



Approved Budget

Fiscal Years 2023/2024 & Projected 2024/2025

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 2023/24 Budget Summary***

	GENERAL FUND	PENSION TRUST FUND	TOTAL
<u>Revenues</u>			
Property Taxes	10,832,300		10,832,300
Internal Income	390,200		390,200
Gifts & Grants	284,500		284,500
Interest Income	255,000		255,000
Total Revenues	11,762,000	-	11,762,000
<u>Expenditures</u>			
Salaries and Related	8,680,900		8,680,900
Building & Maintenance	924,000		924,000
Information Technology/Digital Services	313,100		313,100
Library Expenses	132,800		132,800
Administration/Marketing	237,500		237,500
Library Materials	575,700		575,700
Investment Related Fees	-	1,900	1,900
Fixed Assets & Software	1,665,000		1,665,000
Total Expenditures	12,529,000	1,900	12,530,900
Net Excess/(Shortage)	(767,000)	(1,900)	(768,900)
Other Financing Sources (Uses):			
Operating transfers in		750,000	750,000
Operating transfers out	(750,000)		(750,000)
Total Other Financing Sources (Uses)	(750,000)	750,000	-
Excess of Revenues and Other Sources Over Expenditures and Other Uses	(1,517,000)	748,100	(768,900)
Estimated Fund Balances, Beginning	9,300,342	641,407	9,941,749
Estimated Fund Balances, Ending	7,783,342	1,389,507	9,172,849
<u>Fund Balances</u>			
Restricted	-	1,389,507	1,389,507
Six months of operating expenses (govt. code #53646)	6,264,500	-	6,264,500
Emergency reserve - 5% operating revenue	588,100	-	588,100
Designations:			
Subsequent year capital plan	790,500	-	790,500
Additional emergency reserve	140,242	-	140,242
Future capital projects beyond subsequent year	-	-	-
Pension-related future funding	-	-	-
Unreserved/undesignated	-	-	-
Total Fund Balances	7,783,342	1,389,507	9,172,849

General Fund | *Budget Summary*

	2022/2023 OPER REV	2023/2024 OPER REV	MID-YEAR BUDGET 2022/2023	APPROVED BUDGET 2023/2024	POS/(NEG) AMOUNT	PERCENT	PROJECTED BUDGET 2024/2025
REVENUES:							
PROPERTY TAXES	92.4%	92.1%	10,351,300	10,832,300	481,000	4.6	11,296,500
INTERNAL INCOME	3.1%	3.3%	346,200	390,200	44,000	12.7	425,200
GIFTS & GRANTS	2.9%	2.4%	324,197	284,500	(39,697)	(12.2)	257,500
INTEREST INCOME	1.6%	2.2%	180,000	255,000	75,000	41.7	175,000
OTHER INCOME	0.0%	0.0%	-	-	-	N/M	-
TOTAL REVENUES			11,201,697	11,762,000	560,303	5.0	12,154,200
EXPENDITURES:	2022/2023 OPER EXP	2023/2024 OPER EXP					
SALARY & RELATED	67.3%	69.3%	7,533,600	8,680,900	(1,147,300)	(15.2)	9,038,900
BUILDING & MAINTENANCE	7.7%	7.4%	866,400	924,000	(57,600)	(6.6)	919,000
INFO TECH/DIGITAL SRV	2.8%	2.5%	312,100	313,100	(1,000)	(0.3)	509,600
LIBRARY EXPENSES	1.3%	1.1%	142,500	132,800	9,700	6.8	121,800
ADMINISTRATION/MARKETING	2.0%	1.9%	226,650	237,500	(10,850)	(4.8)	419,800
LIBRARY MATERIALS	5.2%	4.6%	585,200	575,700	9,500	1.6	575,700
FIXED ASSETS & SOFTWARE	13.7%	13.3%	1,535,217	1,665,000	(129,783)	(8.5)	790,500
TOTAL EXPENDITURES			11,201,667	12,529,000	(1,327,333)	(11.8)	12,375,300
NET EXCESS/(SHORTAGE)			30	(767,000)	(767,030)		(221,100)
TRANSFERS IN			-	-			-
TRANSFERS OUT			-	(750,000)			-
AUDITED FUND BALANCE - BEGINNING			9,300,312	9,300,342			7,783,342
ESTIMATED FUND BALANCE - ENDING			9,300,342	7,783,342			7,562,242

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 capital projects beyond subsequent year

