



# Mid-Year Budget

*Fiscal Year 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,



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

**ROSA KWON EASTON** – *President*  
**BOB PARKE** – *Vice President*      **ZOE UNNO** – *Secretary*  
**KINGSTON WONG** – *Trustee*      **JONATHAN BEUTLER** – *Trustee*

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# All Funds | *FY 2022/23 Mid-Year Summary*

	GENERAL FUND	ASSET REPLACEMENT FUND	PENSION TRUST FUND	TOTAL
<b>Revenues</b>				
Property Taxes	10,351,300			10,351,300
Internal Income	346,200			346,200
Gifts & Grants	324,197			324,197
Interest Income	180,000			180,000
Investment Income/(Loss)	-		28,604	28,604
Other Income	-			-
<b>Total Revenues</b>	<b>11,201,697</b>	<b>-</b>	<b>28,604</b>	<b>11,230,301</b>
<b>Expenditures</b>				
Salaries and Related	7,533,600			7,533,600
Building & Maintenance	866,400			866,400
Information Technology/Digital Services	312,100			312,100
Library Expenses	142,500			142,500
Administration/Marketing	226,650			226,650
Library Materials	585,200			585,200
Investment Related Fees	-		1,800	1,800
Fixed Assets & Software	1,535,217	338,466		1,873,683
<b>Total Expenditures</b>	<b>11,201,667</b>	<b>338,466</b>	<b>1,800</b>	<b>11,541,933</b>
Net Excess/(Shortage)	30	(338,466)	26,804	(311,632)
Audited Fund Balances, Beginning	9,300,312	338,466	614,603	10,253,381
Estimated Fund Balances, Ending	9,300,342	-	641,407	9,941,749
<b>Fund Balances</b>				
Restricted	-	-	641,407	641,407
Six months of operating expenses (govt. code #53646)	5,600,834	-	-	5,600,834
Emergency reserve - 5% operating revenue	560,085	-	-	560,085
Designations:				
Subsequent year capital plan	884,500	-	-	884,500
Additional emergency reserve	560,085	-	-	560,085
Future capital projects beyond subsequent year	1,629,500	-	-	1,629,500
Pension-related future funding	65,339	-	-	65,339
Unreserved/undesignated	-	-	-	-
<b>Total Fund Balances</b>	<b>9,300,342</b>	<b>-</b>	<b>641,407</b>	<b>9,941,749</b>

# General Fund | *Mid-Year Budget Summary*

	APPROVED OPER REV	MID-YEAR OPER REV	APPROVED BUDGET 2022/2023	MID-YEAR BUDGET 2022/2023	POS/(NEG) AMOUNT	PERCENT	MID-YEAR PROJECTED 2023/2024 BUDGET
<b>REVENUES:</b>							
PROPERTY TAXES	93.2%	92.4%	10,236,600	10,351,300	114,700	1.1	10,748,900
INTERNAL INCOME	3.1%	3.1%	339,400	346,200	6,800	2.0	351,800
GIFTS & GRANTS	2.1%	2.9%	231,750	324,197	92,447	39.9	244,050
INTEREST INCOME	1.6%	1.6%	180,000	180,000	-	0.0	238,000
OTHER INCOME	0.0%	0.0%	-	-	-	N/M	-
<b>TOTAL REVENUES</b>			10,987,750	11,201,697	213,947	1.9	11,582,750
<b>EXPENDITURES:</b>	APPROVED OPER EXP	MID-YEAR OPER EXP					
SALARY & RELATED	67.7%	67.3%	7,627,000	7,533,600	93,400	1.2	7,911,100
BUILDING & MAINTENANCE	6.9%	7.7%	773,700	866,400	(92,700)	(12.0)	974,000
INFO TECH/DIGITAL SRV	2.8%	2.8%	313,100	312,100	1,000	0.3	316,900
LIBRARY EXPENSES	1.0%	1.3%	113,500	142,500	(29,000)	(25.6)	126,500
ADMINISTRATION/MARKETING	3.5%	2.0%	399,600	226,650	172,950	43.3	229,400
LIBRARY MATERIALS	5.1%	5.2%	569,300	585,200	(15,900)	(2.8)	575,200
FIXED ASSETS & SOFTWARE	13.1%	13.7%	1,476,967	1,535,217	(58,250)	(3.9)	884,500
<b>TOTAL EXPENDITURES</b>			11,273,167	11,201,667	71,500	0.6	11,017,600
<b>NET EXCESS/(SHORTAGE)</b>			(285,417)	30	285,447		565,150
TRANSFERS IN			-	-			-
TRANSFERS OUT			-	-			-
AUDITED FUND BALANCE - BEGINNING			8,447,876	9,300,312			9,300,342
ESTIMATED FUND BALANCE - ENDING			8,162,459	9,300,342			9,865,492

