



Approved Budget

Fiscal Years 2022/2023 & Projected 2023/2024

A Message from the Finance Manager



The Palos Verdes Library District is an independent special district which was formed in April 1928 under provision of Sections 19600-19734 of the California Education Code and encompasses the entire approximate 28 square miles of the Palos Verdes Peninsula.

The District is governed by a Board of Library Trustees which consists of five publicly elected members. These members are responsible for the adoption of the annual operating budget (general fund) and annual budgets for all other funds on or before September 1 each year in compliance with Section 19655 of the California Education Code. The fiscal year of the Palos Verdes Library District is July 1 to June 30. There are a total of two readings of the budget. The first reading is presented to the board in May and the second reading in June. In addition, there is a mid-year review which takes place at the February board meeting.

The District's budget is developed to prioritize and arrange our financial resources in alignment with the District's plan for services to the community. The budget describes how the District's funding will be allocated and what capital projects will be planned.

The preparation of the budget is a team effort and I wish to acknowledge the department managers and key staff for their timely department budgets. As always, I welcome your comments and suggestions on this budget process and the information contained herein.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Will Liu', is positioned above the printed name.

Will Liu
Finance Manager

Mission & Vision



MISSION

We **Connect**.
We **Inspire**.
We **Transform**.
Together.

VISION

The Palos Verdes Peninsula is a **community** where everyone is **seen, heard, and celebrated**.

BOARD OF LIBRARY TRUSTEES

BRIAN CAMPBELL – *President*
ROSA KWON EASTON – *Vice President* **BOB PARKE** – *Secretary*
ZOE UNNO – *Trustee* **KINGSTON WONG** – *Trustee*

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All Funds | ***FY 2022/23 Budget Summary***

	GENERAL FUND	ASSET REPLACEMENT FUND	PENSION TRUST FUND	TOTAL
<u>Revenues</u>				
Property Taxes	10,236,600			10,236,600
Internal Income	339,400			339,400
Gifts & Grants	231,750			231,750
Interest Income	180,000			180,000
Investment Income/ (Loss)	-		-	-
Other Income	-			-
Total Revenues	10,987,750	-	-	10,987,750
<u>Expenditures</u>				
Salaries and Related	7,627,000			7,627,000
Building & Maintenance	773,700			773,700
Information Technology/Digital Services	313,100			313,100
Library Expenses	113,500			113,500
Administration/Marketing	399,600			399,600
Library Materials	569,300			569,300
Investment Related Fees	-		1,940	1,940
Fixed Assets & Software	1,476,967	391,848		1,868,815
Total Expenditures	11,273,167	391,848	1,940	11,666,955
Net Excess/(Shortage)	(285,417)	(391,848)	(1,940)	(679,205)
Estimated Fund Balances, Beginning	8,447,876	391,848	645,000	9,484,724
Estimated Fund Balances, Ending	8,162,459	-	643,060	8,805,519
<u>Fund Balances</u>				
Restricted	-	-	643,060	643,060
Six months of operating expenses (govt. code #53646)	5,636,584	-	-	5,636,584
Emergency reserve - 5% operating revenue	549,388	-	-	549,388
Designations:				
Subsequent year capital plan	663,000	-	-	663,000
Additional emergency reserve	549,388	-	-	549,388
Future projects beyond subsequent year:				
Other capital and financial projects	764,101	-	-	764,101
Unreserved/undesignated	-	-	-	-
Total Fund Balances	8,162,459	-	643,060	8,805,519

General Fund | 2022/2023 Budget Summary

	2021/2022	2022/2023	MID-YEAR BUDGET 2021/2022	APPROVED BUDGET 2022/2023	POS/(NEG) AMOUNT	PERCENT	PROJECTED BUDGET 2023/2024
REVENUES:	OPER REV	OPER REV					
PROPERTY TAXES	93.4%	93.2%	9,684,500	10,236,600	552,100	5.7	10,723,900
INTERNAL INCOME	2.9%	3.1%	299,130	339,400	40,270	13.5	339,400
GIFTS & GRANTS	2.1%	2.1%	220,107	231,750	11,643	5.3	239,750
INTEREST INCOME	0.3%	1.6%	31,000	180,000	149,000	480.6	238,000
OTHER INCOME	1.3%	0.0%	134,169	-	(134,169)	(100.0)	-
TOTAL REVENUES			10,368,906	10,987,750	618,844	6.0	11,541,050
EXPENDITURES:	OPER EXP	OPER EXP					
SALARY & RELATED	69.2%	67.7%	6,923,407	7,627,000	(703,593)	(10.2)	7,923,600
BUILDING & MAINTENANCE	8.2%	6.9%	816,531	773,700	42,831	5.2	848,700
INFO TECH/DIGITAL SRV	4.2%	2.8%	424,300	313,100	111,200	26.2	330,400
LIBRARY EXPENSES	1.2%	1.0%	123,500	113,500	10,000	8.1	113,500
ADMINISTRATION/MARKETING	2.1%	3.5%	213,250	399,600	(186,350)	(87.4)	225,700
LIBRARY MATERIALS	5.6%	5.1%	563,500	569,300	(5,800)	(1.0)	569,300
FIXED ASSETS & SOFTWARE	9.4%	13.1%	940,000	1,476,967	(536,967)	(57.1)	663,000
TOTAL EXPENDITURES			10,004,489	11,273,167	(1,268,679)	(12.7)	10,674,200
NET EXCESS/(SHORTAGE)			364,418	(285,417)	(649,835)		866,850
TRANSFERS IN			-	-			-
TRANSFERS OUT			-	-			-
AUDITED FUND BALANCE - BEGINNING			8,083,458	8,447,876			8,162,459
ESTIMATED FUND BALANCE - ENDING			8,447,876	8,162,459			9,029,309

