



SPECIAL BUDGET COMMITTEE AGENDA

Board of Library Trustees Budget Committee | Altadena Library District
Virtual – Zoom – February 6, 2023 – 1:00 p.m..

IMPORTANT NOTICE REGARDING FEBRUARY 6, 2023 SPECIAL MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL
<https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the February 2, 2023 Meeting, you may submit by email to be read aloud at the meeting. For emailed comments, 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 hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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

If you are unable to submit via email, online, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 1:00 pm.

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. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past,

through our collection development, resources, and program offerings.

I. Call to order

- a. Land Acknowledgment

II. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

III. Consent Calendar

The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held September 16, 2022

IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

V. Unfinished Business

- a. None

VI. New Business

- a. Review and Approval of Mid-Year Adjustments (**Action**)
- b. Review and Approval of 2023 Budget Committee Dates (**Action**)

VII. Announcements & Planning

- a. Proposed Future Agenda Items

VIII. Adjournment

- a. Adjourn Meeting



MINUTES

Board of Library Trustees Budget Committee | Altadena Library District
Virtual – Zoom – September 16, 2022 – 11:00 a.m.

IMPORTANT NOTICE REGARDING SEPTEMBER 16, 2022 SPECIAL MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL
<https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the September 16, 2022 Meeting, you may submit by email to be read aloud at the meeting. For emailed comments, 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 hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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

If you are unable to submit via email, online, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

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the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

I. Call to order

Trustee Katie Clark called the meeting to order at 11:00am.

a. Land Acknowledgment

Trustee Katie Clark read the Land Acknowledgment.

II. Open Session

a. Roll Call

Trustee Clark called roll call. Trustee Wilkerson responded as present. Quorum was confirmed.

b. Approval/Reordering of Agenda Items

No adjustments were made

c. Adoption of Agenda

Moved by Trustee Wilkerson to adopt the Agenda.

Seconded by Trustee Clark. Trustee Clark opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Clark: Aye

Trustee Wilkerson: Aye

Motion passed.

d. Public Comment on Non-Agenda Items

No public comment made

III. Consent Calendar

The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

a. Approval of Minutes – Regular Meeting held May 5, 2022

Moved by Trustee Wilkerson to adopt the Consent Calendar.

Seconded by Trustee Clark. Trustee Clark opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Clark: Aye

Trustee Wilkerson: Aye

Motion passed.

IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

V. Unfinished Business

a. None

VI. New Business

a. Update on CalPERS California Employers Retiree Benefit Trust (CERBT) account and recommendation to adopt a Resolution establishing an agreement through the California Employers' Pension Prefunding Trust (CEPPT) Program **(Action)**

Moved by Trustee Wilkerson to recommend adoption of Resolution establishing an agreement through the California Employers' Pension Prefunding Trust (CEPPT) Program to be presented to the Regular Board of Trustees for review and approval. Seconded by Trustee Clark. Trustee Clark opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Clark: Aye

Trustee Wilkerson: Aye

Motion passed.

b. Review and Approval of Job Description for Staff Accountant **(Action)**

Moved by Trustee Wilkerson approve the Job Description for Staff Accountant to be taken to the Regular Board of Trustees meeting for review and approval.

Seconded by Trustee Clark. Trustee Clark opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Clark: Aye

Trustee Wilkerson: Aye

Motion passed.

c. Review of RFPs for District Accounting and Financial Services **(Action)**

Moved by Trustee Wilkerson to forward RFPs for District Accounting and Financial Services to be taken to the Regular Board of Trustees meeting for review and approval.

Seconded by Trustee Clark. Trustee Clark opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Clark: Aye

Trustee Wilkerson: Aye

Motion passed.

VII. Announcements & Planning

a. Proposed Future Agenda Items

No future agenda items were proposed.

