



Approved Budget

Fiscal Years 2024/2025 & Projected 2025/2026

A Message from the Finance Manager

The Palos Verdes Library District is an independent special district which was formed in April 1928 under provision of Sections 19600-19734 of the California Education Code and encompasses the entire approximate 28 square miles of the Palos Verdes Peninsula.

The District is governed by a Board of Library Trustees which consists of five publicly elected members. These members are responsible for the adoption of the annual operating budget (general fund) and annual budgets for all other funds on or before September 1 each year in compliance with Section 19655 of the California Education Code. The fiscal year of the Palos Verdes Library District is July 1 to June 30. There are a total of two readings of the budget. The first reading is presented to the board in May and the second reading in June. In addition, there is a mid-year review which takes place at the February board meeting.

The District's budget is developed to prioritize and arrange our financial resources in alignment with the District's plan for services to the community. The budget describes how the District's funding will be allocated and what capital projects will be planned.

The preparation of the budget is a team effort and I wish to acknowledge the department managers and key staff for their timely department budgets. As always, I welcome your comments and suggestions on this budget process and the information contained herein.

Respectfully,



Will Liu
Finance Manager

MISSION

**We Connect.
We Inspire.
We Transform.
Together.**

VISION

The Palos Verdes Peninsula is a **community** where everyone is **seen, heard, and celebrated.**

BOARD OF LIBRARY TRUSTEES

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All Funds | *FY 2024/25 Budget Summary*

	GENERAL FUND	PENSION FUND	TOTAL
<u>Revenues</u>			
Property Taxes	11,324,000		11,324,000
Internal Income	417,300		417,300
Gifts & Grants	258,900		258,900
Interest Income	250,000	80,000	330,000
Total Revenues	12,250,200	80,000	12,330,200
<u>Expenditures</u>			
Salaries and Related	9,137,800		9,137,800
Building & Maintenance	907,200		907,200
Information Technology/Digital Services	409,000		409,000
Library Expenses	141,600		141,600
Administration/Marketing	457,300		457,300
Library Materials	602,300		602,300
Investment Related Fees	-	2,100	2,100
Fixed Assets & Software	1,066,000		1,066,000
Total Expenditures	12,721,200	2,100	12,723,300
Net Excess/(Shortage)	(471,000)	77,900	(393,100)
Other Financing Sources (Uses):			
Operating transfers in		750,000	750,000
Operating transfers out	(750,000)		(750,000)
Total Other Financing Sources (Uses)	(750,000)	750,000	-
Excess of Revenues and Other Sources Over Expenditures and Other Uses	(1,221,000)	827,900	(393,100)
Estimated Fund Balances, Beginning	8,371,442	1,472,260	9,843,702
Estimated Fund Balances, Ending	7,150,442	2,300,160	9,450,602
<u>Fund Balances</u>			
Restricted	-	690,760	690,760
Committed	-	1,609,400	1,609,400
Six months of operating expenses (govt. code #53646)	6,360,600	-	6,360,600
Emergency reserve - 5% operating revenue	612,510	-	612,510
Designations:			
Subsequent year capital plan	177,332	-	177,332
Additional emergency reserve	-	-	-
Future capital projects beyond subsequent year	-	-	-
Unreserved/undesignated	-	-	-
Total Fund Balances	7,150,442	2,300,160	9,450,602

