

# 2009 BUDGET

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Presented to

**YAKIMA VALLEY LIBRARIES**

Board of Trustees

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**Budget Prepared By:**

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*Interim Director*

**With Assistance From:**

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Clara Eustis, *Yakima Branch Manager*

Cynthia Garrick, *Reference Services Manager*

Deb Stilson, *Teen and Young Adult Services Manager*

Diane Tufts, *Community Libraries Assistant Manager*

Francisco Garcia-Ortiz, *Sunnyside Branch Manager*

Linda Nixon, *Children's Services Manager*

Terry Walker, *District Circulation Coordinator*

Amber Vargas, *Training Coordinator*

Melissa Vickers, *Information Technology Coordinator*

Susan Miller, *Accounting Coordinator*

# YAKIMA VALLEY LIBRARIES

## 2009 BUDGET

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This document contains the 2009 Budget for Yakima Valley Libraries which includes revenues and expenditures for the operating fund as well as the designated capital funds.

To obtain copies of this document, please contact:

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This document will also be available online at the Library's website: <http://www.yvl.org>

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# MISSION STATEMENT

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*Yakima Valley Libraries supports lifelong learning and an informed citizenry by providing free, open, and full access to a vast array of ideas and information.*

*Adopted: August 24, 1999*

## VALUES and VISION

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Dynamic organizations have values, principles, and philosophies that employees exemplify to both internal and external customers. In the pursuit of providing quality service to our citizens, Yakima Valley Libraries is committed to the following core values. Our approach is to consider each task, each customer, and each day as an opportunity to serve our community and our customers in a positive, helpful way;

**Accountability**  
**Customer Satisfaction**  
**Communication**  
**Compassion**  
**Consistency**  
**Creativity**  
**Empowerment**  
**Honesty**  
**Professionalism**  
**Self-Initiative**  
**Teamwork**  
**Vision**

*Yakima Valley Libraries believes we have a responsibility to positively affect the future for our citizens by what we do today. We value planning for our tomorrows to make a better community for those who follow us.*

# ABOUT US

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## *BOARD OF TRUSTEES*

<b>MEMBER</b>	<b>POSITION</b>	<b>TERM EXPIRES</b>
Carolyn Calhoon-Dillahunt	President	December 2012
Melba Fujiura	Vice President	December 2009
Susan Rigdon	Secretary	December 2008
H. E. Jerry Maggard		December 2011
James E. Barnhill		December 2012

Yakima Valley Libraries is a rural county library district as defined under the Revised Code of Washington (RCW) 27.12. It is governed by a five member Board of Trustees appointed by the Yakima County Commissioners. The RCWs maintain that the management and control of the Library be vested with its Trustees. This legislation specifically outlines the powers and duties including fiduciary responsibility and the power to make library policy.

## *ABOUT THE LIBRARY*

Yakima Valley Libraries is located in Yakima County in South Central Washington State. Yakima County is 4,296 square miles or approximately 2.75 million acres. It is second largest County in Washington. Yakima Valley Libraries is a special purpose government that provides library services to the general public and is supported primarily through property taxes. The rural county library district was formed in 1945. The Library District is comprised of 19 libraries located throughout Yakima County serving over 231,000 people. The branches are open a composite of 700.5 hours per week with an overall circulation of 754,035 in 2007. The Library has an active collection of over 424,936 items: books, audio, and visual materials. In 2007 there were over 753,232 visits to the library and over 149,547 computer appointments and statistics show an increase in 2008. The Library has 120 computers available to the public throughout the system, and each branch offers access to the Internet.

## INTERIM DIRECTOR MESSAGE

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While people value libraries' traditional services, they also value and appreciate Internet and computer access in libraries. Two-thirds of Americans say that having enough computers and online services for people should be a high priority for their local library. Seven in 10 favor wiring libraries so that those who might not be able to afford computers in their home can learn computer skills and get online.

*Long Overdue – A Fresh Look at Public and Leadership Attitudes about Libraries in the 21<sup>st</sup> Century* (2006)

At our August General Staff Meeting, staff participated in the beginning of the budget process by answering five questions about the Library:

- What do we want to start or finish in 2008?
- What have we accomplished so far in 2008?
- What do you want to see us do in 2009?
- What do you want to see for YVL in the future?
- What would you change about YVL?

Not surprising, the majority of the answers involved technology and online services: high speed Internet for all branches, add additional computers for staff and the public, add commonly used software applications, and update equipment. Their answers reflect the public's requests for increased services in the areas of computer use and Internet access.

In 2007, Joseph Ford and Associates completed a Technology Assessment for the Library. The three-year plan, beginning in 2008, upgrades technology, software, hardware and infrastructure. We have made good progress this year toward these goals. Partnering with Yakima County to share their technology resources, we now have five branches on the high speed connection. We plan to add another three by the end of the year. Technology upgrades are a large part of our budget, not only ongoing maintenance, but significant capital equipment and software purchases. The new technology required updated Cat 5 cabling throughout the District. We replaced outdated servers in the branches as well as in the Service Center. The public will see new flat screen monitors installed in the branches by the end of 2008. We are moving toward standardized software products for all staff and public use in 2009. The Library is the recipient of the Opportunity Online Hardware Grant from the Gates Foundation in 2009. The grant will add new computer and checkout laptops for the public in many of the branches for increased Internet access.

Technology is important, but it is not the only project at Yakima Valley Libraries this year. In 2008, YVL was the recipient of its second grant from the National Endowment for the Arts. The committee chose *To Kill A Mockingbird* as the book for Big Read Yakima. A variety of programs offered to the community this year were: book discussion groups including programs with Radio KDNA, showings of the film, presentations and panel discussions, a special program for children, and finished with a public performance by *Scout* (Mary Badham) from the movie. The grant allowed YVL to collaborate with community partners, expand outreach opportunities, connect the community, and challenge everyone to read. We will carry this energy forward in our 2009 programming endeavors.

In the fall of this year, after unexpected failure of the HVAC system, the wearing out of the elevator, and disrepair of the public restrooms in the Downtown Yakima building, it became clear that the Library needs an updated facility plan. In order to assess the requirements of the Downtown Yakima Branch and free up space for repairs, two departments (Community Libraries and Public Programs and Resources) relocated next door to the second floor of the Liberty Building. Anticipated capital expenditures over the next two years for the Downtown Yakima building will include replacement of the HVAC and assessment of the electrical capacity, upgrade carpet and fixtures, and reorganization of space for the remainder of the Downtown Yakima Branch and Service Center Staff. It is the goal of staff to work with the Trustees to develop a facility plan that best accommodates the needs of the staff and community, and is contained within the resources available to the Library.

The Library is a valued and important resource to our community. As libraries confront future funding challenges, it will be important to create and maintain budgets with a sustainable core operating system. In 2009, the development of a strategic plan to identify essential services will be instrumental for Yakima Valley Libraries. Working with the Trustees, staff, and the community, a strategic plan must identify what it is the community wants and expects from the Library, and then provide services that meet and exceed their expectations. Working together, we can shape the future of Yakima Valley Libraries. We have much to look forward to in 2009 as we continue Connecting People and Ideas.

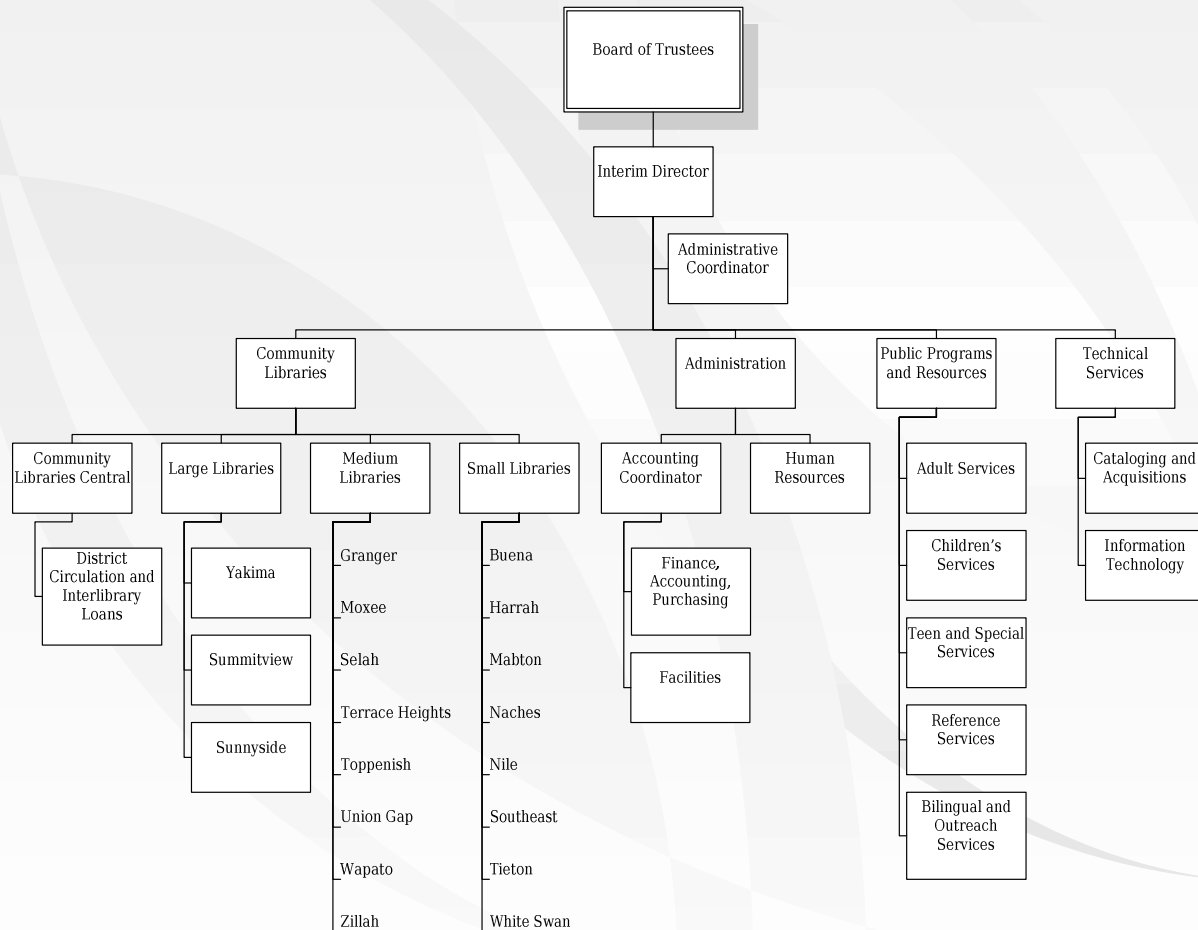
Your comments and questions are welcome at any time.

Thank you for your continued support.

*Kim Hixson*  
*Interim Director*

# Yakima Valley Libraries

Organizational Chart 2009



# LIBRARY DEPARTMENTS

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## ***ADMINISTRATION***

*Kim Hixson, Interim Director*

The Administration Department provides for the business and facility operations of Yakima Valley Libraries. It is responsible for the Library's financial, human resources, staff training and development, facilities management, printing, purchasing and general administrative services. It also supports the Board of Trustees in the fulfillment and implementation of budgeting priorities, policies, and long range plans.

7.5 FTE

## ***Human Resources***

*Carrie Gabbard, Human Resources Manager*

The Human Resources, as part of Administrative services, provides comprehensive services to ensure effective and efficient use and development of human talent within the library to accomplish library goals. We do this through recruitment, retention, training, development, planning, and providing high quality human resource administrative services for the library. As human talent is a high level investment and asset to the library, we strive to support and develop a workforce that is flexible, hospitable, knowledgeable, and innovative. We support the organization in fostering a positive work environment for all employees.

### ***2008 Accomplishments***

- Organizational Planning and Implementation
- Recruitment and Selection – as of October 2008, received 771 applications for employment for vacant positions
- Performance Appraisal training to all supervisors
- Developed staff training and development
- Implemented Wellness Program through WCIF Wellness Grant Award

### ***2009 Goals***

- Add training and development to new hire training
- Continue to provide Performance Management and Appraisal training
- Assist in assessment of training plan for the Library
- Work on draft policy for personnel manual to include mechanism to keep current with changes in legislation

3 FTE

## **COMMUNITY LIBRARIES**

*Karen Spence, Community Libraries Manager*

**COMMUNITY LIBRARIES STAFF** support lifelong learning and an informed citizenry in the Yakima Valley by providing high quality customer service directly to patrons. We do this by:

- Welcoming all customers to our libraries
- Providing high quality reference, reader's advisory, and assistance with technological resources.
- Maintaining fresh, inviting collections of materials on "a vast array" of topics and viewpoints.
- Circulating materials and assisting patrons with questions about their library accounts.
- Preparing regular shipments to other libraries to maximize use of materials throughout the district.
- Partnering with Public Programs and Resources to plan and present or host interesting programs for all ages.
- Creating interesting displays and decorations.
- Maintaining clean, inviting library spaces for our customers.
- Staying informed about the needs of our communities and developing ways to help meet these needs.
- Marketing library services in our communities.
- Participating in ongoing training.
- Participating in district-wide projects and development of new services.

42 FTE

**COMMUNITY LIBRARIES CENTRAL** supports lifelong learning and an informed citizenry in the Yakima Valley by supporting community libraries staff in their mission to provide welcoming, effective, and efficient service to their customers. We do this by:

- Keeping community libraries staff informed, acting as their advocate, and relating their activities to other district personnel.
- Ensuring that community libraries staff have the tools, supplies, and work environment they need to provide excellent service
- Serving as a resource for community library staff and customers on all circulation and customer notification matters
- Partnering with other departments to provide quality training and procedural manuals throughout the district
- Delivering materials throughout the district in a timely, efficient manner
- Ensuring that Yakima Valley Libraries patrons have access to materials available beyond our district through interlibrary lending.
- Training, scheduling, and supervising Roving On Call staff to provide successful substitute staff as needed throughout the district.
- Partnering with other departments and community library staff to continually improve services and resources throughout the district

8 FTE



## *Community Libraries continued*

### *2008 Accomplishments*

- Restructure of Roving On Call position
- Internal and External training opportunities
- Partnered with IT in technology upgrades
- Early Learning Stations installed in eight libraries
- Staff members involved in the life of their communities and successful outreach efforts

### *2009 Community Libraries Goals*

- Revise and rebalance the rotating circuit collections
- Complete third annual inventory and use results to prune collections
- Review shipment schedules for possible improvements
- Complete evacuation plans for all libraries
- Initiate disaster preparedness plans for the district
- Continue development of programming for all ages throughout the district

## ***PUBLIC PROGRAMS AND RESOURCES***

*Linda McCracken, Public Programs and Resources Manager*

“Our mission is to select library materials and provide programs that will support lifelong learning, and provide information and recreation to the people we serve.”

### ***2008 Accomplishments***

- Successful summer reading program that included all ages: adults, elderly, teens, and children
- Move to Liberty Building allowed this department to become one unit
- Added a variety of very successful programs throughout the year for individuals and families
- Participation in Yakima’s early learning plans for the future
- Planning and execution of Big Read Yakima programs
- Outreach to community librarians to assist with programming and to seek input into collection development for their libraries
- Expanded special programming to include all areas of Yakima County
- Increased connections with businesses and organizations
- Increased visibility throughout the valley through publicity and programs

### ***2009 Goals***

- Provide quality programming in every community served throughout the year
- Plan and implement a successful summer reading program for all ages
- Offer our third, and enhanced ‘one book, one community’ program to all segments of our population
- Increase bilingual programs and services throughout the county
- Promote library outreach to the aging population of Yakima County
- Increase visibility throughout the valley through publicity and programs
- Connect with child care and service providers throughout the valley

Staff:

8.5 FTE

## ***TECHNICAL SERVICES DEPARTMENT***

*Sue Lang, Technical Services Manager*

Technical Services is comprised of cataloging and acquisitions. It is the goal of Technical Services to order and receive materials efficiently and precisely; to enter data into the database efficiently, and make sure that the materials are to the patrons in an efficient and reasonable time frame.

