

# Altadena Library District

## Approved Budget

### Fiscal Year 2021/22

|   | <b>A</b>   | <b>B</b>  | <b>C</b>   |
|---|--|---|--|
|   | <b>FY 2020/21<br/>Adopted<br/>Budget<br/>(Operating)</b> | <b>FY 2021/22<br/>Approved<br/>Budget<br/>(Operating)</b> | <b>FY 2021/22<br/>Approved Budget<br/>(Capital &amp; Grants)</b> |
| <b>1 REVENUES</b>                                   |  |   |  |
| 2 <b>Use / (Addition) of Reserves</b>               | \$ (28,966)  | \$ (27,900)   | \$ 299,000   |
| 3 <b>Transfer In from Other Funds</b>               | -  | 299,000   | 299,000  |
| 4 <b>CFD Proceeds</b>                               | -  | -   | -  |
| 5 <b>Donations &amp; Grants</b>                     |  |   |  |
| 6         4705 · Altadena Library Foundation        | 32,000   | 30,000  | -  |
| 7         4710 · Friends of the Library             | 28,000   | 15,000  | -  |
| 8         4735 · Designated                         | 346,000  | -   | -  |
| 9         4740 · CA Library Literacy Services       | 21,000   | 20,000  | -  |
| 10 <b>Total Donations &amp; Grants</b>              | 427,000  | 65,000  | -  |
| 11 <b>Fines &amp; Fees</b>                          |  |   |  |
| 12         4305 · Fees                              | 1,000  | 2,000   | -  |
| 13         4310 · MFM / Printer Revenue             | 1,000  | 4,000   | -  |
| 14         4340 · Passport Services Fees            | 25,000   | 90,000  | -  |
| 15         4350 · Sales of Products                 | 1,000  | 1,000   | -  |
| 16 <b>Total Fines &amp; Fees</b>                    | 28,000   | 97,000  | -  |
| 17 <b>Interest Income</b>                           |  |   |  |
| 18         4200 · Interest Income - County of LA    | 6,000  | 4,400   | -  |
| 19 <b>Total Interest Income</b>                     | 6,000  | 4,400   | -  |
| 20 <b>Other Revenues</b>                            |  |   |  |
| 21         4915 · Film Rental Revenue               | 7,000  | 15,000  | -  |
| 22         4930 · E-Rate Revenue                    | 36,000   | 42,000  | -  |
| 23         4999 · Credit Card Rebates               | 5,000  | 5,000   | -  |
| 24 <b>Total Other Revenues</b>                      | 48,000   | 62,000  | -  |
| 25 <b>Property Taxes &amp; Assessments</b>          |  |   |  |
| 26         4010 · Current Secured                   | 2,704,000  | 2,753,300   | -  |
| 27         4020 · Current Unsecured                 | 86,900   | 89,800  | -  |
| 28         4050 · Homeowners Exemption              | 15,300   | 13,200  | -  |
| 29         4060.01 · Per Parcel Benefit Assessment  | 875,400  | 879,300   | -  |
| 30         4080 · Penalties, Interest & Costs       | 10,000   | 12,600  | -  |
| 31 <b>Total Property Taxes &amp; Assessments</b>    | 3,691,600  | 3,748,200   | -  |
| 32 <b>TOTAL REVENUES</b>                            | <b>4,171,634</b>   | <b>4,247,700</b>  | <b>598,000</b>   |
| 33 <b>EXPENSES</b>                                  |  |   |  |
| 34 <b>Salaries &amp; Benefits</b>                   |  |   |  |
| 35 <b>Wages</b>                                     |  |   |  |
| 36             5010 · Salaried                      | 783,300  | 823,500   | -  |
| 37             5020 · Hourly                        | 1,099,100  | 1,246,200   | -  |
| 38 <b>Total Wages</b>                               | 1,882,400  | 2,069,700   | -  |
| 39 <b>Payroll Taxes / Benefits</b>                  |  |   |  |
| 40             5120 · Payroll Taxes (District-Paid) | 155,684  | 164,200   | -  |
| 41 <b>Insurance</b>                                 |  |   |  |
| 42             5220 · Health Insurance              | 132,000  | 158,400   | -  |

