



*Honoring the past, cultivating the present, empowering the future*

## **AGENDA**

### **Budget Committee**

Board of Library Trustees – Altadena Library District

**May 12, 2020 – 2:00 p.m.**

## **IMPORTANT NOTICE REGARDING MAY 12, 2020 MEETING**

This meeting is being conducted utilizing teleconference and electronic means consistent with the State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed at <https://tinyurl.com/budgetmeeting2020>

### **Submission of Public Comments:**

For those wishing to make Public Comments at the May 12, 2020 meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting.

Email comments can be submitted to [nfabry@altadenalibrary.org](mailto:nfabry@altadenalibrary.org).

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Forms are available by request from District Administration.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Christopher Kellermeyer at (626) 798-0833 x113 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

### **1) CALL TO ORDER, ROLL CALL, PUBLIC COMMENT**

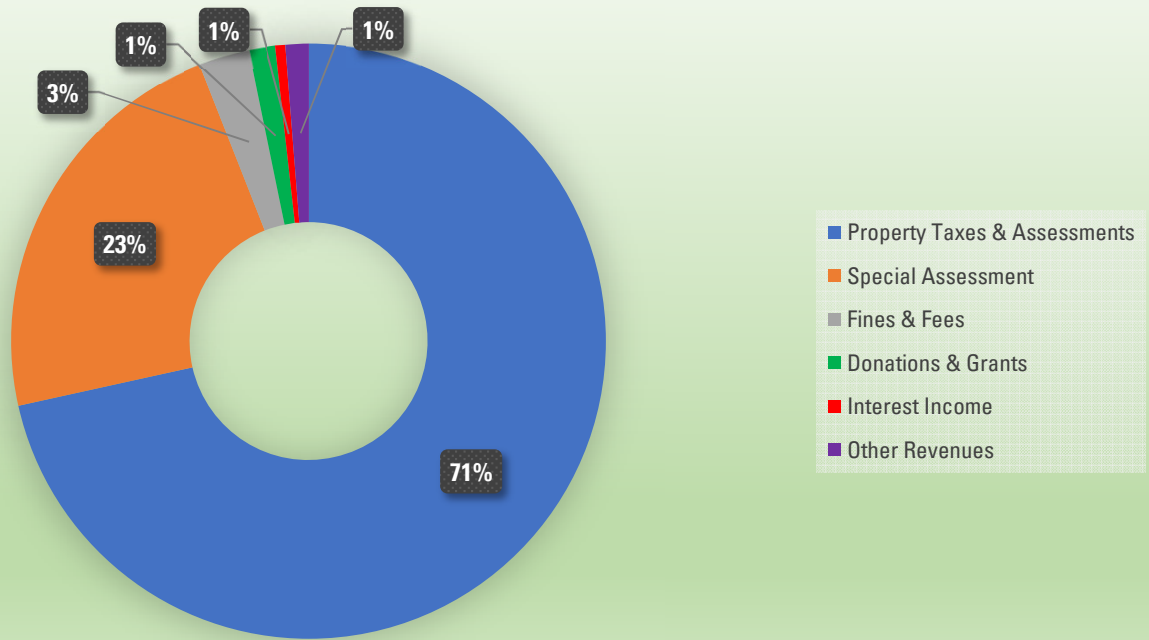
### **2) NEW BUSINESS**

- a) Fiscal Year 2019-20 Budget Review
- b) Fiscal Year 2020-21 Budget Preparation