2008 accomplishments include using the Polaris acquisitions module with efficacy; no unusual backlogs of new materials, able to continue to work on special projects such as Relander Collection, Reference storage, and baby bags. Materials are moving through the department with ease and efficiency. 2009 goals are to continue to provide excellent service to both internal and external customers.

6 FTE

## ***INFORMATION TECHNOLOGIES DEPARTMENT***

Information Technology (IT) is part of the Technical Services Department. It is our responsibility to keep the computer systems and networks up and running, implement inventory and replacement schedule, implement the Technology plan and to provide help desk service to internal customers.

2008 accomplishments include a significant implementation of the Technology Plan, is fully staffed with an IT Coordinator and two Specialists, and acquired a new trouble ticket and documentation software to better serve the needs of the Library District.

2009 Goals include continued implementation of the Technology Plan, continued implementation of the inventory and replacement schedule, provide ongoing excellent customer service to internal customers, become more knowledgeable with the network, and participate in certified training (Lenix, Microsoft, and Citrix) to better serve the technology needs of the district.

3 FTE

## Libraries and Locations and Open Hours October 2008

<b>Buena Library</b> 801 Buena Road 865-3390 Tues, Wed, Thurs 2 – 7 Saturday 9 – 2 <i>Kathy Garcia, Librarian</i>	<b>Granger Library</b> 508 Sunnyside Ave 854-1446 Mon & Wed 9:30 – 5:00 Tues & Thurs 2:00 – 8:00 Saturday 2:00 – 5:00 <i>Vacant</i>	<b>Harrah Library</b> 21 E Pioneer 848-3458 Tues & Thurs 2:00 – 7:00 Wed & Saturday 9:00 – 2:00 <i>Avelina Garcia, Librarian</i>
<b>Mabton Library</b> 415 B Street 894-4128 Mon 10:00-5:00 Tues & Thurs 2:00-8:00 Wed. 11:00-6:00 Fri. (June-Aug.) 1:00-5:00 Sat. (Sept.-May) 1:00-5:00 <i>Linda Lee Bales, Librarian</i>	<b>Moxee Library</b> 255 W Seattle 575-8854 Mon & Wed 10:00-6:00 Tues & Thurs 12:00-8:00 Fri & Sat. 1:00-5:00 <i>Elaine Perkins, Librarian</i>	<b>Naches Library</b> 303 Naches Avenue 653-2005 Tues – Thursday 2:00 – 7:00 Saturday 10:00 – 3:00 <i>Katy Ulmer, Librarian</i>
<b>Nile Library</b> 1891 Nile Road 658-2660 Tues & Wed 12:00 – 7:00 Saturday 10:00 – 4:00 <i>Judy Will, Librarian</i>	<b>Selah Library</b> 115 W Naches 698-7345 Mon – Fri 9:00 – 6:00 Tues Evening 6:00 – 8:30 Sat 10:00-2:00 <i>Michael Martin, Librarian</i>	<b>Southeast Yakima Library</b> 1211 S 7 Street 576-0723 Mon – Fri 1:00 – 6:00 Saturday 11:00 – 4:00 <i>Floreen Williams, Librarian</i>
<b>Summitview Library</b> 5709 Summitview 966-7070 Mon, Fri, Sat 9:00 – 6:00 Tues – Thurs 9:00 – 8:00 Sunday 12:00 – 4:00 <i>Cathy Rathbone, Librarian</i>	<b>Sunnyside Library</b> 621 Grant 837-3234 Mon -Thurs 9:30-9:00 Fri & Sat 9:30 – 6:00 <i>Francisco Garcia-Ortiz, Librarian</i>	<b>Terrace Heights Library</b> 4011 Commonwealth 457-5319 Mon & Wed 1:00 – 8:00 Fri 10:00 – 4:00 Th (June-Aug) 10:00 – 4:00 Sat (Sept – May) 10:00 – 4:00 <i>Katie Ruffcorn, Librarian</i>
<b>Tieton Library</b> 418 Maple 673-2621 Mon & Wed 2:00 – 6:00 Tues & Thurs 12:00 – 6:00 <i>Kim Craig, Librarian</i>	<b>Toppenish Library</b> 1 S Elm 865-3600 Mon & Wed 10:00-6:00 Tues & Thurs 10:00-8:00 Fri & Sat 10:00-5:00 <i>Christy Troy, Librarian</i>	<b>Union Gap Library</b> 3104 S 1 <sup>st</sup> Street 452-4252 Mon – Thurs 10-5:30 & 7-9 Fri & Sat 10:00 – 5:00 <i>Lorinda Bowden, Librarian</i>
<b>Wapato Library</b> 119 E 3 <sup>rd</sup> Street 877-2882 Mon & Wed 10:00 – 8:00 Tu, Th, Fri 10:00 – 6:00 Saturday 10:00 – 4:00 <i>Mickey Wittner, Librarian</i>	<b>White Swan Library</b> 391 1 <sup>st</sup> Street 874-2060 Mon, Tues, Fri 12:00 – 5:00 Thursday 10:00 – 4:00 <i>Cathy East, Librarian</i>	<b>Downtown Yakima Library</b> 102 N 3 <sup>rd</sup> Street 452-8541 Mon – Wed 9:00 – 9:00 Th & Friday 9:00 – 6:00 Saturday 10:00 – 6:00 Sunday 12:00 – 4:00 <i>Clara Eustis, Librarian</i>
<b>Zillah Library</b> 109 7th 829-6707 Mon – Thur 2:00 – 7:00 Saturday 2:00 – 5:00 <i>Fern Greene, Librarian</i>		

## **YAKIMA VALLEY LIBRARIES**

*Position Control and Full Time Equivalents – Board Approved as of September 2008*

<b>PCN</b>	<b>Job Title</b>	<b>Grade</b>	<b>Hours</b>	<b>% FTE</b>
1	Executive Director/Interim Director	0	40	100.00
2	Community Libraries Manager	16	40	100.00
3	Finance & Operations Manager	15	40	100.00
4	Public Programs & Resources Manager	14	40	100.00
5	Tech Services Manager	14	40	100.00
6	Human Resource Manager	13	40	100.00
7	Branch Manager - SS	12	40	100.00
8	Branch Manager - SV	12	40	100.00
9	Branch Manager - YK	12	40	100.00
10	Communications Coordinator	12	40	100.00
11	Spec Services & Collections Librarian - Children	12	40	100.00
12	Spec Services & Collections Librarian - Ref	12	40	100.00
13	Spec Services & Collections Librarian – Teen & Special Services	12	40	100.00
14	Special Services & Collections Librarian - Adult	12	0	0.00
15	Community Libraries Assistant Manager	11	40	100.00
16	District Circulation Coordinator	10	40	100.00
17	Accounting Coordinator	8	40	100.00
18	Training and Development Coordinator	9	40	100.00
19	Bilingual Services & Outreach Coordinator	8	40	100.00
20	IT Coordinator	9	40	100.00
21	Community Libraries Specialist	7	40	100.00
22	Community Library Supervisor 2 - SL	7	40	100.00
23	Community Library Supervisor 2 - TO	7	40	100.00
24	IT Specialist - 1	7	40	100.00
25	IT Specialist - 2 (Network Specialist)	7	40	100.00
26	Community Library Supervisor 2 - UG	7	37	92.50
27	Community Library Supervisor 2 - MX	7	33	82.50
28	Community Library Supervisor 2 - WA	7	32	80.00
29	Community Library Supervisor 2 - ZI	7	25	62.50
30	Community Library Supervisor 2 - GR	7	21	52.50
31	Community Library Supervisor 2 - TH	7	20	50.00
32	Acquisitions Specialist	6	40	100.00
33	Office Specialist	6	40	100.00
34	Human Resource Assistant	5	40	100.00
35	Interlibrary Loan Specialist	5	40	100.00

PCN	Job Title	Grade	Hours	% FTE
36	Public Programs & Resources Specialist - 1	5	40	100.00
37	Public Programs & Resources Specialist - 2	5	40	100.00
38	Public Services Specialist - Circ	5	40	100.00
39	Public Services Specialist - Lower Valley	5	40	100.00
40	Public Services Specialist - Ref	5	40	100.00
41	Public Services Specialist - SS	5	40	100.00
42	Public Services Specialist - SV	5	40	100.00
43	Technical Services Specialist	5	40	100.00
44	District Facilities Maintenance	4	40	100.00
45	Community Library Supervisor 1 - BU	4	20	50.00
46	Community Library Supervisor 1 - HH	4	20	50.00
47	Community Library Supervisor 1 - MA	4	22	55.00
48	Community Library Supervisor 1 - NA	4	20	50.00
49	Community Library Supervisor 1 - NI	4	20	50.00
50	Community Library Supervisor 1 - SE	4	20	50.00
51	Community Library Supervisor 1 - TI	4	20	50.00
52	Community Library Supervisor 1 - WS	4	22	55.00
53	Community Libraries Assistant	3	40	100.00
54	Courier	3	40	100.00
55	Interlibrary Loans Assistant	3	40	100.00
56	Office Assistant - 1	3	40	100.00
57	Office Assistant - 2	3	40	100.00
58	Public Programs & Res Assistant - 1	3	40	100.00
59	Public Programs & Res Assistant - 2	3	40	100.00
60	Public Services Assistant - SL	3	40	100.00
61	Public Services Assistant - SS	3	40	100.00
62	Public Services Assistant - SV	3	40	100.00
63	Public Services Assistant - SV	3	40	100.00
64	Public Services Assistant - YK Childrens	3	40	100.00
65	Public Services Assistant - YK Circ	3	40	100.00
66	Public Services Assistant - YK Circ	3	40	100.00
67	Public Services Assistant - YK Ref	3	40	100.00
68	Technical Services Assistant - 1	3	40	100.00
69	Technical Services Assistant - 2	3	40	100.00
70	Public Services Assistant - SS	3	32	80.00
71	Public Services Assistant - TO	3	32	80.00
72	Public Services Assistant - SS	3	30	75.00

PCN	Job Title	Grade	Hours	% FTE
73	Public Programs & Res Assistant	3	20	50.00
74	Public Services Assistant - SV	3	20	50.00
75	Public Services Assistant - WA	3	20	50.00
76	Public Services Assistant - YK Childrens	3	20	50.00
77	Public Services Assistant - YK Childrens	3	20	50.00
78	Public Services Assistant - YK Circ	3	20	50.00
79	Public Services Assistant - YK Circ	3	20	50.00
80	Public Services Assistant - YK Circ	3	20	50.00
81	Public Services Assistant - YK Ref	3	20	50.00
82	Public Services Assistant - YK Ref	3	20	50.00
83	Web Assistant	3	20	50.00
84	Public Services Assistant - GR	3	10	25.00
85	Public Services Assistant - GR	3	6	15.00
86	Public Services Assistant - MA	3	12	30.00
87	Public Services Assistant - MX	3	16	40.00
88	Public Services Assistant - SE	3	11	27.50
89	Public Services Assistant - SS	3	14	35.00
90	Public Services Assistant - SV	3	15	37.50
91	Public Services Assistant - TH	3	13	32.50
92	Public Services Assistant - UG	3	18	45.00
93	Public Services Assistant - WA	3	10	25.00
94	Public Services Assistant - YK Circ	3	17	42.50
95	Public Services Assistant - ZI	3	6	15.00
96	Display Designer	3	2.67	6.68
97	Roving on Call - 1 - (Res Sept 08)	3	20	50.00
98	Roving on Call - 2 - (Res Sept 08)	3	20	50.00
99	Roving on Call - 3 - (Res Sept 08)	3	20	50.00
100	Roving on Call - 4 - (Res Sept 08)	3	20	50.00
101	Roving on Call - 5 INACTIVE	3	0	0.00
102	Roving on Call - 6 INACTIVE	3	0	0.00
103	Technical Services Materials Processor - 1	2	20	50.00
104	Technical Services Materials Processor - 2	2	20	50.00
105	Public Services Assistant - SL	3	40	100.00
106	Facility Maintenance Worker (Res August 08)	3	20	50.00
107	Facility Maintenance Worker (Res Aug 08)	3	40	100.00
<b>Board Adopted Full Time Equivalents</b>			<b>79.34</b>	

*As of September 2008*

# 2009 Budget Preparation Calendar

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*Adopted: July 29, 2008  
Revised: September 30, 2008*

August 6	Interim Director distributes new budget worksheets to Management Team (MTeam)
August 15	General Staff Meeting: Goals and Accomplishments - theme
August 27	MTeam and Council Meetings (Librarian Council): Determine Functional Needs, short, and long term projects
September 24	MTeam and The Council: draft budget requests due
October 1	Administration: Review all requests
October 15	MTeam and The Council: final Staff recommendations
October 28	Library Board: Regular meeting – 3:00 Study Session <i>Draft Budget Document presented and reviewed</i>  <i>4:00 Regular Trustee Meeting</i>
November 12	Public Budget Hearing 4:00 p.m. – Downtown Yakima Auditorium
November 18	Regular Board Meeting – 4:00 – Downtown Yakima Boardroom  <i>Adopt 2009 Budget and Levy resolutions due to County Commissioners Resolutions due to County Commissioners on or before Friday, November 21, 2008</i>



# Basis of Accounting and Financial Procedures

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The District reports financial activity using the revenue and expenditure classifications, statements and schedule contained in the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual for libraries. This basis of accounting and reporting is an other comprehensive basis of accounting (OCBOA) that is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

- Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid.
- Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of fixed assets, nor allocation of depreciation expense. Inventory, including collection materials, is expensed when purchased.
- It is the District's policy to invest all temporary cash surpluses. The amount is included on the statement of resources and uses arising from cash transactions as net cash and investments.
- As required by Washington State statute, Yakima Valley Libraries is audited by the Washington State Auditor every two years.
- Yakima Valley Libraries' budget is prepared on a cash basis to guide the current year expenditures. Every effort is made to meet the goals and criteria established in the budget.
- All proposed transfers to or from General Operating, or to or from Designated Funds, are authorized by Board Resolution.
- Yakima Valley Libraries policy regarding approval of claims and payroll designates the Director and or Finance and Operations Manager as Auditing Officer and establishes the responsibilities of this position for review and certification of all claims and payroll. The Board shall review all claims and payroll at any time or at the next regularly scheduled Board meeting where they are officially approved.

