



## SPECIAL BUDGET COMMITTEE AGENDA

Board of Library Trustees Budget Committee | Altadena Library District  
Virtual – Zoom – May 2, 2024 – 4:00 p.m..

### IMPORTANT NOTICE REGARDING MAY 2, 2024 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 2, 2024 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](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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 4:00 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 February 8, 2024

**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 Committee’s Recommendation to Adopt the updated Salary Schedule for Fiscal Year 2024-2025 to be presented to Board of Trustees for final approval (**Action**)
- b. Review and Approval of proposed Fiscal Year 2024-2025 Budget to be presented to Board of Trustees for final approval (**Action**)

**VII. Announcements & Planning**

- a. Proposed Future Agenda Items

**VIII. Adjournment**

- a. Adjourn Meeting



## 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](mailto:hello@altadenalibrary.org) or by submitting to [www.altadenalibrary.org/publiccomment](http://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.

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**I. Call to order**

- a. Land Acknowledgment  
Trustee Lim read the Land Acknowledgment.

**II. Open Session**

- a. Roll Call  
Trustee Lim called roll. Trustee Lim and Trustee Wilkerson were present. Quorum confirmed.
- b. Approval/Reordering of Agenda Items  
None.
- c. Adoption of Agenda  
**Trustee Wilkerson moved to adopt the agenda. Trustee Lim seconded the motion.**  
**Roll call Vote:**  
**Trustee Lim: aye**  
**Trustee Wilkerson: 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 –Meeting held May 11, 2023

**Trustee Wilkerson moved to approve the consent calendar. Trustee Lim seconded the motion.**

**Roll call Vote:**

**Trustee Lim: 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.*  
None.

**V. Unfinished Business**

- a. None

**VI. New Business**

- a. Review and Approval of Mid-Year Adjustments (**Action**)  
**Trustee Wilkerson moved to approve the mid year budget adjustments to take to the full board for approval. Trustee Lim seconded the motion.**  
**Roll call Vote:**  
**Trustee Lim: aye**  
**Trustee Wilkerson: aye**  
**Motion passed.**
  
- b. Review and Approval of the Budget Meeting calendar for 2024 (**Action**)  
**Trustee Wilkerson moved to approve the 2024 Budget Meeting calendar.**  
**Trustee Lim seconded the motion.**  
**Roll call Vote:**  
**Trustee Lim: aye**  
**Trustee Wilkerson: aye**  
**Motion passed.**

**VII. Announcements & Planning**

- a. Correspondence  
None
- b. Proposed Future Agenda Items  
None

**VIII. Adjournment**

- a. Adjourn Meeting  
The meeting adjourned at 1:56 pm.



**BOARD OF LIBRARY TRUSTEES – BUDGET COMMITTEE  
ITEM VI.A. STAFF REPORT FOR MAY 2024**

**REPORT:** Agenda Item VI.a.

**MEETING DATE:** May 2, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE:** Review and Approval of Committee’s Recommendation to Adopt the updated Salary Schedule for Fiscal Year 2024-2025 to be presented to Board of Trustees for final approval

**BACKGROUND:**

The Altadena Library District (ALD) adopts an annual salary schedule which includes 8 steps within a range for each hourly and exempt position. The increase between steps is currently 5% for steps 1-6 and 2.5% for steps 7-8. A cost-of-living adjustment (COLA) is applied annually.

The Consumer Price Index (CPI) has experienced extreme fluctuations over the past few years which influenced ALD to implement COLA of 2% in FY 22, 7% in FY 23, and 4% in FY 24. According to the [U.S. Bureau of Labor Statistics](#), the 12-month CPI for all Urban Consumers (CPI-U) was 2.5% for January, 3.4% for February, and 3.6% for March. The proposed salary schedule for FY 25 includes the recommendation to apply 2.5% COLA in an effort to address inflation and maintain fiscal responsibility while funding other needs of the District. The proposed salary schedule also includes increasing the range between steps 7-8 to 5%, consistent with all other steps.

**FISCAL IMPACT:**

The COLA and step increases outlined above add \$67,775 to the Salaries and Benefits budget for FY 25.