# General Fund | *Mid-Year Budget Summary*

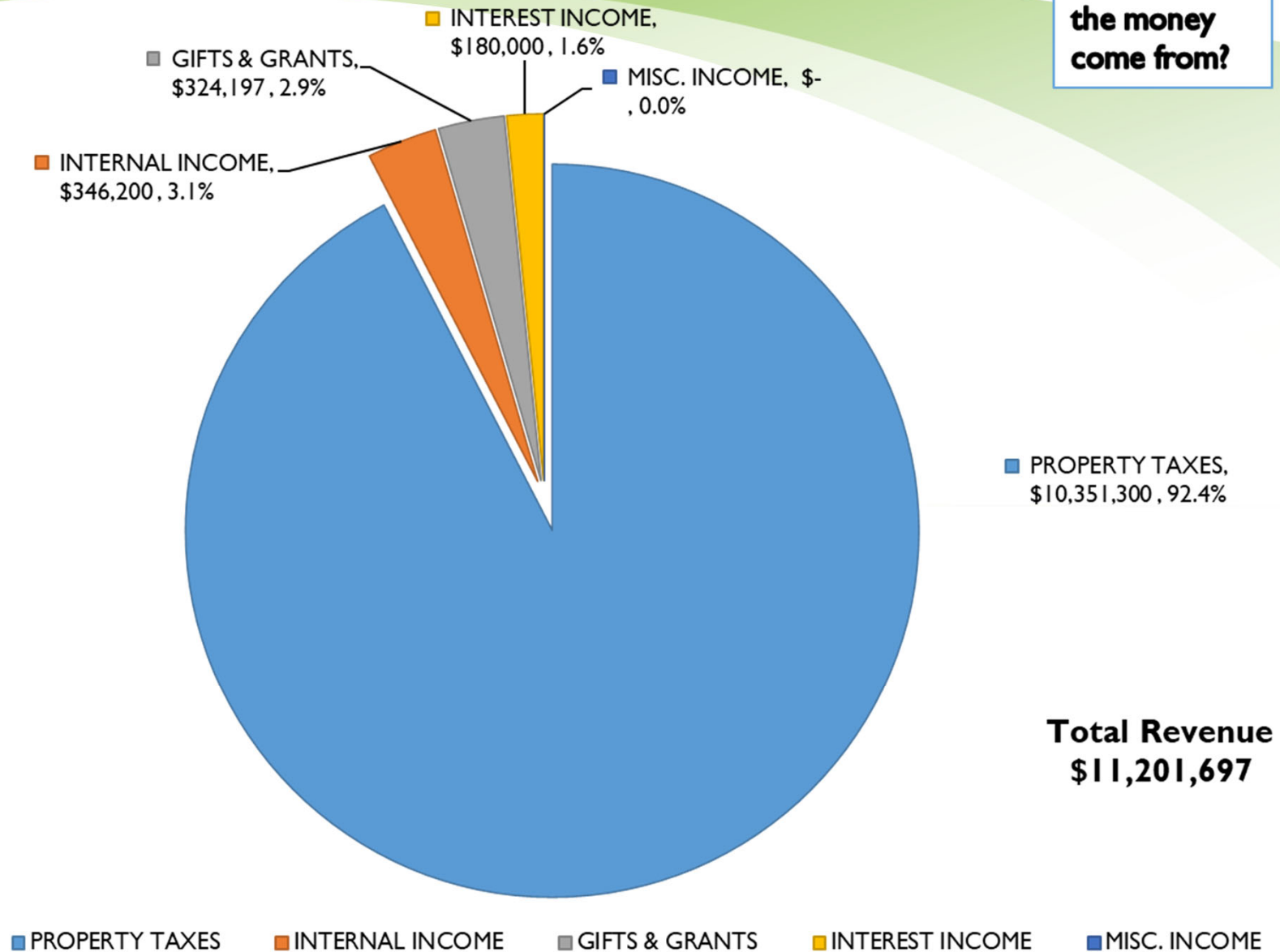
## FUND BALANCES:

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 capital projects beyond subsequent year  
    Pension-related future funding  
Unreserved/undesignated