# THE GENERAL FUND

## 2009 REVENUE PROJECTIONS

	2007 Final	2008 Adopted Budget	2008 Amended Budget		2009 Draft Proposal	% Change from 2008
<b>REVENUES</b>						
<b>Tax Revenues</b>						
Property Tax Revenue	5,547,422	5,794,834	5,794,834	1	5,958,382	2.82
Other Taxes	30,015	25,841	26,983	2	30,075	11.46
<b>Total Tax Revenues</b>	5,577,437	5,820,675	5,821,817		5,988,457	2.86
<b>Contract Cities</b>						
Other Contract Cities	143,322	151,552	151,552	3	158,165	4.36
<b>Total Contract Cities</b>	143,322	151,552	151,552		158,165	4.36
<b>Other Revenue</b>						
Grants and Donations	43,745	20,000	25,000	4	82,150	228.60
Copies	16,900	17,000	20,000	5	20,000	0.00
Fines, Fees, Overdues	80,500	77,000	80,000	6	89,137	11.42
All Other Revenues	88,742	58,989	92,593	7	109,585	18.35
<b>Total Other Revenue</b>	229,887	172,989	217,593		300,872	38.27
<b>Total All Revenues</b>	5,950,646	6,145,216	6,190,962	8	6,447,494	4.14
<b>Other Resources</b>						
Transfers in	0	1,594,791	545,375	9	613,774	12.54
<b>Total Other Resources</b>	0	1,594,791	545,375		613,774	12.54
<b>Total All Revenues and Resources</b>	5,950,646	7,740,007	6,736,337	10	7,061,267	4.82

### Notations

1. 2009 tax request \$26,915.58 over previous, a .4643% increase excluding new construction
2. Estimates for private harvest, leasehold, wildlife in lieu, and thermal excise tax
3. Cities contracting for Library Services: Granger, Mabton, Naches, Tieton, Union Gap
4. Donations and grants including Gates Online Opportunity Hardware Grant for \$72,150
5. Estimate of Internet and photocopies copies
6. Overdue fees, late fees, lost books, collection fees
7. Includes Investment revenue, miscellaneous, and match for Gates Online Opportunity Hardware Grant for \$24,050 Year 1
8. Estimated total all new 2009 revenue funding
9. Transfers in by Board Resolution for designated capital (non-operating) projects

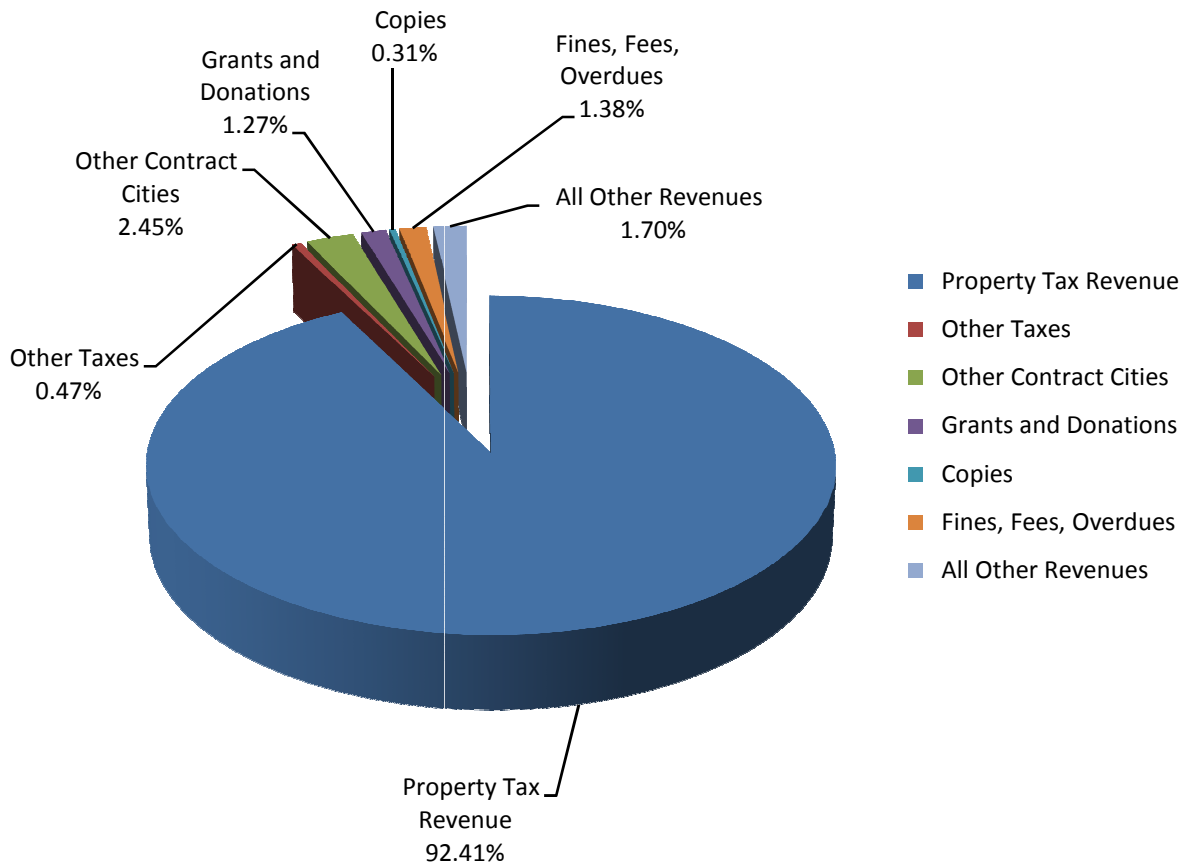
# Yakima Valley Libraries

## Property Tax Comparisons - 2006 to 2009

Property Tax Calculations	2009 Estimate	2008 Final	2007 Final	2006 Final
Current Tax Base	13,423,670,463	12,550,009,683	11,576,671,667	6,709,014,861
<b>Additional Levy Fund Calculations</b>				
New Construction	290,816,625	242,141,737	188,352,826	160,442,751
Last Years Rate	0.461922452	0.483540462	0.4754625	0.49436282
<b>Amount</b>	134,334.73	117,085.33	89,554.71	79,316.93
Added Value	0	0	0	28,971,300
Last Years Rate	0.461922452	0.483540462	0.4754625	0.49436282
<b>Amount</b>	0.00	0.00	0.00	14,322.33
Increase in State Utility Assessment	0	26,718,493	81,548,008	16,494,559
Last Years Rate	0.461922452	0.483540462	0.4754625	0.49436282
<b>Amount</b>	0	12,919.47	38,773.02	8,154.30
Annexation	0	0	4,586,923,853	403,492,241
Current Rate	0.4595	0.4595	0.482053272	0.4783
<b>Amount</b>	0.00	0.00	2,211,141.65	192,995.82
<b>Total Additions</b>	<b>134,334.73</b>	<b>130,004.80</b>	<b>2,339,469.38</b>	<b>294,789.38</b>
<b>% Method (1)</b>				
Last Years Levy	5,797,131.24	5,597,789.17	3,189,885.01	2,859,868.07
<b>Percent Requested</b>	1.0000	0.6894	1.6096	1.0000
% times last years Levy	57,971.31	38,591.16	51,344.39	28,598.68
<b>Plus Additions</b>	134,334.73	130,004.80	2,339,469.38	294,789.38
Total by Percent	5,989,437.28	5,766,385.13	5,580,698.77	3,183,256.13
<b>Dollar Increase Method (2)</b>				
Last Years Levy	5,797,131.24	5,597,789.17	3,189,885.01	2,859,868.07
Dollar Increase over previous year*	26,915.58	38,589.02	51,218.07	20,814.41
Plus Additions	134,334.73	130,004.80	2,339,469.38	294,789.38
Total by Dollar Increase	5,958,381.55	5,766,382.99	5,580,572.45	3,175,471.86
<b>Levy Amount Lesser of 1 or 2</b>	<b>5,958,381.55</b>	5,794,834.03	5,578,262.88	3,171,623.74
<b>Current Max Lawful Calculation (3)</b>				
Prior Year Max Lawful	5,794,834.03	5,580,572.46	3,209,012.95	2,885,369.87
Times 1%	1.01	1.01	1.01	1.01
	5,852,782.37	5,636,378.19	3,241,103.08	2,914,223.57
Plus Additions	134,334.73	130,004.80	2,339,469.38	294,789.38
<b>Final Max Lawful</b>	<b>5,987,117.10</b>	<b>5,766,382.99</b>	<b>5,580,572.46</b>	<b>3,209,012.95</b>
<b>If Max Lawful &lt; Resolution Max</b>	5,958,381.55	5,766,382.99	5,578,262.88	3,171,623.74
<b>Maximum Statutory Limit</b>	6,711,835.23	6,275,004.84	5,788,335.83	3,354,507.43
Difference from Levy	753,453.68	480,170.81	210,072.95	182,883.69
Refund Amount	0.00	30,748.25	19,526.29	18,261.27
Max Levy Request	5,958,381.55	5,825,582.28	5,597,789.17	3,189,885.01
Levy Rate	<b>0.44387</b>	0.46419	0.48354	0.47546

\* Calculation - Previous year lawful max \* 101% minus last years levy

## Yakima Valley Libraries 2009 Revenue Sources



# THE GENERAL FUND

## 2009 EXPENDITURE PROJECTIONS

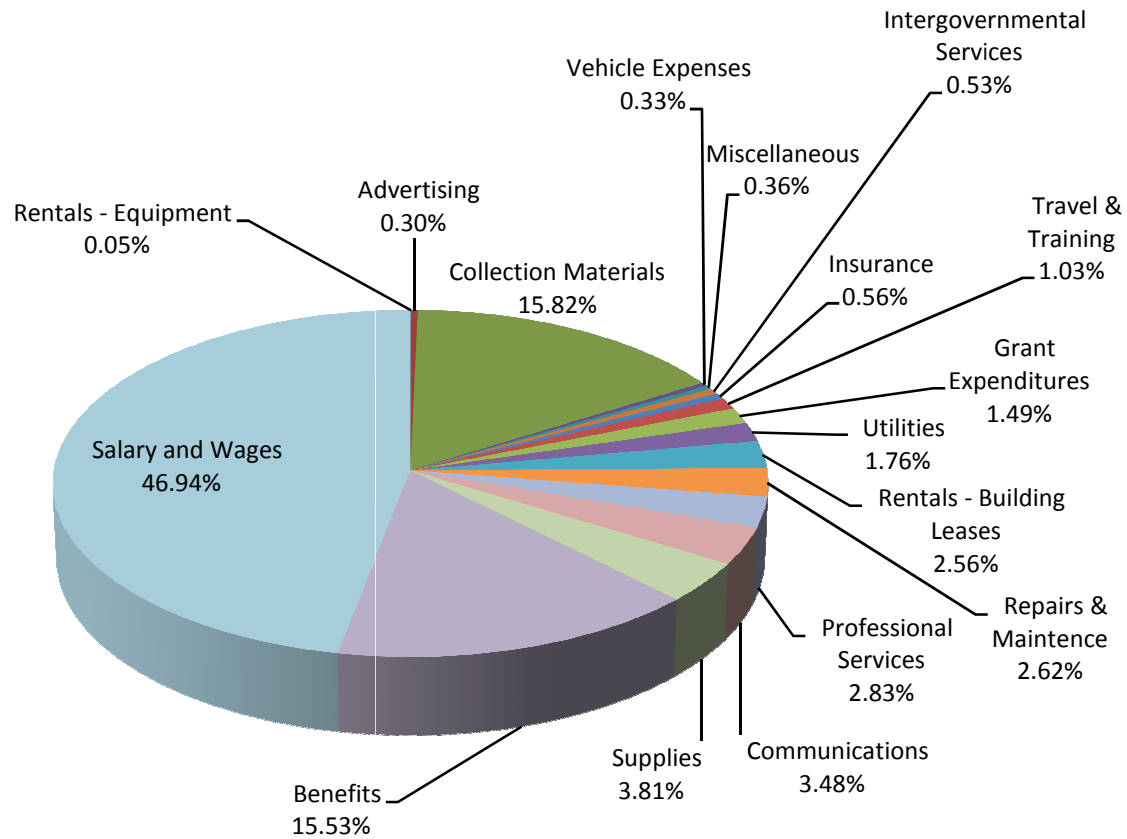
	2007 Final	2008 Adopted Budget	2008 Amended Budget		2009 Draft Proposal	% Change from 2008
<b>EXPENDITURES</b>						
Salary and Wages	2,490,000	2,933,406	2,966,840	11	3,026,389	2.01
Benefits	682,000	855,121	870,682	12	1,001,337	15.01
Supplies	290,000	231,147	231,147	13	245,515	6.22
Collection Materials - all	995,000	1,020,000	1,020,000	14	1,020,000	0.00
Professional Services	205,000	312,800	250,197	15	182,545	-27.04
Communications	175,500	195,040	195,040	16	224,318	15.01
Travel & Training	38,500	64,500	64,500	17	63,650	3.33
Vehicle Expenses	22,000	21,000	21,000	18	24,200	0.95
Advertising	11,000	19,500	19,500	19	19,500	0.00
Rentals – Building Leases	123,000	123,401	144,401	20	165,358	14.51
Rentals – Equipment	12,000	4,700	7,950	21	3,000	-62.26
Insurance	38,000	42,000	42,000	22	36,000	-14.29
Utilities	101,700	101,500	101,500	23	113,206	11.53
Repairs & Maintenance - all	135,000	166,500	166,500	24	168,935	1.46
Miscellaneous – dues and other	15,000	25,900	25,900	25	23,340	-9.88
Intergovernmental Services	15,000	28,700	33,805	26	34,000	0.58
Grant Expenditures	20,000	0	30,000	27	96,200	220.67
<i>Total Operating Expenditures</i>	<u>5,368,700</u>	<u>6,145,215</u>	<u>6,190,962</u>	28	<u>6,447,494</u>	<u>4.14</u>
Capital Projects	<u>0</u>	<u>1,594,791</u>	<u>1,327,025</u>	29	<u>613,774</u>	<u>-53.75</u>
Total Operational Expenditures and Capital	<u>5,368,700</u>	<u>7,740,007</u>	<u>7,517,987</u>	30	<u>7,061,268</u>	<u>-6.08</u>

## General Fund Expenditures

### NOTATIONS

11. Includes staffing changes, merits, and projected cost of living increase of 2%
12. Benefit increase for medical is 11% for 2009 - benefits budgeted at maximum eligible for staff
13. General supplies and small equipment - includes chairs, software, tables for branches
14. Collection materials and databases
15. Professional services including preprocessing of materials and media - janitorial services terminated and no audit in 2009
16. All postage, phone, Internet, LAN, WAN, and Secure Data Costs
17. Training for staff and departments and bi-annual professional training
18. Vehicle expenses including fuel for fleet and courier van
19. Program and human resource advertising
20. Includes Summitview, Zillah, Southeast, and adds Liberty Building
21. Reduced line item with purchase instead of lease of copiers
22. Includes building, boiler, directors, and liability - reduced in 2008
23. Increase in power and natural gas
24. Includes integrated library system maintenance, 3M security gates maintenance, copier maintenance, and district facility maintenance
25. As per BARS category all expenses not covered above - includes dues - Chamber, Downtown Yakima, Sister City, WLA
26. Maintenance payments for designated libraries
27. Online Opportunity Hardware Grant from Gates Foundation 25/75% match
28. Total estimated general operating expenditures - funded by 2009 estimated resources (see line 8)
29. One time large purchases and capital projects - outside of ongoing operations - (see capital projects list) – funded from Designated Funds
30. Total estimated general operating and capital expenditures for 2009

## Yakima Valley Libraries 2008 Operating Expenditures



# Wage, Benefit, and Full Time Equivalent Recommendations

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## Recommended Staffing and Wage Changes for 2009

The following chart outlines the current staffing of full time equivalents for 2009. There are 13 FTE changes recommended to the Trustees for 2009. These changes would increase the full time equivalents by 1, but decrease overall wages by \$43,888 or 1.50 percent. Traditionally, the Library has given a cost of living increase based on the CPI Index West, Size Class B/C as of the end of July. In 2007 that rate was 2.7 percent; in 2008 the rate is 5.9 percent. With the recommended staffing changes to the base wages of 2009, there is a proposed savings of \$43,888 or a decrease of 1.5 percent from the 2008 budgeted wages. Sixty percent of the staff in 2009 will be eligible for a total of \$45,398 in merit increases. These increases will be based on a performance appraisal with a rating of 3 or higher. It is, therefore, recommended a 2 percent increase be applied to all staff as a cost of living adjustment for 2009. The net amount of this COLA is approximately \$58,042.