**RECOMMENDATION:**

Staff recommends that the Budget Committee review the Salary Schedule for Fiscal Year 2024-25 with a 2.5% COLA increase and 5% step increase for all steps and recommend that the Board of Trustees approve this updated schedule.



Altadena Library District Salary Schedule FY24-25  
Proposed 2.5% COLA Effective July 1, 2024

Salaries Fall in the Following Range: Steps 1 through 8 for all positions, except District Director.

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<b>District Director</b>	<b>Contract - No range</b>							
<b>Assistant Library Director</b>	54.33	57.05	59.90	62.90	66.04	69.35	72.81	76.45
Monthly	9,418	9,889	10,383	10,902	11,448	12,020	12,621	13,252
Annual	113,015	118,665	124,599	130,829	137,370	144,239	151,451	159,023
<b>IT &amp; Technical Services Manager</b>	53.00	55.65	58.43	61.36	64.42	67.64	71.03	74.58
Monthly	9,187	9,646	10,129	10,635	11,167	11,725	12,311	12,927
Annual	110,243	115,755	121,543	127,620	134,001	140,701	147,736	155,123
<b>Facilities Manager/Library Manager/Staff Accountant</b>	42.44	44.56	46.79	49.13	51.58	54.16	56.87	59.71
Monthly	7,356	7,724	8,110	8,515	8,941	9,388	9,858	10,350
Annual	88,270	92,683	97,318	102,183	107,293	112,657	118,290	124,205
<b>Librarian/Marketing Specialist</b>	36.61	38.44	40.36	42.38	44.50	46.72	49.06	51.51
Monthly	6,345	6,662	6,995	7,345	7,713	8,098	8,503	8,928
Annual	76,141	79,948	83,946	88,143	92,550	97,178	102,037	107,139
<b>Administrative Assistant</b>	30.79	32.33	33.94	35.64	37.42	39.29	41.26	43.32
Monthly	5,336	5,603	5,883	6,177	6,486	6,811	7,151	7,509
Annual	64,035	67,237	70,599	74,129	77,835	81,727	85,813	90,104
<b>Facilities Maintenance Worker/ Library Assistant</b>	27.21	28.58	30.00	31.50	33.08	34.73	36.47	38.29
Monthly	4,717	4,953	5,201	5,461	5,734	6,021	6,322	6,638
Annual	56,607	59,438	62,409	65,530	68,806	72,247	75,859	79,652
<b>Library Technician</b>	24.66	25.89	27.18	28.54	29.97	31.47	33.04	34.69
Monthly	4,274	4,487	4,712	4,947	5,195	5,455	5,727	6,014
Annual	51,286	53,850	56,542	59,370	62,338	65,455	68,728	72,164
<b>Facilities Monitor/Library Clerk</b>	22.33	23.45	24.62	25.85	27.15	28.50	29.93	31.42
Monthly	3,871	4,065	4,268	4,481	4,705	4,940	5,188	5,447
Annual	46,452	48,775	51,213	53,774	56,463	59,286	62,250	65,363
<b>Library Aide</b>	17.45	18.32	19.24	20.20	21.21	22.27	23.39	24.55
Monthly	3,025	3,176	3,335	3,502	3,677	3,860	4,053	4,256
Annual	36,297	38,112	40,017	42,018	44,119	46,325	48,641	51,073
<b>Library Intern</b>	17.06							
Monthly	2,956							
Annual	35,476							



**BOARD OF LIBRARY TRUSTEES – BUDGET COMMITTEE  
AGENDA ITEM VI.B. REPORT for MAY 2024**

**REPORT:** Agenda Item VI.b.

**MEETING DATE:** May 2, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE:** Review and Approval of proposed Fiscal Year 2024-2025 Budget to be presented to Board of Trustees for final approval

**BACKGROUND:**

In consultation with Kristi Even of Eide Bailly, I have drafted the District’s FY2024/25 budget for the committee’s review. This budget includes requests from all District department heads for programming and other operational needs. This budget includes a breakdown of staffing allocations and costs, a breakout of revenues and expenses by funding type:

- General Fund
- Donations & Grants
- Building Project Fund

The proposed Operating Budget projects utilizing \$72,700 from General Fund Reserves. This is based on conservative revenue projections including the stabilization of property tax revenue with a 2% increase, unlike higher increases that have been realized in the past few years. Notable expenditure increases include a 2.5% Cost of Living Adjustment (COLA) and an increase of health and other employee benefits from \$1,100 to \$1,500 per month per eligible employee. The proposed Donations and Grants Budget fully utilizes the funding for programs and necessary technology upgrades.