APPROVED BUDGET 2022/2023	MID-YEAR BUDGET 2022/2023	MID-YEAR PROJECTED 2023/2024 BUDGET
5,636,584	<b>5,600,834</b>	5,508,800
549,388	<b>560,085</b>	579,138
663,000	<b>884,500</b>	1,069,500
549,388	<b>560,085</b>	579,138
764,101	<b>1,629,500</b>	560,000
	<b>65,339</b>	1,358,593
-	-	210,324

# Budget Revenues

**Where does  
the money  
come from?**





# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
Property Tax Revenue							
4001	Secured	9,745,600	9,825,000	79,400	10,232,900	10,232,900	-
4002	Unsecured	350,000	360,000	10,000	350,000	350,000	-
4185	Homeowners Exemption	41,000	41,300	300	41,000	41,000	-
4005/4050/60/70	Other Property Tax Revenues	100,000	125,000	25,000	100,000	125,000	25,000
Total Property Revenue		10,236,600	10,351,300	114,700	10,723,900	10,748,900	25,000
Internal Income							
Rentals & Commission							
4234	Printers in-house	6,000	4,500	(1,500)	6,000	4,500	(1,500)
4235	Copiers in-house	3,500	4,000	500	3,500	4,000	500
4282	Vending Machine	300	800	500	300	700	400
4284	EV Charging Station	8,400	7,700	(700)	8,400	8,400	-
4360	Art Commissions	3,000	3,000	-	3,000	3,000	-
4400	Miscellaneous	700	700	-	700	700	-
Subtotal		21,900	20,700	(1,200)	21,900	21,300	(600)

**Notes:** Secured property tax revenue is higher as the revenue accrual from the December 2022 reports from LA County came in higher than the May 2022 assessment roll forecast (6.9% vs 6.0% increase).



# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
Services & Fees							
4206	Meeting Rooms	50,000	70,000	20,000	50,000	70,000	20,000
4240	Fines & Fees	20,000	8,000	(12,000)	20,000	8,000	(12,000)
4246	Inter Library Loans	500	500	-	500	500	-
4247	DVD Movie Rentals	5,000	-	(5,000)	5,000	-	(5,000)
4249/4280	Passports	240,000	245,000	5,000	240,000	250,000	10,000
4281	Notary	2,000	2,000	-	2,000	2,000	-
Subtotal		317,500	325,500	8,000	317,500	330,500	13,000
Total Internal Income		339,400	346,200	6,800	339,400	351,800	12,400

**Notes:** Internal income updated based on YTD trending as well as elimination of DVD movie rental and other fines/fees.

# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
Gifts & Grants							
Friends of the Library							
4252	YR Summer Reading	8,400	8,400	-	8,400	8,400	-
4252	Adult Programming	18,000	18,000	-	18,000	18,000	-
4252	YR Programming	5,100	5,100	-	5,100	5,100	-
4252	Young Adult Programming	4,800	4,800	-	4,800	4,800	-
4252	Sunday Service Hours	127,800	131,800	4,000	133,500	137,800	4,300
4252	Teen Volunteer Appreciation	750	750	-	750	750	-
4252	Program Support	4,000	29,000	25,000	4,000	4,000	-
4252	Library Materials	5,000	5,000	-	5,000	5,000	-
4252	Online Databases	10,000	10,000	-	10,000	10,000	-
4252	Digital Support (Video Gaming)	4,000	4,000	-	4,000	4,000	-
4252	Local History Room Staff	42,100	42,100	-	44,400	44,400	-
4252	Postage Meter	1,300	1,300	-	1,300	1,300	-
4252	Capital Projects	-	63,447	63,447	-	-	-
Subtotal		231,250	323,697	92,447	239,250	243,550	4,300

