BUDGETS FOR FY 2025 AND FY 2026 OF \$25,810,174/\$26,319,469 AND THE PROPOSED EXPENDITURE BUDGETS FOR FY 2025 AND FY 2026 OF \$30,150,330/\$30,584,084**

WHEREAS, on February 7, 2024, the Board of Library Trustees established the FY25 and FY 26 Budget Priorities as adopted by Resolution No. 24-068; and

WHEREAS, the Director of Library Services and the Administrative and Fiscal Services Manager submitted for approval the personnel budgets for FY 2025 and 2026; and

WHEREAS, the Board of Library Trustees adopted the FY 2025 and 2026 personnel budget on January 11, 2024 by Resolution No. R24-061; and

WHEREAS, there are additional personnel changes recommended as well as non-personnel budgets that have yet to be considered; and

WHEREAS, the Director of Library Services, and the Administrative and Fiscal Services Manager have submitted comprehensive budgets for FY 2025 and FY2026 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the FY 2025 and FY 2026 budgets no later than June 24, 2024; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Budgets for FY 2025 and FY 2026 of revenue of \$25,810,174 & \$26,319,469, respectively, and expenditures of \$30,150,330 and \$30,584,084, respectively, as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 1, 2024 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



## PROPOSED FY 2025 REVENUE BUDGETS BY FUND

| Sum of 2025 DEPT HEAD Budget |        |                               | Fund                   |          |                    |                     |                     | Grand Total            |
|------------------------------|--------|-------------------------------|------------------------|----------|--------------------|---------------------|---------------------|------------------------|
| Object Type                  | Object | Account Description           | 101                    | 102      | 103                | 104                 | 105                 |                        |
| Revenue                      | 412110 | SPECIAL ASSESSMENT TAX        | (25,464,754.00)        |          |                    |                     |                     | (25,464,754.00)        |
|                              | 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      | -                      |          |                    |                     | -                   | -                      |
| <b>Revenue Total</b>         |        |                               | <b>(25,536,754.00)</b> | <b>-</b> | <b>(68,420.00)</b> | <b>(105,000.00)</b> | <b>(100,000.00)</b> | <b>(25,810,174.00)</b> |
| <b>Grand Total</b>           |        |                               | <b>(25,536,754.00)</b> | <b>-</b> | <b>(68,420.00)</b> | <b>(105,000.00)</b> | <b>(100,000.00)</b> | <b>(25,810,174.00)</b> |

\*Revenue shows as a negative in ERMA

**PROPOSED FY 2026 REVENUE BUDGETS BY FUND**

| Sum of 2026 DEPT HEAD Budget |        |                               | Fund                   |          |                    |                     |                     |                        |
|------------------------------|--------|-------------------------------|------------------------|----------|--------------------|---------------------|---------------------|------------------------|
| Object Type                  | Object | Account Description           | 101                    | 102      | 103                | 104                 | 105                 | Grand Total            |
| Revenue                      | 412110 | SPECIAL ASSESSMENT TAX        | (25,974,049.00)        |          |                    |                     |                     | (25,974,049.00)        |
|                              | 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      | -                      |          |                    |                     | -                   | -                      |
| <b>Revenue Total</b>         |        |                               | <b>(26,046,049.00)</b> | <b>-</b> | <b>(68,420.00)</b> | <b>(105,000.00)</b> | <b>(100,000.00)</b> | <b>(26,319,469.00)</b> |
| <b>Grand Total</b>           |        |                               | <b>(26,046,049.00)</b> | <b>-</b> | <b>(68,420.00)</b> | <b>(105,000.00)</b> | <b>(100,000.00)</b> | <b>(26,319,469.00)</b> |

\*Revenue shows as a negative in ERMA

## PROPOSED FY 2025 EXPENDITURE BUDGETS BY FUND (page 1 of 3)

| Sum of 2025 DEPT HEAD Budget      |        |                                | Fund                 |          |                  |          |          | Grand Total          |
|-----------------------------------|--------|--------------------------------|----------------------|----------|------------------|----------|----------|----------------------|
| Object Type                       | Object | Account Description            | 101                  | 102      | 103              | 104      | 105      |                      |
| Personnel - Wages                 | 511110 | WAGES - REG - MONTHLY MISC     | 12,000,005.00        | -        | -                | -        | -        | 12,000,005.00        |
|                                   | 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   | -                    | -        | -                | -        | -        | -                    |
| <b>Personnel - Wages Total</b>    |        |                                | <b>11,474,365.54</b> | <b>-</b> | <b>34,042.05</b> | <b>-</b> | <b>-</b> | <b>11,508,407.59</b> |
| Personnel - Benefits              | 520110 | EMP FB - MEDICAL               | 2,576,332.00         | -        | -                | -        | -        | 2,576,332.00         |
|                                   | 520120 | EMP FB - DENTAL                | 238,594.00           | -        | -                | -        | -        | 238,594.00           |
|                                   | 520130 | EMP FB - CASH-IN-LIEU          | 17,794.00            | -        | -                | -        | -        | 17,794.00            |
|                                   | 520140 | EMP FB - LIFE INSURANCE        | 6,891.00             | -        | -                | -        | -        | 6,891.00             |
|                                   | 520210 | EMP FB - MEDICARE              | 156,611.00           | -        | -                | -        | -        | 156,611.00           |
|                                   | 520220 | EMP FB - SRIP                  | 343,622.00           | -        | -                | -        | -        | 343,622.00           |
|                                   | 520310 | EMP FB - PERS - MISC           | 5,336,548.00         | -        | -                | -        | -        | 5,336,548.00         |
|                                   | 520350 | EMP FB - PARS                  | 9,782.48             | -        | 1,276.17         | -        | -        | 11,058.65            |
|                                   | 520410 | EMP FB - OPEB - RETIREE MEDICA | 286,881.00           | -        | 847.00           | -        | -        | 287,728.00           |
|                                   | 520510 | EMP FB - WORKERS COMPENSATION  | 158,919.00           | -        | -                | -        | -        | 158,919.00           |
|                                   | 520520 | EMP FB - TERMINAL PAYOUT       | 224,479.00           | -        | -                | -        | -        | 224,479.00           |
|                                   | 520530 | EMP FB - ALLOWANCES            | -                    | -        | -                | -        | -        | -                    |
|                                   |        | EMP FB - ALLOWANCES            | 1,316.00             | -        | -                | -        | -        | 1,316.00             |
|                                   | 520540 | EMP FB - COMMUTER CHECK        | 1,478.00             | -        | -                | -        | -        | 1,478.00             |
|                                   | 520550 | EMP FB - OTHER FRINGE BENEFITS | 192,086.00           | -        | -                | -        | -        | 192,086.00           |
| <b>Personnel - Benefits Total</b> |        |                                | <b>9,551,333.48</b>  | <b>-</b> | <b>2,123.17</b>  | <b>-</b> | <b>-</b> | <b>9,553,456.65</b>  |

## PROPOSED FY 2025 EXPENDITURE BUDGETS BY FUND (page 2 of 3)

| Sum of 2025 DEPT HEAD Budget |        |                                | Fund       |            |     |          |     |             |
|------------------------------|--------|--------------------------------|------------|------------|-----|----------|-----|-------------|
| Object Type                  | Object | Account Description            | 101        | 102        | 103 | 104      | 105 | Grand Total |
| Operating                    | 612110 | PROF SVCS - LGL - OUTSIDE COUN | -          |            |     |          |     | -           |
|                              | 612240 | PROF SVCS - MGMT CONSULTING    | -          |            |     |          |     | -           |
|                              | 612250 | PROF SVCS - TEMPORARY AGENCIES | -          |            |     |          |     | -           |
|                              | 612310 | PROF SVCS - ENGINEERING SVCS   |            |            | -   |          |     | -           |
|                              |        | PROF SVCS - ENGINEERING SVCS   | -          |            |     |          |     | -           |
|                              | 612410 | PROF SVCS - PHYS AND MED PROF  | -          |            |     |          |     | -           |
|                              | 612990 | PROF SVCS - MISCELLANEOUS      | 865,500.00 |            |     | -        | -   | 865,500.00  |
|                              | 613120 | TECH SVCS - EQUIPMENT MAINT    | 161,500.00 |            |     |          |     | 161,500.00  |
|                              | 613130 | TECH SVCS - SOFTWARE MAINT     |            | 300,000.00 |     |          |     | 300,000.00  |
|                              |        | TECH SVCS - SOFTWARE MAINT     | 225,000.00 |            |     |          | -   | 225,000.00  |
|                              | 613910 | TECH SVCS - HAZMAT HANDLING    | 2,000.00   |            |     |          |     | 2,000.00    |
|                              | 621110 | UTILITIES - GAS/ELECTRIC       | 395,000.00 |            |     |          | -   | 395,000.00  |
|                              | 621120 | UTILITIES - WATER/SEWER        | 45,000.00  |            |     |          | -   | 45,000.00   |
|                              | 621130 | UTILITIES - REFUSE             | 24,500.00  |            |     |          |     | 24,500.00   |
|                              | 622110 | CUSTODIAL - JANITORIAL SVCS    | 430,000.00 |            |     |          |     | 430,000.00  |
|                              | 624110 | PROPERTY REPAIRS & MAINT       | 534,000.00 |            | -   |          |     | 534,000.00  |
|                              | 625110 | RENTAL OF REAL PROPERTY        | 2,750.00   |            |     |          | -   | 2,750.00    |
|                              | 625120 | RENTAL OF EQUIPMENT            | 10,075.00  |            | -   | -        |     | 10,075.00   |
|                              | 632110 | COMM SVCS - TELE - LANDLINE    |            |            |     | -        |     | -           |
|                              |        | COMM SVCS - TELE - LANDLINE    | 150,000.00 |            |     |          | -   | 150,000.00  |
|                              | 632120 | COMM SVCS - TELE - CELLULAR    | 17,100.00  |            |     |          |     | 17,100.00   |
|                              | 632190 | COMM SVCS - OTHER              | 5,000.00   |            |     |          |     | 5,000.00    |
|                              | 633110 | ADVERTISING                    | 46,000.00  |            |     |          | -   | 46,000.00   |
|                              | 634110 | TRAIN AND CONF - TRAIN COSTS   | 140,000.00 |            | -   | -        | -   | 140,000.00  |
|                              | 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           | 55,000.00  |            |     | 1,661.00 | -   | 56,661.00   |
|                              | 636990 | GRANT PMTS - OTHER             | -          |            |     |          |     | -           |
|                              | 637110 | GOV PMTS - PERMIT FEES         | -          |            | -   |          | -   | -           |

