



# Mid-Year Budget

*Fiscal Year 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

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# All Funds | ***FY 2023/24 Mid-Year Summary***

	GENERAL FUND	PENSION FUND	TOTAL
<b><u>Revenues</u></b>			
Property Taxes	10,832,300	-	10,832,300
Internal Income	385,700	-	385,700
Gifts & Grants	284,500	-	284,500
Interest Income	275,000	31,500	306,500
Investment Income/ (Loss)	-	37,850	37,850
Other Income	7,500	-	7,500
<b>Total Revenues</b>	<b>11,785,000</b>	<b>69,350</b>	<b>11,854,350</b>
<b><u>Expenditures</u></b>			
Salaries and Related	8,595,200	-	8,595,200
Building & Maintenance	1,007,000	-	1,007,000
Information Technology / Digital Services	299,100	-	299,100
Library Expenses	154,600	-	154,600
Administration/Marketing	243,300	-	243,300
Library Materials	580,700	-	580,700
Investment Related Fees	-	1,950	1,950
Fixed Assets & Software	1,562,500	-	1,562,500
<b>Total Expenditures</b>	<b>12,442,400</b>	<b>1,950</b>	<b>12,444,350</b>
Net Excess/ (Shortage)	(657,400)	67,400	(590,000)
Other Financing Sources (Uses):			
Operating transfers in	-	750,000	750,000
Operating transfers out	(750,000)	-	(750,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(750,000)</b>	<b>750,000</b>	<b>-</b>
Excess of Revenues and Other Sources Over Expenditures and Other Uses	(1,407,400)	817,400	(590,000)
Audited Fund Balances, Beginning	9,778,842	654,860	10,433,702
Estimated Fund Balances, Ending	<b>8,371,442</b>	<b>1,472,260</b>	<b>9,843,702</b>
<b><u>Fund Balances</u></b>			
Restricted	-	690,760	690,760
Committed	-	781,500	781,500
Six months of operating expenses (govt. code #53646)	6,221,200	-	6,221,200
Emergency reserve - 5% operating revenue	589,250	-	589,250
Designations:			
Subsequent year capital plan	978,500	-	978,500
Additional emergency reserve	582,492	-	582,492
Future capital projects beyond subsequent year	-	-	-
Unreserved/ undesignated	-	-	-
<b>Total Fund Balances</b>	<b>8,371,442</b>	<b>1,472,260</b>	<b>9,843,702</b>

# General Fund | *Mid-Year Budget Summary*

	APPROVED OPER REV	MID-YEAR OPER REV	APPROVED BUDGET 2023/2024	MID-YEAR BUDGET 2023/2024	POS/ (NEG) AMOUNT	PERCENT	MID-YEAR PROJECTED 2024/2025 BUDGET
<b>REVENUES:</b>							
PROPERTY TAXES	92.1%	91.9%	10,832,300	10,832,300	-	0.0	11,296,500
INTERNAL INCOME	3.3%	3.3%	390,200	385,700	(4,500)	(1.2)	418,200
GIFTS & GRANTS	2.4%	2.4%	284,500	284,500	-	0.0	258,400
INTEREST INCOME	2.2%	2.3%	255,000	275,000	20,000	7.8	195,000
OTHER INCOME	0.0%	0.1%	-	7,500	7,500	N/M	-
<b>TOTAL REVENUES</b>			11,762,000	11,785,000	23,000	0.2	12,168,100
<b>EXPENDITURES:</b>	APPROVED OPER EXP	MID-YEAR OPER EXP					
SALARY & RELATED	69.3%	69.1%	8,680,900	8,595,200	85,700	1.0	9,084,000
BUILDING & MAINTENANCE	7.4%	8.1%	924,000	1,007,000	(83,000)	(9.0)	958,500
INFO TECH/DIGITAL SRV	2.5%	2.4%	313,100	299,100	14,000	4.5	428,600
LIBRARY EXPENSES	1.1%	1.2%	132,800	154,600	(21,800)	(16.4)	133,100
ADMINISTRATION/MARKETING	1.9%	2.0%	237,500	243,300	(5,800)	(2.4)	421,000
LIBRARY MATERIALS	4.6%	4.7%	575,700	580,700	(5,000)	(0.9)	580,700
FIXED ASSETS & SOFTWARE	13.3%	12.6%	1,665,000	1,562,500	102,500	6.2	978,500
<b>TOTAL EXPENDITURES</b>			12,529,000	12,442,400	86,600	0.7	12,584,400
<b>NET EXCESS/(SHORTAGE)</b>			(767,000)	(657,400)	109,600		(416,300)
TRANSFERS IN			-	-			-
TRANSFERS OUT			(750,000)	(750,000)			(750,000)
<b>AUDITED FUND BALANCE - BEGINNING</b>			9,300,342	9,778,842			8,371,442
<b>ESTIMATED FUND BALANCE - ENDING</b>			7,783,342	8,371,442			7,205,142