The proposed Capital / Building Project Budget presents increased spending in FY 2024/25 with activity in both locations (phases of execution on Bob Lucas and planning the Main Library front). Spending projections were provided by Jennifer Pearson of Rachlin Partners, based on the most recent schedules and timelines. Building project expenditures are projected at \$7,125,000, utilizing projected interest income and drawing down bond and grant proceeds by \$6,844,000. The District feels strong positioned to carry out its normal operations and the capital renovations with the FY 2024/25 proposed budgets.

Unlike last year, we are not making a recommendation to set the rate for the Special Tax Assessment to cover the debt service payments. After consultation with NBS, our Special Tax Assessment firm, the recommendation is to develop the budget after receiving the annual



property parcel numbers published in July and bring a rate and corresponding budget to the CFD Committee and then the Board of Trustees at that time.

**FISCAL IMPACT:**

The proposed General Fund Budget for FY2024/25 projects a decrease of \$72,700 to the General Fund Reserve. The proposed Donations and Grants Budget for FY 2024/25 projects a fiscal impact of \$0 because funds will be spent in their entirety for their targeted use. The proposed Capital / Building Projects Budget for FY2024/25 projects utilizing \$6,844,000 from bond and grant proceeds.

**RECOMMENDATION:**

Staff recommends that the Budget Committee vote to recommend adoption of the proposed Fiscal Year 2024-2025 Budget to be presented to Board of Trustees for their final approval.

**General Fund  
Proposed Budget  
FY 2024/25**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	FY 2023/24 Projected Actuals	FY 2023/24 Adopted Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed % Increase
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 4,483,600	\$ 4,483,600	\$ 4,573,300	2%
3 Library Fees	67,000	67,000	67,000	0%
4 Grant Reimbursements	8,000	8,000	8,000	0%
5 Interest Income	173,000	173,000	173,000	0%
6 Other Revenue	40,450	41,500	40,200	-1%
<b>7 TOTAL REVENUE</b>	<b>\$ 4,772,050</b>	<b>\$ 4,773,100</b>	<b>\$ 4,861,500</b>	<b>2%</b>
<b>8 EXPENSES</b>				
<b>9 Salaries &amp; Benefits</b>				
<b>10 Wages</b>				
11 Salaried	1,262,400	1,262,400	1,449,400	15%
12 Hourly	902,500	902,500	992,500	10%
<b>13 Total Wages</b>	<b>2,164,900</b>	<b>2,164,900</b>	<b>2,441,900</b>	<b>13%</b>
<b>14 Benefits, Retirement &amp; Taxes</b>				
15 Health and Other Medical Insurance - Employee	222,700	206,700	283,100	27%
16 Health Insurance - Retirees	76,300	76,300	79,600	4%
17 Workers' Compensation	15,000	15,000	24,900	66%
18 Payroll Taxes (District-Paid)	173,000	173,000	194,100	12%
19 CalPERS Retirement (Normal Costs)	193,900	193,900	178,100	-8%
20 CalPERS UAL Minimum Payment	214,500	214,500	256,400	20%
21 CalPERS UAL Discretionary Payment	225,000	225,000	100,000	-56%
<b>22 Total Benefits, Retirement &amp; Taxes</b>	<b>1,120,400</b>	<b>1,104,400</b>	<b>1,116,200</b>	<b>0%</b>
<b>23 Total Salaries &amp; Benefits</b>	<b>3,285,300</b>	<b>3,269,300</b>	<b>3,558,100</b>	<b>8%</b>
<b>24 Operating Expenses</b>				
25 Insurance	178,000	178,000	162,900	-8%
26 Utilities	84,500	84,500	87,000	3%
27 County Tax Collection Fees	41,700	41,700	42,500	2%
28 Other Operating	80,100	80,100	66,000	-18%
29 Facilities, Grounds & Maintenance	110,800	110,800	110,800	0%
30 Structures & Improvements	10,000	10,000	10,000	0%
31 Vehicles & Equipment Maintenance	5,000	5,000	5,000	0%
32 Staff Development, Training & Travel	34,700	34,700	37,700	9%
33 Advertising & Marketing	27,500	27,500	30,000	9%
34 Miscellaneous Expenses	8,000	8,000	8,000	0%
<b>35 Total Operating Expenses</b>	<b>580,300</b>	<b>580,300</b>	<b>559,900</b>	<b>-4%</b>
<b>36 Professional Services</b>				
37 Audit and Financial Consulting	132,300	132,300	143,600	9%
38 Legal Fees	15,000	15,000	15,000	0%
39 Consultants - Other	90,000	90,000	90,000	0%
<b>40 Total Professional Services</b>	<b>237,300</b>	<b>237,300</b>	<b>248,600</b>	<b>5%</b>