VIII. Adjournment

a. Adjourn Meeting

Trustee Clark adjourned the meeting at 12:02pm



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT FOR FEBRUARY 2023**

DEPARTMENT: Administration

MEETING DATE: February 6, 2023

PREPARED BY: Nicole Winslow

LOCATION: Virtual Meeting

BACKGROUND: The Proposed Budget Amendment reports for FY 2022/23 present District performance through December 31, 2022, the originally Adopted Budget, Proposed Budget Amendments, the Proposed Amended Budget, and Year-To-Date (YTD) progress of actual performance to the Proposed Amended Budget.

REPORT HIGHLIGHTS:

GENERAL FUND

- **Line 2 Property Taxes & Assessments** – increase to reflect actual taxes and assessments levied as of January 2023.
- **Line 3 Fines & Fees** – increase due to reinstatement of passport photo services.
- **Line 4 Interest Income** – increase for projected earnings on investment of general funds in the California Cooperative Liquid Assets Securities System (CLASS).
- **Line 5 Other Revenues** – increase for additional e-rate reimbursement.
- **Line 10 Salaried** – net decrease from elimination of Office Manager position and addition of Library Manager position (4 months of FY 23).
- **Line 11 Hourly** – net decrease from Library Assistant position vacancy (8 months of FY 23) and addition of part-time accountant.
- **Line 14 Health Insurance Employee** – decrease due to changes in Lines 10 and 11.
- **Line 16 Other Medical Insurance** – decrease due to changes in Lines 10 and 11.
- **Line 17 Workers' Compensation** – decrease for discount due to low claims in recent years.
- **Line 18 CalPERS Retirement (Normal Costs)** – decrease due to changes in Lines 10 and 11.
- **Line 20 Payroll Taxes (District-Paid)** – decrease due to changes in Lines 10 and 11.
- **Line 24 Insurance (Liability, Earthquake)** – increase for policy rate increases
- **Line 25 Utilities** – increase for rate increases.
- **Line 27 Other Operating** – increase for copier lease payments anticipated for the entire fiscal year due to supply chain delays with purchased copiers.
- **Line 30 Vehicles & Equipment Maintenance** – decrease to reflect actual expenditures.
- **Line 32 Advertising & Marketing** – increase for additional direct mail pieces and website development budget absorbed in this line.
- **Line 33 Website Development** – remove line and add to Advertising & Marketing line.
- **Line 35 Trustee Election** – remove line due to no contested seats and no requirement to be placed on the LA County ballot.

- **Line 38 Audit and Financial Consulting** – increase for additional finance services due to elimination of Office Manager position.
- **Line 39 Legal Fees** – increase for employment-related services.
- **Line 40 Consultants – Other** – increase for IT and facilities assessment and technology consulting budget absorbed in this line.
- **Line 44 Technology Equipment** – increase for security cameras, computers, and two additional copiers originally budgeted in FY 22.
- **Line 45 Technology Maintenance Fees** – increase for additional server warranties and unanticipated maintenance.
- **Line 46 Technology Consulting** – remove line and add to Consultants – Other Line.
- **Line 47 Telecommunications** – increase for increased monthly service fees.
- **Line 58 Total Library Materials** – individual budget line items within the Library Materials category have been re-allocated for specific department requirements. The overall net change in the category results in a decrease of \$2,000 in expenses.
- **Line 60 Adult Services** – increase for Mt. Lowe Chamber expenses.
- **Line 66 All Ages** – increase for program expenses originally budgeted in Donations & Grants.
- **Line 70 Use of (Addition To) Reserves / Fund Balance** – Net budget adjustments result in an anticipated addition of \$152,000 to the General Fund reserves.