# 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

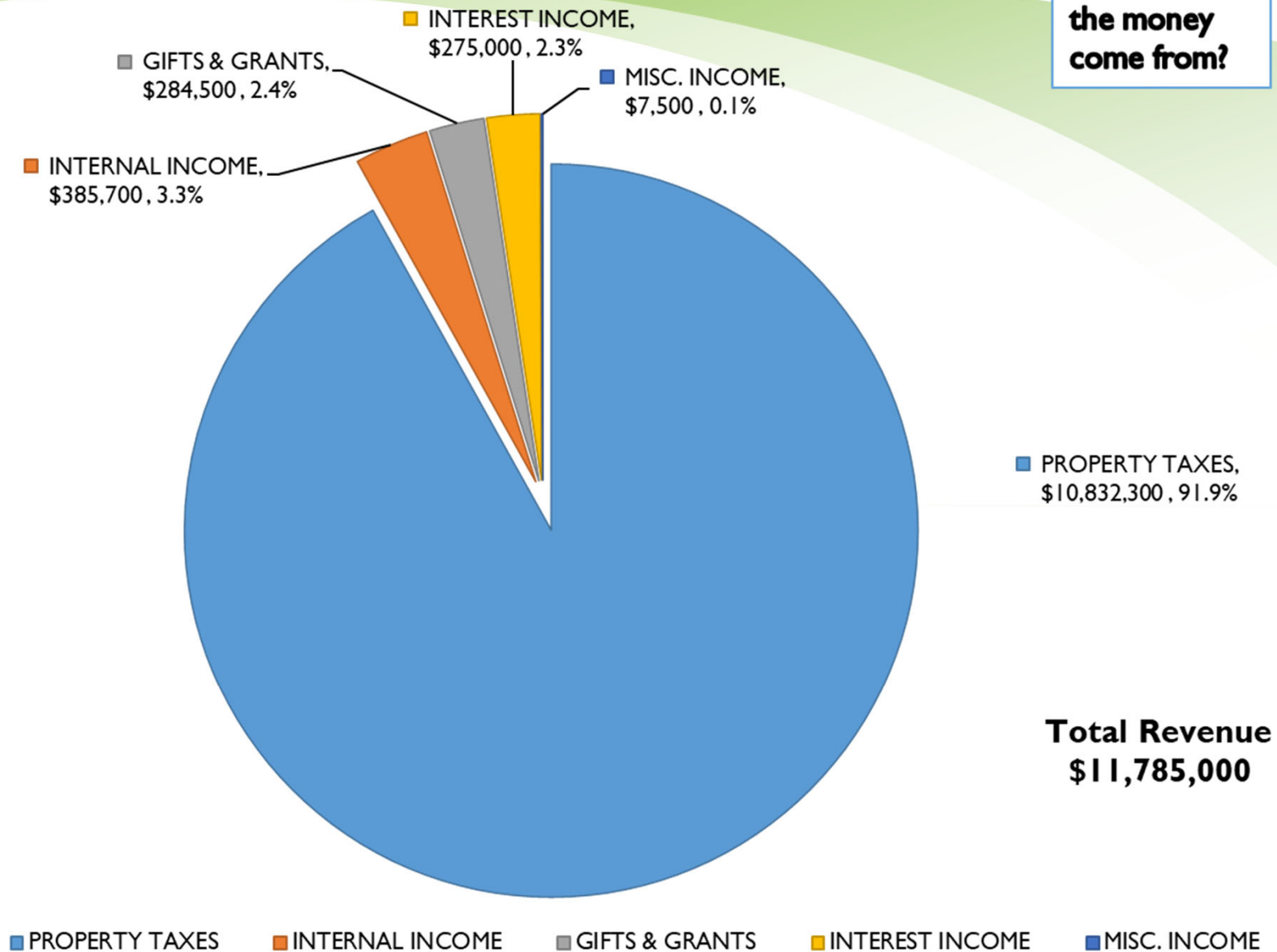
Future capital projects beyond subsequent year