**General Fund  
Proposed Budget  
FY 2024/25**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	FY 2023/24 Projected Actuals	FY 2023/24 Adopted Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed % Increase
<b>41 Information Technology (IT)</b>				
42 Internet Service / E-Rate	48,600	48,600	45,300	-7%
43 Technology Equipment	56,000	56,000	56,000	0%
44 Technology Maintenance Fees	68,900	68,900	68,900	0%
45 Telecommunications	16,000	16,000	17,500	9%
<b>46 Total Information Technology (IT)</b>	<b>189,500</b>	<b>189,500</b>	<b>187,700</b>	<b>-1%</b>
<b>47 Library Materials</b>				
48 Books	110,000	110,000	110,000	0%
49 Downloadables	84,100	84,100	91,500	9%
50 DVDs & Videogames	14,600	14,600	9,000	-38%
51 Electronic Databases / Subscriptions	29,000	29,000	29,000	0%
52 Periodicals	10,000	10,000	10,000	0%
53 Audio CD	9,100	9,100	6,100	-33%
54 Mobile Library Collection	12,500	12,500	12,500	0%
55 Purchase Suggestions	14,000	14,000	17,000	21%
56 Library of Things	12,600	12,600	6,000	-52%
<b>57 Total Library Materials</b>	<b>295,900</b>	<b>295,900</b>	<b>291,100</b>	<b>-2%</b>
<b>58 Programs</b>				
59 Adult Services	35,000	35,000	35,000	0%
60 Teen Services	5,500	5,500	5,500	0%
61 Youth Services	10,000	10,000	15,500	55%
62 Summer Reading	11,000	11,000	11,000	0%
63 Bob Lucas Branch Services	5,500	5,500	-	-100%
64 Literacy Services	800	800	800	0%
65 All Ages	6,000	6,000	6,000	0%
66 Outreach Services	15,000	15,000	15,000	0%
<b>67 Total Programs</b>	<b>88,800</b>	<b>88,800</b>	<b>88,800</b>	<b>0%</b>
<b>68 Capital Expenditures - District Funded</b>				
69 Building Projects Legal Fees	40,000	12,000	-	-100%
<b>70 Total Capital Expenditures - District Funded</b>	<b>40,000</b>	<b>12,000</b>	<b>-</b>	<b>-100%</b>
<b>71 TOTAL EXPENSES</b>	<b>\$ 4,717,100</b>	<b>\$ 4,673,100</b>	<b>\$ 4,934,200</b>	<b>5%</b>
<b>72 NET REVENUE / (EXPENSES)</b>	<b>54,950</b>	<b>100,000</b>	<b>(72,700)</b>	
73 Use Of / (Addition To) Reserves	(54,950)	(100,000)	72,700	
<b>74 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>75 Projected General Fund Reserves</b>				
76 Beginning Reserves 7/1	\$ 4,754,415	\$ 4,754,415	\$ 4,809,365	
77 Addition To (Use of) Reserves	54,950	100,000	(72,700)	
<b>78 General Fund Reserves</b>	<b>\$ 4,809,365</b>	<b>\$ 4,854,415</b>	<b>\$ 4,736,665</b>	