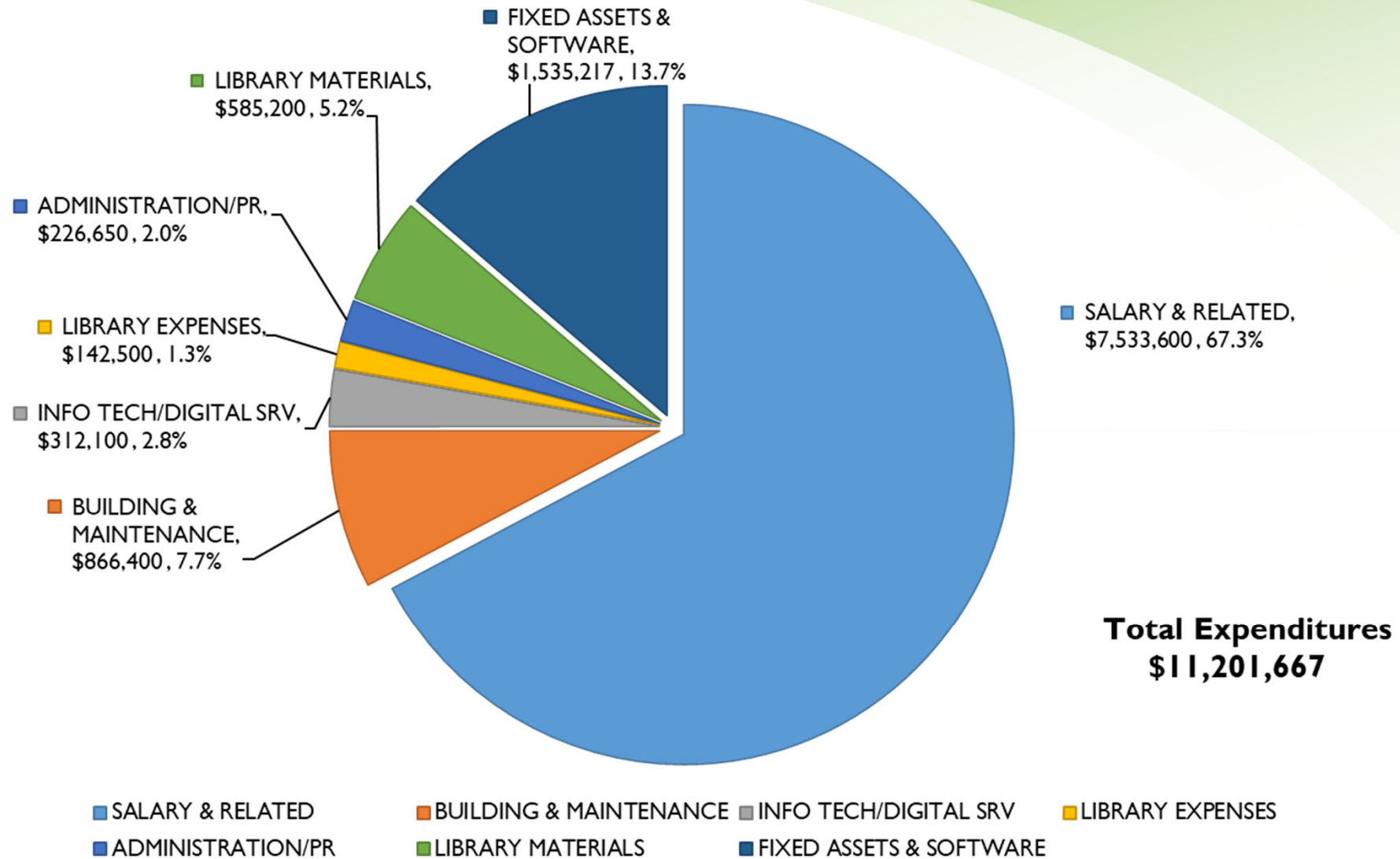
**Notes:** Increase in program support is for the Doors Open Peninsula 2023 (DOP) project.  
Increase in capital projects funding is from the additional funds raised for the Annex construction.

# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
Other Gifts							
4260	Gifts from donors	500	500	-	500	500	-
Grants							
4270	All Grants	-	-	-	-	-	-
Total Gifts & Grants		231,750	324,197	92,447	239,750	244,050	4,300
Other Income							
4401	Other Income	-	-	-	-	-	-
4402	Impact Fee Income	-	-	-	-	-	-
4420-23	Interest Income	180,000	180,000	-	238,000	238,000	-
Total Other Income		180,000	180,000	-	238,000	238,000	-
REVENUE TOTALS		\$ 10,987,750	\$ 11,201,697	\$ 213,947	\$ 11,541,050	\$ 11,582,750	\$ 41,700