Unreserved/undesignated

APPROVED BUDGET 2023/2024	MID-YEAR BUDGET 2023/2024	MID-YEAR PROJECTED 2024/2025 BUDGET
6,264,500	<b>6,221,200</b>	6,292,200
588,100	<b>589,250</b>	608,405
790,500	<b>978,500</b>	304,537
140,242	<b>582,492</b>	-
-	-	-
-	-	-

# Budget Revenues

**Where does  
the money  
come from?**





# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Property Tax Revenue							
4001	Secured	10,316,300	10,317,500	1,200	10,780,500	10,780,500	-
4002	Unsecured	350,000	350,000	-	350,000	350,000	-
4185	Homeowners Exemption	41,000	39,800	(1,200)	41,000	41,000	-
4005/4050/60/70	Other Property Tax Revenues	125,000	125,000	-	125,000	125,000	-
Total Property Revenue		10,832,300	10,832,300	-	11,296,500	11,296,500	-



# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Internal Income							
Rentals & Commission							
4234	Printers in-house	4,500	5,500	1,000	4,500	5,500	1,000
4235	Copiers in-house	4,000	4,000	-	4,000	4,000	-
4282	Vending Machine	800	1,300	500	800	1,300	500
4284	EV Charging Station	8,400	8,400	-	8,400	8,400	-
4360	Art Commissions	3,000	6,000	3,000	3,000	3,500	500
4400	Miscellaneous	1,000	1,000	-	1,000	1,000	-
Subtotal		21,700	26,200	4,500	21,700	23,700	2,000
Services & Fees							
4206	Meeting Rooms	70,000	60,000	(10,000)	70,000	60,000	(10,000)
4240	Fines & Fees	10,000	11,000	1,000	10,000	11,000	1,000
4246	Inter Library Loans	500	500	-	500	500	-
4249/4280	Passports	285,000	285,000	-	320,000	320,000	-
4281	Notary	2,000	2,000	-	2,000	2,000	-
4283	Proctoring	1,000	1,000	-	1,000	1,000	-
Subtotal		368,500	359,500	(9,000)	403,500	394,500	(9,000)
Total Internal Income		390,200	385,700	(4,500)	425,200	418,200	(7,000)

**Notes:** Internal income updated based on YTD trending.  
4206 is lower due to fewer weddings.

# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Gifts & Grants							
Friends of the Library							
4252	YR Summer Reading	8,400	8,400	-	8,400	8,400	-
4252	Adult Programming	25,000	25,000	-	25,000	25,000	-
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	133,500	130,800	(2,700)	139,100	138,000	(1,100)
4252	Volunteer Appreciation	3,500	3,500	-	3,500	3,500	-
4252	Program Support	4,000	28,000	24,000	4,000	6,000	2,000
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	44,400	23,100	(21,300)	46,800	46,800	-
4252	Postage Meter	1,300	1,300	-	1,300	1,300	-
4252	Capital Projects	35,000	35,000	-	-	-	-
Subtotal		284,000	284,000	-	257,000	257,900	900
Other Gifts							
4260	Gifts from donors	500	500	-	500	500	-
Grants							
4270	All Grants	-	-	-	-	-	-
Total Gifts & Grants		284,500	284,500	-	257,500	258,400	900

**Notes:** Increase in program support is primarily for implementation fees for the migration of the hosting provider for the local history room (\$20,500).  
Decrease in local history room staff is due to the vacancy of the part time position which was filled in mid-January.