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| 43 | 5221 · Health Insurance - Retirees               | 71,700   | 77,000  | -   |
| 44 | 5230 · Dental Insurance                          | 13,200   | 14,500  | -   |
| 45 | 5240 · Vision Insurance                          | 3,900  | 5,000   | -   |
| 46 | 5260 · Life Insurance                            | 1,400  | 1,600   | -   |
| 47 | 5270 · Workers' Compensation                     | 49,850   | 40,300  | -   |
| 48 | <b>Total Insurance</b>                           | 272,050  | 296,800   | -   |
| 49 | <b>CalPERS Retirement</b>                        |  |   |   |
| 50 | 5210.01 · CalPers CLASSIC                        | 25,300   | 33,200  | -   |
| 51 | 5210.02 · CalPers PEPRA                          | 99,300   | 117,400   | -   |
| 52 | 5218 · PERS Unfunded                             | 168,700  | 197,900   | -   |
| 53 | <b>Total CalPERS Retirement</b>                  | 293,300  | 348,500   | -   |
| 54 | 5222 · OPEB Contribution                         | -  | -   | -   |
| 55 | <b>Total Payroll Taxes / Benefits</b>            | 721,034  | 809,500   | -   |
| 56 | <b>Total Salaries &amp; Benefits</b>             | 2,603,434                                      | 2,879,200                                       | -   |
| 57 | <b>Operating Expenses</b>                        |  |   |   |
| 58 | <b>Advertising &amp; Marketing</b>               |  |   |   |
| 59 | 6618 · Recruitment                               | 1,500  | 1,500   | -   |
| 60 | 6627 · Advertising / Marketing                   | 7,000  | 7,500   | -   |
| 61 | <b>Total Advertising &amp; Marketing</b>         | 8,500  | 9,000   | -   |
| 62 | <b>Fees</b>                                      |  |   |   |
| 63 | 6745 · Banking & Service Fees                    | 1,000  | 1,000   | -   |
| 64 | 6746 · Payroll Fees                              | 10,200   | 13,000  | -   |
| 65 | 7530 · County Tax Collection Fees                | 36,400   | 40,200  | -   |
| 66 | <b>Total Fees</b>                                | 47,600   | 54,200  | -   |
| 67 | <b>Insurance</b>                                 |  |   |   |
| 68 | 6430 · Insurance-Gen, Prop, Liab, Eq             | 48,800   | 61,100  | -   |
| 69 | 6432 · Earthquake Insurance                      | 33,100   | 35,000  | -   |
| 70 | <b>Total Insurance</b>                           | 81,900   | 96,100  | -   |
| 71 | <b>Staff Costs &amp; Prof. Development</b>       |  |   |   |
| 72 | 6623 · Trustee Prof. Development                 | 500  | 2,000   | -   |
| 73 | 6625 · Training & Education                      | 5,000  | 15,000  | -   |
| 74 | 6626 · Staff Recognition                         | 2,000  | 4,000   | -   |
| 75 | 6710 · Meetings & Travel                         | 3,000  | 7,500   | -   |
| 76 | 6730 · Mileage & Parking Reimbursement           | 1,000  | 2,000   | -   |
| 77 | <b>Total Staff Costs &amp; Prof. Development</b> | 11,500   | 30,500  | -   |
| 78 | <b>Utilities</b>                                 |  |   |   |
| 79 | 6920 · Electricity                               | 42,000   | 43,000  | -   |
| 80 | 6930 · Natural Gas                               | 3,000  | 4,200   | -   |
| 81 | 6940 · Water & Sewage                            | 8,000  | 8,000   | -   |
| 82 | 6950 · Refuse                                    | 6,000  | 6,300   | -   |
| 83 | <b>Total Utilities</b>                           | 59,000   | 61,500  | -   |

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| 84  | <b>Other Operating Expenses</b>              |  |   |   |
| 85  | 6620 · Membership Dues & Subscriptions       | 14,000   | 14,500  | -   |
| 86  | 6740 · Postage & Delivery                    | 2,000  | 2,000   | -   |
| 87  | 6750 · Printing & Reproduction               | 6,000  | 6,400   | -   |
| 88  | 6755 · Small Equipment                       | 4,000  | 4,500   | -   |
| 89  | 6765 · Janitorial Supplies                   | 9,000  | 5,000   | -   |
| 90  | 6770 · Operating Supplies                    | 19,000   | 18,000  | -   |
| 91  | 6775 · Technical Services Supplies           | 3,500  | 3,000   | -   |
| 92  | 6780 · Operating Software                    | -  | 1,500   | -   |
| 93  | 6960 · Cost of Sales of Products             | 200  | 200   | -   |
| 94  | 6970 · Equipment Lease & Rental              | 20,000   | 21,900  | -   |
| 95  | <b>Total Other Operating Expenses</b>        | 77,700   | 77,000  | -   |
| 96  | <b>Total Operating Expenses</b>              | 286,200  | 328,300   | -   |
| 97  | <b>Professional &amp; Technical</b>          |  |   |   |
| 98  | <b>Professional Services</b>                 |  |   |   |
| 99  | 7125 · Audit and Financial Consulting        | 90,000   | 60,000  | 15,000  |
| 100 | 7130 · Legal Fees                            | 45,000   | 45,000  | -   |
| 101 | 7155 · Consultants - Other                   | 70,000   | 30,000  | -   |
| 102 | <b>Total Professional Services</b>           | 205,000  | 135,000   | 15,000  |
| 103 | <b>Information Technology (IT)</b>           |  |   |   |
| 104 | 7135 · Technology Consulting                 | -  | 17,000  | -   |
| 105 | 7170 · Telecommunications                    | 9,500  | 9,500   | -   |
| 106 | 7175 · Internet Service / E-Rate             | 53,000   | 53,000  | -   |
| 107 | 7180 · Technology Equipment                  | 25,000   | 35,000  | -   |
| 108 | 7185 · Technology Maintenance Fees           | 18,500   | 25,000  | -   |
| 109 | 7190 · Website Development                   | 500  | 500   | -   |
| 110 | <b>Total Information Technology (IT)</b>     | 106,500  | 140,000   | -   |
| 111 | <b>Total Professional &amp; Technical</b>    | 311,500  | 275,000   | 15,000  |
| 112 | <b>Library Materials</b>                     |  |   |   |
| 113 | 6110 · Cataloging Expenses                   | 6,000  | -   | -   |
| 114 | 6115 · Electronic Databases & Subscriptions  | 28,000   | 17,000  | -   |
| 115 | 6120 · Books                                 | 135,000  | 130,000   | -   |
| 116 | 6125 · Audio CD                              | 10,000   | 8,000   | -   |
| 117 | 6130 · DVD's & Videogames                    | 45,000   | 33,000  | -   |
| 118 | 6140 · Periodicals                           | 15,000   | 13,500  | -   |
| 119 | 6150 · Downloadables                         | 44,000   | 69,000  | -   |
| 120 | 6155 · Library of Things                     | 4,000  | 6,000   | -   |
| 121 | 6160 · Mobile Library Collection             | -  | 5,000   | -   |
| 122 | 6165 · Purchase Suggestions                  | -  | 7,000   | -   |
| 123 | <b>Total Library Materials</b>               | 287,000  | 288,500   | -   |
| 124 | <b>Facilities, Grounds &amp; Maintenance</b> |  |   |   |
| 125 | 7205 · Maintenance Contracts                 | 14,000   | 12,000  | -   |
| 126 | 7210 · Building Maint & Repairs              | 20,000   | 21,000  | -   |

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| 127 | 7220 · Landscape                                   | 24,000   | 20,000  | -   |
| 128 | <b>Total Facilities, Grounds &amp; Maintenance</b> | 58,000   | 53,000  | -   |
| 129 | <b>Programs</b>                                    |  |   |   |
| 130 | 6200 · Youth Services                              | 4,600  | 11,000  | -   |
| 131 | 6210 · Teen Services                               | 5,500  | 6,000   | -   |
| 132 | 6220 · Adult Services                              | 10,000   | 25,000  | -   |
| 133 | 6230 · Bob Lucas Branch Services                   | 6,400  | 5,700   | -   |
| 134 | 6240 · Literacy Services                           | 4,250  | 5,000   | -   |
| 135 | 6250 · Volunteer Services                          | 1,000  | 1,000   | -   |
| 136 | 6260 · Summer Reading                              | 10,000   | 15,000  | -   |
| 137 | 6270 · Mobile Library                              | 2,750  | 16,000  | -   |
| 138 | <b>Total Programs</b>                              | 44,500   | 84,700  | -   |
| 139 | <b>Election Expense &amp; Misc.</b>                |  |   |   |
| 140 | 7540 · Trustee Election                            | 120,000  | -   | -   |
| 141 | <b>Total Election Expense &amp; Misc.</b>          | 120,000  | -   | -   |
| 142 | <b>Capital Expenditures</b>                        |  |   |   |
| 143 | 7310 · Equipment, Furniture & Fixtures             | 76,000   | 15,000  | -   |
| 144 | 7320 · Structures & Improvements                   | 385,000  | 25,000  | -   |
| 145 | <b>Total Capital Expenditures</b>                  | 461,000  | 40,000  | -   |
| 146 | <b>CFD Bond Expenses</b>                           |  |   |   |
| 147 | 8020 · CFD Bond Issuance Consulting                | -  | -   | 102,000   |
| 148 | 8030 · CFD Administration                          | -  | -   | 15,000  |
| 149 | 8040 · CFD Banking Fees                            | -  | -   | 7,000   |
| 148 | 8060 · CFD Project Management                      | -  | -   | 160,000   |
| 151 | <b>Total CFD Bond Expenses</b>                     | -  | -   | 284,000   |
| 152 | <b>Transfer Out to Other Funds</b>                 |  | 299,000   | 299,000   |
| 153 | <b>TOTAL EXPENSES</b>                              | <b>\$ 4,171,634</b>                            | <b>\$ 4,247,700</b>                             | <b>\$ 598,000</b>                                   |
| 154 | <b>NET BUDGET</b>                                  | <b>\$ -</b>                                    | <b>\$ -</b>                                     | <b>\$ -</b>   |
| 155 | <b>Projected Cash - July 1st</b>                   |  | <b>\$ 3,455,000</b>                             |   |
| 156 | <b>(Drawdown) / Addition To Reserves</b>           |  | <b>\$ 27,900</b>                                |   |
| 157 | <b>Projected Ending Cash - June 30th</b>           |  | <b>\$ 3,482,900</b>                             |   |