General Fund | *Fund Balance*

FUND BALANCES:

Six months of operating expenses (govt. code #53646)

Emergency reserve - 5% operating revenue

Designations:

Subsequent year capital plan

Additional emergency reserve - 5% operating revenue

Future projects beyond subsequent year:

PC elevators #1 and #2 modernization

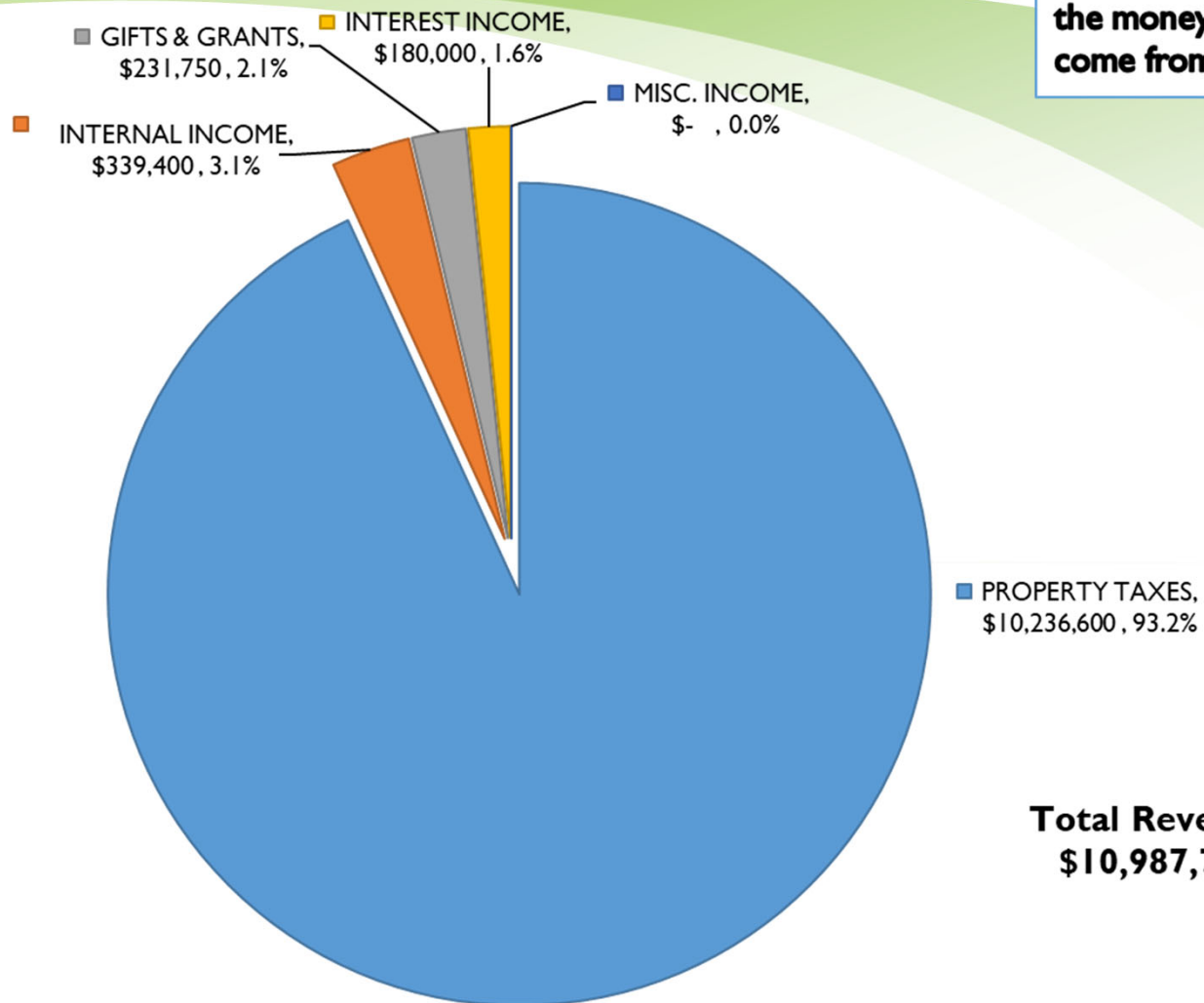
Other capital and financial projects

Unreserved/undesignated

MID-YEAR BUDGET 2021/2022	APPROVED BUDGET 2022/2023	PROJECTED BUDGET 2023/2024
5,002,244	5,636,584	5,337,100
518,445	549,388	577,053
742,000	663,000	543,000
518,445	549,388	577,053
275,000	-	-
613,000	764,101	410,000
778,741	-	1,585,104