# Detail Budget | *Revenues*

ACCT#	Revenue	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Other Income							
4350	Sale of Fixed Assets	-	6,750	6,750	-	-	-
4401	Other Income	-	750	750	-	-	-
4402	Impact Fee Income	-	-	-	-	-	-
4420-24	Interest Income	255,000	275,000	20,000	175,000	195,000	20,000
Total Other Income		255,000	282,500	27,500	175,000	195,000	20,000
REVENUE TOTALS		\$ 11,762,000	\$ 11,785,000	\$ 23,000	\$ 12,154,200	\$ 12,168,100	\$ 13,900

**Notes:**

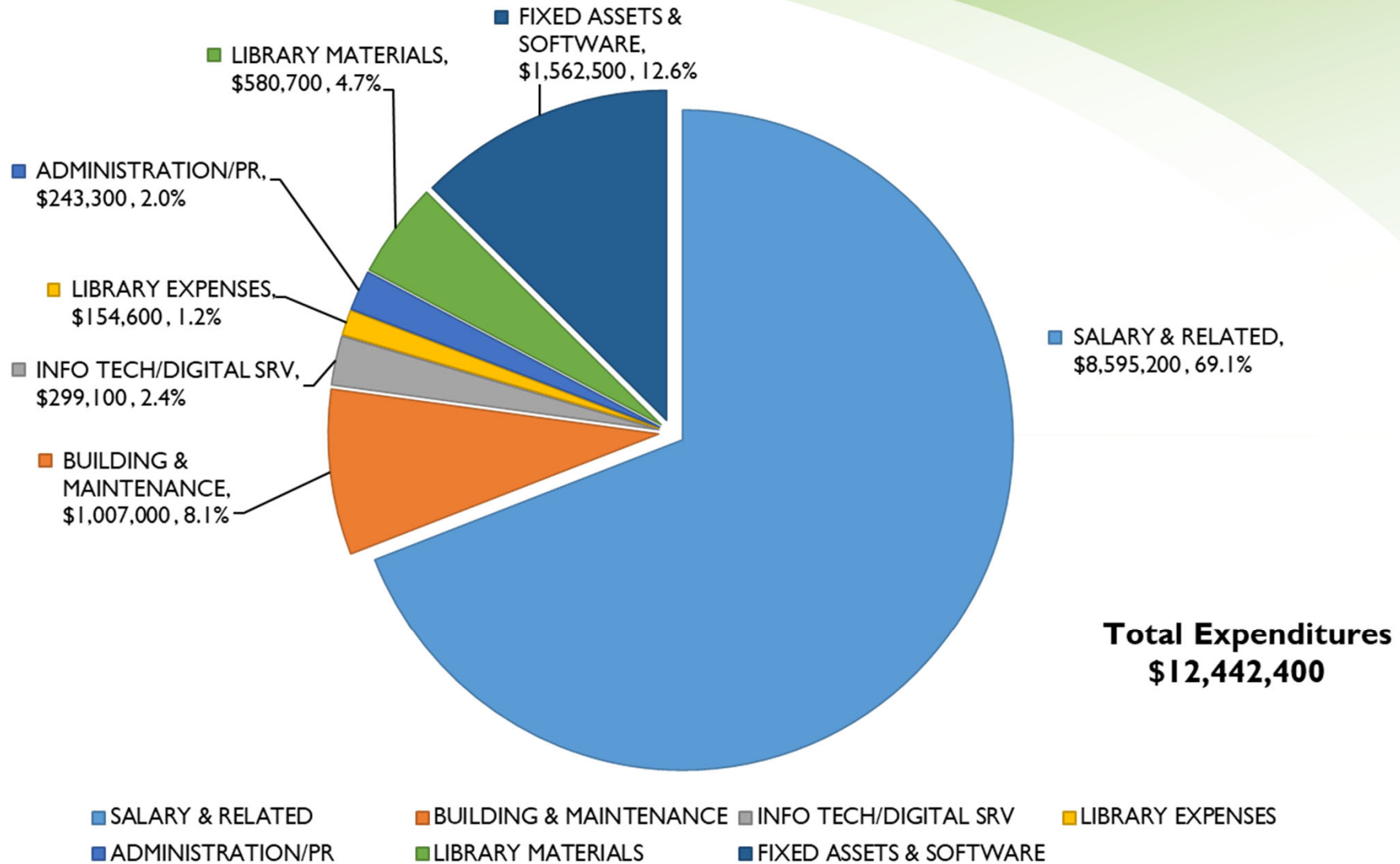
4350 is for the sale of the old GMC van.