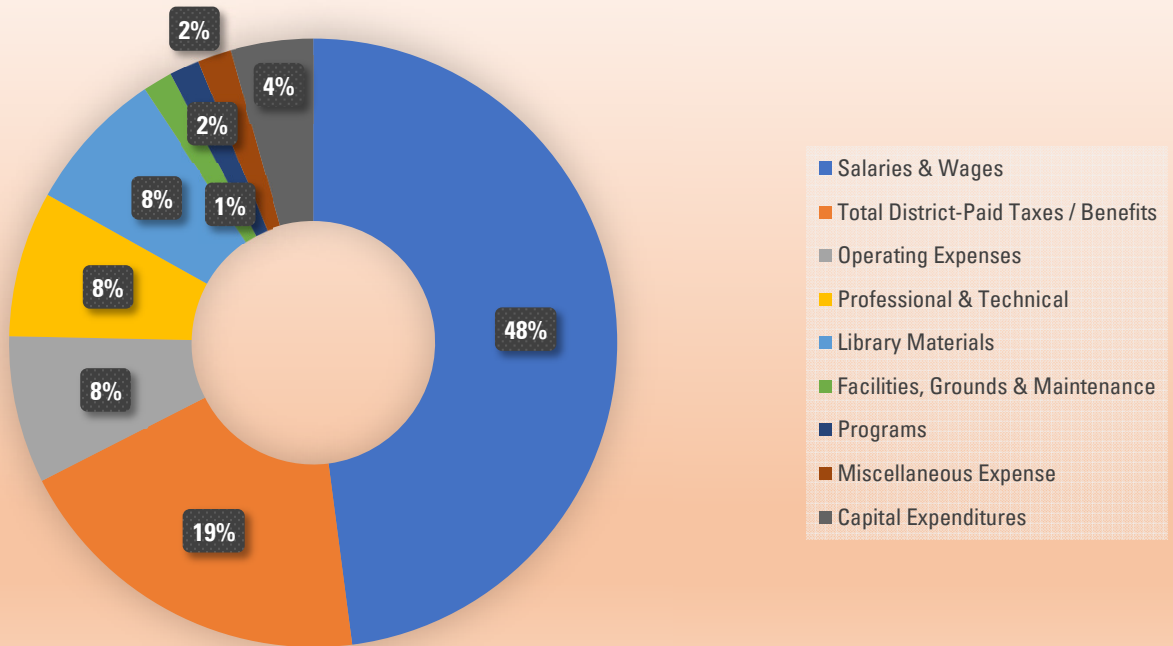
### **3) ADJOURNMENT**

- a) **Recommended Action:** There being no further business, the meeting is adjourned.

## Fiscal Year 2020/21 Budgeted Revenues



## Fiscal Year 2020/21 Budgeted Expenses





# Altadena Library District

## Proposed Budget

### Fiscal Year 2020/21

	FY 2019/20 Adopted Budget	FY 2020/21 Proposed Budget	\$ Difference	% Difference
<b>1 REVENUES</b>				
2 Drawdown / (Addition) To Reserves	\$ 36,900	\$ 161,900	\$ 125,000	339%
<b>3 Donations &amp; Grants</b>				
4 4705 · Altadena Library Foundation	10,000	10,000	-	0%
5 4710 · Friends of the Library	33,000	25,000	(8,000)	-24%
6 4730 · Undesignated	-	-	-	0%
7 4740 · CA Library Literacy Services	18,000	18,000	-	0%
<b>8 Total Donations &amp; Grants</b>	<b>61,000</b>	<b>53,000</b>	<b>(8,000)</b>	<b>-13%</b>
<b>9 Fines &amp; Fees</b>				
10 4305 · Fees	4,000	4,000	-	0%
11 4310 · MFM / Printer Revenue	5,500	8,000	2,500	45%
12 4340 · Passport Services Fees	120,000	90,000	(30,000)	-25%
13 4350 · Sales of Products	1,500	1,500	-	0%
<b>14 Total Fines &amp; Fees</b>	<b>131,000</b>	<b>103,500</b>	<b>(27,500)</b>	<b>-21%</b>
<b>15 Interest Income</b>				
16 4220 · County Interest Allocation	21,000	21,000	-	0%
17 4210 · Savings	-	400	400	0%
<b>18 Total Interest Income</b>	<b>21,000</b>	<b>21,400</b>	<b>400</b>	<b>2%</b>
<b>19 Other Revenues</b>				
20 4910 · Miscellaneous Income				
20 4915 · Film Rental Revenue	2,000	1,000	(1,000)	-50%
22 4930 · E-Rate Revenue	36,000	36,000	-	0%
23 4999 · Credit Card Rebates	10,000	10,000	-	0%
<b>24 Total Other Revenues</b>	<b>48,000</b>	<b>47,000</b>	<b>(1,000)</b>	<b>-2%</b>
<b>25 Property Taxes &amp; Assessments</b>				
26 4010 · Current Secured	2,556,700	2,576,000	19,300	1%
27 4020 · Current Unsecured	86,900	86,900	-	0%
28 4030 · Prior-Year Secured	10,200	-	(10,200)	-100%
29 4040 · Prior-Year Unsecured	10,200	-	(10,200)	-100%
30 4050 · Homeowners Exemption	15,300	15,300	-	0%
31 4060 · Special Assessment	846,400	846,400	-	0%
32 4080 · Penalties, Interest & Costs	10,000	10,000	-	0%
<b>33 Total Property Taxes &amp; Assessments</b>	<b>3,535,700</b>	<b>3,534,600</b>	<b>(1,100)</b>	<b>0%</b>
<b>34 TOTAL REVENUES</b>	<b>3,833,600</b>	<b>3,921,400</b>	<b>87,800</b>	<b>2%</b>
<b>35 EXPENSES</b>				
<b>36 Personnel</b>				
<b>37 Salaries &amp; Wages</b>				
38 5010 · Salaried	374,300	433,000	58,700	16%
39 5020 · Hourly	1,416,200	1,448,000	31,800	2%
<b>40 Total Salaries &amp; Wages</b>	<b>1,790,500</b>	<b>1,881,000</b>	<b>90,500</b>	<b>5%</b>



