



BUDGET COMMITTEE AGENDA

Board of Library Trustees Budget Committee | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
FEBRUARY 08, 2024 – 1:00 p.m.

IMPORTANT NOTICE REGARDING THE FEBRUARY 8, 2024 BUDGET COMMITTEE MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. The livestream 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:

In order to facilitate in-person and virtual public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing hello@altadenalibrary.org or by submitting to www.altadenalibrary.org/publiccomment.

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you wish to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

If you are unable to submit via email, online, or attend the meeting in-person, 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 –Meeting held May 11, 2023

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 the Budget Meeting calendar for 2024 (**Action**)

VII. Announcements & Planning

- a. Correspondance
- b. Proposed Future Agenda Items

VIII. Adjournment

- a. Adjourn Meeting



BUDGET COMMITTEE MINUTES

Board of Library Trustees Budget Committee | Altadena Library District
Virtual – Zoom – May 11, 2023 – 1:00 p.m..

IMPORTANT NOTICE REGARDING MAY 11, 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 May 11, 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.

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through our collection development, resources, and program offerings.

I. Call to order

- a. Land Acknowledgment

II. Open Session

- a. Roll Call
Trustee Capell called roll. Trustee Lim, and Trustee Capell responded as present.
Quorum confirmed.
- b. Approval/Reordering of Agenda Items
None
- c. Adoption of Agenda
Trustee Boon moved to adopt the Agenda. Trustee Capell seconded.
Roll call vote:
Trustee Capell: Aye
Trustee Lim: Aye
Motion passed.
- d. Public Comment on Non-Agenda Items
None.

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 February 2, 2022
Trustee Lim moved to approve the minutes. Seconded by Trustee Capell.
Roll call vote:
Trustee Capell: Aye
Trustee Lim: Aye
Motion passed.

IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.
Nothing removed.

V. Unfinished Business

- a. None

VI. New Business

- a. Review and Approval of Committee's Recommendation to Adopt the updated Salary Schedule and COLA for Fiscal Year 2023-2024 to be presented to Board of Trustees for final approval (**Action**)
Trustee Lim moved to approve the Committee's Recommendation to Adopt the updated Salary Schedule and COLA for Fiscal Year 2023-2024 to be presented to Board of Trustees for final approval. Seconded by Trustee Capell.
Roll call vote:
Trustee Capell: Aye
Trustee Lim: Aye
Motion passed.
- b. Review and Approval of Committee's Recommendation to Adopt the Fiscal Year

2023-2024 Budget to be presented to Board of Trustees for final approval (**Action**)
Trustee Lim moved to approve the Committee's Recommendation to Adopt the Fiscal Year 2023-2024 Budget to be presented to Board of Trustees for final approval. Seconded by Trustee Capell.

Roll call vote:

Trustee Capell: Aye

Trustee Lim: Aye

Motion passed.

VII. Announcements & Planning

- a. Proposed Future Agenda Items
- b. Governance
 - 1. Pacific West Bank update

VIII. Adjournment

- a. Adjourn Meeting
 - The meeting adjourned at 2:08PM.