PROPOSED FY 2025 EXPENDITURE BUDGETS BY FUND (page 3 of 3)

| Sum of 2025 DEPT HEAD Budget   |        | Fund                           | 101                  | 102                 | 103              | 104               | 105               | Grand Total          |
|--------------------------------|--------|--------------------------------|----------------------|---------------------|------------------|-------------------|-------------------|----------------------|
| Object Type                    | Object | Account Description            |                      |                     |                  |                   |                   |                      |
|                                | 637990 | GOV PMTS - MISC FEE AND TAXES  | 5,000.00             |                     |                  |                   | -                 | 5,000.00             |
|                                | 639110 | FEES - BANK FEES               | 1,000.00             |                     |                  |                   |                   | 1,000.00             |
|                                | 639120 | FEES - PROF DUES AND FEES      | 50,250.00            |                     |                  |                   |                   | 50,250.00            |
|                                | 639130 | COURIER AND DELIVERY SERVICES  | 10,000.00            | -                   |                  |                   |                   | 10,000.00            |
|                                | 639990 | OTHER SERVICES                 | -                    |                     | 20,000.00        | 150,000.00        | 200,000.00        | 370,000.00           |
|                                | 641110 | SUPPLIES - OFFICE              | 50,737.00            |                     | 3,000.00         |                   | -                 | 53,737.00            |
|                                | 641120 | SUPPLIES - POSTAGE             | 7,500.00             | -                   | 500.00           |                   | -                 | 8,000.00             |
|                                | 642120 | SUPPL - FIELD - TOOLS AND PART | 10,780.00            |                     | -                |                   |                   | 10,780.00            |
|                                | 642990 | SUPPL - FIELD - OTHER          | 209,525.00           | -                   | 5,000.00         |                   | -                 | 214,525.00           |
|                                | 643110 | SUPPLIES - BOOKS AND SUBSCRIP  | 2,432,000.00         |                     | -                |                   | -                 | 2,432,000.00         |
|                                | 644110 | SUPPLIES - FOOD - NON-EMPLOYEE | -                    |                     | 1,200.00         |                   | -                 | 1,200.00             |
|                                | 651110 | NON-CAP - COMP, SOFTWARE & OFE | 215,000.00           | -                   | -                |                   | -                 | 215,000.00           |
|                                | 651120 | NON-CAP - FURNITURE & FIXTURE  | -                    |                     | -                |                   | -                 | -                    |
|                                | 651990 | NON-CAP - MISCELLANEOUS        | -                    |                     |                  |                   |                   | -                    |
|                                | 681011 | OPERATING TRANSFER OUT TO 011  |                      | -                   |                  |                   |                   | -                    |
| <b>Operating Total</b>         |        |                                | <b>6,160,217.00</b>  | <b>300,000.00</b>   | <b>31,361.00</b> | <b>150,000.00</b> | <b>200,000.00</b> | <b>6,841,578.00</b>  |
| <b>Capital</b>                 | 662110 | CAP - FA - BUILDINGS           | -                    | 1,700,000.00        |                  |                   | -                 | 1,700,000.00         |
|                                | 663110 | CAP - FA - IMPR OTHR THAN BLDG | -                    |                     |                  |                   |                   | -                    |
|                                | 664110 | CAP - FA - MACHINERY & EQUIPME | -                    | -                   |                  |                   | -                 | -                    |
|                                | 664120 | CAP - FA - VEHICLES            | -                    |                     |                  |                   | -                 | -                    |
|                                | 664130 | CAP - FA - FURNITURE & FIXTURE | 100,000.00           |                     |                  |                   | -                 | 100,000.00           |
|                                | 664140 | CAP - FA - COMPUTER EQUIPMENT  | 250,000.00           | -                   |                  |                   | -                 | 250,000.00           |
|                                | 665110 | CAP - INFR - ROADWAY/STREETS   |                      |                     |                  |                   | -                 | -                    |
|                                | 665120 | CAP - INFR - STORM DRAIN       | -                    |                     |                  |                   | -                 | -                    |
|                                | 666110 | CAP - FA - INTANGIBLES         | -                    |                     | -                |                   | -                 | -                    |
| <b>Capital Total</b>           |        |                                | <b>350,000.00</b>    | <b>1,700,000.00</b> | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>2,050,000.00</b>  |
| <b>Internal Services</b>       | 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            |
|                                | 670181 | INT SVC - CITY VEHICLE MAINT   | -                    |                     |                  |                   |                   | -                    |
|                                | 670190 | INT SVC - CITY PKG PERMITS     | 500.00               |                     |                  |                   |                   | 500.00               |
|                                | 670240 | INT SVC - REFUSE CHARGES       | -                    |                     |                  |                   | -                 | -                    |
| <b>Internal Services Total</b> |        |                                | <b>196,888.00</b>    |                     | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>196,888.00</b>    |
| <b>Grand Total</b>             |        |                                | <b>27,732,804.02</b> | <b>2,000,000.00</b> | <b>67,526.22</b> | <b>150,000.00</b> | <b>200,000.00</b> | <b>30,150,330.24</b> |

PROPOSED FY 2026 EXPENDITURE BUDGETS BY FUND (page 1 of 3)

| Sum of 2026 DEPT HEAD Budget      |        |                                | Fund                 |          |                  |          |          | Grand Total          |
|-----------------------------------|--------|--------------------------------|----------------------|----------|------------------|----------|----------|----------------------|
| Object Type                       | Object | Account Description            | 101                  | 102      | 103              | 104      | 105      | Grand Total          |
| Personnel - Wages                 | 511110 | WAGES - REG - MONTHLY MISC     | 12,111,733.00        | -        | -                | -        | -        | 12,111,733.00        |
|                                   | 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   | -                    | -        | -                | -        | -        | -                    |
| <b>Personnel - Wages Total</b>    |        |                                | <b>11,586,093.54</b> | <b>-</b> | <b>34,042.05</b> | <b>-</b> | <b>-</b> | <b>11,620,135.59</b> |
| Personnel - Benefits              | 520110 | EMP FB - MEDICAL               | 2,920,032.00         | -        | -                | -        | -        | 2,920,032.00         |
|                                   | 520120 | EMP FB - DENTAL                | 304,494.00           | -        | -                | -        | -        | 304,494.00           |
|                                   | 520130 | EMP FB - CASH-IN-LIEU          | 18,355.00            | -        | -                | -        | -        | 18,355.00            |
|                                   | 520140 | EMP FB - LIFE INSURANCE        | 6,891.00             | -        | -                | -        | -        | 6,891.00             |
|                                   | 520210 | EMP FB - MEDICARE              | 158,491.00           | -        | -                | -        | -        | 158,491.00           |
|                                   | 520220 | EMP FB - SRIP                  | 343,790.00           | -        | -                | -        | -        | 343,790.00           |
|                                   | 520310 | EMP FB - PERS - MISC           | 5,427,288.00         | -        | -                | -        | -        | 5,427,288.00         |
|                                   | 520350 | EMP FB - PARS                  | 9,782.48             | -        | 1,276.17         | -        | -        | 11,058.65            |
|                                   | 520410 | EMP FB - OPEB - RETIREE MEDICA | 289,352.00           | -        | 847.00           | -        | -        | 290,199.00           |
|                                   | 520510 | EMP FB - WORKERS COMPENSATION  | 160,542.00           | -        | -                | -        | -        | 160,542.00           |
|                                   | 520520 | EMP FB - TERMINAL PAYOUT       | 226,607.00           | -        | -                | -        | -        | 226,607.00           |
|                                   | 520530 | EMP FB - ALLOWANCES            | 1,516.00             | -        | -                | -        | -        | 1,516.00             |
|                                   | 520540 | EMP FB - COMMUTER CHECK        | 1,609.00             | -        | -                | -        | -        | 1,609.00             |
|                                   | 520550 | EMP FB - OTHER FRINGE BENEFITS | 186,660.00           | -        | -                | -        | -        | 186,660.00           |
| <b>Personnel - Benefits Total</b> |        |                                | <b>10,055,409.48</b> | <b>-</b> | <b>2,123.17</b>  | <b>-</b> | <b>-</b> | <b>10,057,532.65</b> |