DONATIONS & GRANTS FUND

- **Line 9 Total Donations & Grants** – increase to reflect additional grant support from the Friends of the Library, California State Library, and Califa. In addition, \$50,000 was budgeted in FY 22 for a mobile library unit, but the funds are carried over to FY23 due to a delay in delivery of the unit.
- **Line 14 Hourly** – increase to support the English as a Second Language program.
- **Line 18 Staff Development, Training & Travel** – increase to support additional staff development.
- **Line 19 Equipment, Furniture & Fixtures** – increase for the purchase of an additional mobile library unit, carried over from FY 22.
- **Line 20 Structures & Improvements** – add line for “open plus” - a new door that will allow patrons to visit the Library during non-operating hours.
- **Line 22 Fab Lab** – add line for Fab Lab technology upgrades funded by gift in kind from the Altadena Library Foundation.
- **Line 31 Literacy Services** – increase for additional materials for the English as a Second Language program.
- **Line 32 All Ages** - decrease for portion transferred to the General Fund budget.
- **Line 33 Poets Laureate** –add separate line for enhanced program previously included in Adult Services line.
- **Line 40 Technology Equipment** – decrease and reallocate to Technology Maintenance fees for hot spot service fees.
- **Line 41 Technology Maintenance Fees** - increase for additional hot spot service fees and reallocated budget from the Technology Equipment line.
- **Line 45 Net Revenue (Expenses)** – The overall net change in line items results in no increase or decrease to Fund Balance.

CAPITAL FUND

- The Capital Fund Budget has been decreased to reflect the revised construction timeline. The majority of FY 23 expenses will include design, planning, and architecture costs.

FISCAL IMPACT:

The General Fund amendments result in an anticipated addition of \$152,000 to the General Fund reserves.

The Capital Fund amendments result in an anticipated use of \$660,000 from Bond Proceeds.

STAFF RECOMMENDATION:

The Board of Trustees approve the Mid-Year Proposed Budget Amendments for Fiscal Year 2022/23.

**FY 2022/23 Mid-Year
Proposed Budget Amendments
General Fund**

	A	B	C	D	E=A/D
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
1 REVENUE					
2 Property Taxes & Assessments	\$ 4,080,177	\$ 3,955,000	\$ 125,000	\$ 4,080,000	100%
3 Fines & Fees	30,746	52,500	7,500	60,000	51%
4 Interest Income	11,764	5,100	14,900	20,000	59%
5 Other Revenue	16,131	59,000	6,000	65,000	25%
6 TOTAL REVENUE	4,138,819	4,071,600	153,400	4,225,000	98%
7 EXPENSES					
8 Salaries & Benefits					
9 Wages					
10 Salaried	568,721	1,282,900	(56,500)	1,226,400	46%
11 Hourly	423,024	893,300	(3,300)	890,000	48%
12 Total Wages	991,745	2,176,200	(59,800)	2,116,400	47%
13 Benefits, Retirement & Taxes					
14 Health Insurance - Employee	77,356	154,000	(8,300)	145,700	53%
15 Health Insurance - Retiree	33,641	66,700	-	66,700	50%
16 Other Medical Insurance	9,378	22,000	(1,000)	21,000	45%
17 Workers' Compensation	19,984	45,400	(25,400)	20,000	100%
18 CalPERS Retirement (Normal Costs)	63,508	153,400	(7,400)	146,000	43%
19 CalPERS Unfunded Accrued Liability	226,006	226,000	-	226,000	100%
20 Payroll Taxes (District-Paid)	72,793	172,900	(3,500)	169,400	43%
21 Total Benefits, Retirement & Taxes	502,666	840,400	(45,600)	794,799	63%
22 Total Salaries & Benefits	1,494,411	3,016,600	(105,400)	2,911,200	51%
23 Operating Expenses					
24 Insurance (Liability, Earthquake)	127,771	98,500	29,300	127,800	100%
25 Utilities	39,398	68,000	20,000	88,000	45%
26 County Tax Collection Fees	40,901	42,400	-	42,400	96%
27 Other Operating	39,241	53,700	24,300	78,000	50%
28 Facilities, Grounds & Maintenance	61,435	110,000	-	110,000	56%
29 Structures & Improvements	-	10,000	-	10,000	0%
30 Vehicles & Equipment Maintenance	1,339	20,000	(10,000)	10,000	13%
31 Staff Development, Training & Travel	10,212	20,500	-	20,500	50%
32 Advertising & Marketing	6,421	9,500	7,100	16,600	39%
33 Website Development	-	100	(100)	-	N/A
34 Miscellaneous Expenses	1,570	2,600	-	2,600	60%
35 Trustee Election	-	75,000	(75,000)	-	N/A
36 Total Operating Expenses	328,287	510,300	(4,400)	505,900	65%
37 Professional Services					
38 Audit & Financial Consulting	57,051	60,000	40,000	100,000	57%
39 Legal Fees	13,297	15,000	7,500	22,500	59%
40 Consultants - Other	22,922	45,000	20,000	65,000	35%
41 Total Professional Services	93,271	120,000	67,500	187,500	50%