With recommended staffing and cost of living adjustments the estimated breakout is as follows:

Proposed 2009 Base wages with FTE changes	\$2,922,952
2008 Adopted Budget	<u>\$2,966,840</u>
Change from 2008 (1.5 percent decrease)	\$(-43,888)
Base step increases in 2009	\$ 45,396
Cost of living adjustment at 2 percent	<u>\$ 58,042</u>
2009 Proposed Budget for Wages	<u>\$3,026,390</u>
<i>Increase over 2008 is 2.01 percent</i>	



### ***Summary of Proposed Staffing Changes***

1. Retain Interim Director for 2009. (PCN 1)
2. Do not refill Finance and Operations Manager. (PCN 3)
3. Reclass Communications Coordinator to Administrative Coordinator for Interim Director Assistant and to coordinate communication activities. (PCN 10)
4. Upgrade Accounting Coordinator from Grade 8 to Grade 9 for continued supervision of Accounting, Printing, and Facility Staff. (PCN 17)
5. Increase in hours for Terrace Heights to 80 percent FTE – See Terrace Heights spreadsheet. (PCN 31)
6. Reclass Human Resource Assistant to 100 percent Human Resources – change was made in 2007, but not reflected in budget documents. (PCN 34)
7. Reclass Public Programs and Resource Assistant 2 position to Yakima Assistant Branch Manager. Through reorganization of duties in Public Programs and Resources, this position is no longer necessary in this department. The Downtown Yakima Branch is in need of higher-level supervisors to continue to offer support to the community and allow the Yakima Librarian to conduct additional outreach to the community. (PCT 59)
8. Increase in hours for Wapato to allow *two-person coverage* at all times. (PCN 75)
9. Web Assistant. No longer recruiting to fill. Better use of time is outside consultant or professional for designated projects. (PCN 83)
10. Fill vacant Public Services Assistant at Sunnyside to allow addition of Sunday hours in lower valley. *See Sunnyside Spreadsheet.* (PCN 89)
11. Increase in hours for Terrace Heights to 70 percent FTE – *See Terrace Heights spreadsheet.* (PCN 91)
12. Increase in hours for Wapato to allow two-person coverage at all times – *See Wapato spreadsheet.* (PCN 93)
13. Add one FTE for Reception/Clerical help for accounting to assist Accounting Coordinator in additional duties taken on from Finance and Operations Manager position. (PCN – 108 *proposed*)

### ***Benefit Information***

Each year our insurance broker goes out to bid for our medical benefits. This year, our current vendor, Washington Counties Insurance Fund came back with an 11.4 percent increase in medical. Washington Dental Service came in with a 2.0 percent increase in dental. The trends for all carriers show an increase of 12 to 13 percent and higher. Therefore, it was determined to make no changes to the benefits or the carriers for 2009. The overall benefit budgeted increase from the 2008 Amended Budget to the 2009 Draft proposal is an increase of 15.01 percent or \$130,655. Yakima Valley Libraries policies provide full time benefits to employees who work a minimum of 32 hours per week, and part time benefits to employees who work a minimum of 20 hours per week. The part time premiums are pro-rated to staff based on their percentage of hours. Not all part-time staff takes advantage of these benefits; yet the benefit budget does include all eligible options.

**Yakima Valley Libraries**  
Proposed Staffing Changes For 2009

Current Job Title	FTE	Current Wage	Change Wages	Proposed Wage	Notes from Prior Page
ADMINISTRATION	10.00	487,557	(83,246)	404,312	See notes 1, 2, 3, 4, 13
BRANCH	42.19	1,271,995	50,508	1,322,503	See notes 5,7,8,10,11,12
COMMUNITY LIBRARY CENTRAL	8.00	289,465	0	289,465	No Changes
FACILITIES	2.50	59,995	0	59,995	No Changes
INFORMATION TECHNOLOGY	3.00	110,665	0	110,665	No Changes
PUBLIC PROGRAMS & RESOURCES	8.50	376,275	0	376,275	Note 7
TECHNICAL SERVICES	6.00	221,282	(11,149)	210,134	Note 9
Totals	81.00	2,817,235	(43,887)	2,773,348	2009 Base
Board Approved - SEPT 08	79.34				
Proposed Additional FTE	1.66				
Proposed 2009 Base Wages				2,773,348	
Page Pool Hours				66,245	
Contingency: retirement, OT, Ex Hours				83,358	
2009 Base Wage				2,922,952	
2008 Budget				2,966,840	
Change from 2008				(43,888)	
Savings from proposed staffing changes				-1.50%	
Step increase 2009 (without calculated COLA)				45,396	
Proposed COLA at 2 percent				58,042	
Proposed 2009 Wages				3,026,390	

# Request to Expand Sunnyside Open Hours and Staff Hours

## Goals:

### **1 Open library for 4 hours on Sunday.**

#### *A Justification:*

B Sunday hours will provide families with an additional opportunity to use YVL.

This is especially important for families unable to visit the library other days of the week.

C Sunday is "family day" for many families in Sunnyside, and opening on Sunday provides us an opportunity to do programming such as movies, chess tournaments and story times to draw in new customers.

D Open hours at Sunnyside gives us an opportunity to offer reference services to students in the lower valley on a busy homework day. This allows us to progress toward our goal of making Sunnyside the reference center for the lower valley.

E Sunnyside customers have requested Sunday hours.

F Sunday hours offer a visible example of our support to a recently annexed library community.

### **2 Provide additional public service desk coverage weekdays** to allow the Branch Manager and the Public Service Specialists to further develop their community outreach efforts and their training assistance for other lower valley library staff.

#### *Justification:*

Sunnyside manager and staff are involved in their community and wish to expand their outreach efforts even further. An additional .35 public service assistant would allow more flexibility to be away from the library. Similarly, it would allow them more time to help train other staff in their own libraries.

### **3 Provide Sunday hours while maintaining current hours Monday-Saturday.**

#### *Justification:*

Sunnyside ranks 3rd in the district for transactions (circulation, computer appointments, customer assistance) per open hour. Usage is quite evenly spread throughout the day. 9 am-10 am is the quietest hour, and is needed for clerical tasks.

## Request:

**Recruit .35 FTE Public Services Assistant to provide for the above goals.**

**Note:** Library staff would rotate Sundays, with a Specialist or the Branch Manager on duty each week.

# Request for Open and Staff Hours Change: Terrace Heights Library

## Goals:

- 1 Respond to population growth in Terrace Heights with added access.  
*Justification:* A building boom in Terrace Heights has created added demand for service, but the open hours have remained stagnant.
- 2 Provide additional staff time to meet needs of increased number of customers and resulting increased workload.  
*Justification:*  
As statistics below show, TH the workload has increased significantly over the last 5 years, but there has been no corresponding increase in staff.
- 3 Provide double coverage for most open hours for safety and increased efficiency and improved customer service.

## Statistical review:

From 2002-2007, TH circulation nearly doubled, from 9,238 in 2002 to 18,291 in 2007; 2008 estimate =20,579  
In the same period, patron registration rose from 701 to 1180, a 59% increase.  
From 2003-2007, the annual visitor count has risen from 9,100 to 16,359, an 80% increase.

## Rankings in 2007:

		Rank:
Square ft.	876	15
<b>Item circulation/sq ft.</b>	<b>20.9</b>	<b>2</b>
Open Hours	26	10
Transactions/open hour	16.3	9
Staff hours	33	10
Transactions/staff hour	12.84	8
Collection size	7,022	14
Circulation	18,291	8
<b>Circulation/item</b>	<b>2.6</b>	<b>2</b>

## Proposed open hours change:

Current open hours	26	(4 days/wk)
Proposed open hours	38	(6 days/wk)

## Proposed staff hours change:

Current staff hours	33	1 CLS 2 @ 20 hours; 1PSA @13 hours
Proposed staff hours	58	1 CLS 2 @32 hours; 1 PSA @28 hours

## Additional costs:

12 hrs (.3FTE) CLS 2 hours and benefits:  
15 hrs (.375 FTE) PSA hours and benefits:

# Request for Staff Hours Change: Wapato Library

October, 2008

## Goals:

- 1 Provide double coverage for all open hours for safety and increased efficiency and improved customer service.  
*Justification:* Wapato Library has experienced disturbing customer behavior which warrants two staff on duty per shift.  
Public service statistics also demonstrate need for increased staff. (See below)
- 2 Reduce current open hours as minimally as possible.  
*Justification:*  
Wapato hours were reworked in 2007 to respond to increased demand.  
We would like to accomplish double coverage without forfeiting service.  
Also, we want to continue offering central valley customers the option of weekday evening hours at Wapato on Mon, Wed, and Toppenish, Tu, Th.

## Statistical review:

From 2002-2007, WA circulation grew by over 50% from 16,307 to 25,586  
In the same period, patron registration rose from 2062 to 3911, a 90% increase  
From 2003-2007, the annual visitor count has risen from 36,807 to 44,366, a 21% increase.

## Rankings in 2007:

Square ft.	2,560
Item circulation/sq ft.	10
Open Hours	50
Transactions/open hour	17.16
Staff hours	62
<b>Transactions/staff hour</b>	<b>13.84</b>
Collection size	15,063
Circulation	25,586
Circulation/item	1.7

## Proposed open hours change:

Current open hours	50 (6 days/wk)
Proposed open hours	48 (6 days/wk)

## Proposed staff hours change:

Current staff hours	62	1 CLS 2 @ 32hours; 1PSA @20 hours; 1 PSA @13 hours Note: These are budgeted hours, but since August, we have provided double coverage for all 50 open hours, or 100 hours/wk.
Proposed staff hours	99	1 CLS 2 @32 hours; 2 PSA @32 hours each+ 1 ROC 3 hours <b>See schedule in Staff hours chart worksheet.</b>

## Additional costs:

22 additional hours for PSA 1=.55 added FTE + benefits  
12 additional hours for PSA 2= .3 added FTE + benefits  
3 ROC hours included in ROC budget

# Line Item Expenditure

## 2009 Requested with 2008 Year End Anticipated

### YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary		2008	2008	2009	Notes
Dept	Sub Description	Amended	Est Year End Administration	Requested	
10 31	00 Admin Office Supplies	6,999.00	5,000.00	5,000.00	Administrative Office Supplies
10 31	05 Admin Photocopies	0.00			
13 31	00 HR Supplies	2,200.00	2,000.00	2,970.00	HR includes name badges, training food expense
13 31	01 HR Supplies Prof Ref	1,500.00	0.00	1,500.00	Ref Materials including training
13 31	02 HR Training Curricula	8,000.00	0.00	1,200.00	Training Coordinator - move to 2009
13 31	05 HR Photocopies	0.00	0.00	2,000.00	Copier Charges
10 32	00 Admin Printing Supplies	3,000.00	500.00	500.00	Printing Projects - sent out to printer
10 33	00 Admin Computer Supplies	1,000.00	0.00		
10 33	01 Admin Software Supplies	3,979.00	3,900.00	3,500.00	Miscellaneous Software
13 33	01 HR Software Supplies	3,000.00	0.00	3,000.00	Includes software for training coordinator
10 35	01 Admin Small Equipment	4,000.00	3,000.00	3,000.00	Non computer small equip
13 35	01 HR Small Equipment L&I	3,000.00	0.00	3,000.00	Equip for accommodations - move to 2009
13 35	02 HR Small Equipment	3,000.00	1,000.00	3,000.00	
<b>Community Libraries</b>					
21 31	01 CL Office Supplies	48,000.00	48,000.00	48,000.00	Supplies for branches
21 31	02 CL Branch Summer Reading	0.00	800.00	1,000.00	Specific Branch SR Supplies
21 31	03 CL Display Designer Supplies	0.00	0.00	1,000.00	Move from PP&R
21 31	04 CL Program Branch Supplies	1,000.00	500.00	1,000.00	Specific Branch Program Supplies
21 31	10 CL Supplies Friends Purchase	0.00	100.00	0.00	Purchases by Friends
21 31	05 CL Photocopy Use	12,500.00	5,000.00	2,500.00	CL photocopy use - Liberty Building
21 32	00 CL Printing Supplies	2,000.00	2,000.00	2,000.00	Print jobs sent out
21 33	00 CL Computer Supplies	5,000.00	5,000.00	8,300.00	Laptop, Granger, Workroom Moxee, OPACS SS, YK, UG
21 33	01 CL Computer Software	8,500.00	8,500.00	5,000.00	Document Management System
21 35	01 CL Small Equipment	8,700.00	8,700.00	24,665.00	See Budget for CL branch upgrades/small equipment
<b>Supplies</b>					



# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary		2008	2008	2009	Notes
Dept	Sub	Amended	Est Year End	Requested	
Obj	Obj	Description			
22	31	00	Tech Svs	Supplies	Cassettes, mending materials,
22	31	05	Tech Svs	Photocopies	
22	32	00	Tech Svs	Printing	Print jobs sent out
22	33	00	Tech Svs	Computer Supplies	0.00
22	33	01	Tech Svs	Computer Software	500.00
22	35	01	Tech Svs	Small Equipment	Small Equip - cutting, disk cleaner
23	31	00	IT	General Supplies	General office type supplies
23	31	05	IT	Photocopies	
23	33	00	IT	Computer Equipment	Equipment per replacement schedule (laptops, PC)
23	33	01	IT	Computer Software	See IT Schedule
23	35	01	IT	Small Equipment	See IT Schedule
23	31	01	PP&R	Supplies	2009 Programs include one book project (no grant) Summer reading districtwide Moved to Community Libraries 2009
23	31	02	PP&R	Programs	
23	31	03	PP&R	Summer Reading	See PP&R Request, laptops, Xbox, Playstation
23	31	04	PP&R	Display Supplies	See PP&R - carnival game eq
23	31	05	PP&R	Photocopies	
23	33	01	PP&R	Computer Supplies	
23	33	02	PP&R	Computer Software	
23	35	01	PP&R	Small Equipment	
50	31	00	Fac	General Supplies	
50	31	05	Fac	Photocopies	
50	35	01	Facility	Small Equipment	
Totals for Supplies		231,148.00	169,300.00	245,515.23	

Supplies

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary		2008			2009		Notes
Dept	Sub	Obj	Description	Amended	Est Year End	Requested	
			Supplies General	143,099.00	107,150.00	126,670.00	
			Supplies Printing	18,000.00	7,500.00	8,800.00	
			Supplies Computer	42,979.00	36,400.00	65,880.23	Computer replacement schedule increase not Tech Assess
			Supplies Small equipment	27,070.00	18,250.00	44,165.00	Branch small equipment requests not filled prior years
			Total Supplies	231,148.00	169,300.00	245,515.23	

Supplies



# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary		Sub	2008	2008	2009	Notes
Dept	Obj	Sub	Amended	Est Year End	Requested	
		Obj		Description		
10	41	01	33,397.00	30,000.00	30,000.00	Professional Services districtwide:
10	41	02	12,000.00	12,000.00	-	Audit in 2008-Fiscal Year 2006-2007
10	41	03	7,760.00	7,760.00	2,000.00	
10	41	04	1,240.00	500.00	1,200.00	Annual report, budget docs, blueprints, ets
10	41	05	0.00	0.00	-	Election costs for annexation?/remaining cities
13	41	01	5,000.00	3,000.00	3,000.00	Attorney, WSP Reports, DRC
13	41	02	3,500.00	3,000.00	3,000.00	Flex Plan, Well Spring
Community Libraries						
21	41	00	0.00	0.00	0.00	
21	41	02	300.00	227.00	2,000.00	Spanish language translation/policies
21	41	03	14,200.00	14,200.00	21,600.00	Unique Management Service, signage, other
Technical Services						
22	41	01	30,000.00	31,500.00	33,000.00	Preprocessing fees for books and materials
22	41	02	3,000.00	3,100.00	3,500.00	Preprocessing fees for media
22	41	02	30,900.00	26,315.01	30,000.00	Catalog database for collection
Information Technology						
23	41	01	1,100.00	1,100.00	5,000.00	Professional support
Public Programs and Resources						
23	41	01	1,700.00	1,700.00	2,000.00	Database fee/Ingrams
23	41	03	0.00	0.00	500.00	Author visit, workshop, crafts programs, teen programs, manga
23	41	04	23,300.00	5,000.00	20,000.00	District Wide Programming for Summer Reading
23	41	05	7,000.00	6,500.00	10,000.00	
Facilities						
50	41	01	6,500.00	6,363.97	0.00	Move to code 48 for 2009 - building maint
50	41	02	17,000.00	13,865.79		Moved janitorial inhouse end of 2008
50	41	03	51,800.00	21,150.07	15,745.20	ABM to continue SS/snow removal
50	41	04	500.00	0.00		Special projects that need more than 1 person
Totals for Professional Services			250,197.00	187,281.85	182,545.20	