**PROPOSED FY 2026 EXPENDITURE BUDGETS BY FUND (page 2 of 3)**

| Sum of 2026 DEPT HEAD Budget |        | Fund                           |            |            |          |     | Grand Total |             |
|------------------------------|--------|--------------------------------|------------|------------|----------|-----|-------------|-------------|
| Object Type                  | Object | Account Description            | 101        | 102        | 103      | 104 | 105         | Grand Total |
| Operating                    | 612110 | PROF SVCS - LGL - OUTSIDE COUN | -          |            |          |     |             | -           |
|                              | 612240 | PROF SVCS - MGMT CONSULTING    | -          |            |          |     |             | -           |
|                              | 612250 | PROF SVCS - TEMPORARY AGENCIES | -          |            |          |     |             | -           |
|                              | 612310 | PROF SVCS - ENGINEERING SVCS   | -          | -          |          |     |             | -           |
|                              | 612410 | PROF SVCS - PHYS AND MED PROF  | -          |            |          |     |             | -           |
|                              | 612990 | PROF SVCS - MISCELLANEOUS      | 617,500.00 |            |          | -   | -           | 617,500.00  |
|                              | 613120 | TECH SVCS - EQUIPMENT MAINT    | 176,500.00 |            |          |     |             | 176,500.00  |
|                              | 613130 | TECH SVCS - SOFTWARE MAINT     | 275,000.00 | 300,000.00 |          |     | -           | 575,000.00  |
|                              | 613910 | TECH SVCS - HAZMAT HANDLING    | 2,000.00   |            |          |     |             | 2,000.00    |
|                              | 621110 | UTILITIES - GAS/ELECTRIC       | 397,000.00 |            |          |     | -           | 397,000.00  |
|                              | 621120 | UTILITIES - WATER/SEWER        | 45,500.00  |            |          |     | -           | 45,500.00   |
|                              | 621130 | UTILITIES - REFUSE             | 24,500.00  |            |          |     |             | 24,500.00   |
|                              | 622110 | CUSTODIAL - JANITORIAL SVCS    | 440,000.00 |            |          |     |             | 440,000.00  |
|                              | 624110 | PROPERTY REPAIRS & MAINT       | 559,000.00 | -          |          |     |             | 559,000.00  |
|                              | 625110 | RENTAL OF REAL PROPERTY        | 3,750.00   |            |          | -   | -           | 3,750.00    |
|                              | 625120 | RENTAL OF EQUIPMENT            | 10,075.00  | -          | -        |     |             | 10,075.00   |
|                              | 632110 | COMM SVCS - TELE - LANDLINE    | 165,000.00 |            | -        |     | -           | 165,000.00  |
|                              | 632120 | COMM SVCS - TELE - CELLULAR    | 17,100.00  |            |          |     |             | 17,100.00   |
|                              | 632190 | COMM SVCS - OTHER              | 5,000.00   |            |          |     |             | 5,000.00    |
|                              | 633110 | ADVERTISING                    | 46,000.00  |            |          | -   | -           | 46,000.00   |
|                              | 634110 | TRAIN AND CONF - TRAIN COSTS   | 110,000.00 | -          | -        | -   | -           | 110,000.00  |
|                              | 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           | 55,000.00  |            | 1,661.00 |     | -           | 56,661.00   |
|                              | 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               | 1,000.00   |            |          |     |             | 1,000.00    |
|                              | 639120 | FEES - PROF DUES AND FEES      | 50,250.00  |            |          |     |             | 50,250.00   |

**PROPOSED FY 2026 EXPENDITURE BUDGETS BY FUND (page 3 of 3)**

| Sum of 2026 DEPT HEAD Budget   |        | Fund                           |                      |                     |                  |                   |                   |                      |
|--------------------------------|--------|--------------------------------|----------------------|---------------------|------------------|-------------------|-------------------|----------------------|
| Object Type                    | Object | Account Description            | 101                  | 102                 | 103              | 104               | 105               | Grand Total          |
|                                | 639130 | COURIER AND DELIVERY SERVICES  | 10,000.00            | -                   |                  |                   |                   | 10,000.00            |
|                                | 639990 | OTHER SERVICES                 | -                    |                     | 20,000.00        | 150,000.00        | 200,000.00        | 370,000.00           |
|                                | 641110 | SUPPLIES - OFFICE              | 52,987.00            |                     | 3,000.00         |                   | -                 | 55,987.00            |
|                                | 641120 | SUPPLIES - POSTAGE             | 7,500.00             | -                   | 500.00           | -                 |                   | 8,000.00             |
|                                | 642120 | SUPPL - FIELD - TOOLS AND PART | 15,780.00            |                     | -                |                   |                   | 15,780.00            |
|                                | 642990 | SUPPL - FIELD - OTHER          | 227,725.00           | -                   | 5,000.00         | -                 | -                 | 232,725.00           |
|                                | 643110 | SUPPLIES - BOOKS AND SUBSCRIP  | 2,432,000.00         |                     | -                | -                 | -                 | 2,432,000.00         |
|                                | 644110 | SUPPLIES - FOOD - NON-EMPLOYEE | -                    |                     | 1,200.00         | -                 | -                 | 1,200.00             |
|                                | 651110 | NON-CAP - COMP, SOFTWARE & OFE | 217,000.00           | -                   | -                | -                 | -                 | 217,000.00           |
|                                | 651120 | NON-CAP - FURNITURE & FIXTURE  | -                    |                     | -                | -                 | -                 | -                    |
|                                | 651990 | NON-CAP - MISCELLANEOUS        | -                    |                     |                  |                   |                   | -                    |
|                                | 681011 | OPERATING TRANSFER OUT TO 011  |                      | -                   |                  |                   |                   | -                    |
| <b>Operating Total</b>         |        |                                | <b>6,028,167.00</b>  | <b>300,000.00</b>   | <b>31,361.00</b> | <b>150,000.00</b> | <b>200,000.00</b> | <b>6,709,528.00</b>  |
| <b>Capital</b>                 | 662110 | CAP - FA - BUILDINGS           | -                    | 1,700,000.00        |                  |                   | -                 | 1,700,000.00         |
|                                | 663110 | CAP - FA - IMPR OTHR THAN BLDG | -                    |                     |                  |                   |                   | -                    |
|                                | 664110 | CAP - FA - MACHINERY & EQUIPME | -                    | -                   |                  | -                 | -                 | -                    |
|                                | 664120 | CAP - FA - VEHICLES            | -                    |                     |                  | -                 |                   | -                    |
|                                | 664130 | CAP - FA - FURNITURE & FIXTURE | 50,000.00            |                     |                  | -                 | -                 | 50,000.00            |
|                                | 664140 | CAP - FA - COMPUTER EQUIPMENT  | 250,000.00           | -                   |                  |                   | -                 | 250,000.00           |
|                                | 665110 | CAP - INFR - ROADWAY/STREETS   |                      |                     |                  |                   | -                 | -                    |
|                                | 665120 | CAP - INFR - STORM DRAIN       | -                    |                     |                  |                   |                   | -                    |
|                                | 666110 | CAP - FA - INTANGIBLES         | -                    |                     | -                | -                 | -                 | -                    |
| <b>Capital Total</b>           |        |                                | <b>300,000.00</b>    | <b>1,700,000.00</b> | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>2,000,000.00</b>  |
| <b>Internal Services</b>       | 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            |
|                                | 670181 | INT SVC - CITY VEHICLE MAINT   | -                    |                     |                  |                   |                   | -                    |
|                                | 670190 | INT SVC - CITY PKG PERMITS     | 500.00               |                     |                  |                   |                   | 500.00               |
|                                | 670240 | INT SVC - REFUSE CHARGES       | -                    |                     | -                | -                 | -                 | -                    |
| <b>Internal Services Total</b> |        |                                | <b>196,888.00</b>    |                     | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>196,888.00</b>    |
| <b>Grand Total</b>             |        |                                | <b>28,166,558.02</b> | <b>2,000,000.00</b> | <b>67,526.22</b> | <b>150,000.00</b> | <b>200,000.00</b> | <b>30,584,084.24</b> |