**FY 2022/23 Mid-Year
Proposed Budget Amendments
General Fund**

	A	B	C	D	E=A/D
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
42 Information Technology (IT)					
43 Internet Service / E-Rate	-	58,000	-	58,000	0%
44 Technology Equipment	8,122	20,000	30,600	50,600	16%
45 Technology Maintenance Fees	35,405	33,000	6,000	39,000	91%
46 Technology Consulting	300	1,800	(1,800)	-	N/A
47 Telecommunications	7,614	8,500	4,000	12,500	61%
48 Total Information Technology (IT)	51,442	121,300	38,800	160,100	32%
49 Library Materials					
50 Books	40,943	139,300	(5,000)	134,300	30%
51 Downloadables	31,955	69,300	3,000	72,300	44%
52 DVDs & Videogames	6,376	12,600	2,000	14,600	44%
53 Electronic Databases / Subscriptions	14,542	29,000	-	29,000	50%
54 Periodicals	63	12,000	(2,000)	10,000	1%
55 Audio CD	2,827	9,100	-	9,100	31%
56 Purchase Suggestions	2,513	11,200	-	11,200	22%
57 Library of Things	1,173	6,000	-	6,000	20%
58 Total Library Materials	100,392	288,500	(2,000)	286,500	35%
59 Programs					
60 Adult Services	8,037	12,000	3,000	15,000	54%
61 Youth Services	1,705	10,000	-	10,000	17%
62 Teen Services	1,828	5,500	-	5,500	33%
63 Bob Lucas Branch Services	2,910	5,500	-	5,500	53%
64 Literacy Services	240	800	-	800	30%
65 Volunteer Services	240	200	-	200	120%
66 All Ages	697	-	3,900	3,900	18%
67 Total Programs	15,658	34,000	6,900	40,900	38%
68 TOTAL EXPENSES	2,083,460	4,090,700	1,400	4,092,100	51%
69 NET REVENUE / (EXPENSES)	2,055,359	(19,100)	152,000	132,900	
70 Use Of / (Addition To) Fund Balance	(2,055,359)	19,100	(152,000)	(132,900)	
71 NET BALANCE	\$ -	\$ -	\$ -	\$ -	

FY 2022/23 Mid-Year Proposed Budget Amendments Donations & Grants

	A	B	C	D	E=A/D
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
1 REVENUE					
2 Donations & Grants					
3 Altadena Library Foundation	\$ 35,000	\$ 35,000	\$ 20,000	\$ 55,000	64%
4 Friends of the Library	28,000	22,000	6,000	28,000	100%
5 CA Library Literacy Services	34,982	24,400	10,600	35,000	100%
6 Emergency Connectivity Fund	-	8,000	1,600	9,600	0%
7 CA Library Expanding our Footprint	250,000	200,000	50,000	250,000	100%
8 Califa	-	-	5,000	5,000	0%
9 Total Donations & Grants	347,982	289,400	93,200	382,600	91%
10 TOTAL REVENUE	347,982	289,400	93,200	382,600	91%
11 EXPENSES					
12 Wages					
13 Salaried	10,205	20,400	-	20,400	50%
14 Hourly	6,020	-	12,000	12,000	50%
15 Total Wages	16,225	20,400	12,000	32,400	50%
16 Operating Expenses					
17 Staff Recognition	3,499	4,500	-	4,500	78%
18 Staff Development, Training & Travel	1,175	-	2,500	2,500	47%
19 Equipment Furniture & Fixtures	-	162,500	50,000	212,500	0%
20 Structures & Improvements	2,354	-	2,500	2,500	94%
21 Facilities, Grounds & Maintenance	-	15,000	-	15,000	0%
22 Fab Lab	20,000	-	20,000	20,000	100%
23 Total Operating Expenses	27,028	182,000	75,000	257,000	11%
24 Programs					
25 Adult Services	5,744	18,000	-	18,000	32%
26 Mobile Library	464	10,000	-	10,000	5%
27 Summer Reading	1,007	13,000	-	13,000	8%
28 Youth Services	-	1,000	-	1,000	0%
29 Teen Services	-	500	-	500	0%
30 Bob Lucas Branch Services	-	500	-	500	0%
31 Literacy Services	542	4,500	1,000	5,500	10%
32 All Ages	-	6,000	(3,900)	2,100	0%
33 Poets Laureate	1,400	-	5,000	5,000	28%
34 Total Programs	9,157	53,500	2,100	55,600	16%
35 Library Materials					
36 Mobile Library Collection	-	3,000	-	3,000	0%
37 Total Library Materials	-	3,000	-	3,000	0%
38 Information Technology (IT)					
39 Internet Service / E-Rate	-	2,500	-	2,500	0%
40 Technology Equipment	4,500	6,000	1,000	7,000	64%
41 Technology Maintenance Fees	3,500	2,000	3,100	5,100	69%
42 Website Development	7,770	20,000	-	20,000	39%
43 Total Information Technology (IT)	15,770	30,500	4,100	34,600	46%
44 TOTAL EXPENSES	68,180	289,400	93,200	382,600	18%
45 NET REVENUE / (EXPENSES)	\$ 279,802	\$ -	\$ -	\$ -	

FY 2022/23 Mid-Year Proposed Budget Amendments Capital Fund

	A	B	C	D	D = B/C
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
1 REVENUE					
2 Interest Income	\$ 69,188	\$ 110,000	\$ -	\$ 110,000	63%
3 Unrealized Gain/Loss	(98,944)	-	-	-	N/A
4 TOTAL REVENUE	(29,756)	110,000	-	110,000	
5 EXPENSES					
6 CFD Bond					
7 Community Facilities District Administration	9,066	-	20,000	20,000	45%
8 Community Facilities District Project Management	21,158	199,000	(99,000)	100,000	21%
9 Contingencies	-	146,400	(96,400)	50,000	0%
10 Total CFD Bond	30,224	345,400	(175,400)	170,000	18%
11 Capital Project Expenses					
12 Bob Lucas Memorial Library	71,057	2,500,000	(2,300,000)	200,000	36%
13 Main Library	28,423	1,000,000	(600,000)	400,000	7%
14 Total Capital Project Expenses	99,480	3,500,000	(2,900,000)	600,000	17%
15 TOTAL EXPENSES	129,704	3,845,400	(3,075,400)	770,000	17%
16 NET REVENUE / (EXPENSES)	\$ (159,460)	\$ (3,735,400)	\$ 3,075,400	\$ (660,000)	24%
17 Use Of Bond Proceeds	159,460	3,735,400	(3,075,400)	660,000	
18 NET BALANCE	\$ -	\$ -	\$ -	\$ -	



Board of Library Trustees – Budget Committee

Quarterly Meetings are held the first
Thursday of the Month (unless otherwise
noted)

Location: Altadena Library District Barbara J. Pearson
Community Room Time: 1:00 p.m. (unless otherwise noted)

Agendas are posted 72 hours prior to the
meetings.

Meeting Dates for Calendar Year 2023

February 2, 2023

May 11, 2023

August 10, 2023

November 9, 2023

Per the Brown Act, the Committee by a majority vote or the Chair,
at their discretion, may call for a Special Meeting.