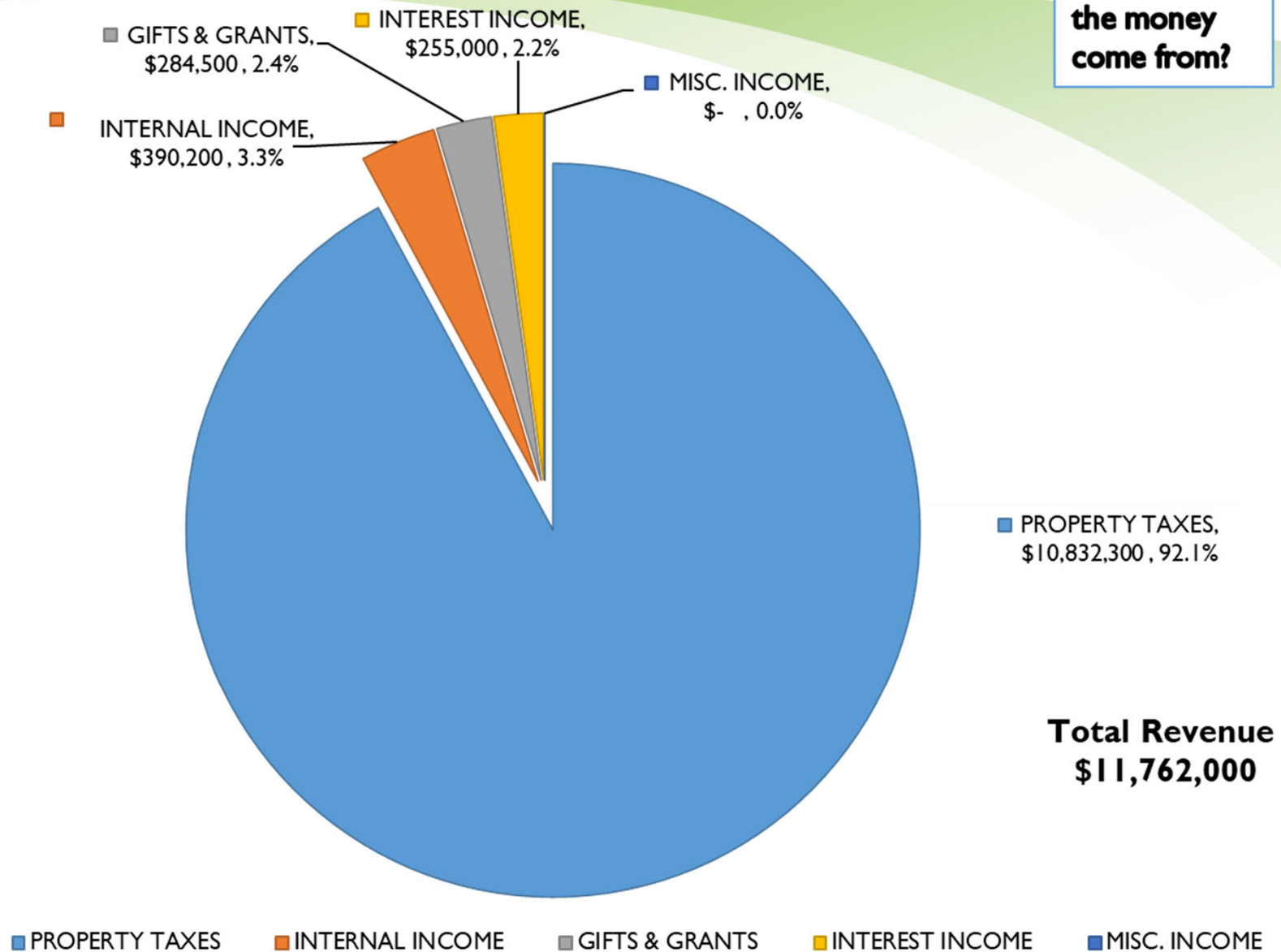
Pension-related future funding

Unreserved/undesignated

MID-YEAR BUDGET 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED BUDGET 2024/2025
5,600,834	6,264,500	6,187,650
560,085	588,100	607,710
884,500	790,500	679,500
560,085	140,242	87,382
1,629,500	-	-
65,339	-	-
-	-	-

Budget Revenues

**Where does
the money
come from?**



Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Property Tax Revenue							
4001	<i>Secured</i>	8,465,349	8,898,541	9,190,546	9,825,000	10,316,300	10,780,500
4002	<i>Unsecured</i>	360,431	355,912	349,299	360,000	350,000	350,000
4185	<i>Homeowners Exemption</i>	43,453	41,781	41,617	41,300	41,000	41,000
4005/4050/60/70	<i>Other Property Tax Revenues</i>	115,991	75,484	212,565	125,000	125,000	125,000
Total Property Tax Revenue		8,985,223	9,371,717	9,794,027	10,351,300	10,832,300	11,296,500

Notes: Secured property tax revenue assumes a 5.0% increase for FY 23/24 and a 4.5% increase for FY 24/25.

Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
<i>Internal Income</i>							
<i>Rentals & Commission</i>							
4234	Printers in-house	7,263	645	4,585	4,500	4,500	4,500
4235	Copiers in-house	3,600	634	3,438	4,000	4,000	4,000
4282	Vending Machine	707	36	229	800	800	800
4284	EV Charging Station	-	-	19,030	7,700	8,400	8,400
4360	Art Commissions	4,700	-	3,888	3,000	3,000	3,000
4400	Miscellaneous	667	707	775	700	1,000	1,000
4410	Amazon Commissions	128	25	-	-	-	-
Subtotal		17,065	2,048	31,946	20,700	21,700	21,700
<i>Services & Fees</i>							
4206	Meeting Rooms	57,378	(1,135)	41,556	70,000	70,000	70,000
4239	Book Rentals	1,654	-	-	-	-	-
4242	Audio Materials		1	-	-	-	-
4240	Fines & Fees	24,761	15,941	24,780	8,000	10,000	10,000
4246	Inter Library Loans	411	48	466	500	500	500
4247	DVD Movie Rentals	12,266	5,891	7,246	-	-	-
4249/4280	Passports	208,340	54,180	206,850	245,000	285,000	320,000
4281	Notary	1,215	165	1,785	2,000	2,000	2,000
4283	Proctoring	5,795	50	-	-	1,000	1,000
Subtotal		311,821	75,141	282,683	325,500	368,500	403,500
Total Internal Income		328,885	77,189	314,629	346,200	390,200	425,200

Notes: Passport photos to resume in FY 23/24.

Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Gifts & Grants							
<i>Friends of the Library</i>							
4252	YR Summer Reading	14,000	8,400	8,400	8,400	8,400	8,400
4252	Adult Programming	20,000	18,000	23,000	18,000	25,000	25,000
4252	YR Programming	10,000	5,100	5,100	5,100	5,100	5,100
4252	Young Adult Programing	6,000	4,800	4,800	4,800	4,800	4,800
4252	Sunday Service Hours	52,000	-	124,000	131,800	133,500	139,100
4252	Volunteer Appreciation	1,000	750	750	750	3,500	3,500
4252	Program Support	4,000	4,000	4,000	29,000	4,000	4,000
4252	Library Materials	5,000	5,000	5,000	5,000	5,000	5,000
4252	Online Databases	10,000	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	4,000
4252	Local History Room Staff	-	-	19,981	42,100	44,400	46,800
4252	Postage Meter	1,300	1,300	1,300	1,300	1,300	1,300
4252	Capital Projects	221,904	5,280	-	63,447	35,000	-
4252	PV News Digitization	-	-	9,000	-	-	-
Subtotal		350,204	66,630	219,331	323,697	284,000	257,000
<i>Other Gifts</i>							
4260	Gifts from Donors	430	1,129	3,194	500	500	500
<i>Grants</i>							
4270	All Grants	963	1,027	649	-	-	-
Total Gifts & Grants		351,598	68,786	223,175	324,197	284,500	257,500

Notes: FY 23/24 includes \$35k in capital projects funding for the PC terrace.

Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
<i>Other Income</i>							
4401/02	<i>Other Income</i>	178,232	161,631	134,168	-	-	-
4420/21/22	<i>Interest Income</i>	55,148	26,334	40,819	180,000	255,000	175,000
	<i>Total Other Income</i>	233,379	187,965	174,987	180,000	255,000	175,000
REVENUE TOTALS		\$ 9,899,086	\$ 9,705,657	\$ 10,506,817	\$ 11,201,697	\$ 11,762,000	\$ 12,154,200