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

| <b>Tax Fund - 101</b>                                | <b>FY 2021<br/>Actual</b> | <b>FY 2022<br/>Actual</b> | <b>FY 2023<br/>Actual</b> | <b>FY 2024<br/>PROJECTED</b> | <b>FY 2025<br/>PROJECTED</b> | <b>FY 2026<br/>PROJECTED</b> | <b>FY 2027<br/>PROJECTED</b> | <b>FY 2028<br/>PROJECTED</b> | <b>FY 2029<br/>PROJECTED</b> |
|------------------------------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <b>Beginning Fund Balance</b>                        | \$ 10,527,796             | \$ 10,187,635             | \$ 13,223,014             | \$ 16,092,418                | \$ 17,447,864                | \$ 9,661,800                 | \$ 7,189,553                 | \$ 4,250,337                 | \$ 920,343                   |
| <b>Revenues</b>                                      |                           |                           |                           |                              |                              |                              |                              |                              |                              |
| Library Services Tax                                 | \$ 20,596,293             | \$ 22,429,364             | \$ 24,069,854             | \$ 25,737,503                | \$ 26,509,628                | \$ 27,304,917                | \$ 28,124,064                | \$ 28,967,786                | \$ 29,836,820                |
| Fines/Fees                                           | 17,688                    | 16,147                    | 17,689                    | 17,689                       | 17,689                       | 17,689                       | 17,689                       | 17,689                       | 17,689                       |
| Donations/Private Contributions                      |                           |                           |                           |                              |                              |                              |                              |                              |                              |
| Misc. Revenue / Interest / Refunds                   | 101,396                   | 136,791                   | 8,096                     | 10,000                       | 10,000                       | 10,000                       | 10,000                       | 10,000                       | 10,000                       |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 20,715,377</b>      | <b>\$ 22,582,302</b>      | <b>\$ 24,095,640</b>      | <b>\$ 25,765,192</b>         | <b>\$ 26,537,317</b>         | <b>\$ 27,332,606</b>         | <b>\$ 28,151,754</b>         | <b>\$ 28,995,476</b>         | <b>\$ 29,864,509</b>         |
| <b>Expenditures</b>                                  |                           |                           |                           |                              |                              |                              |                              |                              |                              |
| <b>Operations</b>                                    |                           |                           |                           |                              |                              |                              |                              |                              |                              |
| Salaries, Wages, Benefits                            | \$ 12,972,590             | \$ 12,789,863             | \$ 15,073,939             | \$ 15,580,098                | \$ 21,025,699                | \$ 21,641,503                | \$ 22,766,861                | \$ 23,950,738                | \$ 25,196,176                |
| <b>Salaries, Wages, Benefits</b>                     |                           |                           |                           |                              |                              |                              |                              |                              |                              |
| less: Labor Vacancy Savings                          |                           |                           |                           | 0                            | 0                            | 0                            | 0                            | 0                            | 0                            |
| Personnel                                            | \$ 12,972,590             | \$ 12,789,863             | \$ 15,073,939             | \$ 15,580,098                | \$ 21,025,699                | \$ 21,641,503                | \$ 22,766,861                | \$ 23,950,738                | \$ 25,196,176                |
| Non-Personnel                                        | 823,605                   | 907,785                   | 53,622                    | 1,334,170                    | 2,018,155                    | 2,005,606                    | 1,700,000                    | 1,700,000                    | 1,700,000                    |
| Library Materials (incl Tool Lndng)                  | 1,826,324                 | 1,985,551                 | 2,441,308                 | 2,230,000                    | 2,500,000                    | 2,500,000                    | 2,500,000                    | 2,500,000                    | 2,500,000                    |
| Misc. Professional Services                          | 497,462                   | 772,555                   | 728,284                   | 1,463,650                    | 865,500                      | 617,500                      | 973,700                      | 973,700                      | 973,700                      |
| Utilities+Telephone                                  | 459,787                   | 516,401                   | 572,693                   | 529,502                      | 631,600                      | 649,100                      | 650,000                      | 650,000                      | 650,000                      |
| Janitorial                                           | 360,565                   | 379,273                   | 359,059                   | 425,000                      | 430,000                      | 440,000                      | 500,000                      | 500,000                      | 500,000                      |
| Software Maintenance                                 | 147,178                   | 238,664                   | 325,478                   | 275,000                      | 225,000                      | 275,000                      | 275,000                      | 275,000                      | 275,000                      |
| RFID Loan Repayment                                  | 0                         | 0                         |                           |                              |                              |                              |                              |                              |                              |
| Computer & Software Purchase (CAP)                   | 121,859                   |                           | 129,979                   | 100,000                      | 0                            | 0                            | 0                            | 0                            | 0                            |
| Building/Infrastructure                              | 2,315,233                 | 686,457                   | 72,310                    | 900,000                      | 0                            | 0                            | 0                            | 0                            | 0                            |
| <b>Subtotal:</b>                                     | <b>\$ 19,524,603</b>      | <b>\$ 18,276,549</b>      | <b>\$ 19,756,673</b>      | <b>\$ 22,837,420</b>         | <b>\$ 27,695,954</b>         | <b>\$ 28,128,709</b>         | <b>\$ 29,365,561</b>         | <b>\$ 30,549,438</b>         | <b>\$ 31,794,876</b>         |
| <b>Charges From Other Depts</b>                      |                           |                           |                           |                              |                              |                              |                              |                              |                              |
| Finance - Billing (341)                              | \$ 19,503                 | 20,240                    | \$ 20,223                 | \$ 18,619                    | \$ 21,568                    | \$ 22,036                    | \$ 21,443                    | \$ 21,443                    | \$ 21,443                    |
| Facilities - Enviro Compliance (693)                 | 11,432                    | 134                       | 5,148                     | 9,457                        | 15,282                       | 15,813                       | 16,522                       | 16,522                       | 16,522                       |
| Interfund Transfers                                  |                           |                           |                           |                              |                              |                              |                              |                              |                              |
| <b>Subtotal:</b>                                     | <b>\$ 30,935</b>          | <b>\$ 20,374</b>          | <b>\$ 25,371</b>          | <b>\$ 28,076</b>             | <b>\$ 36,850</b>             | <b>\$ 37,849</b>             | <b>\$ 37,965</b>             | <b>\$ 37,965</b>             | <b>\$ 37,965</b>             |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$ 19,555,538</b>      | <b>\$ 18,296,923</b>      | <b>\$ 19,782,045</b>      | <b>\$ 22,865,496</b>         | <b>\$ 27,732,804</b>         | <b>\$ 28,166,558</b>         | <b>\$ 29,403,526</b>         | <b>\$ 30,587,403</b>         | <b>\$ 31,832,841</b>         |
| <b>Projected Surplus/(Shortfall)<br/>{Rev - Exp}</b> | <b>\$ 1,159,839</b>       | <b>\$ 4,285,379</b>       | <b>\$ 4,313,595</b>       | <b>\$ 2,899,696</b>          | <b>\$ (1,195,487)</b>        | <b>\$ (833,952)</b>          | <b>\$ (1,251,772)</b>        | <b>\$ (1,591,927)</b>        | <b>\$ (1,968,332)</b>        |
| <b>GROSS FUND BALANCE<br/>{Bal + Rev - Exp}</b>      | <b>\$ 11,687,635</b>      | <b>\$ 14,473,014</b>      | <b>\$ 17,536,609</b>      | <b>\$ 18,992,115</b>         | <b>\$ 16,252,378</b>         | <b>\$ 8,827,848</b>          | <b>\$ 5,937,781</b>          | <b>\$ 2,658,410</b>          | <b>\$ (1,047,989)</b>        |
| Annual Committed Reserve                             | 1,500,000                 | 1,250,000                 | 1,444,191                 | 1,544,250                    | 1,590,578                    | 1,638,295                    | 1,687,444                    | 1,738,067                    | 1,790,209                    |
| Capital Funding                                      |                           |                           |                           |                              | 5,000,000                    |                              |                              |                              |                              |
| <b>Uncommitted Fund Balance</b>                      | <b>\$ 10,187,635</b>      | <b>\$ 13,223,014</b>      | <b>\$ 16,092,418</b>      | <b>\$ 17,447,864</b>         | <b>\$ 9,661,800</b>          | <b>\$ 7,189,553</b>          | <b>\$ 4,250,337</b>          | <b>\$ 920,343</b>            | <b>\$ (2,838,198)</b>        |



## CAPITAL PROJECTS FUND (102) 5-YEAR FUND ANALYSIS

| <b>Cap Fund - 102</b>                                | <b>FY 2025<br/>PROJECTED</b> | <b>FY 2026<br/>PROJECTED</b> | <b>FY 2027<br/>PROJECTED</b> | <b>FY 2028<br/>PROJECTED</b> | <b>FY 2029<br/>PROJECTED</b> |
|------------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <b>Beginning Fund Balance</b>                        | <b>\$ -</b>                  | <b>\$ 3,200,000</b>          | <b>\$ 2,050,000</b>          | <b>\$ 1,500,000</b>          | <b>\$ 1,080,000</b>          |
| <b>Revenues</b>                                      |                              |                              |                              |                              |                              |
| Committed Reserve                                    |                              | 0                            | 0                            | 0                            | 0                            |
| Additional Transfers In                              | 5,000,000                    |                              |                              |                              |                              |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 5,000,000</b>          | <b>\$ -</b>                  | <b>\$ -</b>                  | <b>\$ -</b>                  | <b>\$ -</b>                  |
| <b>Expenditures</b>                                  |                              |                              |                              |                              |                              |
| <b>Operations</b>                                    |                              |                              |                              |                              |                              |
| Salaries, Wages, Benefits                            |                              |                              |                              |                              |                              |
| <b>Salaries, Wages, Benefits</b>                     |                              |                              |                              |                              |                              |
| less: Labor Vacancy Savings                          |                              |                              |                              |                              |                              |
| Personnel                                            |                              |                              |                              |                              |                              |
| Non-Personnel                                        |                              |                              |                              |                              |                              |
| Library Materials (incl Tool Lndng)                  |                              |                              |                              |                              |                              |
| Misc. Professional Services                          |                              |                              |                              |                              |                              |
| Utilities+Telephone                                  |                              |                              |                              |                              |                              |
| Janitorial                                           |                              |                              |                              |                              |                              |
| Software Maintenance                                 |                              |                              |                              |                              |                              |
| RFID Loan Repayment                                  |                              |                              |                              |                              |                              |
| Computer & Software Purchase (CAP)                   | 300,000                      | 300,000                      | 250,000                      | 150,000                      | 300,000                      |
| Building/Infrastructure                              | 1,500,000                    | 850,000                      | 300,000                      | 270,000                      | 300,000                      |
| <b>Subtotal:</b>                                     | <b>\$ 1,800,000</b>          | <b>\$ 1,150,000</b>          | <b>\$ 550,000</b>            | <b>\$ 420,000</b>            | <b>\$ 600,000</b>            |
| <b>Charges From Other Depts</b>                      |                              |                              |                              |                              |                              |
| Finance - Billing (341)                              |                              |                              |                              |                              |                              |
| Facilities - Enviro Compliance (693)                 |                              |                              |                              |                              |                              |
| Interfund Transfers                                  |                              |                              |                              |                              |                              |
| <b>Subtotal:</b>                                     | <b>\$ -</b>                  |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$ 1,800,000</b>          | <b>\$ 1,150,000</b>          | <b>\$ 550,000</b>            | <b>\$ 420,000</b>            | <b>\$ 600,000</b>            |
| <b>Projected Surplus/(Shortfall)<br/>(Rev - Exp)</b> | <b>\$ 3,200,000</b>          | <b>\$ (1,150,000)</b>        | <b>\$ (550,000)</b>          | <b>\$ (420,000)</b>          | <b>\$ (600,000)</b>          |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>      | <b>\$ 3,200,000</b>          | <b>\$ 2,050,000</b>          | <b>\$ 1,500,000</b>          | <b>\$ 1,080,000</b>          | <b>\$ 480,000</b>            |



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

|                                                    | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Actual | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED | FY 2026<br>PROJECTED | FY 2027<br>PROJECTED | FY 2028<br>PROJECTED | FY 2029<br>PROJECTED |
|----------------------------------------------------|-------------------|-------------------|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                      | \$ 82,280         | \$ 51,004         | \$ 32,274         | \$ 35,983            | \$ 69,537            | \$ 79,537            | \$ 79,537            | \$ 79,537            | \$ 79,537            |
| <b>Revenues</b>                                    |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Direct Loan Fund                                   |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Literacy Services & LSTA                           | 56,568            | 62,927            | 81,952            | 130,000              | 100,000              | 100,000              | 100,000              | 100,000              | 100,000              |
| Miscellaneous Grant Revenue                        |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Public Library Fund (SB 358)                       |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Other                                              |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| <b>TOTAL REVENUE</b>                               | \$ 56,568         | \$ 62,927         | \$ 81,952         | \$ 130,000           | \$ 100,000           | \$ 100,000           | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| <b>Expenditures</b>                                |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| <b>Operations</b>                                  |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Personnel                                          | \$ 46,778         | \$ 57,700         | \$ 60,937         | \$ 71,446            | \$ 65,000            | \$ 75,000            | \$ 75,000            | \$ 75,000            | \$ 75,000            |
| Non-Personnel                                      | 41,066            | 23,957            | 17,306            | 25,000               | 25,000               | 25,000               | 25,000               | 25,000               | 25,000               |
| Library Materials                                  |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Transfer Out (PLF 305)                             |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| <b>Subtotal:</b>                                   | \$ 87,844         | \$ 81,657         | \$ 78,243         | \$ 96,446            | \$ 90,000            | \$ 100,000           | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| <b>Carryover</b>                                   |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Encumbered                                         |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Unencumbered                                       |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| <b>Subtotal:</b>                                   | \$ -              | \$ -              | \$ -              | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL EXPENDITURES</b>                          | \$ 87,844         | \$ 81,657         | \$ 78,243         | \$ 96,446            | \$ 90,000            | \$ 100,000           | \$ 100,000           | \$ 100,000           | \$ 100,000           |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b> | \$ (31,276)       | \$ (18,730)       | \$ 3,709          | \$ 33,554            | \$ 10,000            | \$ -                 | \$ -                 | \$ -                 | \$ -                 |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>    | \$ 51,004         | \$ 32,274         | \$ 35,983         | \$ 69,537            | \$ 79,537            | \$ 79,537            | \$ 79,537            | \$ 79,537            | \$ 79,537            |



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

|                                                      | FY 2021<br>Actual | FY 2022<br>Actual | FY 2023<br>Actual | FY 2024<br>PROJECTED | FY 2025<br>PROJECTED | FY 2026<br>PROJECTED | FY 2027<br>PROJECTED | FY 2028<br>PROJECTED | FY 2029<br>PROJECTED |
|------------------------------------------------------|-------------------|-------------------|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                        | \$445,378         | \$ 471,886        | \$ 487,942        | \$ 541,662           | \$ 553,027           | \$ 508,027           | \$ 463,027           | \$ 418,027           | \$ 373,027           |
| <b>Revenues</b>                                      |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Friends of BPL                                       | \$ 91,824         | \$ 92,318         | \$ 165,836        | \$ 161,365           | \$ 105,000           | \$ 105,000           | \$ 105,000           | \$ 105,000           | \$ 105,000           |
| BPL Foundation                                       |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Donations/Private                                    | 113               |                   |                   |                      |                      |                      |                      |                      |                      |
| Interest/Misc. Revenues                              |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| <b>TOTAL REVENUE</b>                                 | <b>\$ 91,937</b>  | <b>\$ 92,318</b>  | <b>\$ 165,836</b> | <b>\$ 161,365</b>    | <b>\$ 105,000</b>    |
| <b>Expenditures</b>                                  |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| <b>Operations</b>                                    |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Personnel                                            |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| Non-Personnel                                        | 28,850            | 76,262            | 112,116           | 150,000              | 150,000              | 150,000              | 150,000              | 150,000              | 150,000              |
| Professional Services                                | 36,578            |                   |                   |                      |                      |                      |                      |                      |                      |
| Library Materials                                    |                   |                   |                   |                      |                      |                      |                      |                      |                      |
| <b>Subtotal:</b>                                     | <b>\$ 65,428</b>  | <b>\$ 76,262</b>  | <b>\$ 112,116</b> | <b>\$ 150,000</b>    |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$ 65,428</b>  | <b>\$ 76,262</b>  | <b>\$ 112,116</b> | <b>\$ 150,000</b>    |
| <b>Projected Surplus /<br/>(Deficit) (Rev - Exp)</b> | <b>\$ 26,509</b>  | <b>\$ 16,056</b>  | <b>\$ 53,720</b>  | <b>\$ 11,365</b>     | <b>\$ (45,000)</b>   |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>      | <b>\$ 471,886</b> | <b>\$ 487,942</b> | <b>\$ 541,662</b> | <b>\$ 553,027</b>    | <b>\$ 508,027</b>    | <b>\$ 463,027</b>    | <b>\$ 418,027</b>    | <b>\$ 373,027</b>    | <b>\$ 328,027</b>    |







## Proposed FY 2025 Staffing Positions by Division

| Sum of CY FTE Percent        |                       |              |
|------------------------------|-----------------------|--------------|
| Division                     | Job Class Desc        | Total        |
| Art & Music                  | LIBRARIAN I           | 2.00         |
|                              | LIBRARIAN II          | 2.00         |
|                              | LIBRARY SPECIALIST II | 1.00         |
|                              | SUPERV LIBRARIAN      | 1.00         |
| <b>Art &amp; Music Total</b> |                       | <b>6.00</b>  |
| Central Support              | LIBRARIAN I           | 1.00         |
|                              | LIBRARY SPECIALIST II | 1.00         |
|                              | SENIOR LIBRARIAN      | 1.00         |
|                              | SOCIAL SERVICES SPEC  | 1.00         |
|                              | SUPERV LIBRARIAN      | 1.00         |
| <b>Central Support Total</b> |                       | <b>5.00</b>  |
| Children's                   | LIBRARIAN I           | 1.75         |
|                              | LIBRARIAN II          | 2.00         |
|                              | LIBRARY SPECIALIST II | 1.55         |
|                              | SUPERV LIBRARIAN      | 1.00         |
| <b>Children's Total</b>      |                       | <b>7.30</b>  |
| Circulation                  | CIRCULATION SRVCS MGR | 1.00         |
|                              | LIBRARY AIDE          | 10.00        |
|                              | LIBRARY ASSISTANT     | 8.75         |
|                              | LIBRARY SPECIALIST I  | 2.00         |
|                              | SUPERV LIBRARY ASSIST | 4.00         |
| <b>Circulation Total</b>     |                       | <b>27.75</b> |
| Claremont                    | LIBRARIAN I           | 1.00         |
|                              | LIBRARIAN II          | 1.00         |
|                              | LIBRARY AIDE          | 1.50         |
|                              | LIBRARY ASSISTANT     | 2.25         |
|                              | LIBRARY SPECIALIST II | 1.50         |
|                              | SUPERV LIBRARIAN      | 1.00         |
| <b>Claremont Total</b>       |                       | <b>9.25</b>  |
| Collections                  | LIBRARIAN I           | 1.00         |
|                              | LIBRARY ASSISTANT     | 2.25         |
|                              | LIBRARY SPECIALIST II | 2.00         |
|                              | SENIOR LIBRARIAN      | 1.00         |
|                              | SUPERV LIBRARIAN      | 1.00         |
| <b>Collections Total</b>     |                       | <b>8.25</b>  |

| Sum of CY FTE F              |                         |               |
|------------------------------|-------------------------|---------------|
| Division                     | Job Class Desc          | Total         |
| Director                     | ACCT OFF SPEC III UNREF | 1.00          |
|                              | ADM FIS SVS MGR UNRP    | 1.00          |
|                              | ADMIN SECRETARY         | 1.00          |
|                              | ASSOC MGMT ANALYST U    | 2.00          |
|                              | ASST HR ANALYST         | 1.00          |
|                              | ASST MGMT ANALYST UN    | 1.00          |
|                              | COMMUNICATIONS SPEC     | 1.00          |
|                              | DEP DIR OF LIB SVCS     | 1.00          |
|                              | DIR OF LIBRARY SVCS     | 1.00          |
|                              | LIBRARY SVCS MANAGER    | 2.00          |
|                              | PROGRAM MANAGER II U    | 1.00          |
| <b>Director Total</b>        |                         | <b>14.00</b>  |
| Facilities                   | BUILDING MAINT MECH     | 2.00          |
|                              | SENIOR BLDG MAINT SUP   | 1.00          |
| <b>Facilities Total</b>      |                         | <b>3.00</b>   |
| Info Technolo                | INFO SYS SPECIALIST     | 2.00          |
|                              | LIBRARIAN II            | 1.00          |
|                              | LIBRARY INFO SYS ADMIN  | 1.00          |
|                              | SENIOR INFO SYS SPEC    | 1.00          |
| <b>Info Technology Total</b> |                         | <b>5.00</b>   |
| Literacy                     | LIBRARY ASSISTANT       | 0.75          |
|                              | LIBRARY LIT PRG COORD   | 1.00          |
|                              | LIBRARY SPECIALIST I    | 1.00          |
| <b>Literacy Total</b>        |                         | <b>2.75</b>   |
| North                        | LIBRARIAN I             | 2.00          |
|                              | LIBRARY AIDE            | 2.75          |
|                              | LIBRARY ASSISTANT       | 2.50          |
|                              | LIBRARY SPECIALIST II   | 2.50          |
|                              | SUPERV LIBRARIAN        | 1.00          |
|                              | SUPERV LIBRARY ASSIST   | 1.00          |
| <b>North Total</b>           |                         | <b>11.75</b>  |
| Reference                    | LIBRARIAN I             | 3.75          |
|                              | LIBRARIAN II            | 4.00          |
|                              | LIBRARY SPECIALIST II   | 2.00          |
|                              | SUPERV LIBRARIAN        | 1.00          |
| <b>Reference Total</b>       |                         | <b>10.75</b>  |
| South                        | LIBRARIAN II            | 2.00          |
|                              | LIBRARY AIDE            | 2.25          |
|                              | LIBRARY ASSISTANT       | 1.50          |
|                              | LIBRARY SPECIALIST II   | 1.75          |
|                              | SUPERV LIBRARIAN        | 1.00          |
| <b>South Total</b>           |                         | <b>9.50</b>   |
| Tool Lending                 | TOOL LENDING SPECIALIS  | 3.00          |
| <b>Tool Lending Total</b>    |                         | <b>3.00</b>   |
| Vest                         | LIBRARIAN I             | 1.00          |
|                              | LIBRARIAN II            | 1.00          |
|                              | LIBRARY AIDE            | 2.25          |
|                              | LIBRARY ASSISTANT       | 1.75          |
|                              | LIBRARY SPECIALIST II   | 1.75          |
|                              | SUPERV LIBRARIAN        | 1.00          |
| <b>Vest Total</b>            |                         | <b>9.75</b>   |
| <b>Grand Total</b>           |                         | <b>133.05</b> |

## Proposed FY 2026 Staffing Positions by Divisionp

| Sum of CY FTE Percent                    |                       |              | Sum of CY FTE Percent                    |                           |               |
|------------------------------------------|-----------------------|--------------|------------------------------------------|---------------------------|---------------|
| Division                                 | Job Class Desc        | Total        | Division                                 | Job Class Desc            | Total         |
| <input type="checkbox"/> Art & Music     | LIBRARIAN I           | 2.00         | <input type="checkbox"/> 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          |
|                                          | SUPERV LIBRARIAN      | 1.00         |                                          | ASSOC MGMT ANALYST UNRP   | 2.00          |
| <b>Art &amp; Music Total</b>             |                       | <b>6.00</b>  |                                          | ASST HR ANALYST           | 1.00          |
| <input type="checkbox"/> Central Support | LIBRARIAN I           | 1.00         |                                          | ASST MGMT ANALYST UNREP   | 1.00          |
|                                          | LIBRARY SPECIALIST II | 1.00         |                                          | COMMUNICATIONS SPECIALIST | 1.00          |
|                                          | SENIOR LIBRARIAN      | 1.00         |                                          | DEP DIR OF LIB SVCS       | 1.00          |
|                                          | SOCIAL SERVICES SPEC  | 1.00         |                                          | DIR OF LIBRARY SVCS       | 1.00          |
|                                          | SUPERV LIBRARIAN      | 1.00         |                                          | LIBRARY SVCS MANAGER      | 2.00          |
| <b>Central Support Total</b>             |                       | <b>5.00</b>  |                                          | PROGRAM MANAGER II UNREP  | 1.00          |
| <input type="checkbox"/> Children's      | LIBRARIAN I           | 1.75         |                                          | SENIOR HR ANALYST         | 1.00          |
|                                          | LIBRARIAN II          | 2.00         | <b>Director Total</b>                    |                           | <b>14.00</b>  |
|                                          | LIBRARY SPECIALIST II | 1.55         | <input type="checkbox"/> Facilities      | BUILDING MAINT MECH       | 2.00          |
|                                          | SENIOR LIBRARIAN      | 1.00         |                                          | SENIOR BLDG MAINT SUP     | 1.00          |
|                                          | SUPERV LIBRARIAN      | 1.00         | <b>Facilities Total</b>                  |                           | <b>3.00</b>   |
| <b>Children's Total</b>                  |                       | <b>7.30</b>  | <input type="checkbox"/> Info Technology | INFO SYS SPECIALIST       | 2.00          |
| <input type="checkbox"/> Circulation     | CIRCULATION SRVCS MGR | 1.00         |                                          | LIBRARIAN II              | 1.00          |
|                                          | LIBRARY AIDE          | 10.00        |                                          | LIBRARY INFO SYS ADMIN    | 1.00          |
|                                          | LIBRARY ASSISTANT     | 8.75         |                                          | SENIOR INFO SYS SPEC      | 1.00          |
|                                          | LIBRARY SPECIALIST I  | 2.00         | <b>Info Technology Total</b>             |                           | <b>5.00</b>   |
|                                          | MAIL SERVICES AIDE    | 2.00         | <input type="checkbox"/> North           | LIBRARIAN I               | 2.00          |
|                                          | SUPERV LIBRARY ASSIST | 4.00         |                                          | LIBRARY AIDE              | 2.75          |
| <b>Circulation Total</b>                 |                       | <b>27.75</b> |                                          | LIBRARY ASSISTANT         | 2.50          |
| <input type="checkbox"/> Claremont       | LIBRARIAN I           | 1.00         |                                          | LIBRARY SPECIALIST II     | 2.50          |
|                                          | LIBRARIAN II          | 1.00         |                                          | SUPERV LIBRARIAN          | 1.00          |
|                                          | LIBRARY AIDE          | 1.50         |                                          | SUPERV LIBRARY ASSIST     | 1.00          |
|                                          | LIBRARY ASSISTANT     | 2.25         | <b>North Total</b>                       |                           | <b>11.75</b>  |
|                                          | LIBRARY SPECIALIST II | 1.50         | <input type="checkbox"/> Reference       | LIBRARIAN I               | 3.75          |
|                                          | SUPERV LIBRARIAN      | 1.00         |                                          | LIBRARIAN II              | 4.00          |
|                                          | SUPERV LIBRARY ASSIST | 1.00         |                                          | LIBRARY SPECIALIST II     | 2.00          |
| <b>Claremont Total</b>                   |                       | <b>9.25</b>  |                                          | SUPERV LIBRARIAN          | 1.00          |
| <input type="checkbox"/> Collections     | LIBRARIAN I           | 1.00         | <b>Reference Total</b>                   |                           | <b>10.75</b>  |
|                                          | LIBRARY ASSISTANT     | 2.25         | <input type="checkbox"/> South           | LIBRARIAN II              | 2.00          |
|                                          | LIBRARY SPECIALIST II | 2.00         |                                          | LIBRARY AIDE              | 2.25          |
|                                          | SENIOR LIBRARIAN      | 1.00         |                                          | LIBRARY ASSISTANT         | 1.50          |
|                                          | SUPERV LIBRARIAN      | 1.00         |                                          | LIBRARY SPECIALIST II     | 1.75          |
|                                          | SUPERV LIBRARY ASSIST | 1.00         |                                          | SUPERV LIBRARIAN          | 1.00          |
| <b>Collections Total</b>                 |                       | <b>8.25</b>  |                                          | SUPERV LIBRARY ASSIST     | 1.00          |
|                                          |                       |              | <b>South Total</b>                       |                           | <b>9.50</b>   |
|                                          |                       |              | <input type="checkbox"/> Tool Lending    | TOOL LENDING SPECIALIST   | 3.00          |
|                                          |                       |              | <b>Tool Lending Total</b>                |                           | <b>3.00</b>   |
|                                          |                       |              | <input type="checkbox"/> West            | LIBRARIAN I               | 1.00          |
|                                          |                       |              |                                          | LIBRARIAN II              | 1.00          |
|                                          |                       |              |                                          | LIBRARY AIDE              | 2.25          |
|                                          |                       |              |                                          | LIBRARY ASSISTANT         | 1.75          |
|                                          |                       |              |                                          | LIBRARY SPECIALIST II     | 1.75          |
|                                          |                       |              |                                          | SUPERV LIBRARIAN          | 1.00          |
|                                          |                       |              |                                          | SUPERV LIBRARY ASSIST     | 1.00          |
|                                          |                       |              | <b>West Total</b>                        |                           | <b>9.75</b>   |
|                                          |                       |              | <input type="checkbox"/> Literacy        | LIBRARY ASSISTANT         | 0.75          |
|                                          |                       |              |                                          | LIBRARY LIT PRG COORD     | 1.00          |
|                                          |                       |              |                                          | LIBRARY SPECIALIST I      | 1.00          |
|                                          |                       |              | <b>Literacy Total</b>                    |                           | <b>2.75</b>   |
|                                          |                       |              | <b>Grand Total</b>                       |                           | <b>133.05</b> |

BERKELEY PUBLIC LIBRARY  
 FACILITIES CAPITAL IMPROVEMENT PROJECTS

| Site         | System/Equipment              | Description                     | Average Lifespan | 2024                | 2025             | 2026              | 2027              | 2028             | 2029              | 2030              | Total               | Comments                                       |
|--------------|-------------------------------|---------------------------------|------------------|---------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|---------------------|------------------------------------------------|
| Central      | Air Conditioning              | All units; both buildings       | 20 Yrs           | 1,566,000           |                  |                   |                   |                  |                   |                   |                     |                                                |
| Central      | Air Conditioning              | 2 Split Units-Server Room       | 15 Yrs           | 25,000.00           |                  |                   |                   |                  |                   |                   |                     |                                                |
| Central      | Appliances                    | Stove                           | 15 Yrs           |                     |                  |                   |                   | 1,500.00         |                   |                   |                     |                                                |
| Central      | Appliances                    | Refrigerator (2)                | 15 Yrs           |                     |                  |                   |                   | 24,000.00        |                   |                   |                     |                                                |
| Central      | Appliances                    | Dishwasher                      | 15 Yrs           |                     |                  |                   |                   | 800.00           |                   |                   |                     |                                                |
| Central      | Electrical                    | Panels + Distribution           | 25 Yrs           |                     |                  |                   |                   |                  | 26,000.00         |                   |                     |                                                |
| Central      | Electrical                    | Wired Detectors + Alarm         | 20 Yrs           |                     |                  |                   | 45,000.00         |                  |                   |                   |                     | 2026 -Approx. 211 devices @ \$200 ea installed |
| Central      | Fire Alarm Panel              | Simplex-Grinnel                 | 15-20 Yrs        |                     |                  |                   | 50,000.00         |                  |                   |                   |                     |                                                |
| Central      | Elevator                      | Administration                  | 25 Yrs           |                     |                  |                   | 125,000.00        |                  |                   |                   |                     |                                                |
| Central      | Elevator                      | East-side                       | 25 Yrs           |                     |                  |                   | 150,000.00        |                  |                   |                   |                     |                                                |
| Central      | Elevator                      | Link Corridor                   | 25 Yrs           |                     |                  |                   | 150,000.00        |                  |                   |                   |                     |                                                |
| Central      | Elevator                      | West-side                       | 25 Yrs           |                     |                  |                   | 150,000.00        |                  |                   |                   |                     |                                                |
| Central      | Flooring                      | Linoleum                        | 30-40 Yrs        |                     |                  |                   |                   |                  |                   |                   |                     | Pending 2032                                   |
| Central      | Flooring                      | Rolled Carpet 3rd Floor         | 10-15 Yrs        |                     |                  |                   |                   | 20,000.00        |                   |                   |                     |                                                |
| Central      | Flooring                      | Meeting Room carpet             | 8 Yrs            |                     |                  | 20,000.00         |                   |                  |                   |                   |                     |                                                |
| Central      | Heating System                | Boiler-Hot Water, 2.8M BTU      | 25-35 Yrs        |                     |                  |                   |                   |                  | 200,000.00        |                   |                     |                                                |
| Central      | Painting - Exterior (all)     | Kittredge                       | 10-15 Yrs        |                     |                  |                   |                   |                  | 150,000.00        |                   |                     |                                                |
| Central      | Painting - Interior           | Bancroft                        | 5-7 Yrs          |                     |                  | 30,000.00         |                   |                  |                   |                   |                     | depends on sq footage painted                  |
| Central      | Painting - Interior           | Kittredge                       | 5-7 Yrs          |                     |                  |                   | 50,000.00         |                  |                   |                   |                     | depends on sq footage painted                  |
| Central      | Plumbing                      | Pipes, Pump, etc                | 20 Yrs           |                     |                  |                   |                   |                  |                   |                   |                     |                                                |
| Central      | Plumbing                      | Storm System                    | 25 Yrs           |                     |                  |                   |                   |                  |                   | 20,000.00         |                     |                                                |
| Central      | Roofing                       | Modified Bitumen Flat Roof      | 15-25 Yrs        |                     |                  | 500,000.00        |                   |                  |                   |                   |                     |                                                |
| Central      | Temperature Control           | Syserco Bldg Mgmt System Soft   | 7 Yrs            |                     |                  |                   |                   |                  |                   |                   |                     | 7200 (2010)                                    |
| Central      | Temperature Control           | Syserco Bldg Mgmt System Hard   | 7-15 Yrs         |                     |                  |                   |                   |                  |                   |                   |                     | 16500 (2010)                                   |
| Central      | Ventilation System            | Exhaust Fans                    | 15-20 Yrs        |                     |                  |                   |                   |                  | 50,000.00         |                   |                     |                                                |
| Central      | Emergency Generator           | Emergency Power (minimal level) | 20 Yrs           |                     |                  |                   |                   |                  |                   | 25,000.00         |                     |                                                |
| Claremont    | Air Conditioning              | Mitsubishi "City-Multi"         | 20 Yrs           | 106,000.00          |                  |                   |                   |                  |                   |                   |                     |                                                |
| Claremont    | Air Conditioning              | Liebert                         | 15 Yrs           | 29,000.00           |                  |                   |                   |                  |                   |                   |                     |                                                |
| Claremont    | Appliances                    | Stove                           | 15 Yrs           |                     |                  |                   |                   |                  |                   | 1,500.00          |                     |                                                |
| Claremont    | Appliances                    | Refrigerator                    | 15 Yrs           |                     |                  |                   |                   |                  |                   | 1,500.00          |                     |                                                |
| Claremont    | Fences                        | Wood                            | 15 Yrs           |                     |                  |                   |                   |                  |                   | 6,000.00          |                     |                                                |
| Claremont    | Flooring                      | Carpet Tiles                    | 8 Yrs            |                     |                  |                   |                   |                  |                   | 25,000.00         |                     |                                                |
| Claremont    | Heating System                | Electric Duct Heaters           | 15 Yrs           |                     |                  |                   |                   |                  |                   | 20,000.00         |                     |                                                |
| Claremont    | Painting - Exterior           | Stucco and Wood Trim            | 10-15 Yrs        |                     |                  |                   |                   |                  |                   | 45,000.00         |                     |                                                |
| Claremont    | Painting - Interior           |                                 | 5-7 Yrs          |                     |                  |                   |                   |                  |                   |                   |                     |                                                |
| Claremont    | Roofing                       | Flat                            | 15 Yrs           |                     |                  |                   |                   |                  |                   | 60,000.00         |                     |                                                |
| Claremont    | Roofing                       | Sloped                          | 20 Yrs           |                     |                  |                   |                   |                  |                   | 20,000.00         |                     |                                                |
| Claremont    | Ceiling (interior)            | Repair ceiling water damage     | n/a              |                     |                  |                   | 50,000.00         |                  |                   |                   |                     |                                                |
| Claremont    | Lighting Control              | Automated Programmable Control  | 10 Yrs           |                     |                  |                   |                   |                  | 15,000.00         |                   |                     |                                                |
| Claremont    | Temperature Control           | Southland EMS Energy Manager    | 10 Yrs           |                     |                  |                   |                   |                  | 15,000.00         |                   |                     |                                                |
| Claremont    | Ventilation System            | Supply and Return Fans          | 15 Yrs           |                     |                  |                   |                   |                  | 15,000.00         |                   |                     |                                                |
| North        | Appliances                    | Refrigerator                    | 15 Yrs           |                     |                  |                   |                   |                  |                   | 1,500.00          |                     |                                                |
| North        | Flooring                      | Carpet Tiles                    | 8 Yrs            |                     |                  |                   |                   |                  |                   | 20,000.00         |                     |                                                |
| North        | Heating System                | Boiler                          | 20 Yrs           |                     |                  |                   |                   |                  |                   |                   |                     | 2032: 35,000.00                                |
| North        | Heating System Valves, Piping | Radiant Floor, Radiators        | 35 years         |                     |                  |                   |                   |                  |                   |                   |                     |                                                |
| North        | Painting - Exterior           |                                 | 10-15 Yrs        |                     |                  |                   |                   |                  | 55,000.00         |                   |                     |                                                |
| North        | Painting - Interior           |                                 | 5-7 Yrs          |                     |                  | 25,000.00         |                   |                  |                   |                   |                     |                                                |
| North        | Roofing                       | Flat                            | 15 Yrs           |                     |                  |                   |                   |                  |                   | 20,000.00         |                     |                                                |
| North        | Roofing                       | Sloped Clay Tile                | 75 Yrs           |                     |                  |                   |                   |                  |                   |                   |                     |                                                |
| North        | Lighting Control              | Automated Programmable Control  | 10 Yrs           |                     |                  |                   |                   |                  |                   | 15,000.00         |                     |                                                |
| North        | Temperature Control           | Johnson Controls Energy Manager | 10 Yrs           |                     |                  |                   |                   |                  |                   | 15,000.00         |                     |                                                |
| North        | Ventilation System            | Exhaust Fans                    | 15 Yrs           |                     |                  |                   |                   |                  | 10,000.00         |                   |                     |                                                |
| West         | Solar                         | Solar Drain Back Tank           | n/a              |                     | 30,000.00        |                   |                   |                  |                   |                   |                     |                                                |
| West         | Solar panels                  | Cracked/damaged panels          | n/a              |                     |                  | 10,000.00         |                   |                  |                   |                   |                     |                                                |
| South        | Solar panels                  | Cracked/damaged panels          | n/a              |                     |                  | 10,000.00         |                   |                  |                   |                   |                     |                                                |
| South        | Air Conditioning              | Install two new units           | n/a              |                     |                  | 50,000.00         |                   |                  |                   |                   |                     |                                                |
| All          | Lighting                      | Replace all with LED            | ongoing          |                     |                  |                   |                   |                  |                   | 200,000.00        |                     |                                                |
| <b>Total</b> |                               |                                 |                  | <b>1,726,000.00</b> | <b>30,000.00</b> | <b>575,000.00</b> | <b>770,000.00</b> | <b>46,300.00</b> | <b>556,000.00</b> | <b>275,500.00</b> | <b>3,978,800.00</b> |                                                |

BERKELEY PUBLIC LIBRARY  
TECHNOLOGY CAPITAL IMPROVEMENT PROJECTS

| Site  | System/Equipment                             | Description                                           | Average Lifespan | 2024       | 2025                     | 2026       | 2027       | 2028       | 2029         | 2030       | Total               | Comments                                                                                                                                                                                                                                                                                                                                                                                              |
|-------|----------------------------------------------|-------------------------------------------------------|------------------|------------|--------------------------|------------|------------|------------|--------------|------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| n/a   | Web Redesign                                 | New software platform                                 | 5                |            | 80,000.00                | 40,000.00  | 40,000.00  | 40,000.00  | 40,000.00    | 40,000.00  |                     | Cost could potentially be lower by hiring a web design and hosting company to redo the website, i.e. a company that is not an integrator of multiple products such as website and online catalog discovery layers.                                                                                                                                                                                    |
| n/a   | Discovery Layer                              | New software platform                                 | 5                |            |                          | 181,762.00 | 161,762.00 | 161,762.00 | 177,938.20   | 177,938.20 |                     |                                                                                                                                                                                                                                                                                                                                                                                                       |
| n/a   | ILS (integrated library system)              |                                                       | 10               |            |                          | 250,000.00 | 125,000.00 | 125,000.00 | \$125,000.00 | 135,500.00 |                     | 2026-2029 Years 1 – 4 of new contract. Year 1 includes implementation fee plus software maintenance. Years 2-4 Software maintenance. Year 5, 2030, system maintenance increased by 10% over original contracted price after contract is amended.                                                                                                                                                      |
| n/a   | MS Office 365 including Sharepoint and Teams | Intranet and communication software                   |                  |            | 39,496.50                | 39,496.50  | 39,496.50  | 39,496.50  | 39,496.50    | 39,496.50  |                     |                                                                                                                                                                                                                                                                                                                                                                                                       |
| n/a   | Comunico                                     | Events, calendar, content mgmt software               | 10               | 36,000.00  | 23,920.00                | 23,920.00  | 25,116.00  | 25,116.00  | 25,116.00    | 26,371.80  |                     | 2024-2026 are current contracted price. 2027-2029 assumes a 5% increase in cost and 2030 assumes an additional 5% increase in cost. 2030 assumes a 5% increase over 2027-2029.                                                                                                                                                                                                                        |
| n/a   | Technology Roadmap                           | Project Management around technology needs assessment |                  | 100,000.00 |                          |            |            |            |              |            |                     |                                                                                                                                                                                                                                                                                                                                                                                                       |
| All   | Meeting room technology update               |                                                       | 10               |            | \$150,000.00 - \$200,000 | 80,000.00  | 80,000.00  | 80,000.00  | 80,000.00    |            |                     | 2026 is estimated cost for CMR update. 2027-2030 is estimated cost for one Branch meeting room annually.                                                                                                                                                                                                                                                                                              |
| All   | Digital Signage                              | updated equipment (plus installation)                 | 7                | 7,000.00   | 20,000.00                | 10,500.00  | -          | -          | -            | -          |                     | 2024 currently planned upgrades. 2025 newly requested Central Teen Room recessed and networked screen with av control box installed and new screen for Sorting Room. 2026 replace remaining Branch screens (W, THPS & C).                                                                                                                                                                             |
| n/a   | Firewall replacement                         |                                                       | 6                | -          | -                        | 125,000.00 | -          | -          | -            | 125,000.00 |                     | Based on past pricing. Our current firewall contract was for an initial 3 year term and we amended it to continue support for the same firewall which has one more year on it. We would probably upgrade the firewall the next go-round and when we amend in 3 years after that, extend support for that same device                                                                                  |
| All   | Network upgrade                              |                                                       |                  | -          | -                        | 200,000.00 | 50,000.00  | 50,000.00  | 50,000.00    | 50,000.00  |                     | Consists of \$150,000 equipment upgrade in 2026 and \$50k annual telecom fees for CENIC 100GB Network 2026-2030. This is a guesstimate for the telecom fees, waiting to hear back from CENIC on those costs. Also, State of California periodically offers grant to offset the cost of new equipment so the cost of new equipment necessary could go down if they offer that when we plan to upgrade. |
| Total |                                              |                                                       |                  | 143,000.00 | 163,416.50               | 950,678.50 | 521,374.50 | 521,374.50 | 412,550.70   | 594,306.50 | <b>3,306,701.20</b> |                                                                                                                                                                                                                                                                                                                                                                                                       |