**General Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 Property Taxes & Assessments	\$ 4,294,349	\$ 4,302,900	\$ 207,100	\$ 4,510,000	5%
3 Library Fees	31,829	66,500	500	67,000	1%
4 Grant Reimbursements	4,480	-	8,000	8,000	N/A
5 Interest Income	91,516	128,000	45,000	173,000	35%
6 Other Revenue	621	64,900	(23,400)	41,500	-36%
7 TOTAL REVENUE	4,422,795	4,562,300	237,200	4,799,500	5%
8 EXPENSES					
9 Salaries & Benefits					
10 Wages					
11 Salaried	662,564	1,262,400	-	1,262,400	0%
12 Hourly	447,576	902,500	-	902,500	0%
13 Total Wages	1,110,140	2,164,900	-	2,164,900	0%
14 Benefits, Retirement & Taxes					
15 Health and Other Medical Insurance - Employee	103,281	206,700	-	206,700	0%
16 Health Insurance - Retirees	37,027	72,300	4,000	76,300	6%
17 Workers' Compensation	14,980	15,500	(500)	15,000	-3%
18 Payroll Taxes (District-Paid)	82,615	173,000	-	173,000	0%
19 CalPERS Retirement (Normal Costs)	70,943	150,900	43,000	193,900	28%
20 CalPERS UAL Minimum Payment	214,434	220,600	(6,100)	214,500	-3%
21 CalPERS UAL Discretionary Payment	-	225,000	(225,000)	-	-100%
22 Total Benefits, Retirement & Taxes	523,280	1,064,000	(184,600)	879,400	-17%
23 Total Salaries & Benefits	1,633,420	3,228,900	(184,600)	3,044,300	-6%
24 Operating Expenses					
25 Insurance	177,415	144,600	33,400	178,000	23%
26 Utilities	40,432	95,000	(10,500)	84,500	-11%
27 County Tax Collection Fees	39,575	41,700	-	41,700	0%
28 Other Operating	50,489	81,300	(1,400)	79,900	-2%
29 Facilities, Grounds & Maintenance	43,204	118,800	(8,000)	110,800	-7%
30 Structures & Improvements	-	10,000	-	10,000	0%
31 Vehicles & Equipment Maintenance	2,295	5,000	-	5,000	0%
32 Staff Development, Training & Travel	14,768	27,800	6,900	34,700	25%
33 Advertising & Marketing	9,713	38,600	(11,100)	27,500	-29%
34 Miscellaneous Expenses	4,023	8,200	(200)	8,000	-2%
35 Total Operating Expenses	381,913	571,000	9,100	580,100	2%
36 Professional Services					
37 Audit and Financial Consulting	65,084	108,300	24,000	132,300	22%
38 Legal Fees	2,684	25,000	(10,000)	15,000	-40%
39 Consultants - Other	36,776	100,000	(10,000)	90,000	-10%
40 Total Professional Services	104,544	233,300	4,000	237,300	2%

**General Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
41 Information Technology (IT)					
42 Internet Service / E-Rate	10,829	54,600	(6,000)	48,600	-11%
43 Technology Equipment	27,340	50,000	(6,000)	44,000	-12%
44 Technology Maintenance Fees	48,708	46,100	22,800	68,900	49%
45 Telecommunications	6,266	22,500	(6,500)	16,000	-29%
46 Total Information Technology (IT)	93,142	173,200	4,300	177,500	2%
47 Library Materials					
48 Books	43,239	110,000	-	110,000	0%
49 Downloadables	38,735	84,100	-	84,100	0%
50 DVD's & Videogames	-	14,600	-	14,600	0%
51 Electronic Databases / Subscriptions	8,917	29,000	-	29,000	0%
52 Periodicals	7,073	10,000	-	10,000	0%
53 Audio CD	2,908	9,100	-	9,100	0%
54 Mobile Library Collection	-	12,500	-	12,500	0%
55 Purchase Suggestions	5,493	14,000	-	14,000	0%
56 Library of Things	2,170	6,000	-	6,000	0%
57 Total Library Materials	108,535	289,300	-	289,300	0%
58 Programs					
59 Adult Services	18,263	12,000	23,000	35,000	192%
60 Teen Services	1,971	5,500	-	5,500	0%
61 Youth Services	5,426	10,000	-	10,000	0%
62 Summer Reading	2,195	11,000	-	11,000	0%
63 Bob Lucas Branch Services	4,408	5,500	-	5,500	0%
64 Literacy Services	230	800	-	800	0%
65 Volunteer Services	240	200	-	200	0%
66 All Ages	765	-	6,000	6,000	N/A
67 Outreach Services	2,473	15,000	-	15,000	0%
68 Total Programs	35,970	60,000	29,000	89,000	48%
69 Capital Expenditures - District Funded					
70 Bridges Repair Projects	-	-	500,000	500,000	N/A
71 Building Projects Legal Fees	-	-	12,000	12,000	N/A
72 Total Capital Expenditures - District Funded	-	-	512,000	512,000	N/A
73 TOTAL EXPENSES	2,357,524	4,555,700	373,800	4,929,500	8%
74 NET REVENUE / (EXPENSES)	2,065,271	6,600	(136,600)	(130,000)	
75 Use Of / (Addition To) Reserves	(2,065,271)	(6,600)	136,600	130,000	
76 NET BALANCE	\$ -	\$ -	\$ -	\$ -	
77 Projected General Fund Reserves					
78 Beginning Reserves 7/1	\$ 4,754,415	\$ 4,754,415	\$ 4,754,415	\$ 4,754,415	
79 Addition / (Drawdown) of Reserves	(2,065,271)	6,600	(136,600)	(130,000)	
80 General Fund Reserves	\$ 2,689,144	\$ 4,761,015	\$ 4,617,815	\$ 4,624,415	