# Altadena Library District

## Proposed Budget

### Fiscal Year 2020/21

	FY 2019/20 Adopted Budget	FY 2020/21 Proposed Budget	\$ Difference	% Difference	
41	<b>District-Paid Taxes / Benefits</b>				
42	5120 · Payroll Taxes (ER)	153,300	153,000	(300)	0%
43	<b>Insurance</b>				
44	5220 · Health Insurance	138,000	138,000	-	0%
45	5221 · Health Insurance - Retirees	77,700	71,800	(5,900)	-8%
46	5230 · Dental Insurance	13,800	13,800	-	0%
47	5240 · Vision Insurance	4,100	4,100	-	0%
48	5260 · Life Insurance	1,400	1,500	100	7%
49	5270 · Workers' Compensation	31,300	31,300	-	0%
50	<b>Total Insurance</b>	266,300	260,500	(5,800)	-2%
51	<b>CalPERS Retirement</b>				
52	5210.01 · CalPers CLASSIC	25,000	24,700	(300)	-1%
53	5210.02 · CalPers PEPRA	90,000	100,700	10,700	12%
54	5218 · PERS Unfunded	147,900	167,500	19,600	13%
55	<b>Total CalPERS Retirement</b>	262,900	292,900	30,000	11%
56	5222 · OPEB Contribution	60,000	60,000	-	0%
57	<b>Total District-Paid Taxes / Benefits</b>	742,500	766,400	23,900	3%
58	<b>Total Personnel</b>	2,533,000	2,647,400	114,400	5%
59	<b>Operating Expenses</b>				
60	<b>Advertising &amp; Marketing</b>				
61	6618 · Recruitment	1,800	2,500	700	39%
62	6627 · Advertising / Marketing	7,000	7,000	-	0%
63	<b>Total Advertising &amp; Marketing</b>	8,800	9,500	700	8%
64	<b>Fees</b>				
65	6745 · Banking & Service Fees	2,000	2,000	-	0%
66	6746 · Payroll Fees	10,200	10,200	-	0%
67	7530 · County Tax Collection Fees	33,700	33,700	-	0%
68	<b>Total Fees</b>	45,900	45,900	-	0%
69	<b>Insurance</b>				
70	6430 · Insurance-Gen, Prop, Liab, Eq	33,000	50,000	17,000	52%
71	6432 · Earthquake Insurance	30,400	30,400	-	0%
72	<b>Total Insurance</b>	63,400	80,400	17,000	27%
73	<b>Staff Costs &amp; Prof. Development</b>				
74	6623 · Trustee Prof. Development	1,000	3,000	2,000	200%
75	6625 · Training & Education	15,000	15,000	-	0%
76	6626 · Staff Recognition	3,000	2,000	(1,000)	-33%
77	6710 · Meetings & Travel	9,000	10,000	1,000	11%
78	6730 · Mileage & Parking Reimbursement	2,000	2,000	-	0%
79	<b>Total Staff Costs &amp; Prof. Development</b>	30,000	32,000	2,000	7%
80	<b>Utilities</b>				