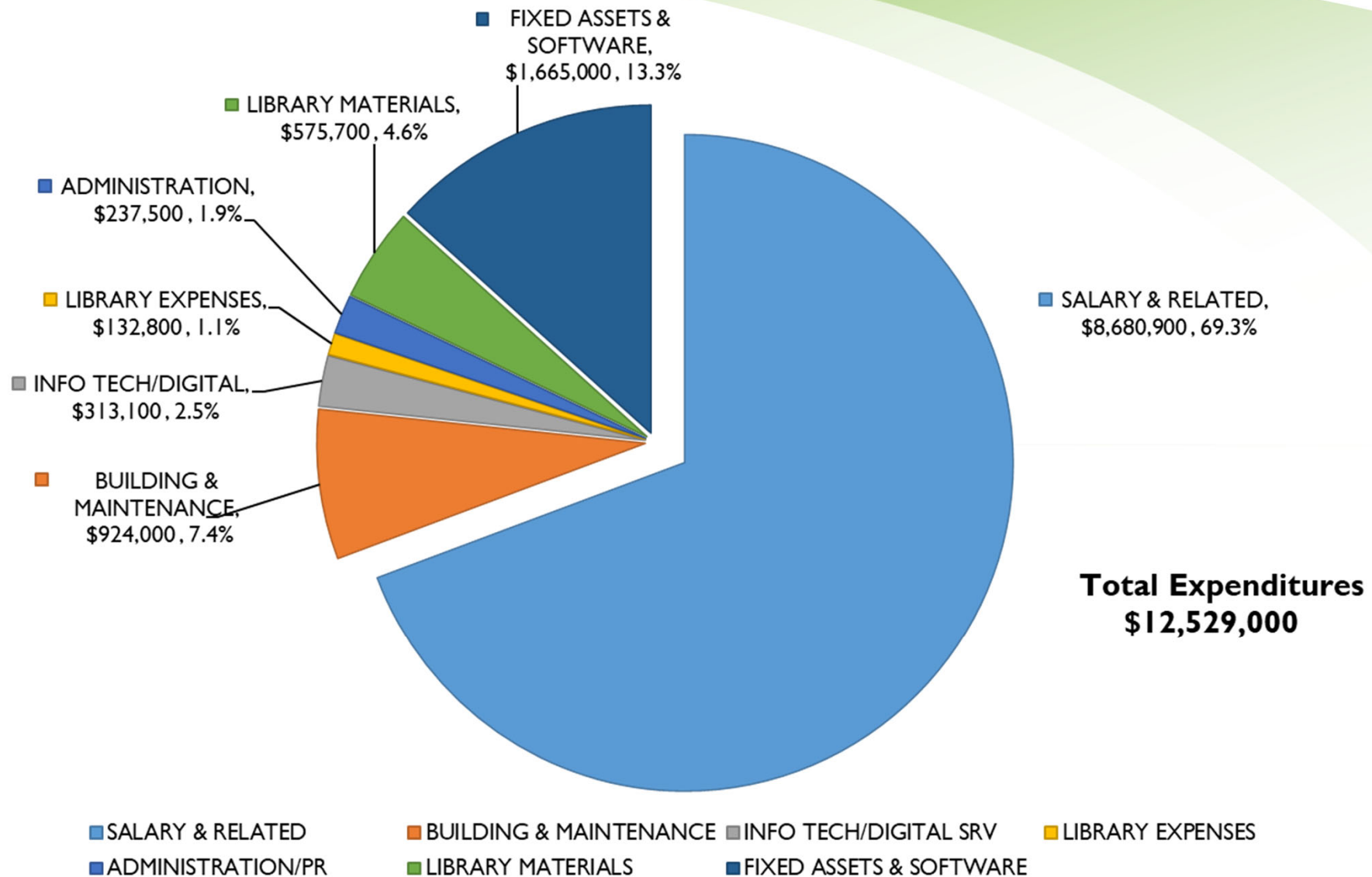
Notes:

Higher interest income in FY 23/24 due to higher average interest rates.

Lower interest income in FY 24/25 due to forecasted rate cuts and lower reserve balances.

Budget Expenses

**Where does
the money go?**



Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Salary & Related							
<i>Salary & Benefits</i>							
5100	Salaries	5,119,596	4,404,746	5,098,700	5,441,600	5,941,000	6,190,500
5100	Salaries - Vacation Cash Out	-	-	-	48,000	75,000	75,000
5100	Salaries - PFL Sunday Hours	-	-	-	122,400	124,000	129,200
5100-04	Salaries - Youth Annex	66,823	-	-	-	-	-
5105	FICA/Medicare	371,343	320,155	371,726	405,800	448,300	466,900
5105	FICA/Medicare - Sunday Hours	-	-	-	9,400	9,500	9,900
5105-04	FICA/Medicare - Youth Annex	5,112	-	-	-	-	-
5106	Unemployment	2,207	87,816	4,986	3,000	2,000	2,000
5109	PERS Employer (Classic)	268,549	252,475	246,831	251,200	296,000	306,000
5109	PERS Employer (Pepra)	98,099	118,184	134,171	165,000	182,000	189,000
5112	PERS - Unfunded Liability	303,901	345,891	-	15,000	-	28,000
5113	PERS - Long Term Unfunded Liability	100,000	-	-	-	500,000	500,000
5114	POB - Interest Expense	-	51,835	204,356	198,300	192,000	185,400
5115	POB - Loan Amortization	-	-	171,000	177,000	184,000	190,000
5110	Group Insurance	432,695	411,314	455,482	484,000	510,000	550,800
5111	Workers' Compensation	85,811	68,930	35,451	67,700	89,900	100,000
Subtotal		6,854,136	6,061,345	6,722,704	7,388,400	8,553,700	8,922,700
<i>Professional/Outsourced Services</i>							
5142	Labor Counsel	41,175	7,075	22,747	25,000	25,000	25,000
5145	General Law Counsel	53,473	11,377	22,726	20,000	20,000	20,000
5146	Audit Services	12,205	13,882	12,633	14,000	12,000	12,500
5151	HR Background Checks	1,395	-	2,190	2,500	1,500	1,500
5157	Technical Services	43,119	32,070	55,187	55,000	55,000	55,000
5158	Other Consulting Services	-	118,973	4,585	26,500	10,000	-
5159	Temporaries	-	-	-	-	1,500	-
5160	Actuarial Reporting Fees	-	1,200	700	700	700	700
5161	Collection Agency	887	1,414	719	1,500	1,500	1,500
Subtotal		152,255	185,990	121,487	145,200	127,200	116,200
Total Salary & Related		7,006,391	6,247,336	6,844,191	7,533,600	8,680,900	9,038,900

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Building & Maintenance							
<i>Contracts, Housekeeping & Maint</i>							
5219	Cleaning/Maint Supplies	28,615	12,748	11,554	18,000	22,000	22,000
5221	Window Cleaning	-	-	-	500	500	500
5222	Carpet/Upholstery Cleaning	-	-	-	500	500	500
5223	Pest Control	2,315	2,400	2,400	2,500	3,000	3,000
5224	Lights	1,966	9,661	6,039	4,000	4,000	4,000
5232	Fire/Burglar Alarm	11,098	6,218	29,807	18,000	18,000	18,000
5233	Fire Extinguisher	1,504	1,258	1,258	1,500	2,000	2,000
5234	Boiler Maint	-	1,898	10,058	3,500	4,000	4,000
5235	Building/Maint & Grounds	44,164	40,109	53,374	60,000	60,000	60,000
5236	Landscaping	71,156	31,402	41,221	35,000	40,000	40,000
5237	Elevator Maint & Repair	8,071	17,074	10,476	10,000	15,000	15,000
5238	Library Signage	375	730	-	1,000	1,000	1,000
5239	HVAC	31,761	33,565	17,791	20,000	40,000	40,000
5240	Maint Uniforms	1,953	2,516	2,136	2,700	3,000	3,000
5250	Transportation/Vehicle Maint	7,182	8,764	7,807	10,000	12,000	12,000
5270	Trash Pick-up	10,251	6,424	9,443	17,000	23,000	23,000
Subtotal		220,411	174,767	203,363	204,200	248,000	248,000

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
<i>Administration/Contracts</i>							
5225	Insurance - G/L	78,968	129,729	199,431	249,200	304,000	325,000
5225-04	Insurance Youth Annex	917	(496)	-	-	-	-
5226	Insurance Deductible	-	-	-	1,000	1,000	1,000
5227	Emergency Disaster Supplies	665	-	1,084	2,000	2,000	1,000
5229	Equipment Maint Other	2,022	2,802	2,154	3,000	3,000	3,000
5231	Copier Lease/Maint	34,051	34,600	27,683	32,000	32,000	32,000
	Subtotal	116,623	166,634	230,352	287,200	342,000	362,000
<i>Utilities</i>							
5261	Water	17,962	18,007	21,162	20,000	23,000	23,000
5262	Electric	167,917	154,836	189,892	220,000	250,000	250,000
5263	Gas	11,485	12,903	18,583	36,000	36,000	36,000
	Subtotal	197,365	185,746	229,637	276,000	309,000	309,000
<i>Special Projects</i>							
5280	Major Maint/Special Projects	25,889	37,565	93,137	99,000	25,000	-
<i>Other Contracts</i>							
5281	Youth Annex - Rent	36,015	-	-	-	-	-
	Total Building & Maintenance	596,302	564,712	756,488	866,400	924,000	919,000

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Information Technology/ Digital Srv							
<i>Information Technology</i>							
5300	Data/Voice/Internet	75,654	43,056	43,472	50,000	42,000	42,000
5303	Supplies/Repairs	27,717	14,723	20,317	27,500	27,500	26,000
5305	Maint - Hardware	49,340	32,158	37,780	32,100	32,100	32,100
5306	Maint - Software	62,452	12,347	21,703	15,000	21,000	21,000
5311	Small Equipment/Software	36,877	10,331	31,573	28,500	28,500	28,500
5311-CP	Equipment/Software - Capital Plan	74,154	114,078	130,127	44,000	42,000	235,000
Subtotal		326,194	226,692	284,972	197,100	193,100	384,600
 <i>Digital Services</i>							
5315	Digital Library Services	40,693	110,266	108,065	115,000	120,000	125,000
Total Info Technology/Digital Srv		366,886	336,958	393,038	312,100	313,100	509,600

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Library Expenses							
<i>Library Expenses</i>							
5450	Small Office Equip (>\$200<\$5K)	468	1,571	458	2,000	2,000	2,000
5462	Art Commission Expense	2,092	-	-	-	-	-
5463	Postage	14,887	6,443	9,604	9,000	9,000	9,000
5463	Postage-Passports	4,587	2,640	7,457	9,000	9,000	9,000
5464	T/S Processing Supplies	10,715	4,132	9,966	12,000	10,000	10,000
5468	Circulation Expenses	4,758	2,336	5,310	7,000	7,000	7,000
5471	Adult Programming	15,252	8,851	14,445	20,000	25,000	25,000
5472	YR Programming	2,947	853	2,566	5,100	5,100	5,100
5472-03	Summer Reading Program	12,847	3,557	9,339	8,400	8,400	8,400
5472-04	Programming Young Adult	2,711	187	93	4,800	4,800	4,800
5473	PV Local History Collection	5,947	6,873	18,751	31,900	17,900	6,900
5489	Cataloging Activity/OCLC	13,795	12,770	12,992	13,700	14,300	14,300
5490	ILL Activity/OCLC	14,004	13,126	13,260	13,800	14,400	14,400
5491	Collection HQ	14,415	-	-	-	-	-
5492	OCLC First Search	2,571	2,571	2,622	2,800	2,900	2,900
5550	Miscellaneous Expenses	9,459	471	4	3,000	3,000	3,000
Total Library Expenses		131,456	66,381	106,867	142,500	132,800	121,800

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Administration/Marketing							
<i>Administration Expenses</i>							
5440	Staff & BLT Memberships	5,034	4,619	5,133	5,000	5,000	5,000
5441	District Memberships (SCLC/CSDA/CLA)	13,061	12,970	13,394	15,500	16,000	16,000
5442	Conference Travel BLT	2,449	3,210	4,727	7,000	7,000	7,000
5442-01	Community Events/Training BLT	-	-	-	3,000	3,000	3,000
5443	Travel/Workshops/Training (Staff)	9,707	2,584	10,584	12,500	16,000	16,000
5444	Classified Advertising	430	-	537	1,000	1,000	1,000
5446	Continuing Education	564	493	-	1,200	1,200	1,200
5449	Board Meeting Expenses	1,281	270	132	1,200	1,200	1,200
5461	Administration Supplies	13,885	5,376	5,864	6,500	8,000	9,000
5470	Tax Collect Fee	115,930	123,227	123,186	124,000	130,000	135,000
5478	HR Materials	1,170	644	1,409	5,000	2,500	2,500
5479	Paylocity (Payroll Fees)	17,465	12,639	17,333	17,500	18,500	19,500
5479	Bank Merchant Fees	8,655	4,507	10,369	11,000	11,500	11,500
5480	LAFCO Fee	3,037	3,366	3,210	3,550	3,600	3,900
5481	Environmental Fees	(1,177)	-	-	-	-	-
5485	Election Expenses/Fees	70	129,215	-	100	-	175,000
5551	Program Support - Funded by PFL	2,507	1,224	1,738	4,600	5,000	5,000
Subtotal		194,066	304,343	197,615	218,650	229,500	411,800
<i>Marketing</i>							
5466	Marketing	13,187	6,240	8,234	4,000	4,000	4,000
5466	Printing			-	3,000	3,000	3,000
5466	Social Media			-	1,000	1,000	1,000
Subtotal		13,187	6,240	8,234	8,000	8,000	8,000
Total Admin/Marketing		207,253	310,583	205,849	226,650	237,500	419,800

Notes: 5443 higher due to inclusion of volunteer appreciation expenses funded by the Friends into this line item.

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
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Library Materials

Adult Materials

5340	Adult Books	103,032	67,526	130,887	129,500	129,500	129,500
5341	Adult Standing Orders	21,429	22,866	24,923	24,000	24,000	24,000
5342	Adult Rental Books	4,254	9,350	-	-	-	-
5343	Adult Serials	26,946	29,030	30,298	40,500	30,000	30,000
5346	Online Resources	171,610	193,564	193,290	195,000	195,000	195,000
5347	Rush Orders	-	-	9,350	10,000	10,000	10,000
5349	Video Gaming	4,240	3,635	3,942	4,000	4,000	4,000
5350	Videos/DVDs	9,956	6,236	6,653	10,400	10,400	10,400
5351	Audiobooks (books on CD)	4,526	3,565	4,358	4,800	4,800	4,800
5352	eBooks	72,312	61,204	61,357	65,000	65,000	65,000
5353	Compact Discs	1,403	1,233	1,383	2,000	2,000	2,000
5366	Adult World Languages	12,105	10,253	12,132	11,300	11,300	11,300
Subtotal		431,815	408,462	478,574	496,500	486,000	486,000

Young Reader Materials

5355	Books	41,154	27,814	46,081	50,000	52,000	52,000
5356	Paperbacks	3,385	3,100	3,866	3,500	3,500	3,500
5358	Young Adult Books	5,107	4,107	5,822	6,200	6,200	6,200
5358-04	Materials - Youth Annex	916	22	835	2,500	1,500	1,500
5359	Serials	1,250	1,256	1,168	1,200	1,200	1,200
5361	Audiobooks (books on CD)	205	5,496	4,714	8,500	8,500	8,500
5362	Compact Discs	35	-	-	-	-	-
5365	Videos/DVDs	131	-	-	500	500	500
5367	World Languages	1,205	1,138	2,078	2,300	2,300	2,300
5370	Young Adult Paperbacks	100	635	986	1,200	1,200	1,200
5372	eBooks	16,671	14,599	8,482	12,800	12,800	12,800
Subtotal		70,159	58,167	74,032	88,700	89,700	89,700

Total Library Materials

501,973	466,629	552,606	585,200	575,700	575,700
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Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Mid-Year 2022/2023	Approved 2023/2024	Projected 2024/2025
Fixed Assets							
6450	IT Equipment/Software	81,787	-	29,678	173,000	430,000	35,500
6460	Construction in Progress	112,551	299,041	401,246	1,362,217	1,235,000	755,000
	Subtotal	194,337	299,041	430,924	1,535,217	1,665,000	790,500
Expense Totals		\$ 9,004,600	\$ 8,291,640	\$ 9,289,963	\$ 11,201,667	\$ 12,529,000	\$ 12,375,300

Notes: 6450 higher due to \$79k for server replacement costs slipping into FY 23/24 and \$230k for the security camera project.
Refer to the Facilities Capital Plan slide for details regarding account 6460 but note that approximately \$125k of costs for the PC stone entry and as well as \$20k for the Friends office rebuild were approved for FY 22/23 but will not be spent.

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2023/2024	Proj. For 2024/2025	Proj. For 2025/2026	Proj. For 2026/2027
Major Hardware- Desktops & Miscellaneous Assets							
Replacement/upgrade of PCs	5311-CP	4-5 years	on-going	\$4,000	\$74,000	\$26,000	\$13,000
Replacement of monitors	5311-CP	3-4 years	on-going	\$0	\$0	\$0	\$0
Staff laptops	5311-CP	3-5 years	on-going	\$0	\$0	\$0	\$0
Staff Printers	5311-CP	3-5 years	on-going	\$0	\$2,500	\$0	\$0
Patron Printers	5311-CP	3-5 years	on-going	\$6,000	\$0	\$0	\$0
Overhead Book Scanner	6450-52	5 years	2016	\$0	\$0	\$18,000	\$0
UPS Systems - battery/chassis	6450	4-18 years	2018	\$0	\$0	\$0	\$0
Subtotals:				\$10,000	\$76,500	\$44,000	\$13,000
Major Hardware - Servers							
Domain controllers	6450	5-7 years	2014	\$6,500	\$6,500	\$0	\$0
Telephony server	5311-CP	4-5 years	2014	\$0	\$6,500	\$0	\$0
VMWare #1	6450	4-5 years	2018	\$79,000	\$0	\$0	\$65,000
VMWare #2 (backup)	6450	4-5 years	2018	\$25,000	\$6,500	\$6,500	\$6,500
Camera System Server	6450	4-5 years	2018	\$0	\$0	\$0	\$45,000
VMWare Infrastructure		4-5 years	N/A	\$0	\$0	\$0	\$0
Subtotals:				\$110,500	\$19,500	\$6,500	\$116,500

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2023/2024	Proj. For 2024/2025	Proj. For 2025/2026	Proj. For 2026/2027
Major Hardware - Network Backbone							
MDF – Main switch	6450	8-10 years	2018	\$12,000	\$0	\$0	\$0
MDF – Main router	6450	8-10 years	2018	\$10,000	\$0	\$0	\$0
MDF – Firewall	6450	5-6 years	2019	\$0	\$0	\$65,000	\$0
IDF – Switches	5311-CP	7-8 years	2018	\$0	\$18,000	\$6,700	\$0
Routers/Switches-gen.	5311-CP	7-8 years	2018	\$0	\$13,000	\$15,000	\$0
WiFi-WLAN APs	5311-CP	5-6 years	2015	\$11,000	\$11,000	\$5,000	\$25,000
WiFi-WLAN Controller	5311-CP	6-7 years	2006	\$0	\$9,000	\$0	\$0
Network BU equipment	5311-CP	5-8 years	2017	\$0	\$19,000	\$0	\$22,000
Subtotals:				\$33,000	\$70,000	\$91,700	\$47,000
Major Hardware - Telecommunications & Other							
Telephone switches	5311-CP	9-10 years	2006, 2014 (PC)	\$3,500	\$37,000	\$0	\$4,000
Telephone end units	5311-CP	9-10 years	2006, on-going	\$0	\$40,500	\$0	\$3,500
Computer Server Room HVAC upgrade	6450-53	10-12 years	2006	\$0	\$0	\$0	\$0
Computer Furniture - Peninsula Center		14-15 years	N/A	\$0	\$0	\$0	\$0
Electronic Sec. Gates		8-10 years	2008	\$0	\$0	\$0	\$0
Self-Checkout Machine	5311-CP	6-8 years	2018	\$6,000	\$0	\$0	\$0
Subtotals:				\$9,500	\$77,500	\$0	\$7,500

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2023/2024	Proj. For 2024/2025	Proj. For 2025/2026	Proj. For 2026/2027
Major Software & Equipment Projects							
ILS	6450-58	8-10 years	2008	\$0	\$0	\$0	\$0
OS Server Software	5311-CP	5-8 years	on-going	\$11,500	\$0	\$0	\$0
MS Office Suite Software	5311-CP	5-8 years	N/A	\$0	\$0	\$0	\$0
Audio Control System for Community Room	6450	8-10 years	2017	\$14,500	\$0	\$0	\$0
Adult Reference MicroFiche Reader or LH scanner	6450	8-10 years	2009	\$13,000	\$0	\$0	\$0
Credit Card Patron Printing Capability		7-8 years	2017	\$0	\$0	\$0	\$0
Lighting Controls software application	6450	7-8 years	N/A	\$27,000	\$0	\$0	\$0
HVAC Controls system upgrade & software app.		8-10 years	N/A	\$0	\$0	\$0	\$0
Enhanced Security Camera System	6450	5-6 years	2018	\$230,000	\$0	\$0	\$52,000
Fire Alarm software application		10-15 years	N/A	\$0	\$0	\$0	\$0
P.C. Community Room Screen	6450	8-10 years	2017	\$6,500	\$0	\$0	\$0
Door Counters System	6450	7-8 years	2016	\$0	\$22,500	\$0	\$16,500
A-V upgrade of Malaga Cove Gallery	6450-51 (PFL)	7-8 years	prior to 2000	\$6,500	\$0	\$0	\$12,300
Upgrade of Chromebook computers	5311-CP	N/A	on-going	\$0	\$4,500	\$2,300	\$2,600
Cabling @ PVLD Facilities	5311-CP	N/A	on-going	\$0	\$0	\$0	\$0
Subtotals:				\$309,000	\$27,000	\$2,300	\$83,400
Grand Totals:				\$472,000	\$270,500	\$144,500	\$267,400

Facilities Capital Plan

Description	Location	Funding	Last replaced	Life Expectancy	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Roof repairs	MC	General Fund 6460	2003	15-20 years	\$0	\$0	\$250,000	\$0	\$0
Facia Repairs	MC	General Fund 6460	1997	30 years	\$0	\$200,000	\$0	\$0	\$0
Gallery Restoration	MC	General Fund 6460	1960	30 years	\$0	\$0	\$50,000	\$200,000	\$0
Rain Gutter Replacement	MC	General Fund 6460	NA	30 years	\$150,000	\$0	\$0	\$0	\$0
Landscape Restoration	MC	General Fund 6460	NA	30 years	\$0	\$90,000	\$150,000	\$60,000	\$0
Shelving Refurbishment	MC	General Fund 6460	NA	15 years	\$0	\$0	\$0	\$50,000	\$50,000
Replace Carpet	MIR	General Fund 6460	2005	15-20 years	\$0	\$0	\$40,000	\$0	\$0
Circ Desk Redo	MIR	General Fund 6460	NA	50 years	\$30,000	\$100,000	\$0	\$0	\$0
Septic Tank Replacement	MIR	General Fund 6460	NA	50 years	\$70,000	\$0	\$0	\$0	\$0
Electric Work Truck	PC	General Fund 6460	2006	10-15 years	\$75,000	\$0	\$0	\$0	\$0
Electric Work Van	PC	General Fund 6460	2011	10-15 years	\$0	\$75,000	\$0	\$0	\$0
Friends Office Rebuild	PC	General Fund 6460	2015	20 years	\$20,000	\$0	\$0	\$0	\$0
Elevator #1 and #2 Modernization	PC	General Fund 6460	1996	20 years	\$400,000	\$0	\$0	\$0	\$0
Circ Desk Redo	PC	General Fund 6460	1997	30 years	\$0	\$30,000	\$100,000	\$0	\$0
Staff Area Redo	PC	General Fund 6460	1994	15-20 years	\$80,000	\$200,000	\$0	\$0	\$0
Roof repairs	PC	General Fund 6460	1996	10 year warranty	\$0	\$0	\$0	\$0	\$100,000
Wall and Lobby Repairs 1st and 2nd Floors	PC	General Fund 6460	2005	15-20 years	\$0	\$60,000	\$0	\$0	\$0
Reroof Mezzanine Level PC	PC	General Fund 6460	Pre-1975	30 years	\$10,000	\$0	\$0	\$0	\$0
Repairs, Deep Valley, Stone Entry	PC	General Fund 6460	1996	15-20 years	\$400,000	\$0	\$0	\$0	\$0
Asset Replacement and Maintenance TOTAL					\$1,235,000	\$755,000	\$590,000	\$310,000	\$150,000

Staff Directory

Name	Title	Ext:
Jennifer Addington	<i>District 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>	450
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