**ACTION CALENDAR**  
April 3, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Report on Community Survey and Recommended Action

**RECOMMENDATION**

The Board of Library Trustees adopt a resolution to refer to Council a request for inclusion on the November 2024 ballot a measure levying a new, limited tax in order to maintain current levels of Library services, building maintenance, collections and staffing.

The proposed rate is 6¢ per square foot of residential building space and 9¢ of commercial building space, until ended by voters or after 12 years, with annual adjustments, and exempting very low-income homeowners.

**FINANCIAL IMPLICATIONS**

The Berkeley Public Library is anticipating a structural deficit in the very near future, when expenses will outpace revenue. In order to sustain current hours and staffing levels, including the staffing required for the reintroduction of Sunday hours, the Library must be proactive and fiscally responsible by identifying a new revenue source.

If revenue does not increase, the Library will need to impose cost saving measures that will impact the open hours and staffing levels, as the Library's personnel budget represents over 70% of the Library's total expenditures.

Also, the Library would have to prioritize only select deferred maintenance facilities and technology projects for implementation that most impact health and safety. Since the onset of the pandemic, a number of significant deferred maintenance projects have been identified for the Library's physical plant as well as technological infrastructure needs. One such example includes a full-scale replacement of the Central Library's HVAC system, which will cost over \$1.5M. Another example comes out of the recent strategic planning process in which the staff and community identified the need for a new website. Addressing technological needs will require additional funding, which could be provided by the proposed limited tax increase.

The estimated \$5.6M in annual revenue generated by this proposed tax would maintain the Library's hours, address the immediate infrastructure and technological needs, and allow for the current level of Library services.

**CURRENT SITUATION AND ITS EFFECTS**

The Library contracted Godbe Research to conduct a community survey of Berkeley residents in March 2024. The findings illustrate a high level of satisfaction with Library services as well as a strong level of support in the Berkeley community for a limited additional tax that would sustain library services.

### BACKGROUND

The City of Berkeley applies 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. The tax became permanent in 1988 through an amendment.

This Library Tax Fund is the primary funding source supporting the full range of Berkeley Public Library public services. The Fund generates 99% of total revenues and bears 98% of total expenses. 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 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.

In recent years, the revenue increase afforded by the annual tax rate adjustment has not kept pace with rising costs associated with increased personnel and collection material expenses and the costs of operating five locations, including a historic, large Central Library and two historic branch buildings.

Although the Berkeley Public Library has had previous bond measures intended to fund the retrofit and expansion of the Central Library in 1996 and Branch renovations in 2000 and 2008, it has never had a change to this base tax, apart from the annual adjustment as described above.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Some of the deferred maintenance projects include ensuring that the systems and equipment used in each of the Library's five locations optimize environmental sustainability and reduce climate impacts. For example, Library staff is currently undertaking a project to replace all lighting fixtures in the libraries with LED and/or more sustainable kinds of bulbs and fixtures. Additionally, given the increasing impact of climate change, many have observed that the libraries should have some additional features that would allow them to serve as actual cooling centers and/or locations where people could access clean air in the event of extended wildfire seasons.

### CONTACT PERSON

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

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

Refer to Council a request for inclusion of a ballot measure calling for Library Tax on the November 2024 ballot

WHEREAS, the Berkeley Public Library is anticipating a structural deficit in the near future; and

WHEREAS, the Library will need to employ cost-saving measures in order to remain financially solvent if additional revenue is not identified; and

WHEREAS, these cost-saving measures could impact current hours, staffing levels, and the ability to complete identified deferred maintenance and capital improvement projects; and

WHEREAS, the Library contracted Godbe Research to conduct a community survey in Berkeley; and

WHEREAS, the survey result reflected a favorable assessment of Library services as well as a strong level of support in the Berkeley community for a limited additional tax that would support the sustainability of library services; and

WHEREAS, the Board of Library Trustees is responsible for developing budgetary priorities and recommends an annual budget for the operation and maintenance of the library; and

WHEREAS, the Board of Library Trustees provides leadership, governance and oversight of the Library.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopt a resolution to refer to Council a request for inclusion of a ballot measure calling for limited increase in Library Tax on the November 2024 ballot.

BE IT FURTHER RESOLVED that the Board recommend to the Council that the ballot language used be the language tested by Godbe Research, incorporating proposed changes as described.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 3, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, Chairperson

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



**INFORMATION REPORTS**

April 3, 2024

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

**Vacancies:**

| <u>Position</u>                      | <u>Location</u>      | <u>FTE</u> |
|--------------------------------------|----------------------|------------|
| Library Aide                         | Circulation Services | 0.75       |
| Library Aide                         | Circulation Services | 0.75       |
| Library Aide                         | Circulation Services | 0.75       |
| Library Aide                         | Circulation Services | 0.75       |
| Supervising Librarian                | Reference            | 1          |
| Supervising Librarian (new position) | Art & Music          | 1          |
| Library Aide                         | West                 | 0.75       |
| Library Aide                         | West                 | 0.75       |
| Library Aide                         | North                | 0.75       |
| Supervising Library Assistant        | Circulation Services | 1          |
| Librarian I                          | Central Support      | 1          |
| Senior Librarian                     | Central Support      | 1          |
| Communications Specialist (new)      | Administration       | 1          |
| Administrative Secretary             | Administration       | 1          |
| Library Assistant                    | North                | 0.75       |

The Library currently has 14 vacant positions out of 147, with three positions being added over the course of this fiscal year or for the next (Equity, Diversity, Inclusion Program Manager, Supervising Librarian, Communications Specialist). Some of these vacancies continue to be the result from staff being promoted both internally and externally.

**Critical Incident Involving Library Staff**

On the evening of Friday, March 15, a staff member was assaulted by a member of the public.

At closing, as the staff executed closing procedures, a staff member returned to speak with a patron who had not left the second floor just as the building was closing. The individual picked up and threw two chairs across the floor before charging at the library staff person and striking them on the head and face, dislodging and damaging their eyeglasses. Other staff and security stayed with them, made sure they were physically safe, and ensured that they got home safely. While they were not physically harmed, they understandably have been impacted by this situation.

The police responded to the incident later, after the staff member had already left, and filed a report. In the days that followed, the police continued their investigation of and pursued closure of the case.

Members of the Library's Leadership team were in contact with the impacted staff member on Friday evening and throughout the weekend.

On Saturday morning, a message was sent to all staff, recounting what had occurred and sharing pictures of the patron involved. An in-person briefing was held at the Central Library morning meeting to discuss what had happened and what to do if the person were to return. Director Mayer contacted the BPD Operations Manager and the City of Berkeley Safety Officer to inform them of the incident and review the appropriate protocol.

On Monday, members of Administration discussed the incident with the responding officer, and scheduled a critical incident debriefing with staff who had been more immediately involved at 11am. Staff gathered to share their experiences and reflect on their observations. As the CARE (Community Advocacy and Relationship Experience) Committee had already recommended, the security guard's chair was moved to be better positioned to observe who was entering the building. Library staff also communicated needs and expectations to the security company. A No Trespassing/Stay Away order was also filed with the police department.

Members of administration participated in the closing process with staff on Monday and Tuesday evenings, as well as the following week, to observe the current practices and gather staff feedback.

Central Library Services Manager Bill Kolb scheduled an EAP or Employee Assistance Program drop-in support session for Wednesday, March 27 open to any staff, as well as a focused conversation on Central's closing procedures for all of the Central Leads—Supervising Library Assistants and Supervising Librarians. The group generated very helpful feedback about immediate changes that could be made to make closing procedures safer.

Multiple people, representing different roles within the Library, have pointed to the potential to make closing safer overall by a modification to the current practice of having staff scheduled to leave right at closing and thus approaching members of the public and asking them to leave prior to the building actually being closed. This is something that the administration will pursue in partnership with labor.

### **Supportive Crisis Response Mental Health Association of San Francisco**

Equity, Diversity, and Inclusion Manager Dia Penning scheduled three sessions of the Supportive Critical Response Training offered by the Mental Health Association of San Francisco. This training is mandatory for all public-services positions and recommended for others. It has been recommended by both Oakland as well as San Francisco Public Library. The training is described as follows:

**Focus:** Crisis, distress, and one's response to them, while minimizing the need to involve law enforcement.

**Learn:** Compassionate, humane, and effective methods of addressing anger, fear, grief, etc.

**Practice:** Effective responses to the crises of community members, staff, or visitors to one's organization.

### **Programming Update**

Social Services Specialist CJ continues to make new services available to people at the Library, this time coordinating with [Easy Does It Emergency Services](#) on a wheelchair repair workshop. On March 26, technicians were available at the Central Library to work with individuals to repair their wheelchairs, scooters, and other assistive tech for free!



CONTACT PERSON

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