Prof Services

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

## Summary

Dept	Obj	Sub Obj	Description	2008 Amended	2008 Est Year End	2009 Requested	Notes
Community Libraries							
21	42		01 Telephone	25,000.00	25,000.00	39,149.76	Direct Service Lines, long distance, cell phones add Liberty Bldg
21	42		02 Postage	51,000.00	50,861.33	53,000.00	Includes all district postage and overdues
21	45		03 SDC - Comm Services	119,039.64	115,662.67	132,168.12	Communication services at secure data center/highspeed/duplication of frame relay until all up
<b>Total Communication:</b>				<b>195,039.64</b>	<b>191,524.00</b>	<b>224,317.88</b>	

Communication

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary		Sub	2008	2008	2009	Notes
Dept	Obj	Obj	Description	Amended	Est Year End Requested	
Administration						
10	43	00	Admin Mileage	6,400.00	1,000.00	Mileage reimbursement
10	43	01	Admin Vehicle Allowance	3,600.00	1,800.00	No vehicle allowance 2009
10	43	03	Admin Conference & Training	5,800.00	3,000.00	ALA, Springbrook, WLA, WFOA
13	43	00	HR Mileage	200.00	200.00	Mileage reimbursement
13	43	01	Staff Enrichment Day	3,800.00	1,600.00	Staff Training Day
13	43	03	HR Conference & Training	6,500.00	1,500.00	HR and Training Coordinator
13	43	04	HR Candidate Travel	3,500.00	-	Candidate travel
Community Libraries						
21	43	00	CL Mileage Reimbursement	10,700.00	4,000.00	All travel within district including meetings & ROC
21	43	01	CL Conference & Training	11,000.00	11,000.00	ALA, PLA, WLA, district training
21	43	02	PS L5 99 GMC Van (L5)	3,500.00	3,500.00	Includes fuel and vehicle repair and maint
21	43	03	PS L4 01 Ford Focus (L4)	1,200.00	1,000.00	Includes fuel and vehicle repair and maint
21	43	04	PS L6 01 Ford Taurus (L6)	1,200.00	1,000.00	Includes fuel and vehicle repair and maint
21	43	05	PS Courier Van	11,000.00	9,000.00	Courier includes fuel, repair, and maint
Technical Services						
22	43	00	Tech Svs Mileage	0.00	0.00	Mileage reimbursement
22	43	01	Tech Svs Conference & Training	5,700.00	5,700.00	PUG, WALE, ALA, PLA
Information Technology						
23	43	01	IT Mileage	0.00	0.00	Mileage reimbursement
23	43	01	IT Conference & Training	300.00	0.00	IT Training
Public Programming and Resources						
23	43	00	PP&R Mileage	250.00	250.00	Mileage reimbursement
23	43	01	PP&R Conference & Training	5,750.00	5,750.00	ALA, WLA, PLA, other training
23	43	02	PP&R Outreach Van L10	1,600.00	1,700.00	Increased Outreach 2009
Facilities						
50	43	01	Facility L7 01 Van (L7)	3,500.00	3,000.00	Facility Travel - new custodian 2009
<b>Total Travel, Training, Conference</b>				<b>85,500.00</b>	<b>55,000.00</b>	<b>87,850.00</b>
Travel_Tr_Vehicles						
Training & Travel Vehicle				63,500.00	35,800.00	63,650.00
Totals				22,000.00	19,200.00	24,200.00
				85,500.00	55,000.00	87,850.00



# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

## Summary

Dept	Obj	Sub	Description	2008 Amended	2008 Est Year End	2009 Requested	Notes
10	44	00	Admin Advertising	9,000.00	8,000.00	9,000.00	Includes DEX advertising
13	44	01	HR Advertising - Jobs	8,000.00	3,500.00	5,000.00	
21	44	01	CL Advertising - Branch Specific	0.00	0.00	500.00	
23	44	01	PS - Programming Advertising	2,500.00	1,000.00	5,000.00	Programs
<b>Totals for Advertising</b>				<b>19,500.00</b>	<b>12,500.00</b>	<b>19,500.00</b>	

Advertising

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

## Summary

Dept	Obj	Sub	Description	2008 Amended	2008 Est Year End	2009 Requested	Notes
				Community Libraries			
21	45	03	Xerox Rental - Yakima	3,274.00	3,250.00	0.00	Purchased in 2008
			Copy Machines (2)				Copy machine purchase deferred to 2008
21	45	05	Postage Meter Rental	3,000.00	2,293.33	3,000.00	Direct Service Postage
				Facilities			
50	45	01	Summitview Lease	120,976.00	120,976.00	123,071.00	Rent, common area, taxes
50	45	02	Southeast Lease	8,400.00	8,400.00	8,400.00	\$700 per month
50	45	03	Zillah Lease	1.00	1.00	1.00	
50	45	04	Storage Rental	1,700.00	1,500.00	0.00	Lease cancelled
50	45	05	Liberty Building	15,000.00	15,000.00	33,886.20	\$2823.85 per month
<b>Totals for Rentals</b>				<b>152,351.00</b>	<b>151,420.33</b>	<b>168,358.20</b>	
Equipment Rentals				6,274.00	5,543.33	3,000.00	
Building Rentals				146,077.00	145,877.00	165,358.20	
				<b>152,351.00</b>	<b>151,420.33</b>	<b>168,358.20</b>	

Rentals

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary		2008		2008	2009	Notes
Dept	Obj	Sub	Description	Amended	Est Year End Requested	
10	46	00	Insurance	42,000.00	33,349.00	May want to increase liability To bid in 2008/significant reduction

Totals for Insurance	42,000.00	33,349.00	<u>36,000.00</u>
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Insurance

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

## Summary

Dept	Obj	Sub	Description	2008 Amended	2008 Est Year End	2009 Requested	Notes
				Facilities			
50	47	01	Utilities - Yakima	69,000.00	72,000.00	76,080.91	Utilities, power, gas, bug spray
50	47	02	Utilities - Community Libraries	31,500.00	31,500.00	35,925.48	Utilities, power, gas, bug spray
50	47	03	Utilities - General District	1,000.00	1,000.00	1,200.00	Document recycling
<b>Totals for Utilities</b>				<u>101,500.00</u>	<u>104,500.00</u>	<u>113,206.39</u>	

Utilities

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary		Sub		Description	2008		2009		Notes
Dept	Obj	Obj	Obj		Amended	Est Year End	Requested	Requested	
10	48	00	00	Admin Equipment Repair	1,000.00	1,000.00	7,259.76		Copier Downtown Yakima
10	48	01	01	Admin - Software Maintenance	13,000.00	13,000.00	7,000.00		Springbrook - Acct System
Community Libraries									
21	48	01	01	CL Equipment Maintenance	37,000.00	37,000.00	68,921.90		Maint Agreement for 3M security gates/copiers
21	48	02	02	CL Software Maintenance	33,000.00	30,000.00	0.00		Move to IT for 2009
Technical Services									
22	48	00	00	Techn Svs Equip Repair	500.00	0.00	500.00		
Information Technology									
23	48	00	00	IT Equipment Repair	5,000.00	1,500.00	0.00		
23	48	01	01	IT Software Maintenance	0.00	0.00	35,065.23		Opmanager, Citrix, Polaris
23	48	02	02	IT Computer Maintenance	0.00	0.00	0.00		Polaris
Public Programming & Resources									
23	48	00	00	PP&R Equipment Repair	0.00	0.00	500.00		
Facilities									
50	48	01	01	Facility Building Repairs	29,000.00	29,000.00	20,000.00		Capital as needed from facility fund
50	48	02	02	Facility Equipment Repairs	48,000.00	48,000.00	18,688.00		
50	48	03	03	Facility HVAC Maint			5,000.00		
50	48	04	04	Facility Elevator Maintenance	0.00	0.00	6,000.00		Move from 41
Totals for Repairs					166,500.00	159,500.00	168,934.89		

Repairs



# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

Summary						
Sub		2008		2009		
Dept	Obj	Obj	Description	Amended	Est Year End Requested	Notes
Administration						
10	49	00	Admin Miscellaneous	18,620.00	18,620.00	WLA, Chamber, Sister City, dues, memberships, other
13	49	00	HR Miscellaneous	0.00	0.00	YVHRA dues, memberships, other
Community Libraries						
21	49	01	CL Miscellaneous	2,980.00	1,000.00	Local chamber dues, other
Technical Services						
22	49	00	Tech Svs Miscellaneous	0.00	0.00	Other
Information Technology						
23	49	00	IT Miscellaneous	0.00	0.00	Deptment specific dues, other
Public Programming & Resources						
23	49	00	PP&R - Binding	1,000.00	1,000.00	Binding
23	49	01	PP&R - Miscellaneous	0.00	0.00	Department specifics
23	49	00	PP&R Other - book groups	3,000.00	0.00	Book Discussion groups - See programs prof svs
Facilities						
50	49	01	Facility misc janitorial	300.00	300.00	0.00
Totals for Miscellaneous				25,900.00	20,920.00	23,340.00
						Misc

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

## Summary

Dept	Obj	Sub	Description	2008 Amended	2008 Est Year End Facilities	2009 Requested	Notes
50	51	0	Maintenance/building with cities	33,805.00	33,805.00	34,000.00	
<b>Totals for Maintenance contrac</b>				<b>33,805.00</b>	<b>33,805.00</b>	<b>34,000.00</b>	

Intgovt

**YAKIMA VALLEY LIBRARIES**  
2009 BUDGET DRAFT

Summary		Sub	Description	2008		2008	2009		Notes
Dept	Obj	Obj		Amended	Est Year End	Public Programming & Resources	Requested	Requested	
21	64	03	Books	652,350.00	652,000.00		652,350.00		
21	64	04	Periodicals	49,200.00	49,200.00		49,200.00		
21	64	05	Electronic media	118,000.00	118,000.00		118,000.00		
21	64	06	Audio Books	79,114.05	79,000.00		79,114.05		
21	64	07	Videocassettes	58,385.95	58,000.00		58,385.95		
21	64	08	Recordings	15,700.00	15,700.00		15,700.00		
21	64	09	Gifts & Memorials	41,250.00	2,000.00		41,250.00		
21	64	10	Boaz trust materials	6,000.00	4,000.00		6,000.00		
<b>Totals for Collection Materials</b>				<b>1,020,000.00</b>	<b>977,900.00</b>		<b>1,020,000.00</b>		

Collection

# YAKIMA VALLEY LIBRARIES

2009 BUDGET DRAFT

## Summary

Dept	Sub	Obj	Description	2008 Amended	2008 Est Year End Grants	2009 Requested	Notes
60	49	01	Wellness Grant	2,500.00	2,500.00	0.00	
60	31	01	Book it Grant	1,500.00	1,463.01	0.00	
60	49	01	Big Read Grant	26,000.00	26,000.00	0.00	
60	35	01	Gates Online Opportunity Grant			96,200.00	See Detail for computers-lib to match
<b>Capital Projects</b>							
60	63	01	Capital - Carry Forward	247,330.00	100,000.00	249,685.35	
60	62	01	Capital - Facility	304,695.00	100,000.00	150,000.00	
60	66	01	Capital - Technology	775,000.00	500,000.00	214,088.53	
10	64	01	Total Grants and Capital	1,357,025.00	729,963.01	709,973.88	
<b>Total Grants</b>				30,000.00	29,963.01	96,200.00	
<b>Total Capital</b>				1,327,025.00	700,000.00	613,773.88	
				1,357,025.00	729,963.01	709,973.88	
<b>IT Capital Requests</b>				<b>Quantity</b>	<b>Price</b>	<b>Total</b>	
IT Training Per Tech Assess				1.00	30,000.00	30,000.00	Microsoft & Cisco certifications
Server Replacement (Pesto)				1.00	5,943.53	5,943.53	Tech Assess
Wireless Blue Socket (TechAssmnt)				1.00	33,750.00	33,750.00	Tech Assess
County WAN: GH,MA,TH,UG, GR,ZI				5.00	4,250.00	21,250.00	Tech Assess
Replace PC and Thins Tech Assess				1.00	114,125.00	114,125.00	Tech Assess
VPN				1.00	9,020.00	9,020.00	Tech Assess
Self-check 11 branches				0.00	6,750.00	0.00	Tech Assess-if not done 2008
Print Management Software				0.00	165,000.00	0.00	Tech Assess-if not done 2008
						214,088.53	
<b>Facility Projects</b>							
Replace HVAC in Downtown Yakima						150,000.00	
<b>Branch Projects</b>							
Downtown Yakima - furniture modifications						33,000.00	
Downtown Yakima - Carpeting (childrens and rr in 2008)/paint						78,974.25	
Circ Desk Sunnyside						14,040.00	
Telephony - notification for patrons						8,000.00	
Shelving - Selah						15,000.00	
Signage - Districtwide						37,596.00	
Upgrade Copier Yakima						10,000.00	
Branch Coin Op Copiers				6.00	5,845.85	35,075.10	
Fire Alarms SS, GR						8,000.00	
Security Cameras						10,000.00	
Total Branch Projects Prior Year						249,685.35	
							Grants & Capital



# Expenditures by Department

## Administration Department

2009 Budget Draft - October 2008

Acct Number	Description	2008 Amended	2008 Est Ending Actual	2009 Requested	Notes
<i>Administrative Services: Director's Office, Office, and Accounting</i>					
10-11-00	Wages	393,088.65	324,430.41	FTE: 7 287,614.89	Includes proposed changes
10-20-00	Benefits	87,783.80	82,264.67	92,637.71	Reduction in staffing 2009-unfilled position Com Cord
10-31-00	Office Supplies	6,999.00	5,000.00	5,000.00	Increase in budgeted benefits 2009
10-32-00	Printing Supplies/copies	3,000.00	500.00	500.00	Administrative office supplies
10-33-00	Computer Supplies	1,000.00	0.00	0.00	Printing Projects
10-33-01	Software	3,979.00	3,900.00	3,500.00	Move to IT computer supplies
10-35-01	Small Equipment	4,000.00	3,000.00	3,000.00	Specialized-project tracking, VISIO
10-41-01	Prof Svs - general	33,397.00	30,000.00	30,000.00	Small copier, calculator, phone
10-41-02	Prof Svs - auditor	12,000.00	12,000.00	0.00	Districtwide professional services
10-41-03	Prof Svs - special	7,760.00	7,760.00	2,000.00	No audit in 2009
10-41-04	Prof Svs - printing	1,240.00	500.00	1,200.00	Survey, strategic planning, facility plan
10-43-00	Mileage	6,400.00	1,000.00	1,500.00	Budget and annual report proof printing
10-43-01	Vehicle Allowance	3,600.00	1,800.00	0.00	Administrative travel mileage reimbursement
10-43-03	Conference & Training	5,800.00	3,000.00	8,000.00	No vehicle allowance 2009
10-44-00	Advertising	9,000.00	8,000.00	9,000.00	Acct Conf, PLA, ALA, GFOA, WLA, WFOA
10-46-00	Insurance	42,000.00	33,349.00	36,000.00	District advertising including Dex & legals
10-48-00	Equip maint & repair	1,000.00	1,000.00	7,259.76	Industry rates are lower 2008/2009
10-48-01	Software maintenance	13,000.00	13,000.00	7,000.00	Equip monthly maintenance
10-49-00	Miscellaneous-dues	18,620.00	18,620.00	19,340.00	Accounting software maint fee (2 years in 2008)
<b>Total Directors Office, Office, and Accounting</b>		<b>653,667.45</b>	<b>549,124.08</b>	<b>513,552.36</b>	WLA, Chamber Sister City, CDY, memberships, other
<i>Administrative Services: Human Resources and District Wide Training</i>					
13-11-00	Wages	125,653.67	104,972.06	FTE: 3 130,543.68	Includes proposed changes
13-20-00	Benefits	36,324.88	31,346.00	41,235.62	Training Coordinator unfilled 6 months in 2008
13-31-00	Office Supplies	2,200.00	2,000.00	2,970.00	Increase in budgeted benefits 2009
13-31-01	Professional Reference	1,500.00	0.00	1,500.00	HR specific: name badges, personnel files, binders
13-31-02	Training Curricula	8,000.00	0.00	1,200.00	Legal updates and current materials HR specific
13-31-05	Printing Supplies/copies	0.00	0.00	2,000.00	Materials purchase deferred - move inhouse design
13-33-01	Software	3,000.00	0.00	3,000.00	New copier allows copy breakout by dept
13-35-01	L&I accommodations	3,000.00	0.00	3,000.00	Training software deferred from 2008
13-35-02	Small Equipment	3,000.00	1,000.00	3,000.00	For requested accommodations
13-41-01	Prof Svs - HR Specific	5,000.00	3,000.00	3,000.00	Training station-desk, printer, other as needed
13-41-02	Prof Svs - Benefit Admin	3,500.00	3,000.00	3,000.00	Attorney, State Patrol Reports, Dispute Resolution
13-43-00	Mileage	200.00	200.00	2,500.00	Flex Plan, EAP
13-43-01	Staff Enrichment Day	3,800.00	1,600.00	5,000.00	Includes Training Coor District Travel
13-43-03	Conference & Training	6,500.00	1,500.00	3,500.00	Professional training for all staff includes author
13-43-04	Candidate Travel	3,500.00	0.00	500.00	Conf and training for Manager and Coordinator
13-44-01	Advertising - jobs	8,000.00	3,500.00	5,000.00	Contingent applicant travel
13-49-01	Misc	0.00	0.00	500.00	Recruitment for open positions
<b>Total Human Resources</b>		<b>213,178.55</b>	<b>152,118.06</b>	<b>211,449.30</b>	HR dues for YVL
<b>Total Administration</b>		<b>866,846.00</b>	<b>701,242.14</b>	<b>725,001.66</b>	