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## Proposed Budget

### Fiscal Year 2020/21

		FY 2019/20 Adopted Budget	FY 2020/21 Proposed Budget	\$ Difference	% Difference
81	6920 · Electricity	50,000	40,000	(10,000)	-20%
82	6930 · Natural Gas	5,000	4,000	(1,000)	-20%
83	6940 · Water & Sewage	8,000	8,000	-	0%
84	6950 · Refuse	7,000	7,000	-	0%
85	<b>Total Utilities</b>	70,000	59,000	(11,000)	-16%
86	<b>Other Operating Expenses</b>				
87	6620 · Membership Dues & Subscriptions	15,000	14,000	(1,000)	-7%
88	6740 · Postage & Delivery	8,000	7,000	(1,000)	-13%
89	6750 · Printing & Reproduction	5,000	5,000	-	0%
90	6755 · Small Equipment	7,000	7,000	-	0%
91	6765 · Janitorial Supplies	6,000	6,000	-	0%
92	6770 · Operating Supplies	15,000	15,000	-	0%
93	6775 · Technical Services Supplies	5,000	5,000	-	0%
94	6780 · Operating Software	1,500	1,500	-	0%
95	6960 · Cost of Sales of Products	200	200	-	0%
96	6970 · Equipment Lease & Rental	26,600	20,000	(6,600)	-25%
97	<b>Total Other Operating Expenses</b>	89,300	80,700	(8,600)	-10%
98	<b>Total Operating Expenses</b>	307,400	307,500	100	0%
99	<b>Professional &amp; Technical</b>				
100	<b>Professional Services</b>				
101	7125 · Audit and Financial Consulting	61,200	60,000	(1,200)	-2%
102	7130 · Legal Fees	107,000	60,000	(47,000)	-44%
103	7140 · Architectural & Engineering	64,000	50,000	(14,000)	-22%
104	7145 · Collection Agency	1,900	-	(1,900)	-100%
105	7155 · Consultants - Other	88,000	30,000	(58,000)	-66%
106	<b>Total Professional Services</b>	322,100	200,000	(122,100)	-38%
107	<b>Information Technology (IT)</b>				
108	7135 · Technology Consulting	3,500	7,000	3,500	100%
109	7170 · Telecommunications	9,500	10,000	500	5%
110	7175 · Internet Service / E-Rate	42,000	53,000	11,000	26%
111	7180 · Technology Equipment	11,700	15,000	3,300	28%
112	7185 · Technology Maintenance Fees	21,000	18,000	(3,000)	-14%
113	7190 · Website Development	1,500	500	(1,000)	-67%
114	<b>Total Information Technology (IT)</b>	89,200	103,500	14,300	16%
115	<b>Total Professional &amp; Technical</b>	411,300	303,500	(107,800)	-26%
116	<b>Library Materials</b>				
117	6110 · Cataloging Expenses	22,000	22,000	-	0%
118	6115 · Electronic Databases & Subscrip	30,000	30,000	-	0%
119	6120 · Books	130,000	130,000	-	0%
120	6125 · Audio CD	15,000	10,000	(5,000)	-33%
121	6130 · DVD's & Videogames	35,000	45,000	10,000	29%



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		FY 2019/20 Adopted Budget	FY 2020/21 Proposed Budget	\$ Difference	% Difference
122	6135 · Processing of Materials	50,000	-	(50,000)	-100%
123	6140 · Periodicals	20,000	15,000	(5,000)	-25%
124	6150 · Downloadables	30,000	43,000	13,000	43%
125	6155 · Library of Things	5,000	2,000	(3,000)	-60%
126	<b>Total Library Materials</b>	337,000	297,000	(40,000)	-12%
127	<b>Facilities, Grounds &amp; Maintenance</b>				
128	7205 · Maintenance Contracts	13,300	12,000	(1,300)	-10%
129	7210 · Building Maint & Repairs	29,500	30,000	500	2%
130	7220 · Landscape	18,400	19,000	600	3%
131	<b>Total Facilities, Grounds &amp; Maintenance</b>	61,200	61,000	(200)	0%
132	<b>Programs</b>				
133	6200 · Youth Services	12,700	11,000	(1,700)	-13%
134	6210 · Teen Services	5,400	5,500	100	2%
135	6220 · Adult Services	28,900	25,000	(3,900)	-13%
136	6230 · Bob Lucas Branch Services	5,700	4,500	(1,200)	-21%
137	6240 · Literacy Services	7,000	5,000	(2,000)	-29%
138	6250 · Volunteer Services	2,500	2,000	(500)	-20%
139	6260 · Summer Reading	9,200	10,000	800	9%
140	<b>Total Programs</b>	71,400	63,000	(8,400)	-12%
141	<b>Miscellaneous Expense</b>				
142	7510 · Miscellaneous Expense	-	-	-	0%
143	7540 · Trustee Election	-	70,000	75,000	0%
144	<b>Total Miscellaneous Expense</b>	-	70,000	70,000	0%
145	<b>Capital Expenditures</b>				
146	7310 · Equipment, Furniture & Fixtures	46,700	102,000	55,300	118%
147	7320 · Structures & Improvements	65,600	70,000	4,400	7%
148	<b>Total Capital Expenditures</b>	112,300	172,000	59,700	53%
149	<b>TOTAL EXPENSES</b>	<b>\$ 3,833,600</b>	<b>\$ 3,921,400</b>	<b>\$ 87,800</b>	<b>2%</b>
150	<b>NET INCOME/(LOSS)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	<b>Projected Beginning Cash 7/1</b>		<b>\$ 3,573,000</b>		
	<b>(Drawdown) / Addition To Reserves</b>		<b>(161,900)</b>		
	<b>Projected Ending Cash 6/30</b>		<b>\$ 3,411,100</b>		