General Fund | Budget Summary

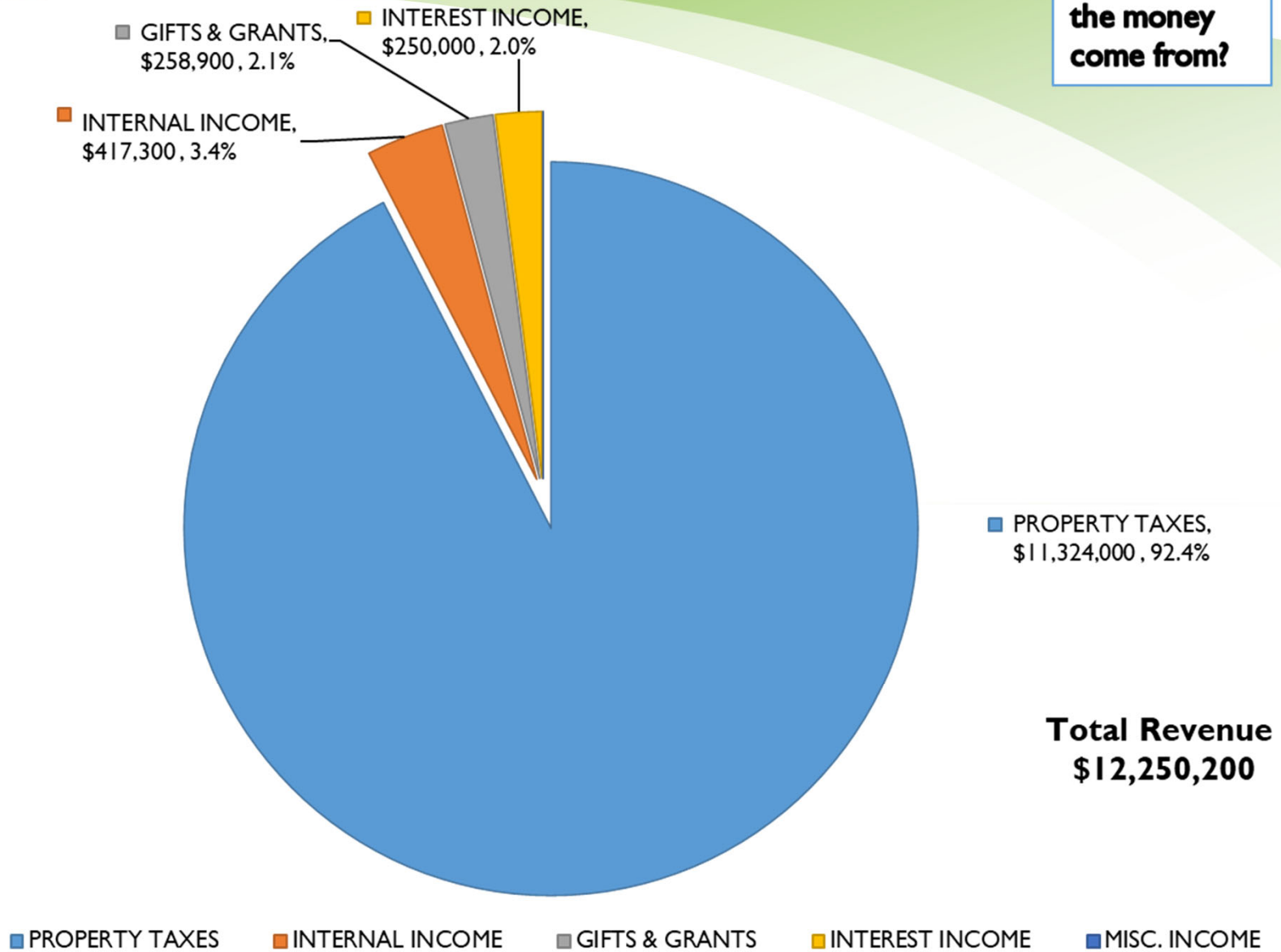
	2023/2024	2024/2025	MID-YEAR BUDGET 2023/2024	APPROVED BUDGET 2024/2025	POS/(NEG) AMOUNT	PERCENT	PROJECTED BUDGET 2025/2026
	OPER REV	OPER REV					
REVENUES:							
PROPERTY TAXES	91.9%	92.4%	10,832,300	11,324,000	491,700	4.5	11,810,000
INTERNAL INCOME	3.3%	3.4%	385,700	417,300	31,600	8.2	417,300
GIFTS & GRANTS	2.4%	2.1%	284,500	258,900	(25,600)	(9.0)	267,200
INTEREST INCOME	2.3%	2.0%	275,000	250,000	(25,000)	(9.1)	200,000
OTHER INCOME	0.1%	0.0%	7,500	-	(7,500)	N/M	-
TOTAL REVENUES			11,785,000	12,250,200	465,200	3.9	12,694,500
EXPENDITURES:							
SALARY & RELATED	69.1%	71.8%	8,595,200	9,137,800	(542,600)	(6.3)	9,504,900
BUILDING & MAINTENANCE	8.1%	7.1%	1,007,000	907,200	99,800	9.9	958,100
INFO TECH/DIGITAL SRV	2.4%	3.2%	299,100	409,000	(109,900)	(36.7)	363,000
LIBRARY EXPENSES	1.2%	1.1%	154,600	141,600	13,000	8.4	141,600
ADMINISTRATION/MARKETING	2.0%	3.6%	243,300	457,300	(214,000)	(88.0)	267,000
LIBRARY MATERIALS	4.7%	4.7%	580,700	602,300	(21,600)	(3.7)	602,300
FIXED ASSETS & SOFTWARE	12.6%	8.4%	1,562,500	1,066,000	496,500	31.8	549,500
TOTAL EXPENDITURES			12,442,400	12,721,200	(278,800)	(2.2)	12,386,400
NET EXCESS/(SHORTAGE)			(657,400)	(471,000)	186,400		308,100
TRANSFERS IN			-	-			-
TRANSFERS OUT			(750,000)	(750,000)			(750,000)
AUDITED FUND BALANCE - BEGINNING			9,778,842	8,371,442			7,150,442
ESTIMATED FUND BALANCE - ENDING			8,371,442	7,150,442			6,708,542