# Budget Expenses

**Where does  
the money go?**



# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
<b>Salary &amp; Related</b>							
<b>Salary &amp; Benefits</b>							
5100	Salaries	5,511,300	5,441,600	69,700	5,733,000	5,709,000	24,000
5100	Salaries - Vacation Cash Out	70,000	48,000	22,000	75,000	75,000	-
5100	Salaries - PFL Sunday Hours	118,700	122,400	(3,700)	124,000	128,000	(4,000)
5105	FICA/Medicare	412,600	405,800	6,800	429,400	427,600	1,800
5105	FICA/Medicare - Sunday Hours	9,100	9,400	(300)	9,500	9,800	(300)
5105-04	Unemployment	2,000	3,000	(1,000)	2,000	2,000	-
5109	PERS Employer (Classic)	273,900	251,200	22,700	284,900	280,000	4,900
5109	PERS Employer (PEPRA)	149,100	165,000	(15,900)	155,100	175,000	(19,900)
5112	PERS - Unfunded Liability	15,600	15,000	600	-	-	-
5113	PERS - ADP	-	-	-	-	-	-
5114	POB - Interest Expense	198,300	198,300	-	192,000	192,000	-
5115	POB - Loan Amortization	177,000	177,000	-	184,000	184,000	-
5110	Group Insurance	493,500	484,000	9,500	536,300	526,000	10,300
5111	Workers' Compensation	75,000	67,700	7,300	80,000	85,000	(5,000)
Subtotal		7,506,100	7,388,400	117,700	7,805,200	7,793,400	11,800
<b>Professional/Outsourced Services</b>							
5142	Labor Counsel	25,000	25,000	-	25,000	25,000	-
5145	Legal Services	20,000	20,000	-	20,000	20,000	-
5146	Audit Services	14,000	14,000	-	14,000	14,000	-
5151	HR Background Checks	1,500	2,500	(1,000)	1,500	1,500	-
5157	Technical Services	55,000	55,000	-	55,000	55,000	-
5158	Other Consulting Services	2,500	26,500	(24,000)	-	-	-
5160	Actuarial Reporting Fees	1,400	700	700	1,400	700	700
5161	Collection Agency	1,500	1,500	-	1,500	1,500	-
Subtotal		120,900	145,200	(24,300)	118,400	117,700	700
Total Salary & Related		7,627,000	7,533,600	93,400	7,923,600	7,911,100	12,500

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
Building & Maintenance							
Contracts, Housekeeping & Maint							
5219	Cleaning/Maint Supplies	18,000	18,000	-	18,000	22,000	(4,000)
5221	Window Cleaning	1,000	500	500	1,000	500	500
5222	Carpet/Upholstery Cleaning	500	500	-	500	500	-
5223	Pest Control	2,500	2,500	-	2,500	3,000	(500)
5224	Lights	4,000	4,000	-	4,000	4,000	-
5232	Fire/Burglar Alarm	13,000	18,000	(5,000)	13,000	18,000	(5,000)
5233	Fire Extinguisher	1,500	1,500	-	1,500	2,000	(500)
5234	Boiler Maint	3,500	3,500	-	3,500	4,000	(500)
5235	Building/Maint & Grounds	60,000	60,000	-	60,000	60,000	-
5236	Landscaping	35,000	35,000	-	35,000	40,000	(5,000)
5237	Elevator Maint & Repair	15,000	10,000	5,000	15,000	15,000	-
5238	Library Signage	1,000	1,000	-	1,000	1,000	-
5239	HVAC	30,000	20,000	10,000	30,000	40,000	(10,000)
5240	Maint Uniforms	2,700	2,700	-	2,700	3,000	(300)
5250	Transportation/Vehicle Maint	10,000	10,000	-	10,000	12,000	(2,000)
5270	Trash Pick-Up	12,000	17,000	(5,000)	12,000	23,000	(11,000)
Subtotal		209,700	204,200	5,500	209,700	248,000	(38,300)

**Notes:** 5239 lower this FY as no recurring service costs due to the HVAC modernization. New service plan to begin in 2023.  
5270 higher due to new laws regarding compostable waste and recycling.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved Projected 2023/2024	Mid-Year Projected 2023/2024	Change Pos/(Neg)
<i>Administration/Contracts</i>							
5225	Insurance - G/L	231,000	249,200	(18,200)	265,000	300,000	(35,000)
5226	Insurance Deductible	1,000	1,000	-	1,000	1,000	-
5227	Emergency Disaster Supplies	1,000	2,000	(1,000)	1,000	1,000	-
5229	Equipment Maint Other	3,000	3,000	-	3,000	3,000	-
5231	Copier Lease/Maint	32,000	32,000	-	32,000	32,000	-
	<b>Subtotal</b>	<b>268,000</b>	<b>287,200</b>	<b>(19,200)</b>	<b>302,000</b>	<b>337,000</b>	<b>(35,000)</b>
<i>Utilities</i>							
5261	Water	23,000	20,000	3,000	23,000	23,000	-
5262	Electric	220,000	220,000	-	220,000	250,000	(30,000)
5263	Gas	14,000	36,000	(22,000)	14,000	36,000	(22,000)
	<b>Subtotal</b>	<b>257,000</b>	<b>276,000</b>	<b>(19,000)</b>	<b>257,000</b>	<b>309,000</b>	<b>(52,000)</b>
<i>Special Projects</i>							
5280	Major Maint/Special Projects	39,000	99,000	(60,000)	80,000	80,000	-
	<b>Total Building &amp; Maintenance</b>	<b>773,700</b>	<b>866,400</b>	<b>(92,700)</b>	<b>848,700</b>	<b>974,000</b>	<b>(125,300)</b>