Budget Revenues

**Where does
the money
come from?**



■ PROPERTY TAXES ■ INTERNAL INCOME ■ GIFTS & GRANTS ■ INTEREST INCOME ■ MISC. INCOME

Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
<i>Property Tax Revenue</i>							
4001	<i>Secured</i>	8,023,379	8,465,349	8,898,541	9,194,000	9,745,600	10,232,900
4002	<i>Unsecured</i>	292,651	360,431	355,912	350,000	350,000	350,000
4185	<i>Homeowners Exemption</i>	44,853	43,453	41,781	40,500	41,000	41,000
4005/4050/60/70	<i>Other Property Tax Revenues</i>	182,505	115,991	75,484	100,000	100,000	100,000
Total Property Revenue		8,543,388	8,985,223	9,371,717	9,684,500	10,236,600	10,723,900

Notes: Secured property tax revenue assumes a 6.0% increase for FY 22/23 and a 5.0% increase for FY 23/24.

Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
<i>Internal Income</i>							
<i>Rentals & Commission</i>							
4234	Printers in-house	9,245	7,263	645	4,000	6,000	6,000
4235	Copiers in-house	6,223	3,600	634	2,500	3,500	3,500
4282	Vending Machine	745	707	36	400	300	300
4284	EV Charging Station	-	-	-	19,030	8,400	8,400
4360	Art Commissions	3,546	4,700	-	2,500	3,000	3,000
4400	Miscellaneous	828	667	707	700	700	700
4410	Amazon Commissions	233	128	25	50	-	-
4411	Book Commissions	623	-	-	-	-	-
Subtotal		21,443	17,065	2,048	29,180	21,900	21,900
<i>Services & Fees</i>							
4206	Meeting Rooms	66,320	57,378	(1,135)	40,000	50,000	50,000
4239	Book Rentals	2,870	1,654	-	-	-	-
4242	Audio Materials	1,147	-	1	-	-	-
4240	Fines & Fees	36,925	24,761	15,941	20,000	20,000	20,000
4246	Inter Library Loans	664	411	48	450	500	500
4247	DVD Movie Rentals	20,830	12,266	5,891	8,000	5,000	5,000
4249/4280	Passports	312,795	208,340	54,180	200,000	240,000	240,000
4281	Notary	2,070	1,215	165	1,500	2,000	2,000
4283	Proctoring	8,600	5,795	50	-	-	-
Subtotal		452,222	311,821	75,141	269,950	317,500	317,500
Total Internal Income		473,665	328,885	77,189	299,130	339,400	339,400

Notes: EV charging station income in FY 21/22 included a \$10k initial commissioning fee.

Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
Gifts & Grants							
<i>Friends of the Library</i>							
4252	YR Summer Reading	14,000	14,000	8,400	8,400	8,400	8,400
4252	Adult Programming	18,000	20,000	18,000	18,000	18,000	18,000
4252	YR Programming	10,000	10,000	5,100	5,100	5,100	5,100
4252	Young Adult Programing	6,000	6,000	4,800	4,800	4,800	4,800
4252	Sunday Service Hours	101,000	52,000	-	124,000	127,800	133,500
4252	Teen Volunteer Appreciation	500	1,000	750	750	750	750
4252	Program Support	3,500	4,000	4,000	4,000	4,000	4,000
4252	Library Materials	5,000	5,000	5,000	5,000	5,000	5,000
4252	Online Databases	5,000	10,000	10,000	10,000	10,000	10,000
4252	Digital Support (Video Gaming)	-	5,000	4,000	4,000	4,000	4,000
4252	eBooks	5,000	-	-	-	-	-
4252	Local History Room Staff	-	-	-	21,608	42,100	44,400
4252	Postage Meter	1,300	1,300	1,300	1,300	1,300	1,300
4252	Capital Projects	-	221,904	5,280	-	-	-
4252	PV News Digitization	-	-	-	9,000	-	-
Subtotal		169,300	350,204	66,630	215,958	231,250	239,250
<i>Other Gifts</i>							
4260	Gifts from Donors	2,342	430	1,129	3,500	500	500
<i>Grants</i>							
4270	All Grants	2,000	963	1,027	649	-	-
Total Gifts & Grants		173,642	351,598	68,786	220,107	231,750	239,750

Notes: Removed capital projects request until funding is needed.