## Donations and Grants Proposed Budget FY 2024/25

	A	B	C	D
	FY 2023/24 Projected Actuals	FY 2023/24 Adopted Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed % Increase
<b>1 REVENUE</b>				
<b>2 Donations &amp; Grants</b>				
3 Altadena Library Foundation	\$ 50,900	\$ 50,900	\$ 25,000	-51%
4 Friends of the Library	20,000	20,000	20,000	0%
5 Califa Stay & Play	4,500	4,500	-	-100%
6 California State Library Literacy Services	37,350	37,350	36,750	-2%
7 California State Library Expanding our Footprint	193,000	193,000	-	-100%
8 California State Library Lunch at the Library	46,750	46,750	15,600	-67%
9 California State Library Zip Books	3,100	3,100	-	-100%
<b>10 Total Donations &amp; Grants</b>	<b>355,600</b>	<b>355,600</b>	<b>97,350</b>	<b>-73%</b>
<b>11 TOTAL REVENUE</b>	<b>\$ 355,600</b>	<b>\$ 355,600</b>	<b>\$ 97,350</b>	<b>-73%</b>
<b>12 EXPENSES</b>				
<b>13 Wages</b>				
14 Salaried	23,600	23,600	22,100	-6%
15 Hourly	12,000	12,000	11,100	-8%
<b>16 Total Wages</b>	<b>35,600</b>	<b>35,600</b>	<b>33,200</b>	<b>-7%</b>
<b>17 Operating Expenses</b>				
18 Staff and Volunteer Recognition	6,000	6,000	5,000	-17%
19 Staff Development, Training & Travel	3,500	3,500	2,000	-43%
20 Equipment, Furniture & Fixtures	183,100	183,100	-	-100%
21 Vending Machine Supplies	1,800	1,800	-	-100%
22 Website Development	8,100	8,100	-	-100%
<b>23 Total Operating Expenses</b>	<b>202,500</b>	<b>202,500</b>	<b>7,000</b>	<b>-97%</b>
<b>24 Programs and Materials</b>				
25 Adult Services	28,000	28,000	17,500	-38%
26 Teen Services	1,700	1,700	2,000	18%
27 Youth Services	10,000	10,000	3,500	-65%
28 Summer Reading	2,000	2,000	2,000	0%
29 Bob Lucas Branch Services	300	300	-	-100%
30 Literacy Services	1,750	1,750	3,550	103%
31 All Ages	-	-	12,000	0%
32 Poets Laureate	5,000	5,000	-	-100%
33 Ode to the Land	10,000	10,000	-	-100%
34 Lunch at the Library	46,750	46,750	15,600	-67%
35 Stay and Play	4,500	4,500	-	-100%
36 Purchase Suggestions	3,100	3,100	-	-100%
37 Library of Things	3,400	3,400	-	-100%
38 Mobile Library Collection/Seed Library	1,000	1,000	1,000	0%
<b>39 Total Programs and Materials</b>	<b>117,500</b>	<b>117,500</b>	<b>57,150</b>	<b>-51%</b>
<b>40 TOTAL EXPENSES</b>	<b>\$ 355,600</b>	<b>\$ 355,600</b>	<b>\$ 97,350</b>	<b>-73%</b>
<b>41 NET REVENUE / (EXPENSES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Building Project Fund Proposed Budget FY 2024/25

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	FY 2023/24 Projected Actuals	FY 2023/24 Adopted Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed % Increase
<b>1 REVENUE</b>				
2 Interest Income	\$ 327,000	\$ 327,000	\$ 281,000	-14%
<b>3 TOTAL REVENUE</b>	<b>327,000</b>	<b>327,000</b>	<b>281,000</b>	<b>-14%</b>
<b>4 EXPENSES</b>				
5 Project Management	130,000	130,000	264,000	103%
6 Staff and Accounting	-	-	8,000	0%
7 Legal Fees	-	-	15,000	0%
8 Bob Lucas Memorial Library	400,000	840,000	2,967,000	642%
9 Main Library	600,000	680,000	3,546,000	491%
10 Contingencies	192,000	192,000	325,000	69%
<b>11 TOTAL EXPENSES</b>	<b>1,322,000</b>	<b>1,842,000</b>	<b>7,125,000</b>	<b>439%</b>
<b>12 NET REVENUE / (EXPENSES)</b>	<b>(995,000)</b>	<b>(1,515,000)</b>	<b>(6,844,000)</b>	
13 Use Of / (Addition To) Building Project Fund	995,000	1,515,000	6,844,000	
<b>14 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>15 Projected Building Project Fund</b>				
16 Beginning Building Project Fund 7/1	\$ 25,931,246	\$ 25,931,246	\$ 24,936,246	
17 Addition To (Use of) Building Project Fund	(995,000)	(1,515,000)	(6,844,000)	
<b>18 Building Project Fund</b>	<b>\$ 24,936,246</b>	<b>\$ 24,416,246</b>	<b>\$ 18,092,246</b>	