Donations and Grants
Proposed Amended Budget
FY 2023/24

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 Donations & Grants					
3 Altadena Library Foundation	\$ 37,500	\$ 37,500	\$ 10,000	\$ 47,500	27%
4 Friends of the Library	20,000	20,000	-	20,000	0%
5 Califa Stay & Play	4,500	-	4,500	4,500	N/A
6 California State Library Literacy Services	34,889	37,500	(150)	37,350	0%
7 California State Library Expanding our Footprint	192,947	174,000	19,000	193,000	11%
8 California State Library Lunch at the Library	-	-	46,750	46,750	N/A
9 California State Library Zip Books	3,087	-	3,100	3,100	N/A
10 Total Donations & Grants	292,923	269,000	83,200	352,200	31%
11 TOTAL REVENUE	292,923	269,000	83,200	352,200	31%
12 EXPENSES					
13 Wages					
14 Salaried	11,888	24,500	(900)	23,600	-4%
15 Hourly	5,790	12,000	-	12,000	0%
16 Total Wages	17,678	36,500	(900)	35,600	-2%
17 Operating Expenses					
18 Staff Recognition	2,272	1,500	4,500	6,000	300%
19 Staff Development, Training & Travel	1,115	5,000	(1,500)	3,500	-30%
20 Equipment, Furniture & Fixtures	16,138	181,500	1,600	183,100	1%
21 Vending Machine Supplies	873	-	1,800	1,800	N/A
22 Total Operating Expenses	20,397	188,000	6,400	194,400	3%
23 Programs and Materials					
24 Adult Services	1,794	10,500	17,500	28,000	167%
25 Teen Services	129	1,700	-	1,700	0%
26 Youth Services	35	7,000	3,000	10,000	43%
27 Summer Reading	389	2,000	-	2,000	0%
28 Bob Lucas Branch Services	-	300	-	300	0%
29 Literacy Services	850	1,000	750	1,750	75%
30 All Ages	-	8,000	(8,000)	-	-100%
31 Poets Laureate	3,570	5,000	-	5,000	0%
32 Ode to the Land	1,382	-	10,000	10,000	N/A
33 Lunch at the Library	-	-	46,750	46,750	N/A
34 Stay and Play	-	-	4,500	4,500	N/A
35 Purchase Suggestions	3,087	-	3,100	3,100	N/A
36 Mobile Library Collection/Seed Library	-	1,000	-	1,000	0%
37 Total Programs and Materials	11,237	36,500	77,600	114,100	213%
38 Information Technology (IT)					
39 Website Development	7,379	8,000	100	8,100	1%
40 Total Information Technology (IT)	7,379	8,000	100	8,100	1%
41 TOTAL EXPENSES	56,691	269,000	83,200	352,200	16%
42 NET REVENUE / (EXPENSES)	\$ 236,233	\$ -	\$ -	\$ -	

**Capital Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 Interest Income	\$ 169,661	\$ 295,000	\$ 32,000	\$ 327,000	11%
3 TOTAL REVENUE	169,661	295,000	32,000	327,000	11%
4 EXPENSES					
5 CFD Bond					
6 CFD Administration	-	-	-	-	N/A
7 CFD Project Management	48,751	192,000	(62,000)	130,000	-32%
8 Contingencies	-	192,000	-	192,000	0%
9 Total CFD Bond	48,751	384,000	(62,000)	322,000	-16%
10 Capital Project Expenses					
11 Bob Lucas Memorial Library	117,778	1,238,500	(398,500)	840,000	-32%
12 Main Library	235,556	2,477,100	(1,797,100)	680,000	-73%
13 Total Capital Project Expenses	353,333	3,715,600	(2,195,600)	1,520,000	-59%
14 TOTAL EXPENSES	402,085	4,099,600	(2,257,600)	1,842,000	-55%
15 NET REVENUE / (EXPENSES)	(232,423)	(3,804,600)	2,289,600	(1,515,000)	-60%
16 Use Of / (Addition To) Reserves	232,423	3,804,600	(2,289,600)	1,515,000	
17 NET BALANCE	\$ -	\$ -	\$ -	\$ -	
18 Projected Capital Fund					
19 Beginning Capital Fund 7/1	\$ 25,931,245	\$ 24,754,700	\$ 22,465,100	\$ 21,538,700	
20 Addition / (Drawdown) of Capital Fund	(232,423)	(3,804,600)	2,289,600	(1,515,000)	
21 Ending Capital Fund	\$ 25,698,822	\$ 20,950,100	\$ 24,754,700	\$ 20,023,700	