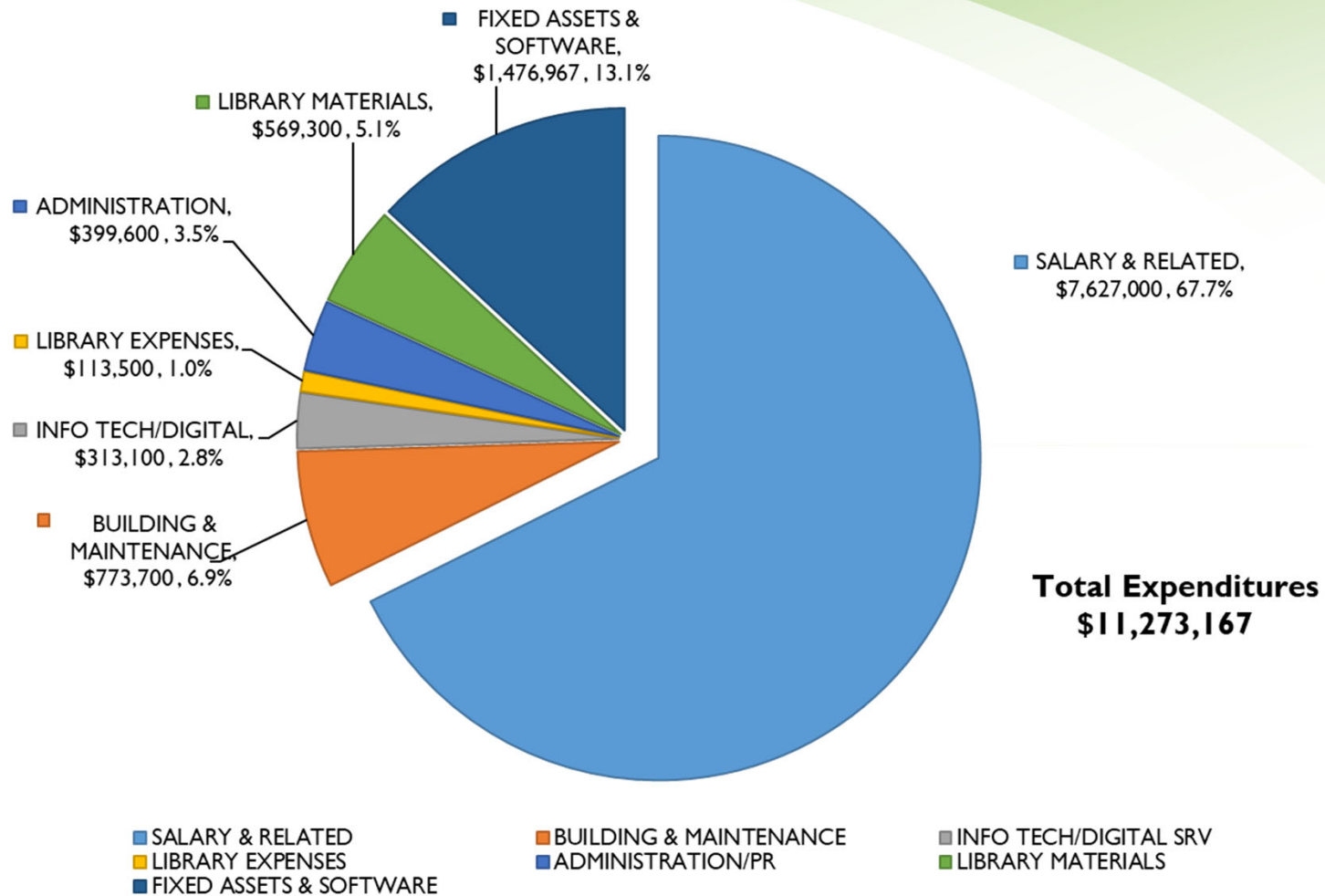
Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
<i>Other Income</i>							
4401/02	<i>Other Income</i>	17,258	178,232	161,631	134,169	-	-
4420/21/22	<i>Interest Income</i>	65,638	55,148	26,334	31,000	180,000	238,000
<i>Total Other Income</i>		82,896	233,379	187,965	165,169	180,000	238,000
REVENUE TOTALS		\$ 9,273,589	\$ 9,899,086	\$ 9,705,657	\$ 10,368,906	\$ 10,987,750	\$ 11,541,050

Notes: Higher interest income due to interest rate hikes and higher reserve balances.

Budget Expenses

**Where does
the money go?**



Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
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Salary & Related

Salary & Benefits

5100	Salaries	5,085,936	5,119,596	4,404,746	4,983,100	5,511,300	5,733,000
5100	Salaries - Vacation Cash Out	-	-	-	62,900	70,000	75,000
5100	Salaries - PFL Sunday Hours	-	-	-	114,000	118,700	124,000
5100-04	Salaries - Youth Annex	75,936	66,823	-	-	-	-
5105	FICA/Medicare	374,327	371,343	320,155	373,000	412,600	429,400
5105	FICA/Medicare - Sunday Hours	-	-	-	8,700	9,100	9,500
5105-04	FICA/Medicare - Youth Annex	5,810	5,112	-	-	-	-
5106	Unemployment	1,066	2,207	87,816	4,000	2,000	2,000
5109	PERS Employer (Classic)	267,338	268,549	252,475	248,000	273,900	284,900
5109	PERS Employer (Pepra)	67,300	98,099	118,184	135,000	149,100	155,100
5112	PERS - Unfunded Liability	234,743	303,901	345,891	-	15,600	-
5113	PERS - Long Term Unfunded Liability	170,000	100,000	-	-	-	-
5114	POB - Interest Expense	-	-	51,835	204,356	198,300	192,000
5115	POB - Loan Amortization	-	-	-	171,000	177,000	184,000
5110	Group Insurance	389,802	432,695	411,314	460,000	493,500	536,300
5111	Workers' Compensation	73,863	85,811	68,930	35,451	75,000	80,000
Subtotal		6,746,121	6,854,136	6,061,345	6,799,507	7,506,100	7,805,200