# Altadena Library District

## FY 25 Proposed Budget

### General Fund

#### Revenue

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

**Line 3 – Library Fees** includes printing fees, video game rentals, community room fees, and passport services. **There is no budget increase for FY 25.**

**Line 4 – Grant Reimbursements** include reimbursements for a portion of staff salaries and financial consulting services from the California State Library - Building Forward Grant. **There is no budget increase for FY 25.**

**Line 5 - Interest Income** includes earnings from cash and investments held with the County of Los Angeles (COLA), a checking account at Pacific West Bank, and the California Cooperative Liquid Assets Securities System investment account CLASS). **There is no budget increase for FY 25.**

**Line 6 – Other Revenue** is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. **Decrease 1% for E-rate agreement.**

#### Expenses

**Line 11 –Salaried** includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants. **Increase 15% for a 2.5% cost of living adjustment (COLA), 5% step increases, and the addition of staff at mid-salary range.**

**Line 12 – Hourly** includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants **Increase 10% for a 2.5 cost of living adjustment (COLA), 5% step increases, and the change from a part-time staff accountant position to full-time.**

**Line 15 – Health and Other Medical Insurance - Employee** includes the District’s contribution toward health, dental, vision, and life insurance for full-time employees. The total contribution from the District for health and other medical insurance is up to \$1,500 per month per full-time employee. **Increase 27% for the District benefit allowance increase and anticipated maximum benefits for vacant positions.**

**Line 16 – Health Insurance - Retiree** includes health benefits for retired employees. **Increase 4% for higher premium rates.**

**Line 17 – Workers’ Compensation** insurance based on employee wages by risk category. **Increase 66% for rate increases from prior year activity/claims.**

**Line 18 – Payroll Taxes** include the District’s portion of federal and state taxes. **Increase 12% for employee wage increases.**

## **Altadena Library District**

### **FY 25 Proposed Budget**

**Line 19 – CalPERS Retirement (Normal Costs)** is the District’s portion of employee retirement costs. **Net decrease of 8% for FY 25 rate increases and non-recurring retroactive payments for a newly enrolled employee in the prior year.**

**Line 20 – CalPERS UAL Minimum Payment** is the annual required payment toward the unfunded accrued liability. **Increase 20% due to actuarial calculations. A 3% discount will be applied for paying in full at the beginning of the fiscal year.**

**Line 21 – CalPERS UAL Discretionary Payment** is a voluntary payment to reduce the unfunded accrued liability of approximately \$2M for CalPERS. **Decrease 56% based on projected budget performance. Payments may be made to CalPERS or to a restricted investment account for this purpose.**

**Line 25 – Insurance** includes property, liability, and earthquake insurance. **Net decrease of 8% for higher premium rates and non-recurring claims from the prior year.**

**Line 26 – Utilities** includes electricity, gas, and water for the main library and the Bob Lucas branch. **Net increase of 3% for higher utility rates and less usage at the Bob Lucas branch due to closure.**

**Line 27 – County Tax Collection Fees** are paid to the County at approximately 1% of property taxes collected in Line 2. **Increase 2% based on budget increase for property tax revenue.**

**Line 28 – Other Operating** includes membership dues & subscriptions, postage, printing, supplies, janitorial supplies, and non-capitalized equipment. **Decrease 18% for the replacement of leased equipment with purchased equipment.**

**Line 29 – Facilities, Grounds & Maintenance** includes maintenance contracts, building maintenance and repairs, and landscaping services. **There is no budget increase for FY 25.**