**Community Facilities District No. 2020-1 Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 CFD Special Assessment	\$ 527,140	\$ 1,257,000	\$ 42,053	\$ 1,299,053	3%
3 Prior Year Collections	26,991		34,282	34,282	
4 Interest Income	9	-	-	-	N/A
5 TOTAL REVENUE	554,141	1,257,000	76,335	1,333,335	6%
6 EXPENSES					
7 Debt Service Principal	350,000	350,000	-	350,000	0%
8 Debt Service Interest	441,725	868,900	5,800	874,700	1%
9 CFD Administration	24,143	26,000	-	26,000	0%
10 TOTAL EXPENSES	815,868	1,244,900	5,800	1,250,700	0%
11 NET REVENUE / (EXPENSES)	(261,727)	12,100	70,535	82,635	583%
12 Use Of / (Addition To) CFD Fund	261,727	(12,100)	(70,535)	(82,635)	
13 NET BALANCE	\$ -	\$ -	\$ -	\$ -	
14 Projected CFD Fund					
15 Beginning CFD Fund 7/1	\$ 747,635	\$ 747,635	\$ 747,635	\$ 747,635	
16 Addition (Drawdown) of CFD Fund	(261,727)	12,100	70,535	82,635	
17 Ending CFD Fund	\$ 485,908	\$ 759,735	\$ 818,170	\$ 830,270	1/2

1 \$797,975 Debt service payment, including principal and interest, due 9/1/24

2 Includes 75% of prior year receivable of \$45,710

Altadena Library District
Proposed Amended Budget
FY 2023/24

General Fund

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County. **Increase 5%.**

Line 3 – Library Fees includes printing fees, video game rentals, community room fees, and passport services. **Increase 1%.**

Line 4 – Grant Reimbursements includes Building Forward grant-eligible staff and financial consulting time. **Add budget for projected reimbursements.**

Line 5 – Interest Income includes earnings from cash and investments held with the County of Los Angeles, in a checking account at Pacific West Bank, and with the California Cooperative Liquid Assets Securities System investment account (CLASS). **Increase 35% for higher than anticipated rates.**

Line 6 – Other Revenue is generated from film rentals, credit card rebates, and other miscellaneous revenue. **Decrease 36% for conservative budgeting from e-rate (internet) reimbursements under new administration.**

Expenses

Line 11 – Salaried includes employee wages and an annual wellness stipend, less a small portion funded from donations and grants. **No amendment.**

Line 12 – Hourly includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants. **No amendment.**

Line 15 – Health and Other Medical Insurance - Employees includes the District’s contribution toward health, dental, vision, and life insurance benefits for full-time employees. The total contribution from the District is \$1,100 per month per full-time employee. **No amendment.**

Line 16 – Health Insurance - Retirees includes health benefits for retired employees. **Increase 6% for an additional retiree receiving health insurance benefits.**

Line 17 – Workers’ Compensation includes insurance based on employee wages by risk category. **Decrease 3% for reduced premiums.**

Line 18 – Payroll Taxes includes the District’s portion of federal and state taxes. **No amendment.**

Line 19 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. **Increase 28% for retroactive contributions for an eligible employee.**

Line 20 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. **Decrease 3% for the discount from paying in full at the beginning of the fiscal year.**

Altadena Library District
Proposed Amended Budget
FY 2023/24

Line 21 – CalPERS UAL Discretionary Payment is a voluntary payment to CalPERS to reduce the unfunded accrued liability. **Redirect budget to bridge repair projects.**

Line 25 – Insurance includes property, liability, and earthquake insurance. **Increase 23% for higher premium rates for increased property valuation after the original budget.**

Line 26 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. **Decrease 11% for lower utility rates than anticipated.**

Line 27 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. **No amendment.**

Line 28 – Other Operating includes membership dues and subscriptions, postage, printing, operating and janitorial supplies, and non-capitalized equipment. **Decrease 2% for fewer anticipated purchases.**

Line 29 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. **Decrease 7% for lower anticipated maintenance costs.**

Line 30 – Structures & Improvements includes emergency funds for unanticipated expenses. **No amendment.**

Line 31 – Vehicles & Equipment Maintenance includes the cost of vehicle maintenance. **No amendment.**

Line 32 – Staff Development, Training & Travel includes staff conferences, training, travel, and related expenses. **Increase 25% for additional participation in conferences and training.**