# Community Libraries

2009 Budget Draft - October 2008

Acct Numb Description	2008 Amended	2008 Est Ending Actual	2009 Requested FTE: 8	Notes
<b>Community Libraries Central Services</b>				
21-11-00 Wages	313,888.63	313,323.30	336,873.22	No staffing changes budgeted 2009
21-20-00 Benefits	86,933.61	86,886.34	108,034.33	
21-31-05 Supplies - Copies	12,500.00	5,000.00	2,500.00	Photocopies - track by dept 2009
21-32-00 Printing	2,000.00	2,000.00	2,000.00	Print jobs to send out
21-33-01 Computer Software	8,500.00	8,500.00	5,000.00	Document management system software
21-41-02 Professional Services - Specific Project	300.00	227.00	2,000.00	Translation Services - policies
21-41-03 Professional Services	14,200.00	14,200.00	21,600.00	Unique Collection Service, signage, other
<b>Total CL Central Services</b>	<b>438,322.24</b>	<b>430,136.64</b>	<b>478,007.55</b>	
<b>Community Libraries - All Branches</b>				
21-12-00 Wages	1,431,538.74	1,309,977.36	FTE: 42.1 1,484,884.33	Includes proposed changes
21-21-00 Benefits	443,175.10	340,391.94	500,477.53	Unfilled positions and contingency 2008
21-31-01 Office Supplies	48,000.00	48,000.00		ROC benefits 2009, budget all eligible benefits
21-31-02 Branch Summer Reading Supplies	0.00	800.00	48,000.00	Supplies for branches
21-31-03 Display Design Supplies	0.00	0.00	1,000.00	Branch Summer Reading supplies
21-31-04 Branch Program - non SRP	1,000.00	500.00	1,000.00	Display Designer moved from PP&R
21-31-10 Supplies - Friends' purchase	0.00	100.00	1,000.00	Branch program supplies not summer reading
21-33-00 Computer Hardware	5,000.00	5,000.00	0.00	Friends provide funds for designated purchases
21-35-05 Supplies - Small Equipment	8,700.00	8,700.00	8,300.00	OPACS SS, YK, UG; Laptop GR, MX
21-42-01 Telephone Services All	25,000.00	25,000.00	24,665.00	Upgrades - furniture, desks - see CL detail
21-42-02 Postage Services All	51,000.00	50,861.33	39,149.76	District lines, long distance, cell - all phones
21-45-03 SDC - Services All Computer Lines	119,039.64	115,662.67	53,000.00	All district postage and overdues
21-43-00 Mileage	10,700.00	4,000.00	132,168.12	Communication services at County SDC
21-43-01 Conference & Training	11,000.00	11,000.00	17,550.00	Includes new ROC plan not implemented 2008
21-43-02 GMC Van L5	3,500.00	3,500.00	7,200.00	ALA (TW committee), PLA, WLA, District Training
21-43-03 Ford Focus L4	1,200.00	1,000.00	3,500.00	Includes fuel, vehicle repair, maintenance
21-43-04 Ford Taurus L6	1,200.00	1,000.00	1,200.00	Includes fuel, vehicle repair, maintenance
21-43-05 Courier Van L12	11,000.00	9,000.00	1,500.00	Includes fuel, vehicle repair, maintenance
21-44-01 Advertising	0.00	0.00	13,200.00	Includes fuel, vehicle repair, maintenance
21-45-03 Copier Rental	3,274.00	3,250.00	500.00	Advertising Community Library specific
21-45-05 Postage Meter Rental	3,000.00	2,293.33	0.00	Copier purchased - see maint agreement
21-48-01 Equipment Maintenance	37,000.00	37,000.00	3,000.00	Postage monthly maintenance
21-48-02 Software Maintenance	33,000.00	30,000.00	68,921.90	3M Security, copiers includes branche, self-check
21-49-01 Miscellaneous	2,980.00	1,000.00	0.00	Moved to IT for 2009
<b>Total Community Libraries - All Branches</b>	<b>2,250,307.48</b>	<b>2,008,036.64</b>	<b>2,411,216.64</b>	Local Chamber dues - no more SS rotary
<b>Total Community Services</b>	<b>2,688,629.72</b>	<b>2,438,173.28</b>	<b>2,889,224.19</b>	



**Public Programs and Resources**  
2009 Budget Draft - October 2008

Acct Numb Description	2008 Amended	2008 Est Ending Actual	2009 Requested	Notes
<i>Public Programs and Resources</i>			FTE: 8.5	
23-11-00 Wages	321,010.35	290,573.60	389,405.13	Down one FTE in 2008
23-20-00 Benefits	94,712.20	87,460.26	119,635.76	Benefit increase 2009
23-31-01 Supplies general	4,950.00	1,000.00	3,000.00	General supplies including copies
23-31-02 Programming Supplies	27,450.00	12,000.00	20,000.00	Back up for Big Read Program if no grant
23-31-03 Summer Reading Program	12,000.00	7,000.00	10,000.00	Summer reading program supplies
23-31-04 Display Supplies	1,000.00	750.00	0.00	Moved to Community Libraries
23-33-01 Computer Supplies	0.00	0.00	7,300.00	Laptop, Xbox, Playstation - programs
23-33-02 Software	2,500.00	1,000.00	2,500.00	Programming software - see above computer
23-35-01 Small Equipment	2,320.00	2,000.00	2,000.00	Programming small equipment
23-34-03 Collection - Books	652,350.00	652,000.00	652,350.00	Collection
23-34-04 Collection - Periodicals	49,200.00	49,200.00	49,200.00	Collection
23-34-05 Collection - Electronic media	118,000.00	118,000.00	118,000.00	Collection
23-34-06 Collection - Audio Books	79,114.05	79,000.00	79,114.05	Collection
23-34-07 Collection - Video Cassettes	58,385.95	58,000.00	58,385.95	Collection
23-34-08 Collection - Recordings	15,700.00	15,700.00	15,700.00	Collection
23-34-09 Collection - gifts and memorial	41,250.00	2,000.00	41,250.00	Collection
23-34-10 Collection - Boaz	6,000.00	4,000.00	6,000.00	Collection
23-41-01 Prof Services database svcs	1,700.00	1,700.00	2,000.00	Database fee/Ingrams collection
23-41-03 Prof Svs general	0.00	0.00	500.00	Miscellaneous general prof svcs
23-41-04 Prof Svs programming	23,300.00	5,000.00	20,000.00	Big Read prof svcs if grant not received
23-41-05 Prof Svs Summer Reading	7,000.00	6,500.00	10,000.00	District wide programming - increase programs
23-43-00 Mileage	250.00	250.00	1,000.00	Staff mileage reimbursement
23-43-01 Conference and Training	5,750.00	5,750.00	7,200.00	WLA, ALA, PLA - specific training
23-43-02 Outreach Van L10	1,600.00	1,700.00	1,800.00	Outreach Services
23-44-01 Advertising	2,500.00	1,000.00	5,000.00	Program specific - increased outreach
23-48-01 Equipment Repair	0.00	0.00	500.00	Color printer
23-49-00 Miscellaneous - binding	1,000.00	1,000.00	500.00	Book binding
23-49-01 Miscellaneous	0.00	0.00	500.00	Department specific as needed
23-49-02 Miscellaneous - other	3,000.00	0.00	500.00	Book discussion groups
<b>Total Public Programs and Resources</b>	<b>1,532,042.55</b>	<b>1,402,583.86</b>	<b>1,623,340.89</b>	

# Technical Services

2009 Budget Draft - October 2008

Act Numb	Description	2008 Amended	2008 Est Ending Actual	2009 Requested	Notes
<i>Technical Services</i>					
22-11-00	Wages	210,131.26	205,045.26	FTE: 6 218,759.86	No staffing changes in 2009
22-20-00	Benefits	65,753.20	62,965.58	74,521.20	Web Design unfilled position
22-31-00	Supplies general	20,000.00	20,000.00	20,000.00	Benefit increase 2009
23-31-05	Supplies copies	0.00	0.00	1,300.00	Supplies, cassette cases, security tags
22-32-00	Printing	500.00	0.00	0.00	Inhouse copy charges
22-33-00	Computer Supplies	1,000.00	0.00	0.00	
22-33-01	Software	0.00	0.00	500.00	As needed dept specific
22-35-01	Small Equipment	1,000.00	1,000.00	1,000.00	Cutting, disk cleaner
22-41-01	Prof Svs Preprocess Books	30,000.00	31,500.00	33,000.00	Preprocessing fees books and materials
22-41-02	Prof Svs Preprocess Media	3,000.00	3,100.00	3,500.00	Preprocessing fees for media
22-41-03	Prof Svs OCLC Database	30,900.00	26,315.01	30,000.00	Catalog database for collection materials
22-43-00	Mileage	0.00	0.00	500.00	District mileage reimbursement
22-43-01	Conference & Training	5,700.00	5,700.00	5,700.00	PUG, WALE, PLA other training
22-48-00	Equipment Repair	500.00	0.00	500.00	Disk machine
22-49-00	Miscellaneous	0.00	0.00	500.00	Department miscellaneous
Total for Technical Services		368,484.46	355,625.86	389,781.06	



**Information Technology**  
2009 Budget Draft - October 2008

Acct Numb	Description	2008 Amended	2008 Est Ending Actual	2009 Requested	Notes
<i>Information Technology</i>					
23-11-00	Wages	118,712.95	75,634.50	FTE: 3 115,917.01	No staffing changes in 2009
23-20-00	Benefits	37,913.00	26,556.86	38,823.11	Positions not filled first part of 2008
23-31-00	Supplies general	5,000.00	5,000.00	5,000.00	Positions not filled first part of 2008
23-31-05	Photocopies	0.00	0.00	0.00	Supplies, cassette cases, security tags
23-33-00	Computer Equipment	4,500.00	4,500.00	16,970.23	Inhouse copy charges
23-33-01	Software	13,500.00	13,500.00	18,810.00	See IT Schedule for Branch Detail
23-35-01	Small Equipment	5,000.00	2,500.00	5,000.00	See IT Schedule for Branch Detail
23-41-01	Professional Services	1,100.00	1,100.00	5,000.00	Professional support
23-43-01	Mileage	0.00	0.00	1,000.00	Indistrict mileage
23-43-01	Conference & Training	300.00	0.00	2,500.00	IT workshops
23-48-00	Equipment repair	5,000.00	1,500.00	0.00	
23-48-01	Software Maintenance	0.00	0.00	35,065.23	Software support - Optmanager, Citrix, others
23-49-00	Miscellaneous	0.00	0.00	500.00	Department miscellaneous
Total for Information Technology		191,025.95	130,291.36	244,585.58	

# Facilities

2009 Budget Draft - October 2008

Acct Number	Description	2008 Amended	2008 Est Ending Actual	2009 Requested	Notes
Facilities				FTE: 2.5	
50-11-00	Wages	52,815.75	41,324.83	62,391.48	No staffing changes 2009
50-20-00	Benefits	18,086.00	12,941.88	25,971.73	Add 1 FTE for 2009
50-31-00	Supplies general	5,000.00	5,000.00	7,000.00	Add 1 FTE for 2009
50-31-05	Photocopies	0.00	0.00	500.00	District janitorial supplies
50-35-01	Small Equipment	50.00	50.00	2,500.00	Inhouse copy charges
50-41-01	Prof Svs Elevator	6,500.00	6,363.97	0.00	Miscellaneous small equipment
50-41-02	Prof Svs Yak Janitorial	17,000.00	13,865.79	0.00	Moved to code 48 for 2009
50-41-03	Prof Svs CL Janitorial	51,800.00	21,150.07	15,745.20	Moved janitorial inhouse 2009
50-41-04	Prof Svs temp	500.00	0.00	0.00	Janitorial for SS 2009
50-43-01	Van L7	3,500.00	3,000.00	3,000.00	Facility travel
50-45-01	Summitview Lease	120,976.00	120,976.00	123,071.00	
50-45-02	Southeast Lease	8,400.00	8,400.00	8,400.00	
50-45-03	Zillah Lease	1.00	1.00	1.00	
50-45-04	Storage Rental	1,700.00	1,500.00	0.00	Terminated in 2008
50-45-05	Liberty Building	15,000.00	15,000.00	33,886.20	
50-47-01	Utilities Yakima	69,000.00	72,000.00	76,080.91	
50-47-02	Utilities Community lib	31,500.00	31,500.00	35,925.48	
50-47-03	Utilities General	1,000.00	1,000.00	1,200.00	
50-48-01	Building Repairs	29,000.00	29,000.00	20,000.00	See capital for upgrades to buildings 2009
50-48-02	Equipment repair	48,000.00	48,000.00	18,688.00	
50-48-03	HVAC	0.00	0.00	5,000.00	Breakout in 2009
50-48-04	Elevator	0.00	0.00	6,000.00	Move from code 41
50-49-01	Miscellaneous	300.00	300.00	0.00	
50-50-01	Intergovernmental - maint	33,805.00	33,805.00	34,000.00	Maintanance reimbursement cities/towns
Total for Facilities		513,933.75	465,178.54	479,361.00	

# DESIGNATED FUNDS

## Yakima Valley Libraries

### Board Designated Funds

*Estimated Balances for Fiscal Year 2009*

	<b>Cumulative Reserve 002</b>	<b>Plath Fund 003</b>	<b>Carry Forward Fund 004</b>	<b>Facility Fund 005</b>	<b>Technology Fund 006</b>	<b>Totals</b>
Estimated Beginning						
Cash	727,539.26	54,338.52	401,017.64	244,989.93	678,403.27	2,106,288.62
Interest	17,000.00	1,000.00	15,000.00	7,500.00	16,000.00	56,500.00
Donation	0.00	14,000.00	0.00	0.00	0.00	14,000.00
Transfer in From GF	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources	<u>744,539.26</u>	<u>69,338.52</u>	<u>416,017.64</u>	<u>252,489.93</u>	<u>694,403.27</u>	<u>2,176,788.62</u>
Direct Expenditure	0.00	15,000.00	0.00	0.00	0.00	15,000.00
Match for Gates Grant						
Transfer	0.00	0.00	0.00	0.00	24,050.00	24,050.00
Capital Transfers to						
General Fund	<u>0.00</u>	<u>0.00</u>	<u>249,685.35</u>	<u>150,000.00</u>	<u>214,088.53</u>	<u>613,773.88</u>
Total Expenditures	<u>0.00</u>	<u>15,000.00</u>	<u>249,685.35</u>	<u>150,000.00</u>	<u>238,138.53</u>	<u>652,823.88</u>
and Transfers						
Estimated Ending Cash	<u>744,539.26</u>	<u>54,338.52</u>	<u>166,332.29</u>	<u>102,489.93</u>	<u>456,264.74</u>	<u>1,523,964.74</u>

## DESIGNATED FUNDS

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Yakima Valley Libraries has five designated funds.