Professional/Outsourced Services

5142	Labor Counsel	21,269	41,175	7,075	25,000	25,000	25,000
5145	General Law Counsel	11,364	53,473	11,377	20,000	20,000	20,000
5146	Audit Services	11,210	12,205	13,882	14,000	14,000	14,000
5151	HR Background Checks	576	1,395	-	2,000	1,500	1,500
5157	Technical Services	66,750	43,119	32,070	55,000	55,000	55,000
5158	Other Consulting Services	2,852	-	118,973	5,000	2,500	-
5160	Actuarial Reporting Fees	700	-	1,200	1,400	1,400	1,400
5161	Collection Agency	716	887	1,414	1,500	1,500	1,500
5493	Call Center	34,441	-	-	-	-	-
Subtotal		149,878	152,255	185,990	123,900	120,900	118,400

Total Salary & Related

6,896,000	7,006,391	6,247,336	6,923,407	7,627,000	7,923,600
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Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
Building & Maintenance							
<i>Contracts, Housekeeping & Maint</i>							
5219	Cleaning/Maint Supplies	21,418	28,615	12,748	10,000	18,000	18,000
5221	Window Cleaning	-	-	-	8,000	1,000	1,000
5222	Carpet/Upholstery Cleaning	1,175	-	-	500	500	500
5223	Pest Control	2,845	2,315	2,400	2,400	2,500	2,500
5224	Lights	15,437	1,966	9,661	6,000	4,000	4,000
5232	Fire/Burglar Alarm	23,576	11,098	6,218	30,000	13,000	13,000
5233	Fire Extinguisher	2,421	1,504	1,258	1,500	1,500	1,500
5234	Boiler Maint	795	-	1,898	10,000	3,500	3,500
5235	Building/Maint & Grounds	70,547	44,164	40,109	60,000	60,000	60,000
5236	Landscaping	34,427	71,156	31,402	38,000	35,000	35,000
5237	Elevator Maint & Repair	31,415	8,071	17,074	15,000	15,000	15,000
5238	Library Signage	-	375	730	1,000	1,000	1,000
5239	HVAC	62,283	31,761	33,565	20,000	30,000	30,000
5240	Maint Uniforms	1,947	1,953	2,516	2,700	2,700	2,700
5250	Transportation/Vehicle Maint	6,325	7,182	8,764	10,000	10,000	10,000
5270	Trash Pick-up	15,384	10,251	6,424	10,000	12,000	12,000
Subtotal		289,994	220,411	174,767	225,100	209,700	209,700

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
<i>Administration/Contracts</i>							
5225	Insurance - G/L	59,912	78,968	129,729	199,431	231,000	265,000
5225-04	Insurance Youth Annex	898	917	(496)	-	-	-
5226	Insurance Deductible	200	-	-	1,000	1,000	1,000
5227	Emergency Disaster Supplies	7,569	665	-	1,000	1,000	1,000
5229	Equipment Maint Other	1,990	2,022	2,802	3,000	3,000	3,000
5231	Copier Lease/Maint	40,803	34,051	34,600	32,000	32,000	32,000
Subtotal		111,371	116,623	166,634	236,431	268,000	302,000
<i>Utilities</i>							
5261	Water	16,572	17,962	18,007	21,000	23,000	23,000
5262	Electric	169,735	167,917	154,836	210,000	220,000	220,000
5263	Gas	13,112	11,485	12,903	14,000	14,000	14,000
Subtotal		199,419	197,365	185,746	245,000	257,000	257,000
<i>Special Projects</i>							
5280	Major Maint/Special Projects	32,031	25,889	37,565	110,000	39,000	80,000
<i>Other Contracts</i>							
5281	Youth Annex - Rent	35,865	36,015	-	-	-	-
Total Building & Maintenance		668,680	596,302	564,712	816,531	773,700	848,700

Notes: 5280 consists of projects at Malaga Cove (exterior painting and ivy removal in FY 22/23 and upholstery in FY 23/24).

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
Information Technology/ Digital Srv							
<i>Information Technology</i>							
5300	Data/Voice/Internet	96,419	75,654	43,056	62,000	65,000	65,000
5303	Supplies/Repairs	27,644	27,717	14,723	27,500	27,500	27,500
5305	Maint - Hardware	48,099	49,340	32,158	32,100	32,100	32,100
5306	Maint - Software	62,023	62,452	12,347	18,000	15,000	21,000
5311	Small Equipment/Software	30,012	36,877	10,331	30,000	28,500	28,500
5311-CP	Equipment/Software - Capital Plan	90,040	74,154	114,078	143,700	30,000	36,300
Subtotal		354,239	326,194	226,692	313,300	198,100	210,400
<i>Digital Services</i>							
5315	Digital Library Services	46,687	40,693	110,266	111,000	115,000	120,000
Total Info Technology/Digital Srv		400,926	366,886	336,958	424,300	313,100	330,400

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
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Library/Grant Expenses

Library Expenses

5450	Small Office Equip (>\$200<\$5K)	-	468	1,571	2,000	2,000	2,000
5455	Authority Notification	2,237	-	-	-	-	-
5462	Art Commission Expense	-	2,092	-	-	-	-
5463	Postage	8,262	14,887	6,443	9,000	9,000	9,000
5463	Postage-Passports	9,793	4,587	2,640	9,000	9,000	9,000
5464	T/S Processing Supplies	12,559	10,715	4,132	10,000	10,000	10,000
5468	Circulation Expenses	5,093	4,758	2,336	6,000	6,000	6,000
5471	Adult Programming	19,994	15,252	8,851	18,000	20,000	20,000
5472	YR Programming	6,851	2,947	853	5,100	5,100	5,100
5472-03	Summer Reading Program	15,320	12,847	3,557	8,400	8,400	8,400
5472-04	Programming Young Adult	2,958	2,711	187	4,800	4,800	4,800
5473	PV Local History Collection	8,308	5,947	6,873	18,900	6,900	6,900
5489	Cataloging Activity/OCLC	12,269	13,795	12,770	13,300	13,300	13,300
5490	ILL Activity/OCLC	12,379	14,004	13,126	13,500	13,500	13,500
5491	Collection HQ	14,040	14,415	-	-	-	-
5492	OCLC First Search	2,478	2,571	2,571	2,500	2,500	2,500
5550	Miscellaneous Expenses	1,387	9,459	471	3,000	3,000	3,000
Subtotal		133,928	131,456	66,381	123,500	113,500	113,500

Grant Expenses

5445	LSTA	1,818	-	-	-	-	-
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Total Library/Grant Expenses

135,746	131,456	66,381	123,500	113,500	113,500
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Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
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Administration/Marketing

Administration Expenses

5440	Staff & BLT Memberships	4,221	5,034	4,619	5,000	5,000	5,000
5441	District Memberships (SCLC/CSDA/CLA)	12,296	13,061	12,970	13,450	15,500	15,500
5442	Travel/Workshops/Training (Board)	3,217	2,449	3,210	5,000	7,000	7,000
5443	Travel/Workshops/Training (Staff)	27,125	9,707	2,584	12,500	12,500	12,500
5444	Classified Advertising	325	430	-	1,000	1,000	1,000
5446	Continuing Education	1,019	564	493	1,200	1,200	1,200
5449	Board Meeting Expenses	522	1,281	270	1,000	1,200	1,200
5461	Administration Supplies	16,421	13,885	5,376	5,500	5,500	5,500
5470	Tax Collect Fee	97,897	115,930	123,227	124,000	130,000	130,000
5478	HR Materials	1,313	1,170	644	2,500	2,500	2,500
5479	Paylocity (Payroll Fees)	17,979	17,465	12,639	17,000	18,000	19,000
5479	Bank Merchant Fees	9,827	8,655	4,507	9,800	9,800	9,800
5480	LAFCO Fee	3,033	3,037	3,366	3,200	3,400	3,400
5481	Environmental Fees	577	(1,177)	-	-	-	-
5485	Election Expenses/Fees	-	70	129,215	100	175,000	100
5551	Program Support - Funded by PFL	2,759	2,507	1,224	4,000	4,000	4,000
Subtotal		198,529	194,066	304,343	205,250	391,600	217,700

Marketing

5466	Marketing	14,541	13,187	6,240	4,000	4,000	4,000
5466	Printing				3,000	3,000	3,000
5466	Social Media				1,000	1,000	1,000
Subtotal		14,541	13,187	6,240	8,000	8,000	8,000

Total Admin/Marketing

213,071	207,253	310,583	213,250	399,600	225,700
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Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
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Library Materials

Adult Materials

5340	Adult Books	114,814	103,032	67,526	129,500	129,500	129,500
5341	Adult Standing Orders	23,679	21,429	22,866	24,000	24,000	24,000
5342	Adult Rental Books	6,455	4,254	9,350	-	-	-
5343	Adult Serials	33,380	26,946	29,030	30,000	30,000	30,000
5345	Microform Serials	4,500	-	-	4,500	4,500	4,500
5346	Online Resources	193,936	171,610	193,564	195,000	195,000	195,000
5347	Rush Orders	-	-	-	10,000	10,000	10,000
5349	Video Gaming	-	4,240	3,635	4,000	4,000	4,000
5350	Videos/DVDs	10,893	9,956	6,236	10,400	10,400	10,400
5351	Audiobooks (books on CD)	22,014	4,526	3,565	4,800	4,800	4,800
5352	eBooks	60,387	72,312	61,204	65,000	65,000	65,000
5353	Compact Discs	1,990	1,403	1,233	2,000	2,000	2,000
5364	Bindery	-	-	-	200	-	-
5366	Adult World Languages	11,653	12,105	10,253	11,300	11,300	11,300
Subtotal		483,701	431,815	408,462	490,700	490,500	490,500

Young Reader Materials

5355	Books	56,598	41,154	27,814	45,000	49,000	49,000
5356	Paperbacks	3,580	3,385	3,100	3,000	3,500	3,500
5358	Young Adult Books	6,416	5,107	4,107	6,200	6,200	6,200
5358-04	Materials - Youth Annex	4,134	916	22	-	1,000	1,000
5359	Serials	1,127	1,250	1,256	800	800	800
5361	Audiobooks (books on CD)	5,326	205	5,496	5,500	5,500	5,500
5362	Compact Discs	440	35	-	-	-	-
5365	Videos/DVDs	1,166	131	-	500	500	500
5367	World Languages	1,434	1,205	1,138	1,800	2,300	2,300
5370	Young Adult Paperbacks	163	100	635	1,200	1,200	1,200
5372	eBooks	9,642	16,671	14,599	8,800	8,800	8,800
Subtotal		90,025	70,159	58,167	72,800	78,800	78,800

Total Library Materials

573,727	501,973	466,629	563,500	569,300	569,300
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Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Mid-Year 2021/2022	Approved 2022/2023	Projected 2023/2024
Fixed Assets							
6450	IT Equipment/Software	60,196	81,787	-	52,000	179,000	103,000
6460	Construction in Progress	18,276	112,551	299,041	888,000	1,297,967	560,000
Subtotal		78,472	194,337	299,041	940,000	1,476,967	663,000
Expense Totals		\$ 8,966,620	\$ 9,004,600	\$ 8,291,640	\$ 10,004,489	\$ 11,273,167	\$ 10,674,200

Notes: 6460 higher due to \$397k of HVAC costs slipping into FY 22/23 as well as higher costs for PC roof and stone entry repairs.

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2022/2023	Proj. For 2023/2024	Proj. For 2024/2025
Major Hardware- Desktops & Miscellaneous Assets						
Replacement/upgrade of PCs	5311-CP	4-5 years	on-going	\$4,000	\$4,000	\$74,000
Replacement of monitors	5311-CP	3-4 years	on-going	\$0	\$0	\$0
Staff laptops	5311-CP	3-5 years	on-going	\$0	\$0	\$0
Staff Printers	5311-CP	3-5 years	on-going	\$0	\$0	\$0
Patron Printers	5311-CP	3-5 years	on-going	\$0	\$1,800	\$0
UPS Systems - battery/chassis	6450	4-18 years	2018	\$54,000	\$0	\$0
Subtotals:				\$58,000	\$5,800	\$74,000
Major Hardware - Servers						
Domain controllers	6450	5-7 years	2014	\$0	\$6,500	\$6,500
Telephony server	5311-CP	4-5 years	2014	\$0	\$0	\$6,500
VMWare #1	6450	4-5 years	2018	\$60,000	\$0	\$0
VMWare #2		4-5 years	2018	\$0	\$0	\$6,500
Camera System Server	6450	4-5 years	2018	\$40,000	\$0	\$0
VMWare Infrastructure		4-5 years	N/A	\$0	\$0	\$0
Subtotals:				\$100,000	\$6,500	\$19,500

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2022/2023	Proj. For 2023/2024	Proj. For 2024/2025
Major Hardware - Network Backbone						
MDF – Main switch	6450	8-10 years	2018	\$0	\$12,000	\$0
MDF – Main router	6450	8-10 years	2018	\$0	\$10,000	\$0
MDF – Firewall	6450	5-6 years	2014	\$0	\$0	\$0
IDF – Switches		7-8 years	2018	\$0	\$0	\$18,000
Routers/Switches-gen.		7-8 years	2018	\$0	\$0	\$13,000
WiFi-WLAN APs	5311-CP	5-6 years	2015	\$26,000	\$11,000	\$11,000
WiFi-WLAN Controller	5311-CP	6-7 years	2006	\$0	\$0	\$9,000
Network BU equipment	5311-CP	15-20 years	2002	\$0	\$0	\$19,000
Subtotals:				\$26,000	\$33,000	\$70,000
Major Hardware - Telecommunications & Other						
Telephone switches	5311-CP	9-10 years	2006, 2014 (PC)	\$0	\$3,500	\$37,000
Telephone end units	5311-CP	9-10 years	2006, on-going	\$0	\$0	\$40,500
Computer Server Room HVAC upgrade	6450-53	10-12 years	2006	\$0	\$0	\$0
Computer Furniture - Peninsula Center		14-15 years	N/A	\$0	\$0	\$0
Electronic Sec. Gates		8-10 years	2008	\$0	\$0	\$0
Self-Checkout Machine	6450	6-8 years	2018	\$25,000	\$13,500	\$0
Subtotals:				\$25,000	\$17,000	\$77,500

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2022/2023	Proj. For 2023/2024	Proj. For 2024/2025
Major Software & Equipment Projects						
ILS	6450-58	8-10 years	2008	\$0	\$0	\$0
OS Server Software	5311-CP	5-8 years	on-going	\$0	\$11,500	\$0
MS Office Suite Software	5311-CP	5-8 years	N/A	\$0	\$0	\$0
Audio Control System for Community Room	6450	8-10 years	2017	\$0	\$14,500	\$0
Adult Reference MicroFiche Reader	6450	8-10 years	2009	\$0	\$13,000	\$0
Credit Card Patron Printing Capability		7-8 years	2017	\$0	\$0	\$0
Lighting Controls software application	6450	7-8 years	N/A	\$0	\$27,000	\$0
HVAC Controls system upgrade & software app.		8-10 years	N/A	\$0	\$0	\$0
Enhanced Security (Camera) Control System		5-6 years	2018	\$0	\$0	\$0
Fire Alarm software application		10-15 years	N/A	\$0	\$0	\$0
P.C. Community Room Screen	6450	8-10 years	2017	\$0	\$6,500	\$0
Door Counters System	6450	7-8 years	2016	\$0	\$0	\$16,500
A-V upgrade of Malaga Cove Gallery	6450-51 (PFL)	7-8 years	prior to 2000	\$0	\$0	\$0
Upgrade of Chromebook computers	5311-CP	N/A	on-going	\$0	\$4,500	\$0
Cabling @ PVLD Facilities	5311-CP	N/A	on-going	\$0	\$0	\$0
Subtotals:				\$0	\$77,000	\$16,500
Grand Totals:				\$209,000	\$139,300	\$257,500

Facilities Capital Plan

Description	Location	Funding	Last replaced	Life		2022/2023	2023/2024	2024/2025	2025/2026
				Expectancy					
Roof repairs	MC	General Fund 6460	2003	15-20 years		\$0	\$0	\$0	\$250,000
Facia Repairs	MC	General Fund 6460	1997	30 years		\$0	\$0	\$150,000	\$0
Gallery Restoration	MC	General Fund 6460	1960	30 years		\$0	\$0	\$0	\$100,000
Landscape Restoration	MC	General Fund 6460	NA	30 Years		\$0	\$90,000	\$150,000	\$60,000
Replace Carpet	MIR	General Fund 6460	2005	15-20 years		\$0	\$40,000	\$0	\$0
Circ Desk Redo	MIR	General Fund 6460	NA	50 Years		\$0	\$80,000	\$0	\$0
Chiller Upgrade, Pen Center	PC	General Fund 6460	2008	15-20 years		\$396,600	\$0	\$0	\$0
Friends Office Rebuild	PC	General Fund 6460	2015	20 years		\$20,000	\$0	\$0	\$0
Elevator #1 and #2 Modernization	PC	General Fund 6460	1996	20 Years		\$0	\$300,000	\$0	\$0
Circ Desk Redo	PC	General Fund 6460	1997	30 years		\$0	\$0	\$60,000	\$0
Replace Carpet	PC	General Fund 6460	1994	15-20 years		\$0	\$40,000	\$0	\$0
Roof repairs	PC	General Fund 6460	1996	12-15 years		\$600,000	\$0	\$100,000	\$0
Wall and Lobby Repairs 1st and 2nd Floors	PC	General Fund 6460	2005	15-20 years		\$0	\$0	\$60,000	\$0
Reroof Mezzanine Level PC	PC	General Fund 6460	Pre-1975	30 years		\$0	\$10,000	\$0	\$0
Repairs, Deep Valley, Stone Entry	PC	General Fund 6460	1996	15-20		\$200,000	\$0	\$0	\$0
Asset Replacement and Maintenance TOTAL						\$1,216,600	\$560,000	\$520,000	\$410,000

Facilities Capital Plan

New Construction

Description	Location	Funding	Last replaced	Life	2022/2023	2023/2024	2024/2025	2025/2026
				Expectancy				
Teen Annex	PC	Asset Replacement Fund (6460-62) and General Fund (6460-62 and 6450)	New	60 Years	\$473,215	\$0	\$0	\$0
New Construction TOTAL					\$473,215	\$0	\$0	\$0

Annual Total

\$1,689,815 \$560,000 \$520,000 \$410,000

Staff Directory

Name	Title	Ext:
Jennifer Addington	<i>Library Director</i>	200
Ryan Roy	<i>Deputy Director</i>	202
Will Liu	<i>Finance Manager</i>	205
Daniel Gutierrez	<i>Facilities Manager</i>	257
Laszlo Latkoczy	<i>IT Manager</i>	258
Mary Kocman	<i>Technical Services Manager</i>	242
Eve Wittenmyer	<i>Branch Manager</i>	552
Leticia Polizzi	<i>Adult Services Manager</i>	210
Laura Henry	<i>Young Readers Manager</i>	206
David Campbell	<i>Digital Services Manager</i>	284
Sarah Udin	<i>Human Resources Manager</i>	248
Ketzie Diaz	<i>Circulation Manager</i>	263