**Notes:** 5225 higher as costs came in higher than original SDRMA guidance.  
5280 higher due to reclassification of non-capitalizable board-approved Annex costs from account 6460.



# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change
					Projected 2023/2024	Projected 2023/2024	
Information Technology / Digital Services							
Information Technology							
5300	Data /Voice/Internet	65,000	50,000	15,000	65,000	50,000	15,000
5303	Supplies/Repairs	27,500	27,500	-	27,500	27,500	-
5305	Maint - Hardware	32,100	32,100	-	32,100	32,100	-
5306	Maint - Software	15,000	15,000	-	21,000	21,000	-
5311	Small Equipment/Software	28,500	28,500	-	28,500	28,500	-
5311-CP	Equipment/Software - Capital Plan	30,000	44,000	(14,000)	36,300	37,800	(1,500)
Subtotal		198,100	197,100	1,000	210,400	196,900	13,500
Digital Services							
5315	Digital Library Services	115,000	115,000	-	120,000	120,000	-
Total Info Technology/Digital Srv		313,100	312,100	1,000	330,400	316,900	13,500

**Notes:** 5311-CP higher this FY due to higher cost for WiFi-WLAN APs and reclassification of checkout machines from account 6460.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
Library Expenses							
Library Expenses							
5450	Small Office Equip (>\$200<\$5K)	2,000	2,000	-	2,000	2,000	-
5463	Postage	9,000	9,000	-	9,000	9,000	-
5463	Postage-Passports	9,000	9,000	-	9,000	9,000	-
5464	T/S Processing Supplies	10,000	12,000	(2,000)	10,000	10,000	-
5468	Circulation Expenses	6,000	7,000	(1,000)	6,000	7,000	(1,000)
5471	Adult Programming	20,000	20,000	-	20,000	20,000	-
5472	YR Programming	5,100	5,100	-	5,100	5,100	-
5472-03	Summer Reading Program	8,400	8,400	-	8,400	8,400	-
5472-04	Programming Young Adult	4,800	4,800	-	4,800	4,800	-
5473	PV Local History Collection	6,900	31,900	(25,000)	6,900	17,900	(11,000)
5489	Cataloging Activity/OCLC	13,300	13,700	(400)	13,300	13,700	(400)
5490	ILL Activity/OCLC	13,500	13,800	(300)	13,500	13,800	(300)
5492	OCLC First Search	2,500	2,800	(300)	2,500	2,800	(300)
5550	Miscellaneous Expenses	3,000	3,000	-	3,000	3,000	-
Total Library Expenses		113,500	142,500	(29,000)	113,500	126,500	(13,000)