Line 33 – Advertising & Marketing includes general marketing for the District. **Decrease 29% for fewer recruitments and lower advertising costs.**

Line 34 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. **Decrease 2% for lower costs.**

Line 37 – Audit & Financial Consulting includes annual audit services and external consulting services. **Increase 22% for higher rates and additional work due to capital and grant activity. A portion is reimbursed from the Community Facilities District (CFD) and grants.**

Line 38 – Legal Fees are for general District matters. **Decrease 40% for less legal services than anticipated.**

Line 39 – Consultants-Other includes consulting services for information technology (IT), human resources, and miscellaneous services **Decrease 10% for less human resources consulting services than anticipated.**

Altadena Library District
Proposed Amended Budget
FY 2023/24

Line 42 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. **Decrease 11% for e-rate (internet) costs under new administration.**

Line 43 – Technology Equipment includes office computers and misc. equipment. **Decrease 12% for deferred purchases to be made after building renovations are completed.**

Line 44 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. **Increase 49% for the additions of a computer use and print management system, scheduling and programming software, and summer reading challenge log software.**

Line 45 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. **Decrease 29% for reduced service line fees.**

Lines 48 - 56 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, mobile library collection- seed library, purchase suggestions from members, and Library of Things.
No amendment.

Lines 59 – 67 – Programs includes program costs for adult, teen, and youth services. It also supports the summer reading program, programs for the Bob Lucas Branch, literacy services, and volunteer services. **Increase 48% for adult services and all ages expenses planned, but not included in the original budget.**

Line 70 – Bridges Repair Projects includes the costs for repairing District walking bridges not funded with bond and grant proceeds. **Add budget for projected costs based on recommendation from Facilities Committee to use General Funds.**

Line 71 – Building Projects Legal Fees includes capitalized building project services not funded with bond and grant proceeds. **Add budget for projected costs.**

Line 74 - Net Revenue / (Expenses) is the projected use of or (addition to) Operating Reserves. **The use of \$130,000 is budgeted from the General Fund Reserves for FY 24.**

Altadena Library District
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Donations / Grants

Revenue

Line 3 – Altadena Library Foundation includes support for operating and program services and the Ode to the Land program. **Increase to fund the Ode to the Land program.**

Line 4 – Friends of the Library includes support for operating and program services. **No amendment.**

Line 5 – Califa Stay & Play includes support for outreach and programming for informal caregivers and the children in their care. **Add budget for new program.**

Line 6 – California Library Literary Services includes support for literacy services and English as a second language services. **Decrease to reflect approved grant funding.**

Line 7 - California State Library Expanding our Footprint includes carryover funds from FY 23 for two vending machines, supplies, mobile library equipment, and website development. **Increase for additional carryover funds.**

Line 8 – California State Library Lunch at the Library includes support for summer meals and programming for families. **Add budget for new program.**

Line 9 – California State Library Zip Books includes support for purchase suggestions which provide patrons with books not currently available that become part of the Library collection. **Add budget for new program.**

Expenses

Line 14 – Salaried includes a portion of salaries at the Bob Lucas Branch funded by the California Library Literary Services grant. **Decrease for reallocation to programs and materials.**

Line 15 – Hourly includes a portion of hourly wages at the Bob Lucas Branch funded by the California Library Literary Services grant for English as a second language services. **No amendment.**

Lines 18-21 – Total Operating Expenses includes staff recognition, development and training, miscellaneous furniture and equipment, the purchase of two vending machines and supplies, and mobile library equipment carried over from FY 23 funding from the Expanding our Footprint grant. **Increase for additional carryover funds.**

Lines 24-36 – Total Programs and Materials includes programming for adults, teens, youth, the summer reading program, literacy services, Poet’s Laureate, Ode to the Land, Lunch at the Library, Stay and Play, Purchase Suggestions, and the Mobile Library Collection/Seed Library funded from various grants. **Increase for support redirected from equipment to Adult Services, Youth Services, and new programs.**

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Line 39 – Website Development includes website development carried over from FY 23 funding from the Expanding our Footprint grant. **Increase for higher fees.**

Line 42 Net Revenue / (Expenses) is the projected use of or (deferred use of) donation and grant funds. **The FY 24 budget projects spending all donations and grants.**



Board of Library Trustees – Budget Committee

Quarterly Meetings are held the second
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 2024

February 8, 2024

May 9, 2024

August 8, 2024

November 14, 2024

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