General Fund | *Fund Balance*

	MID-YEAR BUDGET 2023/2024	APPROVED BUDGET 2024/2025	PROJECTED BUDGET 2025/2026
FUND BALANCES:			
Six months of operating expenses (govt. code #53646)	6,221,200	6,360,600	6,193,200
Emergency reserve - 5% operating revenue	589,250	612,510	515,342
Designations:			
Subsequent year capital plan	978,500	177,332	-
Additional emergency reserve - 5% operating revenue	582,492	-	-
Future capital projects beyond subsequent year	-	-	-
Unreserved/undesignated	-	-	-

Budget Revenues

**Where does
the money
come from?**



Detail Budget | *Revenues*

ACCT#	Revenue	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
<i>Property Tax Revenue</i>						
4001	<i>Secured</i>	9,190,546	9,794,036	10,317,500	10,808,000	11,294,000
4002	<i>Unsecured</i>	349,299	350,689	350,000	350,000	350,000
4185	<i>Homeowners Exemption</i>	41,617	41,275	39,800	41,000	41,000
4005/4050/60/70	<i>Other Property Tax Revenues</i>	212,565	160,863	125,000	125,000	125,000
Total Property Tax Revenue		9,794,027	10,346,864	10,832,300	11,324,000	11,810,000

Notes: Secured property tax revenue assumes a 4.75% increase for FY 24/25 and a 4.5% increase for FY 25/26.

Detail Budget | Revenues

ACCT#	Revenue	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Internal Income						
Rentals & Commission						
4234	Printers in-house	4,585	5,494	5,500	6,000	6,000
4235	Copiers in-house	3,438	4,004	4,000	4,000	4,000
4282	Vending Machine	229	928	1,300	1,400	1,400
4284	EV Charging Station	19,030	8,400	8,400	8,400	8,400
4360	Art Commissions	3,888	3,129	6,000	6,000	6,000
4400	Miscellaneous	775	1,376	1,000	1,000	1,000
	Subtotal	31,946	23,331	26,200	26,800	26,800
Services & Fees						
4206	Meeting Rooms	41,556	71,480	60,000	55,000	55,000
4240	Fines & Fees	24,780	11,537	11,000	11,000	11,000
4246	Inter Library Loans	466	440	500	500	500
4247	DVD Movie Rentals	7,246	-	-	-	-
4249/4280	Passports	206,850	266,500	285,000	320,000	320,000
4281	Notary	1,785	2,115	2,000	3,000	3,000
4283	Proctoring	-	350	1,000	1,000	1,000
	Subtotal	282,683	352,422	359,500	390,500	390,500
	Total Internal Income	314,629	375,753	385,700	417,300	417,300

Notes: Increase in passport revenue due to passport photos back to 100% levels for the full year.

Detail Budget | Revenues

ACCT#	Revenue	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Gifts & Grants						
<i>Friends of the Library</i>						
4252	YR Summer Reading	8,400	8,400	8,400	8,400	8,400
4252	Adult Programming	23,000	18,000	25,000	28,000	28,000
4252	YR Programming	5,100	5,100	5,100	5,600	5,600
4252	Young Adult Programing	4,800	4,800	4,800	4,800	4,800
4252	Sunday Service Hours	124,000	131,800	130,800	135,900	141,700
4252	Volunteer Appreciation	750	750	3,500	3,500	3,500
4252	Program Support	4,000	29,000	28,000	6,000	6,000
4252	Library Materials	5,000	5,000	5,000	5,000	5,000
4252	Online Databases	10,000	10,000	10,000	10,000	10,000
4252	Digital Support (Video Gaming)	4,000	4,000	4,000	4,000	4,000
4252	Local History Room Staff	19,981	37,889	23,100	45,900	48,400
4252	Postage Meter	1,300	1,300	1,300	1,300	1,300
4252	Capital Projects	-	63,448	35,000	-	-
4252	PV News Digitization	9,000	-	-	-	-
Subtotal		219,331	319,487	284,000	258,400	266,700
<i>Other Gifts</i>						
4260	Gifts from Donors	3,194	317	500	500	500
<i>Grants</i>						
4270	All Grants	649	-	-	-	-
Total Gifts & Grants		223,175	319,804	284,500	258,900	267,200

Notes: Local history room staff higher due to vacancy filled in early 2024.

Detail Budget | *Revenues*

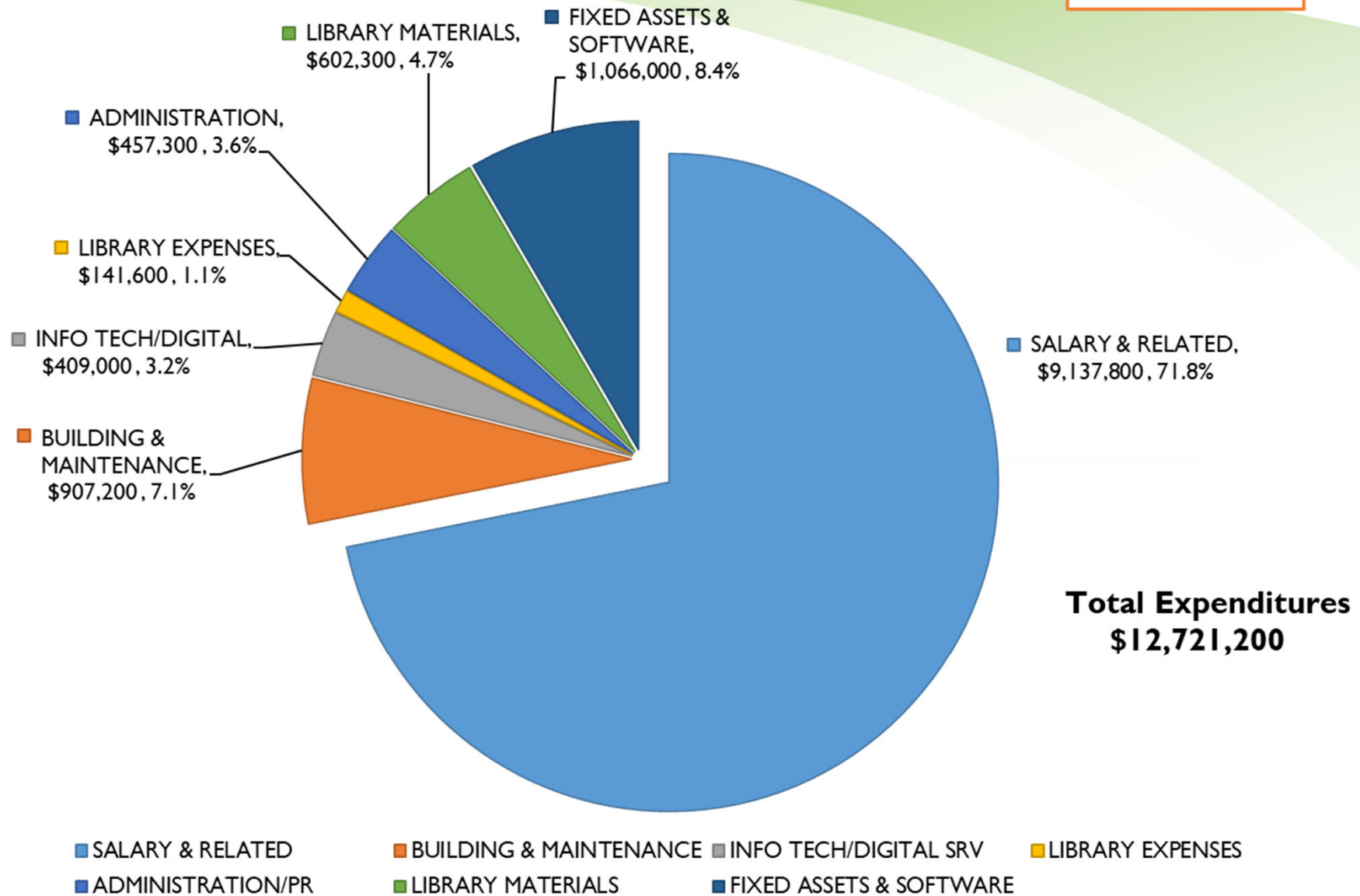
ACCT#	Revenue	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
<i>Other Income</i>						
4350	<i>Sale of Fixed Assets</i>	-	-	6,750	-	-
4401/02	<i>Other Income</i>	134,168	-	750	-	-
4420-24	<i>Interest Income</i>	40,819	194,931	275,000	250,000	200,000
	<i>Total Other Income</i>	174,987	194,931	282,500	250,000	200,000
REVENUE TOTALS		\$ 10,506,817	\$ 11,237,352	\$ 11,785,000	\$ 12,250,200	\$ 12,694,500

Notes:

Lower interest income in FY 24/25 and FY 25/26 due to lower reserve balances as a result of continued pension funding and, to a lesser extent, slightly lower interest rates.

Budget Expenses

**Where does
the money go?**



Detail Budget | Expenses

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Salary & Related						
<i>Salary & Benefits</i>						
5100	Salaries	5,098,700	5,614,497	5,854,500	6,233,800	6,498,700
5100	Salaries - Vacation Cash Out	-	-	59,000	65,000	65,000
5100	Salaries - PFL Sunday Hours	-	-	121,500	126,200	131,600
5105	FICA/Medicare	371,726	410,485	442,100	467,400	487,100
5105	FICA/Medicare - Sunday Hours	-	-	9,300	9,700	10,100
5106	Unemployment	4,986	2,550	2,000	2,000	2,000
5109	PERS Employer (Classic)	246,831	250,354	290,000	309,000	322,000
5109	PERS Employer (Pepra)	134,171	155,716	193,000	203,000	212,000
5112	PERS - Unfunded Liability	-	15,067	-	71,000	53,000
5113	PERS - Long Term Unfunded Liability	-	-	500,000	500,000	500,000
5114	POB - Interest Expense	204,356	198,266	192,000	185,400	178,600
5115	POB - Loan Amortization	171,000	177,000	184,000	190,000	197,000
5110	Group Insurance	455,482	473,828	518,000	556,800	601,300
5111	Workers' Compensation	35,451	67,651	84,100	102,300	130,000
Subtotal		6,722,704	7,365,414	8,449,500	9,021,600	9,388,400
<i>Professional/Outsourced Services</i>						
5142	Labor Counsel	22,747	13,814	25,000	25,000	25,000
5145	General Law Counsel	22,726	11,267	20,000	20,000	20,000
5146	Audit Services	12,633	7,393	16,000	12,500	12,800
5151	HR Background Checks	2,190	2,056	1,500	1,500	1,500
5157	Technical Services	55,187	41,590	55,000	55,000	55,000
5158	Other Consulting Services	4,585	720	21,000	-	-
5159	Temporaries	-	4,419	5,000	-	-
5160	Actuarial Reporting Fees	700	700	700	700	700
5161	Collection Agency	719	1,409	1,500	1,500	1,500
Subtotal		121,487	83,367	145,700	116,200	116,500
Total Salary & Related		6,844,191	7,448,781	8,595,200	9,137,800	9,504,900

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Building & Maintenance						
<i>Contracts, Housekeeping & Maint</i>						
5219	Cleaning/Maint Supplies	11,554	19,729	30,000	30,000	30,000
5221	Window Cleaning	-	-	500	500	500
5222	Carpet/Upholstery Cleaning	-	-	500	500	500
5223	Pest Control	2,400	2,400	3,000	3,000	3,000
5224	Lights	6,039	1,495	4,000	4,000	4,000
5232	Fire/Burglar Alarm	29,807	20,472	22,000	18,000	18,000
5233	Fire Extinguisher	1,258	1,376	2,000	2,000	2,000
5234	Boiler Maint	10,058	6,770	6,000	10,000	10,000
5235	Building/Maint & Grounds	53,374	62,209	60,000	60,000	60,000
5236	Landscaping	41,221	41,044	50,000	50,000	50,000
5237	Elevator Maint & Repair	10,476	9,054	35,000	20,000	20,000
5238	Library Signage	-	-	1,000	1,000	1,000
5239	HVAC	17,791	33,919	40,000	40,000	40,000
5240	Maint Uniforms	2,136	2,657	3,500	3,500	3,500
5250	Transportation/Vehicle Maint	7,807	7,752	6,000	2,000	4,000
5270	Trash Pick-up	9,443	14,838	23,000	27,000	27,000
Subtotal		203,363	223,716	286,500	271,500	273,500

Detail Budget | Expenses

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
<i>Administration/Contracts</i>						
5225	Insurance - G/L	199,431	249,191	314,500	263,700	329,600
5226	Insurance Deductible	-	-	1,000	1,000	1,000
5227	Emergency Disaster Supplies	1,084	1,729	2,000	1,000	1,000
5229	Equipment Maint Other	2,154	2,083	3,000	3,000	3,000
5231	Copier Lease/Maint	27,683	27,979	32,000	32,000	32,000
	Subtotal	230,352	280,982	352,500	300,700	366,600
<i>Utilities</i>						
5261	Water	21,162	20,445	23,000	28,000	28,000
5262	Electric	189,892	218,741	250,000	250,000	250,000
5263	Gas	18,583	44,538	50,000	37,000	40,000
	Subtotal	229,637	283,724	323,000	315,000	318,000
<i>Special Projects</i>						
5280	Major Maint/Special Projects	93,137	36,055	45,000	20,000	-
	Total Building & Maintenance	756,488	824,477	1,007,000	907,200	958,100

Notes: 5225 Lower insurance premiums due to reduction in liability limits coverage from \$10 million to \$5 million.
5280 Major Maintenance / Special Projects is for Miraleste termite investigation and tenting.

Detail Budget | Expenses

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Information Technology/ Digital Srv						
<i>Information Technology</i>						
5300	Data/Voice/Internet	43,472	43,298	42,000	42,000	42,000
5303	Supplies/Repairs	20,317	22,137	27,500	26,000	26,000
5305	Maint - Hardware	37,780	36,462	32,100	43,000	43,000
5306	Maint - Software	21,703	13,906	21,000	40,000	40,000
5311	Small Equipment/Software	31,573	31,547	32,000	47,000	32,000
5311-CP	Equipment/Software - Capital Plan	130,127	48,230	19,500	81,000	50,000
	Subtotal	284,972	195,580	174,100	279,000	233,000
<i>Digital Services</i>						
5315	Digital Library Services	108,065	114,687	125,000	130,000	130,000
	Total Info Technology/Digital Srv	393,038	310,268	299,100	409,000	363,000

Notes: 5311-CP higher in FY 24/25 due to upgrades of PCs / Chromebooks as well as telecom switches and routers.

Detail Budget | Expenses

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Library Expenses						
<i>Library Expenses</i>						
5450	Small Office Equip (>\$200<\$5K)	458	1,886	2,000	2,000	2,000
5463	Postage	9,604	12,659	9,000	14,000	14,000
5463	Postage-Passports	7,457	10,936	11,000	11,000	11,000
5464	T/S Processing Supplies	9,966	10,583	12,000	12,000	12,000
5468	Circulation Expenses	5,310	8,176	8,000	7,000	7,000
5471	Adult Programming	14,445	15,912	25,000	28,000	28,000
5472	YR Programming	2,566	4,073	5,100	5,600	5,600
5472-03	Summer Reading Program	9,339	6,299	8,400	8,400	8,400
5472-04	Programming Young Adult	93	670	4,800	4,800	4,800
5473	PV Local History Collection	18,751	24,576	34,700	14,200	14,200
5489	Cataloging Activity/OCLC	12,992	13,644	14,300	14,300	14,300
5490	ILL Activity/OCLC	13,260	13,842	14,400	14,400	14,400
5492	OCLC First Search	2,622	2,727	2,900	2,900	2,900
5550	Miscellaneous Expenses	4	644	3,000	3,000	3,000
Total Library Expenses		106,867	126,628	154,600	141,600	141,600

Detail Budget | Expenses

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Administration/Marketing						
Administration Expenses						
5440	Staff & BLT Memberships	5,133	5,085	5,000	5,500	5,500
5441	District Memberships (SCLC/CSDA/CLA)	13,394	15,760	16,000	17,000	18,000
5442	Conference Travel BLT	4,727	7,239	7,000	7,000	7,000
5442-01	Community Events/Training BLT	-	2,755	3,000	3,000	3,000
5443	Travel/Workshops/Training (Staff)	10,584	8,521	16,000	12,500	12,500
5443-01	EDI Support	-	-	-	2,000	2,000
5444	Classified Advertising	537	-	1,000	1,000	1,000
5446	Continuing Education	-	707	1,200	1,000	1,000
5449	Board Meeting Expenses	132	1,445	1,200	1,200	1,200
5461	Administration Supplies	5,864	10,461	8,000	14,000	13,000
5470	Tax Collect Fee	123,186	125,850	134,000	135,000	140,000
5478	HR Materials	1,409	4,278	2,500	2,500	2,500
5479	Paylocity (Payroll Fees)	17,333	17,740	18,500	19,500	20,000
5479	Bank Merchant Fees	10,369	11,347	11,500	12,500	13,000
5480	LAFCO Fee	3,210	3,550	3,400	3,600	3,800
5485	Election Expenses/Fees	-	70	-	195,000	-
5551	Program Support/Volunteers	1,738	4,674	6,500	9,500	9,500
Subtotal		197,615	219,481	234,800	441,800	253,000
Marketing						
5466	Marketing	8,234	8,302	5,000	12,000	10,500
5466	Printing	-	-	3,000	3,000	3,000
5466	Social Media	-	-	500	500	500
Subtotal		8,234	8,302	8,500	15,500	14,000
Total Admin/Marketing		205,849	227,783	243,300	457,300	267,000

Notes: 5466 Marketing higher due to potential enhancements to the marketing platform.

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
Library Materials						
<i>Adult Materials</i>						
5340	Adult Books	130,887	96,614	129,500	129,500	129,500
5341	Adult Standing Orders	24,923	27,784	24,000	24,000	24,000
5343	Adult Serials	30,298	32,507	30,000	30,000	30,000
5346	Online Resources	193,290	194,827	200,000	212,000	212,000
5347	Rush Orders	9,350	9,350	10,000	10,000	10,000
5349	Video Gaming	3,942	4,049	4,000	4,000	4,000
5350	Videos/DVDs	6,653	4,105	10,400	10,400	10,400
5351	Audiobooks (books on CD)	4,358	3,252	4,800	4,800	4,800
5352	eBooks	61,357	66,712	65,000	70,000	70,000
5353	Compact Discs	1,383	927	2,000	2,000	2,000
5366	Adult World Languages	12,132	11,614	11,300	15,000	15,000
	Subtotal	478,574	451,741	491,000	511,700	511,700
<i>Young Reader Materials</i>						
5355	Books	46,081	57,364	52,000	52,000	52,000
5356	Paperbacks	3,866	3,569	3,500	3,500	3,500
5358	Young Adult Books	5,822	5,717	6,200	6,200	6,200
5358-04	Materials - Youth Annex	835	3,394	1,500	1,500	1,500
5359	Serials	1,168	18	1,200	1,200	1,200
5361	Audiobooks (books on CD)	4,714	8,411	8,500	8,500	8,500
5365	Videos/DVDs	-	-	500	200	200
5367	World Languages	2,078	2,149	2,300	2,300	2,300
5370	Young Adult Paperbacks	986	402	1,200	1,200	1,200
5372	eBooks	8,482	12,370	12,800	14,000	14,000
	Subtotal	74,032	93,394	89,700	90,600	90,600
	Total Library Materials	552,606	545,135	580,700	602,300	602,300

Detail Budget | *Expenses*

ACCT#	Expenses	Actual 2021/2022	Actual 2022/2023	Mid-Year 2023/2024	Approved 2024/2025	Projected 2025/2026
<i>Fixed Assets</i>						
6450	IT Equipment/Software	29,678	94,900	470,500	91,000	99,500
6460	Construction in Progress	401,246	1,180,852	1,092,000	975,000	450,000
	Subtotal	430,924	1,275,752	1,562,500	1,066,000	549,500
Expense Totals		\$ 9,289,963	\$ 10,758,822	\$ 12,442,400	\$ 12,721,200	\$ 12,386,400

Notes: Refer to the Facilities Capital Plan slide for details regarding account 6460 but note that approximately \$450k of costs related to the Deep Valley stone entry, staff area redo and Friends office rebuild projects at Peninsula Center were approved for FY 23/24 but will slip into FY 24/25.

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2024/2025	Proj. For 2025/2026	Proj. For 2026/2027
<i>Major Hardware- Desktops & Miscellaneous Assets</i>						
Replacement/upgrade of PCs	5311-CP	4-5 years	on-going	\$25,000	\$26,000	\$13,000
Replacement of monitors	5311-CP	3-4 years	on-going	\$0	\$0	\$0
Staff laptops	5311-CP	3-5 years	on-going	\$0	\$0	\$0
Staff Printers	5311-CP	3-5 years	on-going	\$5,000	\$0	\$0
Patron Printers	5311-CP	3-5 years	on-going	\$0	\$0	\$0
Overhead Book Scanner	6450-52	3-4 years	2022	\$0	\$0	\$18,000
UPS Systems - battery/chassis	6450	10 years	2023	\$0	\$0	\$0
Subtotals:				\$30,000	\$26,000	\$31,000
<i>Major Hardware - Servers</i>						
Domain controllers	6450-52	4-5 years	2023	\$0	\$0	\$6,500
Telephony server	5311-CP	4-5 years	2023	\$0	\$0	\$6,500
VMWare #1	6450-52	4-5 years	2023	\$0	\$0	\$65,000
VMWare #2 (backup)	6450-52	4-5 years	2023	\$0	\$0	\$19,500
Camera System Server	6450	4-5 years	2023	\$0	\$0	\$45,000
VMWare Infrastructure		4-5 years	2023	\$0	\$0	\$0
Subtotals:				\$0	\$0	\$142,500

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2024/2025	Proj. For 2025/2026	Proj. For 2026/2027
<i>Major Hardware - Network Backbone</i>						
MDF – Main switch	6450-52	8-10 years	2018	\$0	\$0	\$0
MDF – Main router	6450-52	8-10 years	2018	\$0	\$0	\$0
MDF – Firewall	6450	5-6 years	2019	\$0	\$65,000	\$0
IDF – Switches	5311-CP	7-8 years	2018	\$18,000	\$6,700	\$0
Routers/Switches-gen.	5311-CP	7-8 years	2018	\$13,000	\$15,000	\$0
WiFi-WLAN APs	6450-52	5-6 years	2015	\$11,000	\$5,000	\$25,000
WiFi-WLAN Controller	5311-CP	6-7 years	2006	\$9,000	\$0	\$0
Network BU equipment	5311-CP	5-8 years	2017	\$0	\$0	\$41,000
Subtotals:				\$51,000	\$91,700	\$66,000
<i>Major Hardware - Telecommunications & Other</i>						
Telephone switches	5311-CP	9-10 years	2022	\$0	\$0	\$100,000
Telephone end units	5311-CP	9-10 years	2006, on-going	\$5,000	\$0	\$30,000
Computer Server Room HVAC upgrade	6450-53	10-12 years	2006	\$0	\$0	\$0
Computer Furniture - Peninsula Center		14-15 years	N/A	\$0	\$0	\$0
Electronic Sec. Gates		8-10 years	2008	\$0	\$0	\$0
Self-Checkout Machine	5311-CP	6-8 years	2018	\$0	\$0	\$0
Subtotals:				\$5,000	\$0	\$130,000

Information Technology Plan

Asset Description	Funding	Life Expectancy	Last Replaced	Proj. For 2024/2025	Proj. For 2025/2026	Proj. For 2026/2027
Major Software & Equipment Projects						
ILS	6450-58	8-10 years	2008	\$0	\$0	\$0
OS Server Software	6450-52	5-8 years	on-going	\$13,000	\$0	\$0
MS Office Suite Software	5311-CP	5-8 years	N/A	\$0	\$0	\$0
A/V (audio/visual) Systems throughout the District	6450	8-10 years	2017	\$40,000	\$0	\$0
Adult Reference MicroFiche Reader or LH scanner	6450	8-10 years	2009	\$0	\$0	\$0
Credit Card Patron Printing Capability		7-8 years	2017	\$0	\$0	\$0
Lighting Controls software application	6450	7-8 years	N/A	\$27,000	\$0	\$0
HVAC Controls system upgrade & software app.		8-10 years	N/A	\$0	\$0	\$0
Enhanced Security Camera System	6450-57	5-6 years	2018	\$0	\$7,000	\$45,000
Fire Alarm software application		10-15 years	N/A	\$0	\$0	\$0
ITC Paystations	6450	5-6 years	2023	\$0	\$0	\$0
Door Counters System	6450	7-8 years	2016	\$0	\$22,500	\$16,500
Upgrade of Chromebook computers	5311-CP	N/A	on-going	\$6,000	\$2,300	\$2,600
Cabling @ PVLD Facilities	5311-CP	N/A	on-going	\$0	\$0	\$0
Subtotals:				\$86,000	\$31,800	\$64,100
Grand Totals:				\$172,000	\$149,500	\$433,600

Facilities Capital Plan

Description	Location	Funding	Last Replaced	Life Expectancy	2024/2025	2025/2026	2026/2027	2027/2028
Roof Repairs	MC	General Fund 6460	2003	15-20 years	\$0	\$250,000	\$250,000	\$0
Facia Repairs	MC	General Fund 6460	1997	30 years	\$0	\$0	\$200,000	\$0
Rain Gutter Replacement	MC	General Fund 6460	NA	30 years	\$30,000	\$0	\$0	\$0
Shelving Refurbishment	MC	General Fund 6460	NA	15 years	\$0	\$0	\$50,000	\$50,000
Replace Carpet	MIR	General Fund 6460	2005	15-20 years	\$0	\$40,000	\$0	\$0
Circ Desk Redo	MIR	General Fund 6460	NA	50 years	\$150,000	\$0	\$0	\$0
HVAC Air Handler Motors	PC	General Fund 6460	1994	5-100 years	\$20,000	\$0	\$0	\$0
Electric Work Truck	PC	General Fund 6460	2006	10-15 years	\$75,000	\$0	\$0	\$0
Friends Office Rebuild	PC	General Fund 6460	2015	20 years	\$20,000	\$0	\$0	\$0
Circ Desk Redo	PC	General Fund 6460	1997	30 years	\$0	\$100,000	\$0	\$0
Staff Area Redo	PC	General Fund 6460	1994	15-20 years	\$280,000	\$0	\$0	\$0
Roof Repairs	PC	General Fund 6460	1996	10 year warranty	\$0	\$0	\$0	\$100,000
Wall and Lobby Repairs 1st and 2nd Floors	PC	General Fund 6460	2005	15-20 years	\$0	\$60,000	\$0	\$0
Deep Valley Entry	PC	General Fund 6460	1996	15-20 years	\$400,000	\$0	\$0	\$0
Deep Valley Terrace	PC	General Fund 6460	NA	30 years	\$0	\$0	\$0	\$0
Asset Replacement and Maintenance TOTAL					\$975,000	\$450,000	\$500,000	\$150,000

Staff Directory

Name	Title	Ext:
Jennifer Addington	<i>District Director</i>	200
Ryan Roy	<i>Deputy Director</i>	202
Will Liu	<i>Finance Manager</i>	205
Daniel Gutierrez	<i>Facilities Manager</i>	257
Laszlo Latkoczy	<i>IT Manager</i>	258
Mary Kocman	<i>Technical Services Manager</i>	242
Eve Wittenmyer	<i>Branch Manager</i>	450
Leticia Polizzi	<i>Adult Services Manager</i>	210
Laura Henry	<i>Young Readers Manager</i>	206
David Campbell	<i>Digital Services Manager</i>	284
Sarah Udin	<i>Human Resources Manager</i>	248
Ketzie Diaz	<i>Circulation Manager</i>	263