**Line 30 – Structures & Improvements** includes emergency funds for unanticipated expenses. **There is no budget increase for FY 25.**

**Line 31 – Vehicles & Equipment Maintenance** includes the cost of vehicle maintenance. **Increase There is no budget increase for FY 25.**

**Line 32 – Staff Development, Training & Travel** is budgeted for staff conferences, training, and related expenses. **Increase 9% for increased travel costs.**

**Line 33 – Advertising & Marketing** includes general marketing for the District. **Increase 9% for building renovation project notifications.**

**Line 34 – Miscellaneous Expenses** includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines **There is no budget increase for FY 25.**

**Line 37 – Audit & Financial Consulting** includes annual audit services and external consulting services. **Increase 9% for higher rates and additional work due to capital and grant activity. A portion is reimbursed from grants.**

## **Altadena Library District**

### **FY 25 Proposed Budget**

**Line 38 – Legal Fees** are for general District matters. **There is no budgeted increase for FY 25.**

**Line 39 – Consultants-Other** includes consulting services for information technology (IT), human resources, and miscellaneous services. **There is no budgeted increase for FY 25.**

**Line 42 – Internet Service / E-Rate** includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. **Decrease 7% for agreement discounts.**

**Line 43 – Technology Equipment** includes office computers and misc. equipment. **There is no budget increase for FY 25.**

**Line 44 – Technology Maintenance Fees** includes maintenance contracts for a printer, copier, and multi-functional machines. **There is no budget increase for FY 25.**

**Line 45 - Telecommunications** includes phone charges for the main library and the Bob Lucas branch. **Increase 9% for additional hotspot contracts.**

**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. **Decrease Total Library Materials 2% for the reduction of CDs and DVDs.**

**Lines 59 – 66 – 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. **There is no budget increase for FY Total Program Expenses.**

**Line 69 – Building Projects Legal Fees** include legal fees for the building projects. **FY 25 fees are budgeted using bond proceeds.**

**Line 72 - Net Revenue / (Expenses)** is the year-to-date use of or (addition to) Operating Reserves. **The use of \$72,700 is budgeted from Operating Reserves for FY 25.**

## **Donations / Grants**

### **Revenue**

**Line 3 – Altadena Library Foundation** includes a grant to support operating and program services. **FY 25 funding is reduced due to program grants that ended in FY 24.**

**Line 4 – Friends of the Library** includes a grant to support operating and program services. **Funding is renewed for FY 25.**

**Line 5 – Califa Stay & Play** includes support for outreach and programming for informal caregivers and the children in their care. **Funding is granted based on reapplication each year. There is no budget for FY 25.**



## **Altadena Library District**

### **FY 25 Proposed Budget**

**Line 6 - California Library Literary Services** includes annual grant funding and an additional grant to support English as a second language services. **FY 25 funding is reduced by 2%.**

**Line 7 - California State Libraries Expanding our Footprint** includes the purchase of vending machines and other equipment. **Grant funding was finalized in FY 24. There is no budget for FY 25.**

**Line 8 - California State Library Lunch at the Library** includes support for summer meals and programming for families. **FY 25 funding is carried over from FY 24.**

**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. **Funding is granted based on reapplication each year. There is no budget for FY 25.**

#### **Expenses**

**Line 14 - Salaried** includes a portion of salaries at the Bob Lucas Branch funded by the California Library Literary Services grant. **Decrease 6% for an increased allocation to English as a second language 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. **Decrease 8% for an increased allocation to English as a second language materials.**

**Lines 18-22 - Total Operating Expenses** includes staff recognition, development and training, and miscellaneous furniture and equipment funded by the Altadena Library Foundation and Friends of the Altadena Library. **Decrease due to the completion of the Expanding our Footprint grant in FY 24.**

**Lines 25-38 - Total Programs and Materials** includes programming for adults, teens, youth, and all ages, the summer reading program, literacy services, and the Poet's Laureate. It also includes materials for the Mobile Library Collection / Seed Library. **Decrease due to multiple grants from FY 24 that require reapplication for FY 25.**

**Line 41 Net Revenue / (Expenses)** is the year-to-date use of or (deferred use of) donation and grant funds. **The FY 25 budget projects utilizing all donations and grants.**