**Notes:** 5473 higher this FY due to DOP project funded by PFL and higher next FY due to migration of hosting provider.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved	Mid-Year	Change	Approved	Mid-Year	Change
		2022/2023	2022/2023	Pos/(Neg)	Projected	Projected	
2023/20242023/2024Pos/(Neg)							
Administration / Marketing							
Administration Expenses							
5440	Staff & BLT Memberships	5,000	5,000	-	5,000	5,000	-
5441	District Memberships (SCLC/CSDA/CLA)	15,500	15,500	-	15,500	15,500	-
5442	Conference Travel BLT	7,000	7,000	-	7,000	7,000	-
5442-01	Community Events/Training BLT	-	3,000	(3,000)	-	3,000	(3,000)
5443	Travel/Workshops/Training EE	12,500	12,500	-	12,500	12,500	-
5444	Classified Advertising	1,000	1,000	-	1,000	1,000	-
5446	Continuing Education	1,200	1,200	-	1,200	1,200	-
5449	Board Meeting Expenses	1,200	1,200	-	1,200	1,200	-
5461	Administration Supplies	5,500	6,500	(1,000)	5,500	5,500	-
5470	Tax Collect Fee	130,000	124,000	6,000	130,000	130,000	-
5478	HR Materials	2,500	5,000	(2,500)	2,500	2,500	-
5479	Paylocity (Payroll Fees)	18,000	17,500	500	19,000	18,000	1,000
5479	Bank Merchant Fees	9,800	11,000	(1,200)	9,800	11,000	(1,200)
5480	LAFCO Fee	3,400	3,550	(150)	3,400	3,900	(500)
5485	Election Expenses/Fees	175,000	100	174,900	100	100	-
5551	Program Support - Funded by PFL	4,000	4,600	(600)	4,000	4,000	-
Subtotal		391,600	218,650	172,950	217,700	221,400	(3,700)
Marketing							
5466	Marketing	4,000	4,000	-	4,000	4,000	-
5466	Printing	3,000	3,000	-	3,000	3,000	-
5466	Social Media	1,000	1,000	-	1,000	1,000	-
Subtotal		8,000	8,000	-	8,000	8,000	-
Total Admin/Marketing		399,600	226,650	172,950	225,700	229,400	(3,700)

**Notes:** 5485 lower due to no election this FY.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change
					Projected 2023/2024	Projected 2023/2024	
<b>Library Materials</b>							
<i>Adult Materials</i>							
5340	Adult Books	129,500	129,500	-	129,500	129,500	-
5341	Adult Standing Orders	24,000	24,000	-	24,000	24,000	-
5343	Adult Serials	30,000	40,500	(10,500)	30,000	30,000	-
5345	Microform Serials	4,500	-	4,500	4,500	-	4,500
5346	Online Resources	195,000	195,000	-	195,000	195,000	-
5347	Rush Orders	10,000	10,000	-	10,000	10,000	-
5349	Video Gaming	4,000	4,000	-	4,000	4,000	-
5350	Videos/DVDs	10,400	10,400	-	10,400	10,400	-
5351	Audiobooks (books on CD)	4,800	4,800	-	4,800	4,800	-
5352	eBooks	65,000	65,000	-	65,000	65,000	-
5353	Compact Discs	2,000	2,000	-	2,000	2,000	-
5366	Adult World Languages	11,300	11,300	-	11,300	11,300	-
<b>Subtotal</b>		<b>490,500</b>	<b>496,500</b>	<b>(6,000)</b>	<b>490,500</b>	<b>486,000</b>	<b>4,500</b>
<i>Young Reader Materials</i>							
5355	Books	49,000	50,000	(1,000)	49,000	52,000	(3,000)
5356	Paperbacks	3,500	3,500	-	3,500	3,500	-
5358	Young Adult Books	6,200	6,200	-	6,200	6,200	-
5358-04	Materials - Youth Annex	1,000	2,500	(1,500)	1,000	1,000	-
5359	Serials	800	1,200	(400)	800	1,200	(400)
5361	Audiobooks (books on CD)	5,500	8,500	(3,000)	5,500	8,500	(3,000)
5365	Videos/DVDs	500	500	-	500	500	-
5367	World Languages	2,300	2,300	-	2,300	2,300	-
5370	Young Adult Paperbacks	1,200	1,200	-	1,200	1,200	-
5372	eBooks	8,800	12,800	(4,000)	8,800	12,800	(4,000)
<b>Subtotal</b>		<b>78,800</b>	<b>88,700</b>	<b>(9,900)</b>	<b>78,800</b>	<b>89,200</b>	<b>(10,400)</b>
<b>Total Library Materials</b>		<b>569,300</b>	<b>585,200</b>	<b>(15,900)</b>	<b>569,300</b>	<b>575,200</b>	<b>(5,900)</b>

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2022/2023	Mid-Year 2022/2023	Change Pos/(Neg)	Approved	Mid-Year	Change Pos/(Neg)
					Projected 2023/2024	Projected 2023/2024	
FIXED ASSETS / CAPITAL PLAN							
6450	IT Equipment/Software	179,000	173,000	6,000	103,000	114,500	(11,500)
6460	Construction in Progress	1,297,967	1,362,217	(64,250)	560,000	770,000	(210,000)
Subtotal		1,476,967	1,535,217	(58,250)	663,000	884,500	(221,500)
EXPENSE TOTALS		\$ 11,273,167	\$ 11,201,667	\$ 71,500	\$ 10,674,200	\$ 11,017,600	\$ (343,400)

**Notes:**

6460 higher this FY due to additional \$125k in board-approved Annex project costs with half of that reclassified to account 5280 as they are below the capitalization threshold.