### **Cumulative Reserve Fund – Board Designated**

The estimated 2009 beginning balance for the Cumulative Reserve Fund is \$727,539. This fund was established in 1941 by the Yakima City Council to create a fund for the Yakima City Library Building Fund. It was to be used for capital expenditures for buildings and/or land. The City Library merged with the Rural County Library in 1951 forming the Yakima Valley Regional Library. The ownership of this fund was the subject of discussion from 1951 through 1959 when the Attorney General was requested to give an opinion regarding the legality of transfer of funds from City Treasurer to County Treasurer. On May 4, 1959, the Attorney General ruled that the transfer was legal. On May 13, 1959 a City ordinance was passed thus transferring the funds from the City Treasurer to the County Treasurer. As the funds were no longer needed for a building, it was determined that the purchase of a bookmobile as well as much needed books could be paid for from this fund. During the 1959 and 1960 audit, the State Auditor recommended that the Cumulative Reserve Fund be kept separate from the General Fund. In 1961 a study session was convened to discuss the use of the Cumulative Reserve. It was determined to use part of the funds to increase the book budget, and to invest the remainder to generate interest income. In 1968 it was voted to purchase a bookmobile chassis with some of the funds. In 1970 the library air conditioning broke down and funds from the Cumulative Reserve were used for the repair. In 2001, Resolution #01-002 transferred \$400,000 from the General Fund to the Cumulative Reserve bringing the audited ending balance to \$618,371. This resolution stated that the funds were to be used for future capital expenditures, including, but not limited to, computer hardware and software needs (integrated library system software). There have been no transactions in this account since 2001, with the exception of investment interest.

### **Plath – Endowment Trust Fund**

The Library is a recipient of the Laurie Plath Endowment. The library receives an income distribution once a year equal to the minimum of 37.5 percent of the total trust earnings for that year. The principal of the trust is held by an outside trustee. In the event that the trust must be discontinued, any amounts remaining are to be divided proportionately among the beneficiaries. The Plath funds are to be used for the benefit of employees toward career advancement and learning in the field of library sciences and services. The fund equity represents the excess of annual distributions and earnings over expenditures. In 2008 the Library received a \$15,000 distribution from the Trust. It is estimated that the 2009 beginning balance for this fund will be approximately \$54,330. The Plath Fund is maintained as a separate fund account with the Yakima County Treasurer's Office.

**Capital Carry Forward Fund – Board Designated Resolution #06-013 May 2006**

This fund is for projects that are not completed within the fiscal year. In 2008, two resolutions (#08-010 and #08-017) presented to the Trustees in 2008 for a total of \$86,623.65 upgraded the phone system in the Downtown Yakima Building and funded a move of two departments, Community Libraries and Public Programs and Resources, to the Liberty Building. The estimated beginning balance for the Capital Carry Forward Fund is \$401,107. The 2009 budget estimates expenditures of \$249,685 from the Capital Carry Forward fund. Expenditures include branch improvements – circulation desk, telephony (telephone notification of holds and overdues to patrons), security camera, newer co-operated copiers, and carpeting, paint, and furniture upgrades in the Downtown Yakima Branch.)

**Facility Fund - Board Designated Resolution #06-013 May 2006**

As of December 2005, the District owns two buildings: the Downtown Yakima Building and the Sunnyside Library Building. The Board of Trustees determined in 2006 that it was essential to establish a Facility Fund to plan for deferred and future maintenance of the Library buildings, and other District facility needs. The estimated beginning cash balance for the Facility fund is \$244,989. The 2009 budget estimates expenditures of \$150,000 from the Facility Fund. A major upgrade will be replacement of the HVAC system in the Downtown Yakima Library.

**Technology Fund - Board Designated Resolution #06-013 May 2006**

With the increasing demand from the public to provide high speed access to a wide range of programs and databases, and to support computer access and labs throughout the District, it is essential to set aside funds for upgrades to the telecommunications and computer system's infrastructure as outlined in the Technology Assessment Report conducted in 2007. In 2008 three resolutions (#08-007, #08-009, and #08-015) were approved by the Trustees for a total of \$280,044 to begin implementation on the Technology Assessment. The estimated beginning cash balance for the Technology fund is \$678,403. The 2009 budget estimates expenditures of \$214,088 from the Technology Fund. Projects will include connecting the remaining branches on the wide area network through the County high-speed project, replacing public computers and thin clients, implementing the Opportunity Online Hardware Grant the Library received through the Gates Foundation, partnering with Yakima County for Wi-Fi throughout the district, and training for IT staff to become certified in network operations including Microsoft and Citrix products.

## BUDGET SUMMARY

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The 2009 Draft Budget for Yakima Valley Libraries is balanced in all funds for a budget total of \$8,458,175. The estimated ending cash balance in the General Fund is \$1,396,906 less \$76,031 restricted for the Boaz Fund and \$8,000 restricted for designated donations for a total of \$1,312,875. The estimated ending balance for all of the designated funds is estimated to be \$1,523,965. The total estimated ending cash balance for all funds for Yakima Valley Libraries is estimated to be \$2,920,871 at December 31, 2009.



# Yakima Valley Libraries – 2009 Budget Draft

## YAKIMA VALLEY LIBRARIES

2009 Budget Draft

As of October 28, 2009

	2007 Final	2008 Adopted Budget	2008 Amended Budget		2009 Draft Proposal	% Change from 2008
<b>REVENUES</b>						
<b>Tax Revenues</b>						
Property Tax Revenue	5,547,422	5,794,834	5,794,834	1	5,958,382	2.82
Other Taxes	30,015	25,841	26,983	2	30,075	11.46
<b>Total Tax Revenues</b>	<b>5,577,437</b>	<b>5,820,675</b>	<b>5,821,817</b>		<b>5,988,457</b>	<b>2.86</b>
<b>Contract Cities</b>						
Other Contract Cities	143,322	151,552	151,552	3	158,165	4.36
<b>Total Contract Cities</b>	<b>143,322</b>	<b>151,552</b>	<b>151,552</b>		<b>158,165</b>	<b>4.36</b>
<b>Other Revenue</b>						
Grants and Donations	43,745	20,000	25,000	4	82,150	228.60
Copies	16,900	17,000	20,000	5	20,000	0.00
Fines, Fees, Overdues	80,500	77,000	80,000	6	89,137	11.42
All Other Revenues	88,742	58,989	92,593	7	109,585	18.35
<b>Total Other Revenue</b>	<b>229,887</b>	<b>172,989</b>	<b>217,593</b>		<b>300,872</b>	<b>38.27</b>
<b>Total All Revenues</b>	<b>5,950,646</b>	<b>6,145,216</b>	<b>6,190,962</b>	<b>8</b>	<b>6,447,494</b>	<b>4.14</b>
<b>Other Resources</b>						
Transfers in	0	1,594,791	545,375	9	613,774	12.54
<b>Total Other Resources</b>	<b>0</b>	<b>1,594,791</b>	<b>545,375</b>		<b>613,774</b>	<b>12.54</b>
<b>Total All Revenues and Resources</b>	<b>5,950,646</b>	<b>7,740,007</b>	<b>6,736,337</b>	<b>10</b>	<b>7,061,267</b>	<b>4.82</b>

### Notations

1. 2009 tax request \$26,915.58 over previous, a .4643% increase excluding new construction
2. Estimates for private harvest, leasehold, wildlife in lieu, and thermal excise tax
3. Cities contracting for Library Services: Granger, Mabton, Naches, Tieton, Union Gap
4. Donations and grants including Gates Online Opportunity Hardware Grant for \$72,150
5. Estimate of Internet and photocopies copies
6. Overdue fees, late fees, lost books, collection fees
7. Includes Investment revenue, miscellaneous, and transfer in for Gates Online Opportunity Hardware Grant for \$24,050 Year 1
8. Estimated total all new 2009 revenue funding
9. Transfers in by Board Resolution for designated capital (non-operating) projects

# YAKIMA VALLEY LIBRARIES

## 2009 Budget Draft

As of October 28, 2009

	2007 Final	2008 Adopted Budget	2008 Amended Budget		2009 Draft Proposal	% Change from 2008
<b>EXPENDITURES</b>						
Salary and Wages	2,490,000	2,933,406	2,966,840	11	3,026,389	2.01
Benefits	682,000	855,121	870,682	12	1,001,337	15.01
Supplies	290,000	231,147	231,147	13	245,515	6.22
Collection Materials - all	995,000	1,020,000	1,020,000	14	1,020,000	0.00
Professional Services	205,000	312,800	250,197	15	182,545	-27.04
Communications	175,500	195,040	195,040	16	224,318	15.01
Travel & Training	38,500	64,500	64,500	17	63,650	-1.32
Vehicle Expenses	22,000	21,000	21,000	18	24,200	15.24
Advertising	11,000	19,500	19,500	19	19,500	0.00
Rentals - Building Leases	123,000	123,401	144,401	20	165,358	14.51
Rentals - Equipment	12,000	4,700	7,950	21	3,000	-62.26
Insurance	38,000	42,000	42,000	22	36,000	-14.29
Utilities	101,700	101,500	101,500	23	113,206	11.53
Repairs & Maintenance - all	135,000	166,500	166,500	24	168,935	1.46
Miscellaneous - dues and other	15,000	25,900	25,900	25	23,340	-9.88
Intergovernmental Services	15,000	28,700	33,805	26	34,000	0.58
Grant Expenditures	20,000	0	30,000	27	96,200	220.67
<b>Total Operating Expenditures</b>	<b>5,368,700</b>	<b>6,145,215</b>	<b>6,190,962</b>	<b>28</b>	<b>6,447,494</b>	<b>4.14</b>
Capital Projects	0	1,594,791	1,327,025	29	613,774	-53.75
<b>Total Operational Expenditures and Capital</b>	<b>5,368,700</b>	<b>7,740,007</b>	<b>7,517,987</b>	<b>30</b>	<b>7,061,268</b>	<b>-6.08</b>

### NOTATIONS

11. Includes staffing changes, merits, and projected cost of living increase of 2%
12. Benefit increase for medical is 11% for 2009 - benefits budgeted at maximum eligible for staff
13. General supplies and small equipment - includes chairs, software, tables for branches
14. Collection materials and databases
15. Professional services including preprocessing of materials and media - janitorial services terminated and no audit in 2009
16. All postage, phone, Internet, LAN, WAN, and Secure Data Costs
17. Training for staff and departments and bi-annual professional training
18. Vehicle expenses including fuel for fleet and courier van
19. Program and human resource advertising
20. Includes Summitview, Zillah, Southeast, and adds Liberty Building
21. Reduced line item with purchase instead of lease of copiers
22. Includes building, boiler, directors, and liability - reduced in 2008
23. Increase in power and natural gas
24. Includes integrated library system maintenance, 3M security gates maintenance, copier maintenance, and District facility maintenance
25. As per BARS category all expenses not covered above - includes dues - Chamber, Downtown Yakima, Sister City, WLA
26. Maintenance payments for designated libraries
27. Online Opportunity Hardware Grant from Gates Foundation 25/75% match
28. Total estimated general operating expenditures - funded by 2009 estimated resources (see line 8)
29. One time large purchases and capital projects - outside of ongoing operations - (see capital projects list) - funded from Designated Funds
30. Total estimated general operating and capital expenditures for 2009



# YAKIMA VALLEY LIBRARIES

2009 Budget Draft

As of October 28, 2009

	2007 Final	2008 Adopted Budget	2008 Amended Budget		2009 Draft Proposal	% Change from 2008
<b>Transfers Out</b>						
Capital Projects Carry Forward	100,000	0	0	31	0	
Facility Maintenance Fund	100,000	0	0	32	0	
Technology Fund	582,565	0	0	33	0	
<b>Total Transfers Out</b>	<u>782,565</u>	<u>0</u>	<u>0</u>		<u>0</u>	
<b>Total Expenses and Transfer Out</b>	<u>6,151,265</u>	<u>7,740,007</u>	<u>7,517,987</u>		<u>7,061,268</u>	
<b>Fund Balance - General Fund</b>						
Estimated Balance January	1,697,140	1,368,901	2,150,551	34	1,396,906	
Estimated Operating Revenues						
Minus Expenditures	581,946	(0)	0	35	(0)	
Carry Forward (cash)	654,030	(0)	(781,650)	36	0	
Less transfers out	(782,565)	(0)	0	37	0	
<b>Estimated Ending FB for GF</b>	<u>2,150,551</u>	<u>1,368,901</u>	<u>1,368,901</u>		<u>1,396,906</u>	
<b>Less Designated Funds from General Fund</b>						
For Boaz Fund	48,026	48,026	48,026	38	76,031	
Restricted donations	8,000	8,000	8,000	39	8,000	
Operating Cash-Revolving Funds	1,312,875	1,312,875	1,312,875	40	1,312,875	
<b>Total Designated Funds for General Fund</b>	<u>1,368,901</u>	<u>1,368,901</u>	<u>1,368,901</u>	41	<u>1,396,906</u>	
<b>Estimated Ending Unrestricted Fund Balance for General Fund</b>	<u>781,650</u>	<u>(0)</u>	<u>0</u>	42	<u>0</u>	
<b>BUDGET TOTALS</b>						
Revenues Plus Beginning Cash	8,301,816	9,108,909	8,886,889	43	8,458,175	
Expenditures Plus Ending FB	8,301,816	9,108,909	8,886,889	44	8,458,175	
<b>Cash Reconciliation</b>						
General Fund Estimated Cash	2,150,551	1,368,901	1,368,901	45	1,396,906	
Designated Funds - All	2,310,202	749,860	1,113,460	46	1,523,965	
<b>Total All Funds</b>	<u>4,460,753</u>	<u>2,118,761</u>	<u>2,482,361</u>	47	<u>2,920,871</u>	

## NOTATIONS

31. Projects not completed prior year
32. Funds for deferred and current district wide facility needs (owned buildings-Yakima and Sunnyside.)
33. Technology improvements - 2007 Technology Assessment three year plan
34. Estimated beginning Fund Balance - adjustment for Boaz Funds - 2009
35. Estimated operating revenues less operating expenditures (line 8 minus line 28)
36. Cash adjustments to actual after year end closed
37. Transfers out to designated funds per Board resolution from general fund
38. Restricted cash funds - Boaz donation
39. Funds restricted by donor from the Estimated Ending Fund Balance - maintenance, collection, and building
40. Funds designated by Board of Trustees for operating cash between property tax collections
41. Total designated General Fund cash for months with minimal property tax collection approximately 3 months operating reserve
42. Estimated unspent capital funds from 2009
43. Total Resources (revenues and beginning cash balance) for General Fund (line 10 plus line 34)
44. Total Expenditures (including capital projects) and ending cash balance for General Fund (line 30 plus line 41)
45. General Fund Ending Cash Balance (see line 41)
46. Total Other Designated Funds: Cumulative Reserve, Plath, Carryforward, Facility, & Technology
47. Grand total all Funds for Yakima Valley Libraries