4401 is for the receipt of unclaimed credit balances primarily from the State Controller's Office.

Increase in interest income is due to higher rates with CA CLASS.

# Budget Expenses

**Where does  
the money go?**



# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original Projected	Mid-Year Projected	Change Pos/(Neg)
					2024/2025	2024/2025	
Salary & Related							
Salary & Benefits							
5100	Salaries	5,941,000	5,854,500	86,500	6,190,500	6,190,500	-
5100	Salaries - Vacation Cash Out	75,000	59,000	16,000	75,000	75,000	-
5100	Salaries - PFL Sunday Hours	124,000	121,500	2,500	129,200	128,200	1,000
5105	FICA/Medicare	448,300	442,100	6,200	466,900	466,900	-
5105	FICA/Medicare - Sunday Hours	9,500	9,300	200	9,900	9,800	100
5105-04	Unemployment	2,000	2,000	-	2,000	2,000	-
5109	PERS Employer (Classic)	296,000	290,000	6,000	306,000	300,000	6,000
5109	PERS Employer (PEPRA)	182,000	193,000	(11,000)	189,000	195,000	(6,000)
5112	PERS - Unfunded Liability	-	-	-	28,000	71,000	(43,000)
5113	PERS - ADP	500,000	500,000	-	500,000	500,000	-
5114	POB - Interest Expense	192,000	192,000	-	185,400	185,400	-
5115	POB - Loan Amortization	184,000	184,000	-	190,000	190,000	-
5110	Group Insurance	510,000	518,000	(8,000)	550,800	559,000	(8,200)
5111	Workers' Compensation	89,900	84,100	5,800	100,000	95,000	5,000
Subtotal		8,553,700	8,449,500	104,200	8,922,700	8,967,800	(45,100)
Professional/Outsourced Services							
5142	Labor Counsel	25,000	25,000	-	25,000	25,000	-
5145	General Law Counsel	20,000	20,000	-	20,000	20,000	-
5146	Audit Services	12,000	16,000	(4,000)	12,500	12,500	-
5151	HR Background Checks	1,500	1,500	-	1,500	1,500	-
5157	Technical Services	55,000	55,000	-	55,000	55,000	-
5158	Other Consulting Services	10,000	21,000	(11,000)	-	-	-
5159	Temporaries	1,500	5,000	(3,500)	-	-	-
5160	Actuarial Reporting Fees	700	700	-	700	700	-
5161	Collection Agency	1,500	1,500	-	1,500	1,500	-
Subtotal		127,200	145,700	(18,500)	116,200	116,200	-
Total Salary & Related		8,680,900	8,595,200	85,700	9,038,900	9,084,000	(45,100)

**Notes:** 5146 higher this FY due to delayed start of financial audit as a result of RFP process (cost shifted into this FY from last FY).  
5158 is for costs related to independent workplace investigator.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Building & Maintenance							
Contracts, Housekeeping & Maint							
5219	Cleaning/Maint Supplies	22,000	30,000	(8,000)	22,000	30,000	(8,000)
5221	Window Cleaning	500	500	-	500	500	-
5222	Carpet/Upholstery Cleaning	500	500	-	500	500	-
5223	Pest Control	3,000	3,000	-	3,000	3,000	-
5224	Lights	4,000	4,000	-	4,000	4,000	-
5232	Fire/Burglar Alarm	18,000	22,000	(4,000)	18,000	18,000	-
5233	Fire Extinguisher	2,000	2,000	-	2,000	2,000	-
5234	Boiler Maint	4,000	6,000	(2,000)	4,000	4,000	-
5235	Building/Maint & Grounds	60,000	60,000	-	60,000	60,000	-
5236	Landscaping	40,000	50,000	(10,000)	40,000	45,000	(5,000)
5237	Elevator Maint & Repair	15,000	35,000	(20,000)	15,000	20,000	(5,000)
5238	Library Signage	1,000	1,000	-	1,000	1,000	-
5239	HVAC	40,000	40,000	-	40,000	40,000	-
5240	Maint Uniforms	3,000	3,500	(500)	3,000	3,500	(500)
5250	Transportation/Vehicle Maint	12,000	6,000	6,000	12,000	4,000	8,000
5270	Trash Pick-Up	23,000	23,000	-	23,000	23,000	-
Subtotal		248,000	286,500	(38,500)	248,000	258,500	(10,500)

**Notes:**

- 5236 higher due to landscaping/irrigation costs at MIR related to the septic tank replacement.
- 5237 higher due to repairs to keep elevators running during modernization project as well as \$8k for LA County inspections.
- 5250 lower due to replacement of gas van with an electric one.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Administration/Contracts							
5225	Insurance - G/L	304,000	314,500	(10,500)	325,000	340,000	(15,000)
5226	Insurance Deductible	1,000	1,000	-	1,000	1,000	-
5227	Emergency Disaster Supplies	2,000	2,000	-	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	-
Subtotal		342,000	352,500	(10,500)	362,000	377,000	(15,000)
Utilities							
5261	Water	23,000	23,000	-	23,000	23,000	-
5262	Electric	250,000	250,000	-	250,000	250,000	-
5263	Gas	36,000	50,000	(14,000)	36,000	50,000	(14,000)
Subtotal		309,000	323,000	(14,000)	309,000	323,000	(14,000)
Special Projects							
5280	Major Maint/Special Projects	25,000	45,000	(20,000)	-	-	-
Total Building & Maintenance		924,000	1,007,000	(83,000)	919,000	958,500	(39,500)

**Notes:** 5225 higher as costs came in higher than original SDRMA guidance as well as for additional premium for electric van.  
5280 higher primarily due to volunteer recognition display.



# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Information Technology / Digital Services							
Information Technology							
5300	Data/Voice/Internet	42,000	42,000	-	42,000	42,000	-
5303	Supplies/Repairs	27,500	27,500	-	26,000	26,000	-
5305	Maint - Hardware	32,100	32,100	-	32,100	32,100	-
5306	Maint - Software	21,000	21,000	-	21,000	21,000	-
5311	Small Equipment/Software	28,500	32,000	(3,500)	28,500	32,000	(3,500)
5311-CP	Equipment/Software - Capital Plan	42,000	19,500	22,500	235,000	145,500	89,500
Subtotal		193,100	174,100	19,000	384,600	298,600	86,000
Digital Services							
5315	Digital Library Services	120,000	125,000	(5,000)	125,000	130,000	(5,000)
Total Info Technology/Digital Srv		313,100	299,100	14,000	509,600	428,600	81,000

**Notes:** 5311-CP lower this FY due to reclassification of certain server-related project expenses to account 6450 and lower next FY primarily due to lower/postponed costs related to telephone switches and end units.  
5315 higher due to costs associated with new app, calendar and room reservation system.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
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	11,000	(2,000)	9,000	11,000	(2,000)
5464	T/S Processing Supplies	10,000	12,000	(2,000)	10,000	12,000	(2,000)
5468	Circulation Expenses	7,000	8,000	(1,000)	7,000	7,000	-
5471	Adult Programming	25,000	25,000	-	25,000	25,000	-
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	17,900	34,700	(16,800)	6,900	14,200	(7,300)
5489	Cataloging Activity/OCLC	14,300	14,300	-	14,300	14,300	-
5490	ILL Activity/OCLC	14,400	14,400	-	14,400	14,400	-
5492	OCLC First Search	2,900	2,900	-	2,900	2,900	-
5550	Miscellaneous Expenses	3,000	3,000	-	3,000	3,000	-
Total Library Expenses		132,800	154,600	(21,800)	121,800	133,100	(11,300)

**Notes:** 5473 higher due to migration of hosting provider (this FY also includes implementation fees).

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Administration / Marketing							
Administration Expenses							
5440	Staff & BLT Memberships	5,000	5,000	-	5,000	5,000	-
5441	District Memberships (SCLC/CSDA/CLA)	16,000	16,000	-	16,000	16,000	-
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 (Staff)	16,000	16,000	-	16,000	16,000	-
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	8,000	8,000	-	9,000	9,000	-
5470	Tax Collect Fee	130,000	134,000	(4,000)	135,000	135,000	-
5478	HR Materials	2,500	2,500	-	2,500	2,500	-
5479	Paylocity (Payroll Fees)	18,500	18,500	-	19,500	19,500	-
5479-01	Bank Merchant Fees	11,500	11,500	-	11,500	11,500	-
5480	LAFCO Fee	3,600	3,400	200	3,900	3,600	300
5485	Election Expenses/Fees	-	-	-	175,000	175,000	-
5551	Program Support - Funded by PFL	5,000	6,500	(1,500)	5,000	6,000	(1,000)
Subtotal		229,500	234,800	(5,300)	411,800	412,500	(700)
Marketing							
5466	Marketing	4,000	5,000	(1,000)	4,000	5,000	(1,000)
5466	Printing	3,000	3,000	-	3,000	3,000	-
5466	Social Media	1,000	500	500	1,000	500	500
Subtotal		8,000	8,500	(500)	8,000	8,500	(500)
Total Admin/Marketing		237,500	243,300	(5,800)	419,800	421,000	(1,200)

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
Library Materials							
Adult Materials							
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	30,000	-	30,000	30,000	-
5346	Online Resources	195,000	200,000	(5,000)	195,000	200,000	(5,000)
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	-
Subtotal		486,000	491,000	(5,000)	486,000	491,000	(5,000)
Young Reader Materials							
5355	Books	52,000	52,000	-	52,000	52,000	-
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	1,500	1,500	-	1,500	1,500	-
5359	Serials	1,200	1,200	-	1,200	1,200	-
5361	Audiobooks (books on CD)	8,500	8,500	-	8,500	8,500	-
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	12,800	12,800	-	12,800	12,800	-
Subtotal		89,700	89,700	-	89,700	89,700	-
Total Library Materials		575,700	580,700	(5,000)	575,700	580,700	(5,000)

**Notes:** 5346 higher due to increase in Hoopla and Kanopy.

# Detail Budget | *Expenses*

ACCT#	Expenses	Approved 2023/2024	Mid-Year 2023/2024	Change Pos/(Neg)	Original	Mid-Year	Change Pos/(Neg)
					Projected 2024/2025	Projected 2024/2025	
FIXED ASSETS / CAPITAL PLAN							
6450	IT Equipment/Software	430,000	470,500	(40,500)	35,500	63,500	(28,000)
6460	Construction in Progress	1,235,000	1,092,000	143,000	755,000	915,000	(160,000)
Subtotal		1,665,000	1,562,500	102,500	790,500	978,500	(188,000)
EXPENSE TOTALS		\$ 12,529,000	\$ 12,442,400	\$ 86,600	\$ 12,375,300	\$ 12,584,400	\$ (209,100)

**Notes:**

6450 higher this FY due to ITC PayStations, higher cost for the security camera system and the reclassification of certain server-related project expenses to account 6450. 6450 higher next fiscal year due to shifting of lighting control software application and a portion of audio/visual systems upgrades from this FY to next FY.

6460 lower this FY and higher next FY primarily due to rain gutter replacement at Malaga Cove shifting to next fiscal year.

# 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
<b>Major Hardware- Desktops &amp; Miscellaneous Assets</b>							
Replacement/upgrade of PCs	5311-CP	4-5 years	on-going	\$4,000	\$70,000	\$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	\$6,500	\$0	\$0
Patron Printers	5311-CP	3-5 years	on-going	\$6,000	\$0	\$0	\$0
Overhead Book Scanner	6450-52	3-4 years	2022	\$0	\$0	\$0	\$18,000
UPS Systems - battery/chassis	6450	10 years	2023	\$0	\$0	\$0	\$0
Subtotals:				\$10,000	\$76,500	\$26,000	\$31,000
<b>Major Hardware - Servers</b>							
Domain controllers	6450-52	4-5 years	2023	\$6,500	\$0	\$0	\$6,500
Telephony server	5311-CP	4-5 years	2023	\$0	\$0	\$0	\$6,500
VMWare #1	6450-52	4-5 years	2023	\$79,000	\$0	\$0	\$65,000
VMWare #2 (backup)	6450-52	4-5 years	2023	\$25,000	\$0	\$0	\$19,500
Camera System Server	6450	4-5 years	2023	\$0	\$0	\$0	\$45,000
VMWare Infrastructure		4-5 years	2023	\$0	\$0	\$0	\$0
Subtotals:				\$110,500	\$0	\$0	\$142,500

# 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
<b>Major Hardware - Network Backbone</b>							
MDF – Main switch	6450-52	8-10 years	2018	\$12,000	\$0	\$0	\$0
MDF – Main router	6450-52	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	6450-52	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	\$0	\$0	\$41,000
Subtotals:				\$33,000	\$51,000	\$91,700	\$66,000
<b>Major Hardware - Telecommunications &amp; Other</b>							
Telephone switches	5311-CP	9-10 years	2022	\$3,500	\$0	\$0	\$41,000
Telephone end units	5311-CP	9-10 years	2006, on-going	\$0	\$12,000	\$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	\$12,000	\$0	\$44,500



# 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
<b>Major Software &amp; Equipment Projects</b>							
ILS	6450-58	8-10 years	2008	\$0	\$0	\$0	\$0
OS Server Software	6450-52	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
A/V (audio/visual) Systems throughout the District	6450	8-10 years	2017	\$13,500	\$14,000	\$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	\$0	\$27,000	\$0	\$0
HVAC Controls system upgrade & software app.		8-10 years	N/A	\$0	\$0	\$0	\$0
Enhanced Security Camera System	6450-57	5-6 years	2018	\$259,000	\$0	\$0	\$52,000
Fire Alarm software application		10-15 years	N/A	\$0	\$0	\$0	\$0
ITC Paystations	6450	5-6 years	2023	\$30,000	\$0	\$0	\$0
Door Counters System	6450	7-8 years	2016	\$0	\$22,500	\$0	\$16,500
Upgrade of Chromebook computers	5311-CP	N/A	on-going	\$0	\$6,000	\$2,300	\$2,600
Cabling @ PVLD Facilities	5311-CP	N/A	on-going	\$0	\$0	\$0	\$0
Subtotals:				\$327,000	\$69,500	\$2,300	\$71,100
<b>Grand Totals:</b>				<b>\$490,000</b>	<b>\$209,000</b>	<b>\$120,000</b>	<b>\$355,100</b>

# 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	\$0	\$150,000	\$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	\$40,800	\$0	\$0	\$0	\$0
HVAC Air Handler Motors	PC	General Fund 6460	1994	5-100 years	\$20,000	\$0	\$0	\$0	\$0
Electric Work Truck	PC	General Fund 6460	2006	10-15 years	\$0	\$75,000	\$0	\$0	\$0
Electric Work Van	PC	General Fund 6460	2011	10-15 years	\$66,200	\$0	\$0	\$0	\$0
Friends Office Rebuild	PC	General Fund 6460	2015	20 years	\$20,000	\$0	\$0	\$0	\$0
Elevator #1,#2 and #3 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	General Fund 6460	Pre-1975	30 years	\$0	\$10,000	\$0	\$0	\$0
Deep Valley Stone Entry	PC	General Fund 6460	1996	15-20 years	\$400,000	\$0	\$0	\$0	\$0
Deep Valley Terrace	PC	General Fund 6460	NA	30 years	\$35,000	\$0	\$0	\$0	\$0

## Asset Replacement and Maintenance TOTAL

**\$1,092,000    \$915,000    \$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