6460 higher next FY due to additional projects added to the capital plan, including rain gutter and septic tank replacement at Malaga Cove and Miraleste, respectively.

# Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2022/2023	Proj. For 2023/2024	Proj. For 2024/2025
<b>Major Hardware- Desktops &amp; Miscellaneous Assets</b>						
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
Overhead Book Scanner	6450-52	5 years	2016	\$15,000	\$0	\$0
UPS Systems - battery/chassis	6450	4-18 years	2018	\$39,000	\$0	\$0
Subtotals:				\$58,000	\$5,800	\$74,000
<b>Major Hardware - Servers</b>						
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	\$79,000	\$0	\$0
VMWare #2 (backup)	6450	4-5 years	2018	\$0	\$25,000	\$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:				\$119,000	\$31,500	\$19,500

# Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2022/2023	Proj. For 2023/2024	Proj. For 2024/2025
<b>Major Hardware - Network Backbone</b>						
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	\$34,000	\$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:				\$34,000	\$33,000	\$70,000
<b>Major Hardware - Telecommunications &amp; Other</b>						
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	5311-CP	6-8 years	2018	\$6,000	\$6,000	\$0
Subtotals:				\$6,000	\$9,500	\$77,500



# Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2022/2023	Proj. For 2023/2024	Proj. For 2024/2025
<b>Major Software &amp; Equipment Projects</b>						
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	\$0	\$4,500
Cabling @ PVL D Facilities	5311-CP	N/A	on-going	\$0	\$0	\$0
Subtotals:				\$0	\$72,500	\$21,000
<b>Grand Totals:</b>				<b>\$217,000</b>	<b>\$152,300</b>	<b>\$262,000</b>

# Facilities Capital Plan

Description	Location	Funding	Last replaced	Life Expectancy				
					2022/2023	2023/2024	2024/2025	2025/2026
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	\$200,000	\$0
Gallery Restoration	MC	General Fund 6460	1960	30 years	\$0	\$0	\$0	\$150,000
Rain Gutter Replacement	MC	General Fund 6460	NA	30 years	\$0	\$150,000	\$0	\$0
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	\$30,000	\$100,000	\$0
Septic Tank Replacement	MIR	General Fund 6460	NA	50 years	\$0	\$70,000	\$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
Elevator #3 Modernization	PC	General Fund 6460	1996	20 Years	\$0	\$0	\$200,000	\$0
Circ Desk Redo	PC	General Fund 6460	1997	30 years	\$0	\$0	\$30,000	\$100,000
Staff Area Redo	PC	General Fund 6460	1994	15-20 years	\$0	\$80,000	\$200,000	\$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    \$770,000    \$1,040,000    \$560,000**

# Facilities Capital Plan

## New Construction

Description	Location	Funding	Last replaced	Life Expectancy	2022/2023	2023/2024	2024/2025	2025/2026
Teen Annex	PC	Asset Replacement Fund (6460-62) and General Fund (6460-62 and 5280-05)	New	60 Years	\$544,108	\$0	\$0	\$0

<b>New Construction TOTAL</b>					<b>\$544,108</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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<b>Annual Total</b>					\$1,760,708	\$770,000	\$1,040,000	\$560,000
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# Staff Directory

<b>Name</b>	<b>Title</b>	<b>Ext:</b>
Jennifer Addington	<i>Library Director</i>	<b>200</b>
Ryan Roy	<i>Deputy Director</i>	<b>202</b>
Will Liu	<i>Finance Manager</i>	<b>205</b>
Daniel Gutierrez	<i>Facilities Manager</i>	<b>257</b>
Laszlo Latkoczy	<i>IT Manager</i>	<b>258</b>
Mary Kocman	<i>Technical Services Manager</i>	<b>242</b>
Eve Wittenmyer	<i>Branch Manager</i>	<b>450</b>
Leticia Polizzi	<i>Adult Services Manager</i>	<b>210</b>
Laura Henry	<i>Young Readers Manager</i>	<b>206</b>
David Campbell	<i>Digital Services Manager</i>	<b>284</b>
Sarah Udin	<i>Human Resources Manager</i>	<b>248</b>
Ketzie Diaz	<i>Circulation Manager</i>	<b>263</b>