**Yakima Valley Libraries**  
**Board Designated Funds**  
*Estimated Balances for Fiscal Year 2009*

	<b>Cumulative Reserve 002</b>	<b>Plath Fund 003</b>	<b>Carry Forward Fund 004</b>	<b>Facility Fund 005</b>	<b>Technology Fund 006</b>	<b>Totals</b>
Estimated Beginning						
Cash	727,539.26	54,338.52	401,017.64	244,989.93	678,403.27	2,106,288.62
Interest	17,000.00	1,000.00	15,000.00	7,500.00	16,000.00	56,500.00
Donation	0.00	14,000.00	0.00	0.00	0.00	14,000.00
Transfer in From GF	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources	<u>744,539.26</u>	<u>69,338.52</u>	<u>416,017.64</u>	<u>252,489.93</u>	<u>694,403.27</u>	<u>2,176,788.62</u>
Direct Expenditure	0.00	15,000.00	0.00	0.00	0.00	15,000.00
Match for Gates Grant						
Transfer	0.00	0.00	0.00	0.00	24,050.00	24,050.00
Capital Transfers to						
General Fund	<u>0.00</u>	<u>0.00</u>	<u>249,685.35</u>	<u>150,000.00</u>	<u>214,088.53</u>	<u>613,773.88</u>
Total Expenditures						
and Transfers	<u>0.00</u>	<u>15,000.00</u>	<u>249,685.35</u>	<u>150,000.00</u>	<u>238,138.53</u>	<u>652,823.88</u>
Estimated Ending Cash	<u>744,539.26</u>	<u>54,338.52</u>	<u>166,332.29</u>	<u>102,489.93</u>	<u>456,264.74</u>	<u>1,523,964.74</u>



# Yakima Valley Libraries

## Salary and Grade Structure

Grade	Job Title
1	Page
2	Technical Services Materials Processor
3	Public Services Assistant, Community Libraries Assistant, Public Programs and Resources Assistant, Interlibrary Loans Public Services Assistant, Courier, Office Assistant, ROC, Web Services Assistant, Technical Services Assistant, Display Designer
4	Community Library Supervisor I, District Facilities Maintenance
5	Public Services Specialist, Public Programs and Resources Specialist, Interlibrary Loans Public Services Specialist, Technical Services Specialist, Human Resources Assistant
6	Acquisitions Specialist, Office Specialist
7	Community Library Supervisor II, Information Technology Specialist, Community Libraries Specialist
8	Bilingual Services and Outreach Coordinator
9	Technology Coordinator, Training and Development Coordinator, Accounting Coordinator
10	District Circulation Coordinator
11	Community Libraries Assistant Manager, Assistant Branch Manager
12	Branch Manager, Specific Services and Collections Librarian, Communications Coordinator
13	Human Resources Manager
14	Public Programs and Resources Manager, Technical Services Manager
15	Finance and Operations Manager
16	Community Libraries Manager
17	Interim Director

Revised: September 2007  
May 2008  
November 18, 2008



# Yakima Valley Libraries - 2009 Wage Scale

Adopted November 18, 2008

102.00% COLA 2009

GRADE	1	2	3	4	5	6	7	2 yrs			3 yrs		
								8	9	10	11	12	13
1	8.55	n/a											
2	9.51	9.79	10.10	10.40	10.72	11.04	11.37	11.72	12.06	12.44	12.83	13.21	13.60
3	10.93	11.26	11.61	11.96	12.32	12.70	13.08	13.48	13.89	14.31	14.75	15.19	15.64
	1,894.56	1,952.16	2,011.50	2,072.65	2,135.66	2,200.58	2,267.48	2,336.41	2,407.44	2,480.63	2,556.04	2,633.65	2,713.46
	22,735.16	23,426.32	24,138.47	24,872.28	25,628.40	26,407.50	27,210.29	28,037.48	28,889.82	29,768.08	30,673.02	31,603.61	32,558.86

GRADE	1	2	3	4	5	6	7	8	2 yrs			3 yrs		
									9	10	11	12	13	14
4	11.77	12.14	12.52	12.90	13.30	13.72	14.14	14.58	15.03	15.50	15.98	16.48	16.99	17.51
	2,040.64	2,103.98	2,169.29	2,236.62	2,306.05	2,377.63	2,451.43	2,527.52	2,605.98	2,686.87	2,770.26	2,856.25	2,944.75	3,035.78
	24,487.67	25,247.76	26,031.46	26,839.47	27,672.57	28,531.53	29,417.14	30,330.25	31,271.71	32,242.38	33,243.18	34,275.05	35,338.08	36,432.27
5	13.80	14.23	14.67	15.13	15.60	16.08	16.58	17.10	17.63	18.18	18.74	19.32	19.91	20.51
	2,392.80	2,467.07	2,543.65	2,622.60	2,704.01	2,787.94	2,874.48	2,963.70	3,055.70	3,150.55	3,248.34	3,349.17	3,452.95	3,559.68
	28,713.58	29,604.86	30,523.80	31,471.25	32,448.11	33,455.31	34,493.76	35,564.44	36,668.37	37,806.54	38,980.07	40,190.01	41,436.44	42,719.27
6	14.38	14.82	15.28	15.76	16.25	16.75	17.27	17.81	18.36	18.93	19.52	20.12	20.73	21.35
	2,491.86	2,569.21	2,648.96	2,731.18	2,815.95	2,903.36	2,993.48	3,086.40	3,182.20	3,280.98	3,382.82	3,487.82	3,595.98	3,707.31
	29,902.32	30,830.50	31,787.47	32,774.16	33,791.46	34,840.35	35,921.80	37,036.80	38,186.42	39,371.73	40,593.84	41,853.87	43,153.84	44,494.81
7	15.96	16.45	16.96	17.49	18.03	18.59	19.17	19.76	20.38	21.01	21.66	22.34	23.03	23.73
	2,765.96	2,851.82	2,940.34	3,031.61	3,125.71	3,222.73	3,322.77	3,425.91	3,532.24	3,641.89	3,754.93	3,871.48	3,991.64	41,154.80
	33,191.58	34,221.85	35,284.10	36,379.31	37,508.52	38,672.79	39,873.20	41,110.87	42,386.94	43,702.62	45,059.16	46,457.80	47,897.41	49,379.88



# Yakima Valley Libraries - 2009 Wage Scale

Adopted November 18, 2008

102.00% COLA 2009

GRADE	2 yrs												3 yrs		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
8	17.62	18.23	18.86	19.51	20.18	20.87	21.59	22.33	23.10	23.89	24.72	25.57	26.45		
	3,054.73	3,159.82	3,268.51	3,380.95	3,497.26	3,617.56	3,742.01	3,870.73	4,003.88	4,141.62	4,284.09	4,431.46	4,583.90		
	36,656.80	37,917.79	39,222.16	40,571.40	41,967.06	43,410.72	44,904.06	46,448.75	48,046.59	49,699.40	51,409.05	53,177.52	55,006.83		
9	18.50	19.14	19.80	20.48	21.19	21.91	22.67	23.45	24.25	25.09	25.95	26.84	27.77		
	3,207.47	3,317.81	3,431.94	3,550.00	3,672.12	3,798.44	3,929.10	4,064.27	4,204.08	4,348.70	4,498.29	4,653.03	4,813.10		
	38,489.63	39,813.68	41,183.27	42,599.97	44,065.41	45,581.26	47,149.26	48,771.19	50,448.91	52,184.35	53,979.50	55,836.40	57,757.17		
10	19.43	20.10	20.79	21.50	22.24	23.01	23.80	24.62	25.47	26.34	27.25	28.19	29.16		
	3,367.84	3,483.70	3,603.54	3,727.50	3,855.72	3,988.36	4,125.56	4,267.48	4,414.28	4,566.13	4,723.21	4,885.69	5,053.75		
	40,414.11	41,804.35	43,242.42	44,729.97	46,268.69	47,860.33	49,506.72	51,209.75	52,971.36	54,793.58	56,678.47	58,628.22	60,645.03		
11	20.01	20.70	21.41	22.15	22.91	23.70	24.52	25.36	26.23	27.13	28.07	29.03	30.03		
	3,468.88	3,588.21	3,711.63	3,839.32	3,971.39	4,108.01	4,249.33	4,395.50	4,546.71	4,703.12	4,864.90	5,032.26	5,205.36		
	41,626.55	43,058.48	44,539.71	46,071.87	47,656.74	49,296.13	50,991.92	52,746.04	54,560.51	56,437.39	58,378.83	60,387.06	62,464.37		
12	22.01	22.77	23.55	24.36	25.20	26.07	26.97	27.89	28.85	29.85	30.87	31.94	33.03		
	3,815.77	3,947.03	4,082.81	4,223.25	4,368.53	4,518.81	4,674.26	4,835.05	5,001.38	5,173.43	5,351.39	5,535.48	5,725.90		
	45,789.19	47,364.33	48,993.67	50,679.06	52,422.41	54,225.75	56,091.12	58,020.64	60,016.56	62,081.13	64,216.72	66,425.78	68,710.81		
13	24.71	25.56	26.44	27.35	28.29	29.26	30.27	31.31	32.39	33.50	34.66	35.85	37.08		
	4,283.27	4,430.61	4,583.02	4,740.68	4,903.76	5,072.45	5,246.94	5,427.44	5,614.14	5,807.27	6,007.04	6,213.68	6,427.43		
	51,399.20	53,167.33	54,996.29	56,888.16	58,845.12	60,869.38	62,963.29	65,129.22	67,369.67	69,687.20	72,084.43	74,564.14	77,129.14		
14	27.18	28.12	29.08	30.09	31.12	32.19	33.30	34.44	35.63	36.85	38.12	39.43	40.79		
	4,711.59	4,873.67	5,041.33	5,214.75	5,394.13	5,579.69	5,771.64	5,970.18	6,175.55	6,387.99	6,607.74	6,835.04	7,070.17		
	58,539.12	58,484.07	60,495.91	62,576.98	64,729.62	66,956.32	69,259.62	71,642.15	74,106.64	76,655.91	79,292.87	82,020.55	84,842.05		
15	29.36	30.37	31.41	32.49	33.61	34.77	35.96	37.20	38.48	39.80	41.17	42.59	44.05		
	5,088.52	5,263.57	5,444.63	5,631.93	5,825.67	6,026.07	6,233.37	6,447.80	6,669.60	6,899.03	7,136.36	7,381.85	7,635.79		
	61,062.25	63,162.79	65,335.58	67,583.13	69,908.00	72,312.83	74,800.39	77,373.57	80,035.17	82,788.38	85,636.30	88,582.20	91,629.43		
16	30.53	31.58	32.67	33.79	34.95	36.16	37.40	38.69	40.02	41.39	42.82	44.29	45.81		
	5,292.06	5,474.11	5,662.42	5,857.20	6,058.69	6,267.11	6,482.70	6,705.71	6,936.38	7,174.99	7,421.81	7,677.12	7,941.22		
	63,504.74	65,689.31	67,949.01	70,286.46	72,704.30	75,205.34	77,792.40	80,468.46	83,236.58	86,099.91	89,061.75	92,125.47	95,294.60		
17	35.11	36.32	37.57	38.86	40.20	41.58	43.01	44.49	46.02	47.60	49.24	50.93	52.69		
	6,085.87	6,295.23	6,511.78	6,735.79	6,967.50	7,207.18	7,455.11	7,711.56	7,976.84	8,251.24	8,535.08	8,828.69	9,132.40		
	73,030.45	75,542.70	78,141.37	80,829.42	83,609.95	86,486.15	89,461.26	92,538.73	95,722.07	99,014.90	102,421.01	105,944.29	109,588.79		



# Adopted Resolutions

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Before the Board of Trustees of  
**Yakima Valley Libraries**

In the matter of )  
Approving the 2009 YVL Budget)

**RESOLUTION**  
**# 08-027**

BE IT RESOLVED by the Board of Trustees of Yakima County Rural County Library District doing business as the Yakima Valley Libraries, Yakima County, Washington as follows:

WHEREAS, Yakima County Rural County Library District, Yakima County, Washington is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.050 provides for libraries to establish and maintain library service for the district by making a tax levy on the property in the district of not more than fifty cents per thousand dollars of assessed value per year sufficient for library service as shown to be required by submission of a budget;

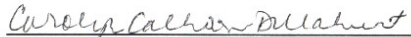
WHEREAS the Board of Trustees has been provided with expenditure estimates for operation of the Library for 2009 that demonstrate a need for the maximum levy rate as allowed by law;

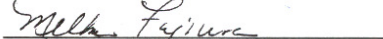
WHEREAS, the Board of Library Trustees expects to have revenues and resources in the amount of \$8,458,175;

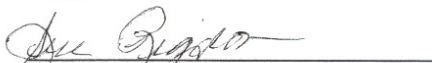
WHEREAS, estimated expenditures for 2009 are expected to be \$8,458,175 in wages and benefits, operation, maintenance, and capital projects and remaining fund balance;

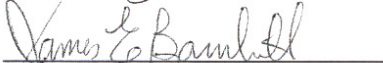
BE IT THEREFORE RESOLVED that the Board of Trustees adopts the 2009 budget for \$8,458,175 in revenues, expenditures, and resources for the General Fund.

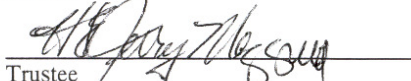
ADOPTED THIS 18th day of November 2008.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee

Before the Board of Trustees of  
**YAKIMA VALLEY LIBRARIES**

*A Resolution In the Matter of Levying  
the 2009 Ad Valorem Property Taxes*

**RESOLUTION  
# 08-028**

WHEREAS, the Board of Trustees of the Yakima County Rural County Library District (doing business as Yakima Valley Libraries) has met and approved its budget for the calendar year 2009, according to the provisions of RCW 27.12.050; and

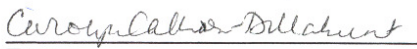
WHEREAS, the Board of Trustees in the course of considering the budget for 2009 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

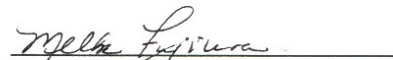
WHEREAS, the Board of Trustees has determined, in accordance with the provisions in RCW 27.12.050, that the revenue required for the maintenance of library service in the district is as shown in the 2009 budget, adopted November 18, 2008 by Resolution #08-027;

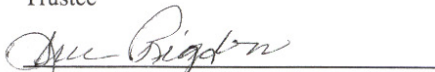
WHEREAS, the Board of Trustees has determined that it is in the best interest of and necessary to meet the expenses and obligations of Yakima Valley Libraries, and that a substantial need exists for the property tax revenue to be increased in 2009;

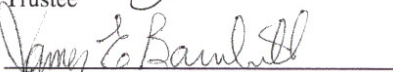
NOW, THEREFORE, BE IT RESOLVED, that the regular levy request to the Board of Yakima County Commissioners, based on the October calculations provided by the Yakima County Assessor's Office with adjustments for new construction, state assessed values, and added values, is \$5,958,382. The dollar increase from the 2008 lawful maximum will be \$26,915.58 with a .4643 percent increase, plus amount allowed for new construction, annexations, and increase in state assessed values.

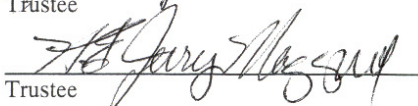
RESOLVED this 18<sup>th</sup> day of November 2008.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee



Before the Board of Trustees of  
**YAKIMA VALLEY LIBRARIES**

*A Resolution In the Matter the 2009 Property Tax Levy  
For the Yakima Valley Rural County Library District  
Above the "limit factor," up to 101 percent*

**RESOLUTION  
# 08-029**

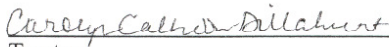
WHEREAS, the Board of Trustees for the Yakima County Rural County Library District, doing business as Yakima Valley Libraries has met, considered and approved its budget for the calendar year 2009, according to the provisions of RCW 27.12.050 and Resolution #08-027; and

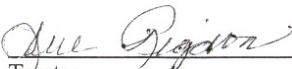
WHEREAS, the Board of Trustees, in the course of considering the budget for 2009 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and


WHEREAS, the Board of Trustees has determined that, due to inflation and increased expenditures to carry on the services, operations and maintenance of the Library District, the Board of Trustees find there is a substantial need to increase the regular property tax levy rate above the rate of inflation;

NOW, THEREFORE, BE IT RESOLVED, the limit factor for the regular levy for the calendar year of 2009 shall be 101 percent of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year.

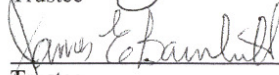
RESOLVED this 18<sup>th</sup> day of November 2008.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee