

# 2013 BUDGET

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Presented to  
YAKIMA VALLEY LIBRARIES  
Board of Trustees

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ADOPTED November 13, 2012

Budget Prepared by:  
Kim Hixson, MLIS  
*Director*

With Assistance From:

Terri Reeder, *Administrative Coordinator*  
Linda McCracken, *Deputy Director*  
Darline Charbonneau, *Human Resources Director*  
Francisco Garcia-Ortiz, *Zone 1 Managing Librarian*  
Rondi Downs, *Zone 2 Managing Librarian*  
Cathy Rathbone, *Zone 3 Managing Librarian*  
Deb Stilson, *Zone 4 Managing Librarian*  
Krystal Corbray, *Zone 5 Managing Librarian*  
LeNee Gatton, *Zone 6 Managing Librarian*  
Nancy Heilman-Schott, *Accounting Manager*  
Susan Miller, *Facility Manager*  
Sergio Razo, *Information Technology Manager*

*Grand Opening*  
RICHARD E. OSTRANDER  
WEST VALLEY COMMUNITY LIBRARY  
*August 13, 2012*



*Richard E. Ostrander*

# YAKIMA VALLEY LIBRARIES

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## 2013 Budget

This document contains the 2013 Budget for Yakima Valley Libraries including the revenues and expenditures for the General Fund as well as the Designated Funds. To obtain copies of this document, please contact:

Kim Hixson, MLIS

Director

***Yakima Valley Libraries***

102 North 3<sup>rd</sup> Street

Yakima, WA 98901

(509) 575-3401

[khixson@yvl.org](mailto:khixson@yvl.org)

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

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## DIRECTOR'S MESSAGE

I am pleased to present a draft summary of the 2013 Yakima Valley Libraries' Budget that proposes a balanced General Fund for new resources and expenditures. There are significant challenges for the Library District that will be evident in this budget cycle. The loss of funding from the City of Union Gap, the increased cost in technology services and equipment, and the addition of the debt service for West Valley underscore the need to revisit all services and will test us to define the "new normal." We can no longer be satisfied with doing more with less; we must identify ways to provide excellent library service *differently*. We are looking to the community we serve to make ensure that the services YVL provides are relevant and meaningful to our customers; and to put aside those services that are no longer of value to our patrons. The new organizational structure and the oversight of the zones by the Managing Librarians will help us to continue to move this direction.

### **Budget Process**

All Middle Manager staff prepared budgets based on their department or zone needs. Each Manager met with the Director to discuss anticipated expenditures in their areas. All current actual expenditures and revenues year to date were reviewed to determine to determine variances and estimated ending cash balance. The 2013 estimated expenditures are then compiled and the revenue resources are considered. This process drives the balancing of the overall budget document.

### **Budget Strategy**

- Review all positions and hours to maximize personnel costs.
- Identify core library services – where should resources be allocated.
- Identify facility needs and requirements to allow a balanced approach to capital cost and maintenance repairs.
- Identify innovative ways to provide *effective* and *relevant* library services throughout Yakima County.

The following document is an overview of the anticipated resources and expenditures for the 2013 Yakima Valley Libraries' proposed budget.

Your comments and questions are welcome at any time.

Respectfully submitted,

Kim Hixson  
Director  
Yakima Valley Libraries

# ABOUT US

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## Board of Trustees

<b>TRUSTEE</b>	<b>POSITION</b>	<b>TERM EXPIRES</b>
James E. Barnhill	President	December 2012
Melba Fujiura	Vice President	December 2014
H. E. Jerry Maggard	Secretary	December 2016
Richard E. Ostrander		December 2013
Pamela J. Perryman		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. RCW 27.12.212 delegates the following duties to the Trustees:

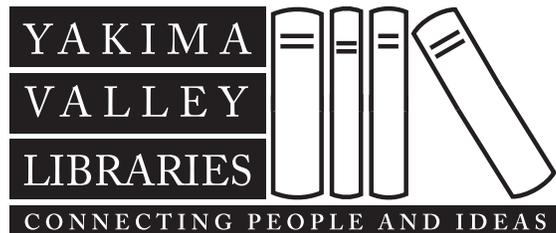
The trustees, immediately after their appointment or election, shall meet and organize by the election of such officers as they deem necessary. They shall:

- (1) Adopt such bylaws, rules, and regulations for their own guidance and for the government of the library as they deem expedient;
- (2) Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
- (3) Employ a librarian, and upon his recommendation employ such other assistants as may be necessary, all in accordance with the provisions of RCW [27.08.010](#), prescribe their duties, fix their compensation, and remove them for cause;
- (4) Submit annually to the legislative body a budget containing estimates in detail of the amount of money necessary for the library for the ensuing year; except that in a library district the board of library trustees shall prepare its budget, certify the same and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
- (5) Have exclusive control of the finances of the library;
- (6) Accept such gifts of money or property for library purposes as they deem expedient;
- (7) Lease or purchase land for library buildings;
- (8) Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
- (9) Purchase books, periodicals, maps, and supplies for the library; and
- (10) Do all other acts necessary for the orderly and efficient management and control of the library.

## ABOUT US

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### Yakima Valley Libraries



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 and is the second largest county in Washington State. Yakima Valley Libraries is a junior taxing district that provides library services to the general public and is supported primarily through property taxes. The rural county library district was formed in 1945. Yakima Valley Libraries is comprised of a central library and 17 community libraries located throughout Yakima County. All towns and cities, with the exception of the City of Grandview, are either annexed or contract with Yakima Valley Libraries for library services. The five contract cities include: Union Gap, Mabton, Granger, Tieton, and Naches. Yakima Valley Libraries currently serves over 240,000 people in Yakima County.

In 2011 the library district was open a total of 41,548 hours and served 847,169 combined visitors. There were 874,433 items circulated and over 202,516 computer appointments were scheduled using the 150 Internet computers available to the public. Yakima Valley Libraries held 1,878 programs which were attended by 22,918 children, 3,578 teens, and 10,444 adults.

**Yakima Valley Libraries – Connecting People and Ideas!**

# YAKIMA VALLEY LIBRARIES

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## *MISSION STATEMENT*

*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*

# YAKIMA VALLEY LIBRARIES

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## *VALUES and VISION*

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 service 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.

## COMMUNITY LIBRARIES

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*New library building in Buena constructed by the Friends of the Buena Library.*

# Yakima Valley Libraries

## Community Library Hours

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### [Buena Library](#)

801 Buena Road  
865-3390  
Supervisor: Kathy Garcia  
Tues, Wed, Thurs 2-7  
Saturday 9-2

### [Granger Library](#)

508 Sunnyside Ave  
854-1446  
Supervisor: Teresa Amador  
Mon & Wed 10-6  
Tues & Thurs 2-7  
Saturday 2-5

### [Harrah Library](#)

21 E. Pioneer  
848-3458  
Supervisor: Avelina Garcia  
Tues & Thurs 1-6  
Sat 9-2

### [Mabton Library](#)

415 B Street  
894-4128  
Supervisor: Linda Lee Bales  
Mon – Fri 2-6

### [Moxee Library](#)

255 W. Seattle  
575-8854  
Supervisor: Elaine Perkins  
Mon & Wed 10-6  
Tues & Thurs 12-7  
Fri & Sat 1-5

### [Naches Library](#)

303 Naches Ave  
653-2005  
Supervisor: Katherine Ulmer  
Tues-Thurs 2-7  
Wed, Fri & Saturday 10-3

### [Selah Library](#)

106 S 2<sup>nd</sup> Street  
698-7345  
Supervisor: Michael Martin  
Mon-Thurs 9-7  
Friday 9-6 Sat 10-5

### [Southeast Library](#)

1211 S 7<sup>th</sup> Street  
576-0723  
Librarian:  
Francisco Garcia-Ortiz, Ph.D.  
Mon – Fri 1-5

### [Sunnyside Library](#)

621 Grant  
837-3234  
Supervisor: Marcelina Ortega  
Mon-Thurs 10-7  
Fri & Sat 10-6  
Sunday 10-5

### [Terrace Heights Library](#)

4011 Commonwealth  
457-5319  
Supervisor: Katie Ruffcorn  
Mon & Wed 12-7  
Tues & Thurs 10-6  
Fri & Sat 10-2

### [Tieton Library](#)

418 Maple  
673-2621  
Supervisor: Annamarie De  
LaTorre-Thomas  
Mon - Thurs 12-5

### [Toppenish Library](#)

1 S. Elm  
865-3600  
Supervisor: Christy Sifuentes  
Troy  
Mon - Thurs 10-7  
Fri & Sat 10-5

### [Wapato Library](#)

119 E. 3<sup>rd</sup> St.  
877-2882  
Supervisor: Mickey Wittner  
Mon, Wed 12-8  
Tues, Thurs 10-6  
Fri 12-6  
Saturday 10-4

### [White Swan Library](#)

391 1<sup>st</sup> St.  
874-2060  
Supervisor: Michelle Flett  
Mon-Fri 12-5

### [Yakima Library](#)

102 N. 3<sup>rd</sup> St.  
452-8541  
Librarian:  
Francisco Garcia-Ortiz, Ph.D.  
Mon-Wed 9-7  
Thurs & Fri 9-6  
Sat 10-6

### [West Valley Library](#)

223 South 72<sup>nd</sup> Ave  
966-7070  
Librarian: Cathy Rathbone  
Mon, Fri, Sat 9-6  
Tues-Thurs 9-8  
Sunday 12-4  
Sunday 10-5

### [Zillah Library](#)

109 7<sup>th</sup>  
829-6707  
Supervisor: Fern Greene  
Mon-Thurs 2-7  
Saturday 2-5

# YAKIMA VALLEY LIBRARIES

Where to find your community library

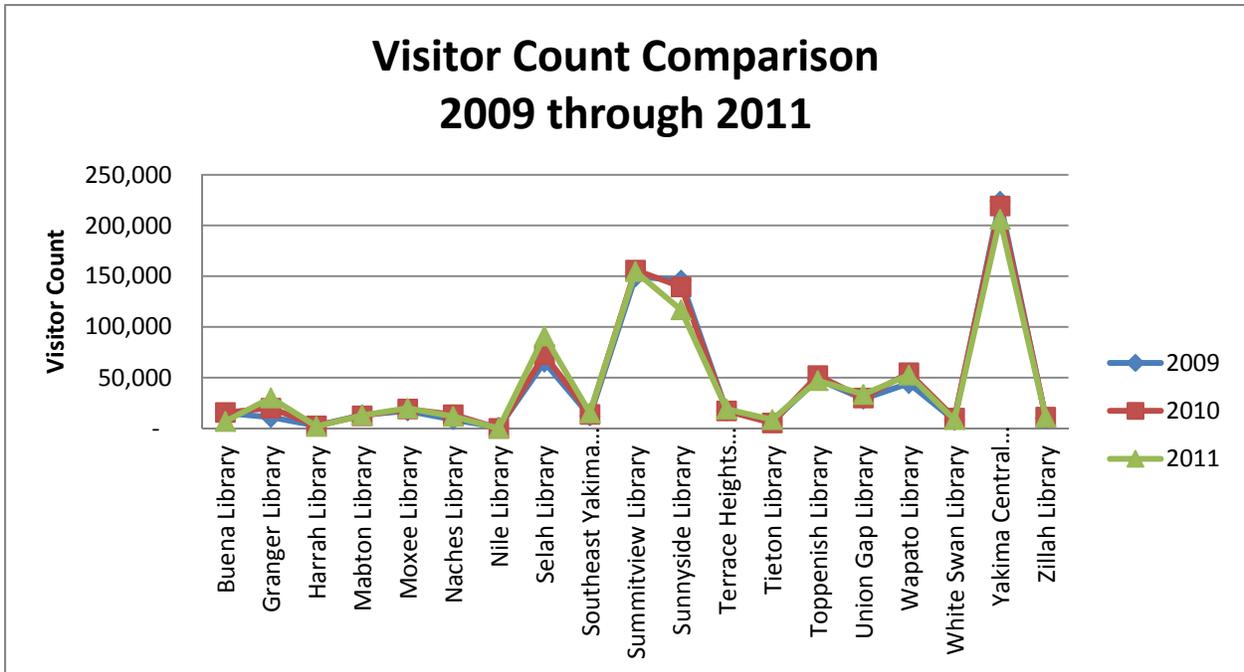
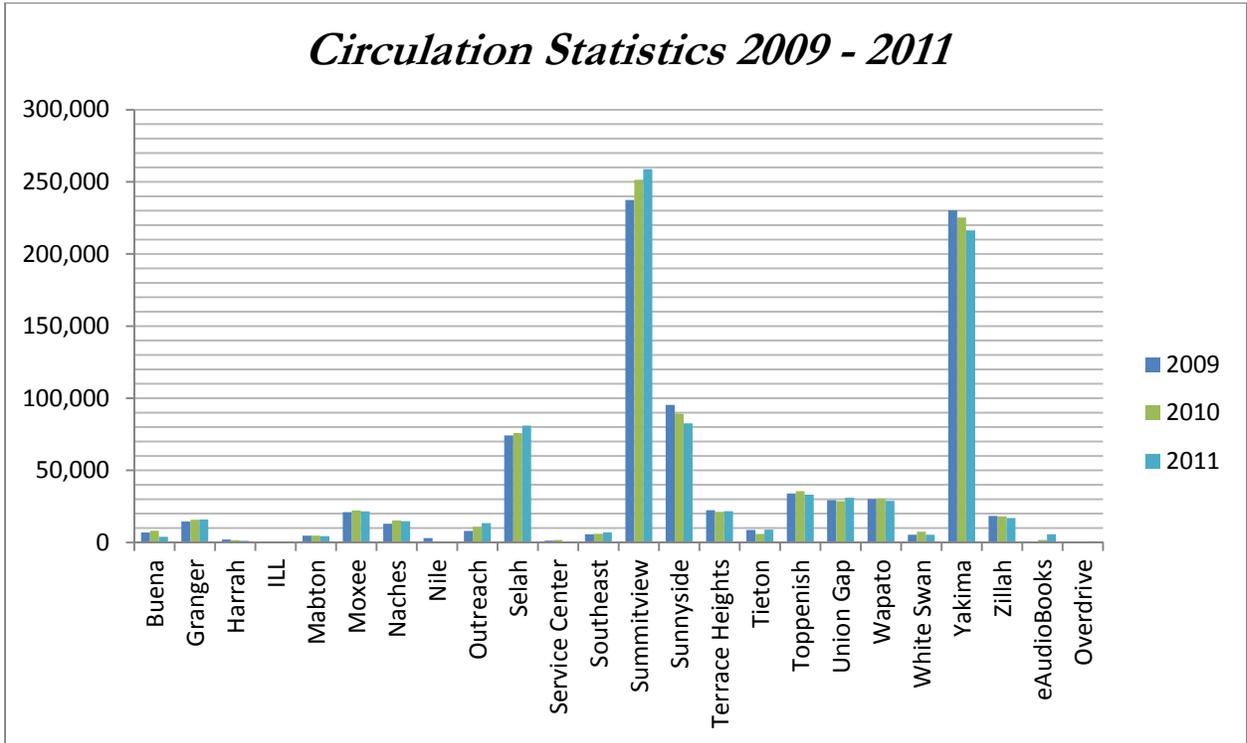




President James E Barnhill at the podium

**Grand Opening of  
Richard E. Ostrander  
West Valley Community Library**

# Who We Serve and What We do!



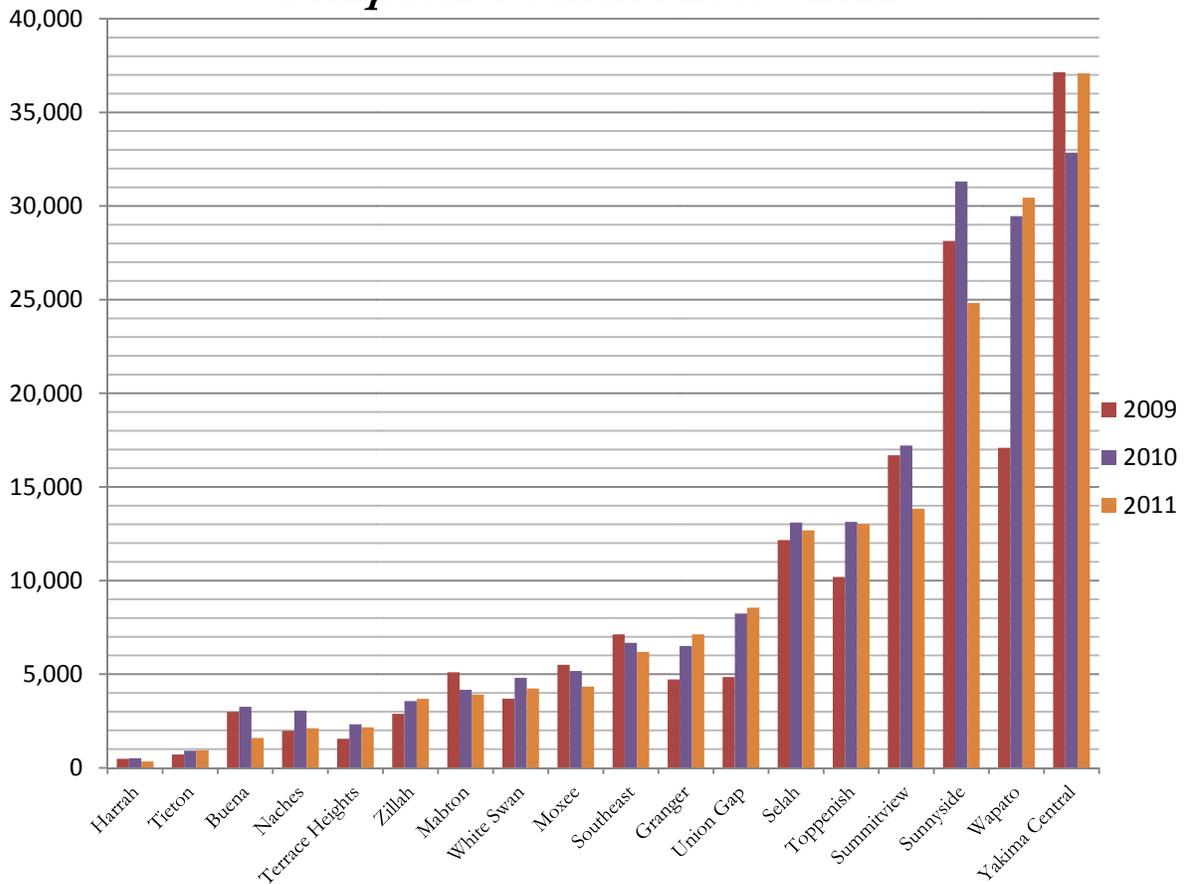
*Llama Llama visited Yakima Valley Libraries this year!*



**Programs for 2011**

Library	Children	Teens	Adults	Total All	Total Programs
ALL	424	10	317	751	4
Buena Library	327	16	29	372	34
Granger Library	790	171	51	1,012	70
Harrah Library	10	1	2	13	6
Mabton Library	82	5	12	99	8
Moxee Library	1,184	437	711	2,332	108
Naches Library	751	109	382	1,242	113
Selah Library	4,056	878	1,185	6,119	283
Southeast Yakima Library	388	44	11	443	55
Summitview Library	1,523	87	1,038	2,648	147
Sunnyside Library	5,339	287	1,812	7,439	337
Terrace Heights Library	2,196	187	2,176	4,559	131
Tieton Library	488	59	78	625	33
Toppenish Library	370	36	104	510	62
Union Gap Library	166	22	186	374	74
Wapato Library	1,627	424	473	2,524	99
White Swan Library	96	43	36	175	21
Yakima Central Library	2,886	720	1,775	5,381	264
Zillah Library	215	42	66	323	29
<b>Grand Total</b>	<b>22,918</b>	<b>3,578</b>	<b>10,444</b>	<b>36,941</b>	<b>1,878</b>

## *Computer Statistics 2009 - 2011*



New children's area at the West Valley Library.

# YAKIMA VALLEY LIBRARIES

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## Public Services and District-wide Departments

### ***ADMINISTRATION***

*Kim Hixson, Director*

The Administration Department provides direction and oversight of the business and administrative operations as well as the public services provided by Yakima Valley Libraries. It is responsible for the Library's human resources, financial, accounting, printing, purchasing and general administrative services. It also supports the Board of Trustees in the fulfillment and implementation of budgeting priorities, policies, strategic planning, and long range plans.

### ***HUMAN RESOURCES***

*Darline Charbonneau, Human Resources Director*

The Human Resources Department, 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. As human talent is a high level investment and asset to the library, they strive to support and develop a workforce that is flexible, hospitable, knowledgeable, and innovative. The Human Resource Department supports the Yakima Valley Libraries by fostering a positive work environment for all employees.

### ***ACCOUNTING***

*Nancy Heilman, Accounting Manager*

The accounting department is a component of Administration and is responsible for all fiscal responsibilities, financial reporting, audit, payroll, accounts payable, accounts receivable, cash receipts, inventory, and purchasing for the entire library district. The Accounting Department supports Yakima Valley Libraries by providing information and resources to better serve library staff and its patrons.

### ***INFORMATION TECHNOLOGIES DEPARTMENT***

*Sergio Razo, Information Technology Manager*

Information Technology (IT) is responsible 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. The IT Department supports Yakima Valley Libraries by providing updated technology information and resources to help the district best utilize resources available to serve library staff and the public.

## ***TECHNICAL SERVICES DEPARTMENT***

*Francisco Garcia-Ortiz, Zone 1 Managing Librarian*

Technical Services is comprised of cataloging and processing of 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. The Technical Services Department continues to streamline the material technical process, making more effective use of offline and online tools while maintaining the quality of the library catalog.

## ***FACILITIES***

*Susan Miller, Facility Manager*

Facility staff maintains the community library buildings, the fleet, transports books and materials district wide via the staff courier, and responds to and manages all district facility needs. The facility staff also works closely with library staff on all construction projects. The Facility Department supports Yakima Valley Libraries by ensuring efficient and effective facilities throughout the District.

## ***COMMUNITY LIBRARIES***

*Linda McCracken, Deputy Director*

The Community Libraries support lifelong learning and an informed citizenry in the Yakima Valley by providing high quality customer service directly to patrons. The Community Libraries not only reflect the communities they serve, they function in concert to provide a comprehensive library district that serves the people of Yakima County. Books and materials, databases, research, programs for everyone, and computer access are just some of the library services that you will find at your Community Library.

Programs and Resources select library materials and provide programs that will support lifelong learning, offer access to information, and affords recreational activities to the people of the community. The department supports library services by providing district wide programming ideas that enhance learning, support education opportunities, and connections with other organizations in Yakima County as well as throughout the State.

## ***COMMUNITY LIBRARY – MANAGING LIBRARIANS***

In January of 2012, the District created six zones to better oversee and manage the day to day operations of the Community Libraries throughout the district. Six Managing Librarians were hired to manage these zones. The zones are defined as follows:

- Zone 1:**       **Yakima Central Library and Southeast Community Library**  
Managing Librarian, *Francisco Garcia-Ortiz, Ph.D.*
- Zone 2:**       **Naches, Selah, and Tieton Community Libraries**  
Managing Librarian, *Rondi Downs, MLS*
- Zone 3:**       **Richard E Ostrander West Valley Community Library**  
Managing Librarian, *Cathy Rathbone, MLS*
- Zone 4:**       **Moxee, Terrace Heights, and Union Gap Community Libraries**  
Managing Librarian, *Deb Stilson, MLS*
- Zone 5:**       **Buena, Toppenish, Wapato, and Zillah Community Libraries**  
Managing Librarian, *Krystal Corbray, MLIS*
- Zone 6:**       **Granger, Harrah, Mabton, Sunnyside, and White Swan Community Libraries**  
Managing Librarian, *LeNee Gatton, MLS*



LeNee Gatton, Deb Stilson, Krystal Corbray, Cathy Rathbone, Francisco Garcia-Ortiz, and Rondi Downs

# YAKIMA VALLEY LIBRARIES

## 2013 Budget Preparation Calendar

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*June 2012*

June 27	Distribute Budget Format to Middle Managers
August	Meetings with Middle Managers Determine functional needs, short, and long term projects
September 3	Budget Drafts Due to Kim from Middle Managers
September 5	Administration: Review all requests Review trends Payroll and Benefit Discussions Draft and format document for 2013
October 1	Draft Document to Middle Management Team
October 5	All comments due to Kim
October 8	Budget Document ready for Board Packet and Managers
October 11	Mail proposed 2013 Budget Document to Trustees
October 22	Library Board: Regular meeting – 3:00 p.m. Study Session <i>Draft</i> Budget Document presented and reviewed 4:00 p.m. Regular Meeting
October 26	All changes due for 2013 Draft Budget Document
November 2	Mail final 2013 Budget Document Draft to Trustees
November 13	Public Hearing 3:00 p.m. – Yakima Central Library Boardroom Regular Board Meeting – 4:00 p.m.  – Adopt 2013 Budget and Levy resolutions due to County Commissioners Resolutions due to County Commissioner’s on or before Friday, November 16, 2012
November 23	Budget posted to web

# Yakima Valley Libraries

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## Basis of Accounting and Financial Procedures

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 Yakima Valley Libraries' 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/from General Operating to/from Designated Funds are authorized by Board Resolution.
- Yakima Valley Libraries policy regarding approval of claims and payroll designates the Director and Trustees as Auditing Officers, 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.

# YAKIMA VALLEY LIBRARIES

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2013 Budget



*Kathy Garcia welcomes public at the opening of the new Buena Community Library.*

# REVENUES FOR 2013

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Classification of revenues by Basic and Subaccount Codes as Defined by the State of Washington *Budgeting, Accounting, and Reporting System (BARS) Manual for Library Districts*.

## **310 – Taxes**

General property taxes – real and personal property.

## **312 – 320 – Other Taxes**

Forest excise, leasehold excise, and other taxes collected for the district.

## **340 – Sale of Merchandise**

Photocopies and Internet copies.

## **350 – Library Fines**

Fines, fees, and overdues.

## **360 – Other Revenues**

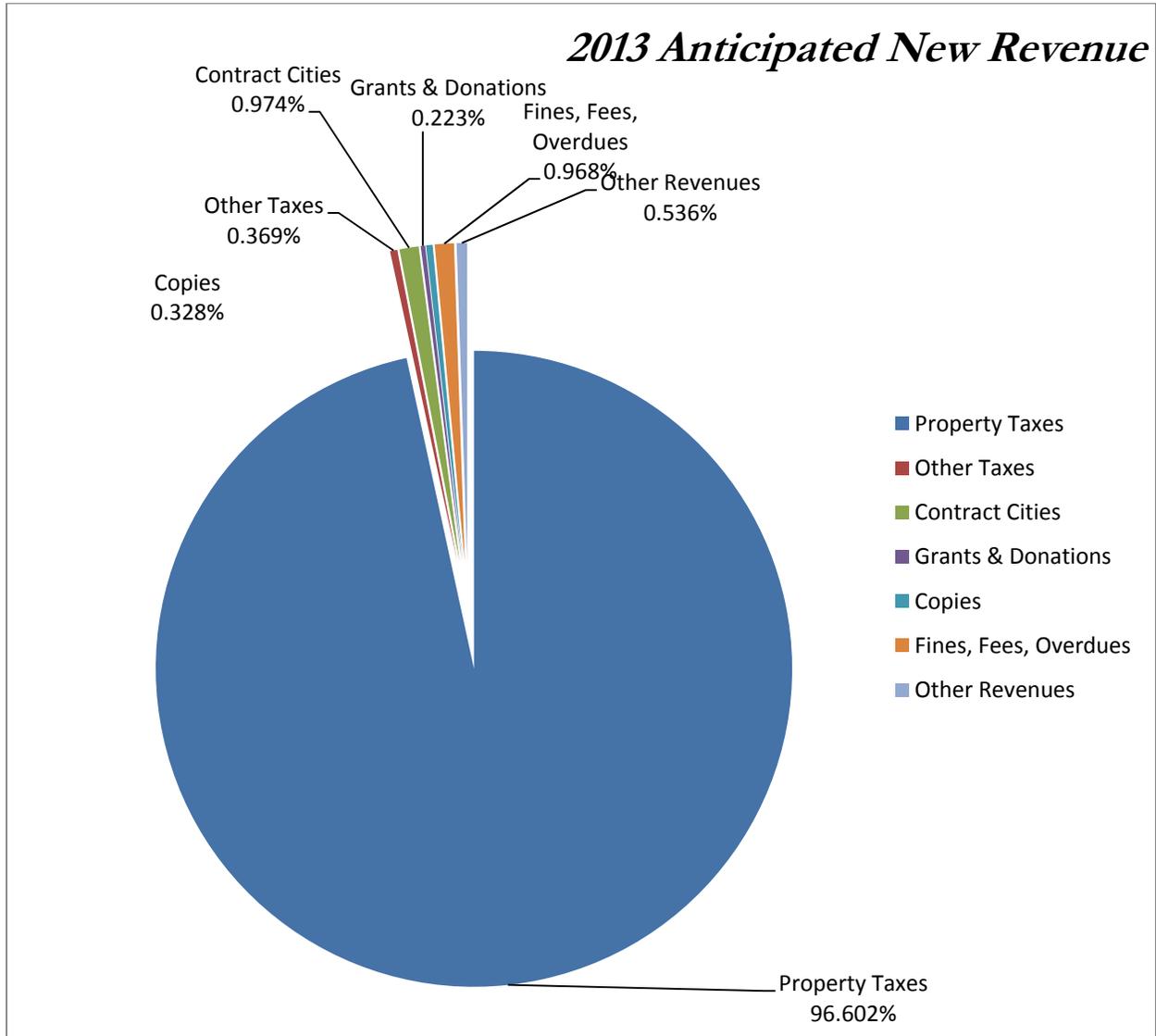
Investment interest.

## **369 – Miscellaneous**

All other revenue not recorded in other categories.

# YAKIMA VALLEY LIBRARIES

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YAKIMA VALLEY LIBRARIES

2013 Budget -Adopted

	2012 Budget Adopted	2012 Budget Amended April 2012	2013 Budget November 2012	Notation	%Change
<b>REVENUES</b>					
<b>Tax Revenues</b>					
Property Tax Revenue	6,362,992	6,362,992	6,487,681	1	1.96
Other Taxes	20,698	20,698	24,800	2	19.82
<b>Total Tax Revenues</b>	<b>6,383,690</b>	<b>6,383,690</b>	<b>6,512,481</b>	<b>3</b>	<b>2.02</b>
<b>Contract Cities</b>					
Other Contract Cities	162,051	153,095	65,382		(57.29)
<b>Total Contract Cities</b>	<b>162,051</b>	<b>153,095</b>	<b>65,382</b>	<b>4</b>	<b>(57.29)</b>
<b>Other Revenue</b>					
Grants and Donations	7,500	7,500	15,000	5	100.00
Copies	20,000	20,000	22,000	6	10.00
Fines, Fees, Overdues	60,000	60,000	65,000	7	8.33
All Other Revenues	25,000	25,000	36,000	8	44.00
<b>Total Other Revenue</b>	<b>112,500</b>	<b>112,500</b>	<b>138,000</b>	<b>9</b>	<b>22.67</b>
<b>Total All New Revenues</b>	<b>6,658,241</b>	<b>6,649,285</b>	<b>6,715,862</b>	<b>10</b>	<b>1.00</b>
<b>Other Resources</b>					
Transfers in	0	0	0		0.00
Other Financing Resources	0	0	0	11	
Carry Fwd Proj not completed	0	0	0	12	0.00
<b>Total Other Resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0.00</b>
<b>Total All New Revenues</b>	<b>6,658,241</b>	<b>6,649,285</b>	<b>6,715,862</b>	<b>14</b>	<b>1.00</b>

**Notations**

1. 2013 property tax request is a .7800% increase or \$49,756.07 plus \$59,071.20 in new construction
2. Estimated change in state taxes - wildlife in lieu, DNR, Utility
3. Estimated total tax revenues
4. Cities contracting for library services: Granger, Mabton, Naches, Tieton, Union Gap - decrease due to UG closing of building
5. Grants and donations - includes McAuliff and Boaz
6. Fees for copies
7. Fines: fees, overdue, lost books
8. Investment interest
9. Total Other Revenues
10. Total All Revenues-new revenues
11. Other financing resources
12. Estimated prior year carry forward cash
13. Total Other Resources
14. Total all Revenues and Resources

**Yakima Valley Libraries**

Levy Rate and Property Tax Comparisons - 2006 to 2012

Property Tax Calculations	2013 Estimate-9/28/12	2012 Actual	2011 Final	2010 Final	2009 Final	2008 Final	2007 Final	2006 Final
Current Tax Base	13,662,950,463	13,518,780,598	13,834,762,172	13,332,848,058	13,344,941,027	12,550,009,683	11,576,671,667	6,709,014,861
<b>Additional Levy Fund Calculations</b>								
New Construction	125,041,164	109,398,641	173,423,737	183,575,009	276,403,078	242,141,737	188,352,826	160,442,751
Last Year's Rate	0.47241404	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
<b>Amount</b>	59,071.20	49,550.99	79,689.08	82,298.54	127,676.79	117,085.33	89,554.71	79,316.93
Added Value		0	26,643,820	0	7,500	0	0	28,971,300
Last Years Rate	0.47241404	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
<b>Amount</b>	-	-	12,242.97	0.00	3.46	0.00	0.00	14,322.33
Increase in State Utility Assessment		0	0	0	9,595,233	26,718,493	81,548,008	16,494,559
Last Years Rate	0.47241404	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
<b>Amount</b>	-	-	-	-	4,432.25	12,919.47	38,773.02	8,154.30
Annexation		0	0	0	0	0	4,586,923,853	403,492,241
Current Rate	0.47241404	0.459505034	0.448310171	0.448310171	0.45950000	0.482053272	0.4783	0.4783
<b>Amount</b>	0.00	0.00	0.00	0.00	0.00	0.00	2,211,141.65	192,995.82
<b>Total Additions</b>	<b>59,071.20</b>	<b>49,550.99</b>	<b>91,932.05</b>	<b>82,298.54</b>	<b>132,112.50</b>	<b>130,004.80</b>	<b>2,339,469.38</b>	<b>294,789.38</b>
<b>% Method (1)</b>								
Last Years Levy	6,378,853.70	6,266,313.34	6,126,510.80	5,982,672.80	5,797,131.24	5,597,789.17	3,189,885.01	2,859,868.07
<b>Percent Requested</b>	1.0000	0.7521	0.5303	0.5524	0.4643	0.6894	1.6096	1.0000
% times last years Levy	63,788.54	47,128.94	32,488.89	33,048.28	26,916.08	38,591.16	51,344.39	28,598.68
Plus Additions	59,071.20	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38
<b>Total by Percent</b>	<b>6,501,713.44</b>	<b>6,362,993.27</b>	<b>6,250,931.74</b>	<b>6,098,019.63</b>	<b>5,956,159.82</b>	<b>5,766,385.13</b>	<b>5,580,698.77</b>	<b>3,183,256.13</b>
<b>Dollar Increase Method (2)</b>								
Last Years Levy	6,378,853.70	6,266,313.34	6,126,510.80	5,982,672.80	5,797,131.24	5,597,789.17	3,189,885.01	2,859,868.07
Dollar Increase over previous year*	49,756.07	47,127.67	32,488.85	33,048.11	26,915.58	38,589.02	51,218.07	20,814.41
Plus Additions	59,071.20	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38
<b>Total by Dollar Increase</b>	<b>6,487,680.97</b>	<b>6,362,992.00</b>	<b>6,250,931.70</b>	<b>6,098,019.45</b>	<b>5,956,159.31</b>	<b>5,766,382.99</b>	<b>5,580,572.45</b>	<b>3,175,471.86</b>
<b>Levy Amount Lesser of 1 or 2</b>	<b>6,487,680.97</b>	<b>6,362,992.00</b>	<b>6,266,313.34</b>	<b>6,098,019.45</b>	<b>5,958,381.55</b>	<b>5,794,834.03</b>	<b>5,578,262.88</b>	<b>3,171,623.74</b>
<b>Current Max Lawful Calculation (3)</b>								
Prior Year Max Lawful	6,364,960.17	6,250,931.69	6,098,019.45	5,956,159.31	5,766,382.99	5,580,572.46	3,209,012.95	2,885,369.87
Times 1%	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01
Base - lawful max	6,428,609.77	6,313,441.01	6,158,999.65	6,015,720.91	5,824,046.82	5,636,378.19	3,241,103.08	2,914,223.57
Plus Additions	59,071.20	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38
<b>Final Max Lawful</b>	<b>6,487,680.97</b>	<b>6,362,992.00</b>	<b>6,250,931.70</b>	<b>6,098,019.45</b>	<b>5,956,159.31</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 you get Lawful Max</b>	6,487,680.97	6,362,992.00	6,250,931.69	6,098,019.45	5,956,159.31	5,766,382.99	5,578,262.88	3,171,623.74
<b>Maximum Statutory Limit</b>	<b>6,831,475.23</b>	<b>6,759,390.30</b>	<b>6,917,381.09</b>	<b>6,666,424.03</b>	<b>6,672,470.51</b>	<b>6,275,004.84</b>	<b>5,788,335.83</b>	<b>3,354,507.43</b>
Difference from Levy	343,794.26	396,398.30	666,449.40	568,404.58	714,088.96	480,170.81	210,072.95	182,883.69
Refund Amount	0.00	0.00	19,189.17	28,491.35	26,513.48	30,748.25	19,526.29	18,261.27
Max Levy Request	6,487,680.97	6,362,992.00	6,266,313.34	6,126,510.80	5,982,672.79	5,825,582.28	5,597,789.17	3,189,885.01
Levy Rate - 2013 Estimated/Actual	0.47484	0.47241	0.45294	0.45951	0.44831	0.46419	0.48354	0.47546

# YAKIMA VALLEY LIBRARIES

2012 Budget



Yakima Central undergoes major remodeling project.



# EXPENDITURES FOR 2013

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Classification of expenditures by Object/Subobject Codes as Defined by the State of Washington *Budgeting, Accounting, and Reporting System (BARS) Manual for Library Districts.*

## **30 - Supplies**

Office, operating, fuel, collection materials, and small tools and minor equipment.

## **41 - Professional Services**

Accounting, auditing, computer programming, custodial and cleaning, engineering and architectural, management consulting, special legal services, investments, etc.

## **42 - Communication**

Facsimili, postage, on-line charges, telephone, shipping, etc.

## **43 - Travel**

Lodging, mileage, meals, per diem, etc.

## **44 - Advertising**

All advertising print, electronic, radio, etc.

## **45 - Operating Rentals and Leases**

All rentals and leases including building and equipment.

## **46 - Insurance**

All insurance including risk, casualty, fire, theft, liability.

## **47 - Utility Services**

All utilities including electricity, gas, sewer, waste, water, etc.

## **48 - Repairs and Maintenance**

Contracted labor, buildings, equipment, and software maintenance.

## **49 - Miscellaneous**

Judgements, damages, dues, subscriptions, memberships, etc.

## **50 - Intergovernmental**

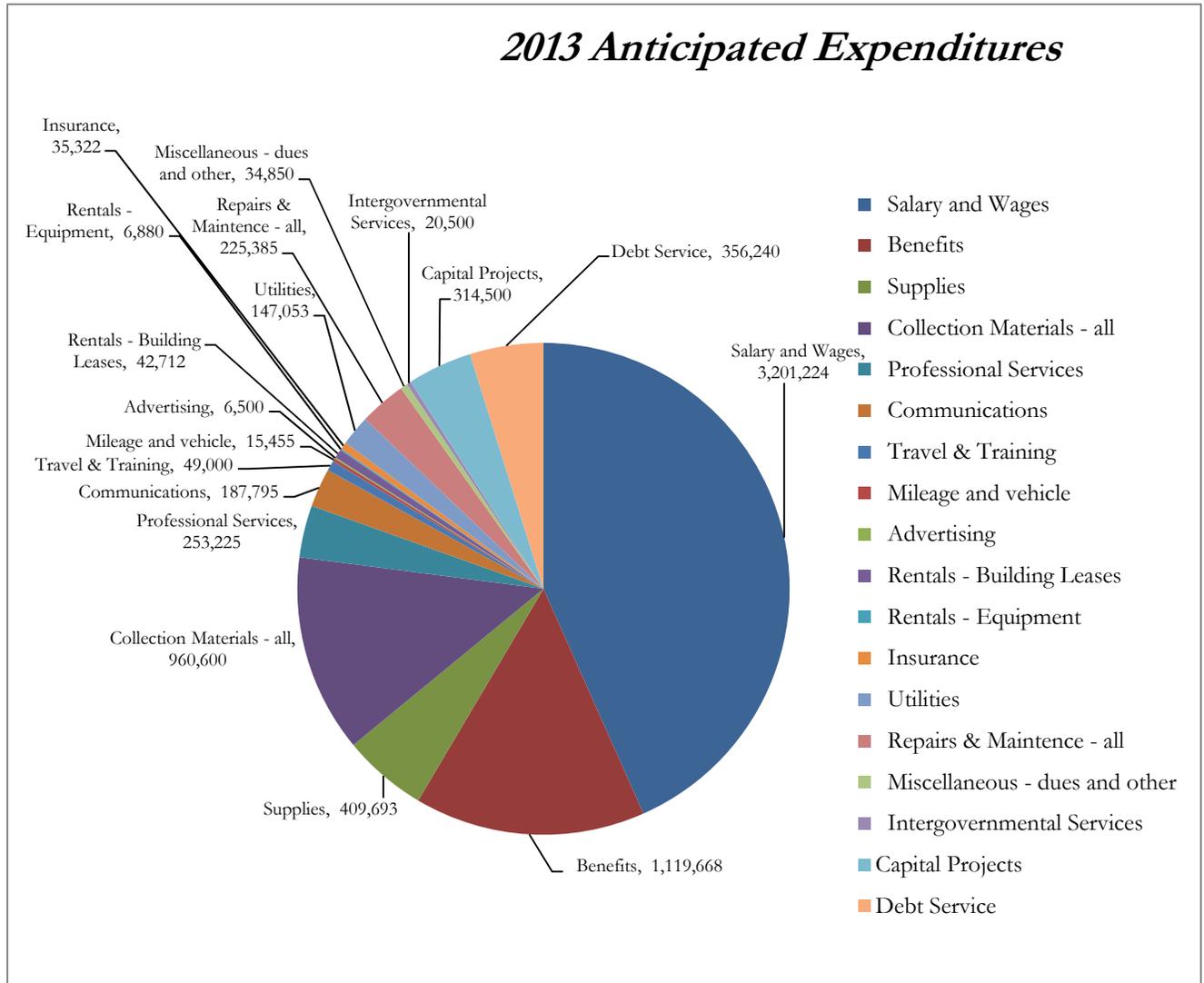
Amounts paid to other governments for services rendered.

## **60- Capital**

Amounts paid for capital assets including land, building and structures, and other improvements.

# YAKIMA VALLEY LIBRARIES

## 2013 Budget – Expenditures



YAKIMA VALLEY LIBRARIES

2013 Budget -Adopted

	2012 Budget Adopted	2012 Budget Amended April 2012	2013 Budget November 2012	Notation	%Change
<b>EXPENDITURES</b>					
Salary and Wages	3,180,620	3,180,620	3,201,224	15	0.65
Benefits	1,000,425	1,000,425	1,119,668	16	11.92
Supplies	309,525	389,525	409,693	17	5.18
Collection Materials - all	973,000	1,000,000	960,600	18	(3.94)
Professional Services	224,900	238,900	253,225	19	6.00
Communications	166,471	166,471	187,795	20	12.81
Travel & Training	45,550	60,550	49,000	21	(19.08)
Mileage and vehicle	27,150	27,150	15,455	22	(43.08)
Advertising	11,000	11,000	6,500	23	(40.91)
Rentals - Building Leases	150,744	171,439	42,712	24	(75.09)
Rentals - Equipment	3,800	4,880	6,880	25	40.98
Insurance	30,760	30,760	35,322	26	14.83
Utilities	135,039	135,039	147,053	27	8.90
Repairs & Maintenance - all	161,500	164,000	225,385	28	37.43
Miscellaneous - dues and other	24,900	24,900	34,850	29	39.96
Intergovernmental Services	25,000	25,000	20,500	30	(18.00)
Grant Expenditures	0	0	0	31	0.00
<b>Total Operating Expenditures</b>	<b>6,470,384</b>	<b>6,630,659</b>	<b>6,715,863</b>	<b>32</b>	<b>1.28</b>
Capital Projects	607,500	1,002,500	314,500	33	(68.63)
Debt Service	357,623	357,623	356,240	34	(0.39)
<b>Total Operational Expenditures and Capital</b>	<b>7,435,506</b>	<b>7,990,781</b>	<b>7,386,603</b>	<b>35</b>	<b>(7.56)</b>

**NOTATIONS**

15. Includes estimated performance merit and restructured positions and reserve for leave payouts -no increase in FTE.
16. Proj increase in payroll benefits; and medical benefits for 80% FTE and up.
17. Supplies - includes scheduled 1/3 computer replacements per Technology Plan.
18. Collection materials and databases - reduction of under-utilized databases, add e-resources, reduce 4% for Union Gap loss.
19. Professional services - State Auditor in 2012/2013., includes all janitorial and facility services.
20. Includes all communication: postage, phones, WAN - increase access for West Valley and Sunnyside fiber.
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training
22. Mileage only - fuel for library vehicles now classified under supplies.
23. Decrease - using YVL web page and social networking sites
24. Selah, Southeast, Liberty Building - lease amount and CAM charges - Summitview lease retired 2012
25. Postage meter and bank card machine rentals.
26. Districtwide building, vehicle, D&O, and liability insurance - added West Valley.
27. Districtwide utilities for all branches - increase for unanticipated at West Valley.
28. Repairs & maintenance includes building and software licensing maintenance - increase Envisionware, Polaris, ArcServe
29. As per BARS category all expenses not covered above including dues and library memberships.
30. Maintenance payments for designated library buildings
31. Grant projects.
32. Total estimated general operating expenditures - slight increase of 1.28%
33. One time large purchases and capital projects: telephone system, technology projects, Sunnyside facility.
34. Debt service principle and interest - to retire debt in December 2016.
34. Total estimated general operating, capital expenditures, and debt service for 2012

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

2012 Adopted 2013 Requested Notes

Description		2012 Adopted	2013 Requested	Notes
<b>01-10-572 ADMINISTRATIVE SERVICES</b>				
11	31 01 Admin Office Supplies	10,500	3,000	Administrative Office Supplies
	35 01 Admin Small Equipment	2,500	2,000	
12	<b>Accounting</b>			
	31 01 Accounting Office Supplies		3,000	
	35 01 Accounting Small Equipment	0	2,000	Non computer small equip
	<b>Human Resources</b>			
13	31 01 HR Supplies	3,000	3,000	HR includes name badges, training materials, legal updates
	31 02 HR Training Materials	1,500	1,500	Training materials
	31 01 Staff Enrichment Day		2,500	Includes meals and longevity awards.
	35 01 Human Resources Small Equipment	2,000	500	Misc small equipment as needed
	35 02 HR Small Equipment L&I	1,000	1,000	Equipment for accommodations
	<b>Information Technology</b>			
14	31 01 IT General Office Supplies	6,000	4,300	Department Supplies
	33 00 IT - Computer Equipment - District	153,000	210,743	Equipment per replacement schedule (laptops, PC)/
	33 01 IT - Computer Software - District	68,925	20,000	See IT Schedule - software only-new software
	35 01 IT - Small Equipment	8,000	20,000	See IT Schedule

## PUBLIC SERVICES

<b>01-20-572 PUBLIC SERVICES</b>				
20	<b>Community Libraries Districtwide</b>			
	31 01 General Supplies	56,500	50,000	
	31 02 Programming Supplies	9,500	5,000	
	31 03 Summer Reading Supplies	6,000	2,500	
	35 01 Small Equipment	20,000	0	
21	<b>Zone 1 - Yakima Central</b>			
	31 01 General Supplies	0	0	
	31 02 Programming Supplies	0	2,000	
	31 03 Summer Reading Supplies	0	500	
	35 01 Small Equipment	0	0	
22	<b>Zone 2 - Naches, Selah, Tieton</b>			
	31 01 General Supplies	0	0	
	31 02 Programming Supplies	0	1,500	
	31 03 Summer Reading Supplies	0	200	
	35 01 Small Equipment	0	0	
23	<b>Zone 3 - West Valley</b>			
	31 01 General Supplies	0	0	
	31 02 Programming Supplies	0	1,500	
	31 03 Summer Reading Supplies	0	500	
	35 01 Small Equipment	0	0	
	31 01 General Supplies	0	0	
	31 02 Programming Supplies	0	1,500	
	31 03 Summer Reading Supplies	0	500	
				Supplies

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

		2012	2013			
Description	Adopted	Requested	Notes			
35 01	0	0				
<b>Zone 4 - Moxee and Terrace Heights</b>						
31 01	0	-				
31 02	0	1,000				
31 03	0	150				
35 01	0	0				
<b>Zone 5 - Buena, Toppenish, Wapato, Zillah</b>						
31 01	0	0				
31 02	0	1,500				
31 03	0	200				
35 01	0	0				
<b>Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan</b>						
31 01	0	0				
31 02	0	1,500				
31 03	0	200				
35 01	0	0				
<b>01-22-572 TECHNICAL SERVICES</b>						
22 31 01	29,100	30,000	Security tape, CD cases, jewel cases, Eco-Master supplies			
35 01	1,000	1,000	Small Equip - cutting, disk cleaner			
<b>01-50-572 DISTRICTWIDE FACILITY SERVICES</b>						
50 31 01	9,000	15,000	Cleaning supplies, misc janitorial, uniforms, soap, paper			
35 01	2,000	3,000	Janitorial/Facility small equipment			
51 32 01	0	4,750	Est 15,000 annual miles @ 12 mpg - Facility Van			
52 32 01	0	1,800	Est 7,000 annual miles @ 15 mpg - Facility & IT Van			
53 32 01	0	1,000	Est 3,656 annual miles @ 15 mpg - Staff use vehicle			
54 32 01	0	1,500	Est 5,000 annual miles @ 15 mpg - Staff use vehicle			
55 32 01	0	8,900	Est 14,500 annual miles @ 7 mpg - Courier Van			
56 32 01	0	950	Est 2,500 annual miles @ 10 mpg - Outreach Van			
<b>Totals for Supplies</b>		<u>389,525</u>	<u>409,693</u>			
<b>Breakout by Category</b>						
31	131,100	130,550	General supplies - less than one year life			
32	0	18,900	Fuel for District fleet vehicles			
33	221,925	230,743	District computer and software			
35	36,500	29,500	Supplies and small equipment - longer than one year life			
<b>Total Supplies</b>		<u>389,525</u>	<u>409,693</u>			

Supplies

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

2012      2013

Description	Adopted	Requested	Notes
<b>ADMINISTRATIVE SERVICES</b>			
<b>01-10-572</b>			
11 <b>Administration</b>			
41 01 Admin Professional Services	35,000	20,000	Attorney, consultant, other professional services
12 <b>Accounting</b>			
41 01 Accounting Professional Services	0	1,000	Accounting professional services
41 08 Accounting - Flex Plan Administration	1,500	1,500	
41 09 Accounting - State Auditor	15,000	3,000	Finish bi-annual audit
13 <b>Human Resources</b>			
41 01 HR - Professional Services	2,000	2,000	Background checks
41 10 Staff Enrichment Day Program	0	5,000	Speakers, authors, trainers, space
14 <b>Information Technology</b>			
41 01 IT - Professional Services	5,000	5,000	Consultants and other professional service
<b>01-20-572 PUBLIC SERVICES</b>			
20 <b>Community Libraries Districtwide</b>			
41 01 Professional Services - Public Service Districtwide	25,000	36,000	Unique Collection Service-includes overdues
41 02 Janitorial Services	38,000	0	Will expense to individual Zones in 2013
41 03 Program Perf - Districtwide	16,500	2,500	
41 04 Program Perf - Summer Reading Districtwide	5,500	1,500	
21 <b>Zone 1 - Yakima Central</b>			
41 01 Professional Services	0	0	
41 03 Janitorial Services	0	7,000	Snow Removal, Security System, Carpet cleaning
41 03 Programming - Performers	0	500	
41 04 Programming - Summer Reading Program	0	150	
22 <b>Zone 2 - Naches, Selah, Tieton</b>			
41 01 Professional Services	0	0	
41 02 Janitorial Services	0	2,400	Selah janitorial
41 03 Programming - Performers	0	300	
41 04 Programming - Summer Reading Program	0	50	
23 <b>Zone 3 - West Valley</b>			
41 01 Professional Services	0	3,000	Security Patrol
41 02 Janitorial Services	0	7,000	Carpet cleaning, snow removal, landscaping, etc
41 03 Programming - Performers	0	500	
41 04 Programming - Summer Reading Program	0	50	
24 <b>Zone 4 - Moxee and Terrace Heights</b>			
41 01 Professional Services	0	0	

Prof Services

# YAKIMA VALLEY LIBRARIES

## 2013 BUDGET DRAFT

		2012	2013	
	<b>Description</b>	<b>Adopted</b>	<b>Requested</b>	<b>Notes</b>
41	02 Janitorial Services	0	500	
41	03 Programming - Performers	0	300	
41	04 Programming - Summer Reading Program	0	50	
25	<b>Zone 5 - Buena, Toppenish, Wapato, Zillah</b>			
41	01 Professional Services	0	0	
41	02 Janitorial Services	0	700	Carpet cleaning, other janitorial
41	03 Programming - Performers	0	500	
41	04 Programming - Summer Reading Program	0	50	
26	<b>Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan</b>			
41	01 Professional Services	0	0	
41	02 Janitorial Services	0	19,700	Sunnyside janitorial, landscaping, carpet cleaning
41	03 Programming - Performers	0	400	
41	04 Programming - Summer Reading Program	0	100	
<b>01-22-572 TECHNICAL SERVICES</b>				
22	41 01 Professional Services - Tech Services	41,500	43,575	OCLC Database, Bibliographic database
41	06 Preprocessing - Books	49,500	49,500	
41	07 Preprocessing - Media	4,400	4,400	
<b>01-50-572 DISTRICTWIDE FACILITY SERVICES</b>				
50	41 01 Professional Services	0	5,000	
41	02 Janitorial Services Districtwide	0	30,000	Inspections, carpet cleaning, snow removal, etc
<b>Total for Professional Services</b>		<u>238,900</u>	<u>253,225</u>	

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Sub	2012	2013	Notes
Dept Obj	Obj	Description	Adopted Requested
<b>ADMINISTRATIVE SERVICES</b>			
01-10-572			
01-10-572		<b>Information Technology</b>	
14	42 05	SDC Connections	37,872 19,872
	42 06	Internet Connection District	30,000 22,200
<b>PUBLIC SERVICES</b>			
01-20-572			
01-20-572-20		<b>Community Libraries Districtwide</b>	
20	42 01	Communication - Mail Districtwide	52,000 55,000
	42 02	Communication - Telephone	34,107 5,280
	42 03	Communication - DSL Connection	12,492 -
	42 04	Communication - Fiber	- -
	<b>Zone 1 - Yakima Central</b>		
21	42 02	Communication - Telephone	- 18,483
	42 03	Communication - DSL Connection	- 1,344
	42 04	Communication - Fiber	- 12,000
	42 06	Internet Connection	- Yakima
	<b>Zone 2 - Naches, Selah, Tieton</b>		
22	42 02	Communication - Telephone	- 1,560
	42 03	Communication - DSL Connection	- 2,160
	42 04	Communication - Fiber	- 2,400
	42 06	Internet Connection	- Selah, Tieton
	<b>Zone 3 - West Valley</b>		
23	42 02	Communication - Telephone	- 1,680
	42 03	Communication - T1 Point to Point	- 6,600
	42 04	Communication - Fiber	- -
	42 06	Internet Connection	- -
	<b>Zone 4 - Moxee and Terrace Heights</b>		
24	42 02	Communication - Telephone	- 924
	42 03	Communication - DSL Connection	- -
	42 04	Communication - Fiber	- 4,800
	42 06	Internet Connection	- Moxee and Terrace Heights
	<b>Zone 5 - Buena, Toppenish, Wapato, Zillah</b>		
25	42 02	Communication - Telephone	- 2,820
	42 03	Communication - DSL Connection	- 1,884
	42 04	Communication - Fiber	- 7,200
	42 06	Internet Connection	- Toppenish, Wapato, Zillah

Communication

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Dept	Obj	Sub Obj	Description	2012 Adopted	2013 Requested	Notes
26	42	02	Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan	-	2,460	
			Communication - Telephone	-	2,328	Harrah, White Swan
			Communication - DSL Connection	-	16,800	Sunnyside (100mbs), Mabton, Granger
			Communication - Fiber	-	-	
			Internet Connection	-	-	
<b>Total Communications</b>				<b>166,471</b>	<b>186,451</b>	
			Mail	52,000	55,000	
			Telephone	34,107	33,207	
			Secure Data Center	37,872	19,872	
			Connection - DSL & Noel T1	12,492	14,316	Add West Valley T1
			Connection - County Fiber	-	43,200	Add Sunnyside (100mpbs)
			Internet	30,000	22,200	
<b>Total Communications</b>				<b>166,471</b>	<b>187,795</b>	

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

		2012	2013		
Description		Adopted	Requested	Notes	
<b>ADMINISTRATIVE SERVICES</b>					
01-10-572					
11	43 01 Admin - Mileage	1,500	2,655		
43	02 Admin Travel & Conference	10,000	15,000		ALA (2), OLA-WLA (1), Other Conference - Trustees (5)
12	<b>Accounting</b>				
43	01 Accounting Mileage	0	200		
43	02 Accounting Travel & Conference	2,500	2,000		WFOA, Springbrook, BARS training
13	<b>Human Resources</b>				
43	01 HR - Mileage	300	300		
43	02 HR Travel & Conference	2,500	1,500		SHRM
43	03 Candidate Mileage & Travel	1,500	0		
14	Staff Enrichment Day Training	5,000	0		See supplies and professional services for 2013
	<b>Information Technology</b>				
43	01 IT - Mileage	0	500		
43	02 IT Travel & Conference	3,500	2,500		PUG (1), WLA (1), other training
<b>PUBLIC SERVICES</b>					
01-20-572					
20	<b>Community Libraries Districtwide</b>				
43	01 Mileage	20,750	1,000		
43	02 Travel & Conference	9,750	2,500		ALA Seattle (1), WLA (1)
21	<b>Zone 1 - Yakima Central</b>				
43	01 Mileage	0	250		
22	Travel & Conference	0	5,000		ALA Seattle (1), WLA (2), WALE (3)
23	<b>Zone 2 - Naches, Selah, Tieton</b>				
43	01 Mileage	0	2,500		
43	02 Travel & Conference	0	3,500		ALA Seattle (1), WLA (1), WALE (2)
24	<b>Zone 3 - West Valley</b>				
43	01 Mileage	0	250		
43	02 Travel & Conference	0	4,500		ALA Seattle (1), WLA (2), WALE (2)
25	<b>Zone 4 - Moxee and Terrace Heights</b>				
43	01 Mileage	0	1,500		
43	02 Travel & Conference	0	3,000		ALA Seattle (1), WLA (1), WALE (1)
41	02 Travel & Conference	0	1,800		
41	02 Travel & Conference	0	3,000		ALA Seattle (1), WLA (1), WALE (1)
Travel_Training					

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

		2012	2013	
	Description	Adopted	Requested	Notes
26	Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan			
43	01 Mileage	0	4,000	
	02 Travel & Conference	0	3,500	ALA Seattle (1), WLA (2), WALE (1)
<b>01-22-572- TECHNICAL SERVICES</b>				
22	43 01 Mileage	250	0	
	06 Travel & Conference	2,000	1,500	WALE (2)

## 01-50-572 DISTRICTWIDE FACILITY SERVICES

50	43 01 Mileage	-	500	
	02 Travel & Conference	1,000	1,500	WLA (1)
	<b>Total Travel</b>	60,550	64,455	
	Total Mileage	24,300	15,455	
	Total Travel & Conference	36,250	49,000	
	<b>Total Travel</b>	60,550	64,455	

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Description	2012 Adopted	2013 Requested	Notes
<b>01-10-572 ADMINISTRATIVE SERVICES</b>			
11 44 01 Admin Advertising	5,000	1,500	Use of web page and Internet sites
13 44 01 HR Advertising - Jobs	2,500	1,500	Recruitment
<b>01-20-572 PUBLIC SERVICES</b>			
20 44 01 Public Services Advertising	3,500	3,500	Programming
<b>Totals for Advertising</b>	<u>11,000</u>	<u>6,500</u>	

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Description		2012 Adopted	2013 Requested	Notes
<b>01-10-572 ADMINISTRATIVE SERVICES</b>				
12	45		2,000	
			2,000	
<b>01-20-572 PUBLIC SERVICES</b>				
20	45	4,880	4,880	Direct Service postage machine
		4,880	4,880	
<b>01-50-572 DISTRICTWIDE FACILITY SERVICES</b>				
20	45	45,916	24,511	Lease: 2837,43/Cam: 1154.31-cam through June 2013
21	45	8,400	0	\$700 per month
22	45	14,700	14,700	Lease split with City of Selah
25	45	1	1	
50	45	98,622	0	Lease retired September 2012
50	45	3,800	3,500	
50	45	0	0	
<b>Totals For Building Lease</b>		<b>171,439</b>	<b>39,212</b>	
Equipment Rentals		4,880	6,880	
Building Rentals		171,439	42,712	
		176,319	49,592	

Rentals and Leases

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Description		2012 Adopted	2013 Requested	Notes
01-10-572	ADMINISTRATIVE SERVICES			
11 46	1 Insurance Property, Casualty, D&O	30,760	35,322	Includes Director and Officers Insurance, added West Valley
<b>Totals for Insurance</b>		<u><u>30,760</u></u>	<u><u>35,322</u></u>	

**YAKIMA VALLEY LIBRARIES**  
2013 BUDGET DRAFT

<b>Summary</b>		<b>2012</b>	<b>2013</b>	<b>Notes</b>
<b>Description</b>	<b>Adopted</b>	<b>Requested</b>		
<b>01-10-572</b>	<b>ADMINISTRATIVE SERVICES</b>			
11	<b>Administrative Services</b>			
47 01	5,000	0		Distributed to each zone for 2013
<b>01-20-572</b>	<b>PUBLIC SERVICES</b>			
21	<b>Community Libraries Districtwide</b>			
47 01	68,882	53,333		Gas, sewer, water, electrical, alarm monitoring
05	61,157	1,200		Distributed to each zone for 2013
22	<b>Zone 2 - Naches, Selah, Tieton</b>			
47 05	-	20,000		Includes reimbursement to cities for utilities
23	<b>Zone 3 - West Valley</b>			
47 02	-	22,000		Water, gas, power
24	<b>Zone 4 - Moxee and Terrace Heights</b>			
47 05	-	12,000		Includes reimbursement to cities for utilities
25	<b>Zone 5 - Buena, Toppenish, Wapato, Zillah</b>			
47 05	-	12,000		Includes reimbursement to cities for utilities
26	<b>Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan</b>			
47 03	-	14,220		Water, gas, power
05	-	12,300		Includes reimbursement to cities for utilities
<b>01-50-572</b>	<b>DISTRICTWIDE FACILITY SERVICES</b>			
50 47 02	-	-		Utilities - Districtwide
	<u>135,039</u>	<u>147,053</u>		
	<b>Total Utilities</b>			
	<b>Total Owned Facilities</b>	89,553		Yakima, Sunnyside, West Valley
	<b>Total Non-Owned Facilities</b>	61,157		Other community libraries
	<u>135,039</u>	<u>135,053</u>		

Utilities

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Sub	Dept	Obj	Description	2012 Adopted	2013 Requested	Notes
<b>ADMINISTRATIVE SERVICES</b>						
	<b>01-10-572</b>					
	<b>01-10-572</b>		<b>Information Technology</b>			
	14	05	IT - Equipment Repair	500	0	
	48	06	IT - Equipment Maintenance	6,000	1,700	SDC Services in communication line item
	48	07	IT - Software Maintenance	107,500	134,754	Springbrook, Polaris, Envisionware
<b>PUBLIC SERVICES</b>						
	<b>20</b>	<b>48</b>	<b>Community Libraries Districtwide</b>	<b>17,000</b>	<b>17,000</b>	<b>Copier and other equipment maintenance</b>
	<b>21</b>	<b>48</b>	<b>Zone 1 - Yakima Central</b>			
		01	Building repairs - owned building	-	5,000	Yakima building - Public Space
		02	Building repairs - non owned building	-	0	
		03	Building Equip Repair - owned	-	2,000	
		04	Building Equip Repair - non owned	-	500	
		10	Equipment maintenance - copiers, machines	-	1,300	Microfiche, copier
	<b>22</b>	<b>48</b>	<b>Zone 2 - Naches, Selah, Tieton</b>			
		02	Building repairs - non owned building	-	1,000	
		04	Building Equip Repair - non owned	-	500	
		10	Equipment maintenance - copiers, machines	-	500	Copiers
	<b>23</b>	<b>48</b>	<b>Zone 3 - West Valley</b>			
		01	Building repairs - owned building	-	2,500	
		03	Building Equip Repair - owned	-	2,000	
		10	Equipment maintenance - copiers, machines	-	300	Copier
	<b>48</b>	<b>02</b>	<b>Zone 4 - Moxee and Terrace Heights</b>			
		02	Building repairs - non owned building	-	1,000	
		04	Building Equip Repair - non owned	-	500	
		10	Equipment maintenance - copiers, machines	-	-	
	<b>48</b>	<b>02</b>	<b>Zone 5 - Buena, Toppenish, Wapato, Zillah</b>			
		02	Building repairs - non owned building	-	1,000	
		04	Building Equip Repair - non owned	-	500	
		10	Equipment maintenance - copiers, machines	-	600	Copier
	<b>26</b>	<b>48</b>	<b>Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan</b>			
		01	Building repairs - Sunnyside	-	1,000	See capital for projects
		02	Building repairs - non owned building	-	1,000	
		03	Building Equip Repair - owned	-	2,000	
		04	Building Equip Repair - non owned	-	500	
		10	Equipment maintenance - copiers, machines	-	800	

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

**01-22-572- TECHNICAL SERVICES**

22 48 01 TS Equipment Repair

500

**DISTRICTWIDE FACILITY SERVICES**

50	48	01	Building Repair - Yakima Service Center	11,500	2,000				Ongoing building repair and maintenance non capital
	48	04	Building Equipment Repair - Yakima Service Center	15,000	2,000				Equipment repair non capital
	48	05	Facility Equipment Repair	-	5,000				
	48	06	Facility Equipment Maintenance	-	2,000				
	08	08	Elevator Maintenance - Yakima	6,000	6,840				Elevator Maintenance Contract - Yakima
	09	09	HVAC Maintenance - Yakima	-	7,000				HVAC Maintenance Contract - Yakima
51	48	08	L-7 Chevy Van Expense	6,100	6,100				Facility Van - annual maintenance
52	48	08	L-5 GMC Van Expense	2,700	1,150				Facility & IT Van - annual maintenance
53	48	08	L-4 Ford Focus Expense	2,600	1,500				Staff use vehicle - annual maintenance
54	48	08	L-6 Ford Taurus Expense	3,000	1,500				Staff use vehicle - annual maintenance
55	48	08	L-12 Courier Van Expense	10,550	10,600				Courier Van - annual maint & repairs
56	48	08	L-10 Outreach Van Expense	2,200	1,242				Outreach Van - annual maint & repairs

**Total Repairs and Maintenance** 191,150 225,385

**Repairs and Maintenance**

Total Other Repairs and Maintenance	131,500	157,453	Includes software maintenance
Total Building Owned Repairs	11,500	10,500	
Total Building Non-Owned Repairs	-	4,000	
Total Building Equipment Owned Repairs	21,000	28,840	
Total Building Equipment Non-Owned Repairs	-	2,500	
Total Vehicle Repairs and Maintenance	27,150	22,092	Fuel is under supplies
<b>Total Repairs and Maintenance</b>	<u><u>191,150</u></u>	<u><u>225,385</u></u>	

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

## Summary

Sub	Obj	Dept	Obj	Description	2012 Adopted	2013 Requested	Notes
<b>ADMINISTRATIVE SERVICES</b>							
01-10-572	11	49	01	Miscellaneous: dues, subscriptions, memberships	20,000	25,000	Chamber, WLA, Other - organizational dues
	12			<b>Accounting</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	-	800	GFOA, WFOA, Other dues
	49	02		Miscellaneous: banking and credit card fees	500	2,000	
	13			<b>Human Resources</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	800	800	SHRM membership, other
	14			<b>Information Technology</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	500	500	
<b>PUBLIC SERVICES</b>							
01-20-572	20			<b>Community Libraries Districtwide</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	2,100	2,000	Bookbinding, book discussion groups
	21			<b>Zone 1 - Yakima Central</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	-	500	
	22			<b>Zone 2 - Naches, Selah, Tieton</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	-	500	
	23			<b>Zone 3 - West Valley</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	-	500	
	24			<b>Zone 4 - Moxee and Terrace Heights</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	-	500	
	25			<b>Zone 5 - Buena, Toppenish, Wapato, Zillah</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	-	500	
	26			<b>Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan</b>			
	49	01		Miscellaneous: dues, subscriptions, memberships	-	500	
<b>01-22-572- TECHNICAL SERVICES</b>							
	22	49	01	Miscellaneous: dues, subscriptions, memberships	500	500	
<b>DISTRICTWIDE FACILITY SERVICES</b>							
01-50-572	50	49	01	Miscellaneous: dues, subscriptions, memberships	500	250	
<b>Total Miscellaneous</b>					<b>24,900</b>	<b>34,850</b>	

Miscellaneous

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

## Summary

Description		2012 Adopted	2013 Requested	Notes
01-20-572	01 Maintenance/building with cities	25,000	20,500	Moved utility reimbursement to actuals
<b>Totals for Maintenance contracts</b>		<u>25,000</u>	<u>20,500</u>	

**YAKIMA VALLEY LIBRARIES**  
2013 BUDGET DRAFT

Description		2012 Adopted	2013 Requested	Notes
<b>01-20-572</b>	<b>PUBLIC SERVICES</b>			
20 34 02	E-materials	30,000	40,000	Added Overdrive 2011
20 34 03	Books	680,000	608,000	
20 34 04	Periodicals	20,000	19,200	
20 34 05	Electronic media (database resources)	100,000	130,000	
20 34 06	Audio Books	80,000	76,800	
20 34 07	Videocassettes/DVD	60,000	57,600	
20 34 08	Recordings	25,000	24,000	
20 34 09	Gifts & Memorials	5,000	5,000	
20 34 10	Boaz trust materials	0	0	
<b>Totals for Collection Materials</b>		<b>1,000,000</b>	<b>960,600</b>	Collection reduced by 4% loss of Union Gap Based on percent of UG collection

Collection Materials

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Sub Dept Obj	Description	2012 Adopted	2013 Requested	Notes
<b>01-60-594- CAPITAL PROJECTS</b>				
64 63 01	Capital - Carry Forward	0	0	
64 65 01	Capital - Facility - non owned Bldg	107,500	27,500	Capital projects for non-owned community libraries (book drops, paint)
65 65 02	Capital - Facility - Yakima Bldg	645,000	125,000	Yakima Central Library (exterior paint, fencing)-Roofing w/in 5 years
65 65 03	Capital - Facility - Sunnyside Bldg	75,000	72,000	Sunnyside building capital projects (paint, restrooms, fixtures)
65 65 04	Capital - Facility West Valley Bldg	5,000	5,000	Security cameras, other
65 65 05	Capital -Facility - Selah Bldg	0	0	
66 66 01	Capital - Technology	170,000	85,000	Yakima Telephone System/Upgraded Software
	Total Capital	<u>1,002,500</u>	<u>314,500</u>	
<b>2013 Capital Projects</b>				
<i>Capital Project - Non owned buildings</i>				
	Paint		5,000	
	Book drops		20,000	
	CL Carpet		2,500	
	<b>Total non-owned buildings</b>		<b><u>27,500</u></b>	
<i>Capital Project - Yakima Central Library Exterior</i>				
	Paint, fence, repair fascia on roof edge		125,000	
	<b>Total Yakima Building</b>		<b><u>125,000</u></b>	
<i>Capital Project - Sunnyside Building</i>				
	Exterior paint		2,000	
	Restroom and carpeting		60,000	
	HVAC - Meeting room		10,000	
	<b>Total Sunnyside</b>		<b><u>72,000</u></b>	
<i>Capital Project - West Valley</i>				
	Outside security cameras		2,000	
	Art work, other finishing		3,000	
	<b>Total Technology</b>		<b><u>5,000</u></b>	
<i>Capital Project Technology</i>				
	Upgraded Filtering Software		10,000	
	Plan for modified telephone services Yakima		75,000	
	<b>Total Technology</b>		<b><u>85,000</u></b>	
<i>Total estimated Capital Projects</i>				
	<b>Total Capital Projects</b>		<b><u>314,500</u></b>	
	<b>Grants &amp; Capital</b>			

# YAKIMA VALLEY LIBRARIES

2013 BUDGET DRAFT

Dept	Sub Obj	Obj	Description	2012 Adopted	2013 Requested	Notes
<b>01-70-591-72 - DEBT SERVICE</b>						
591	00	70	Debt Service Principle	325,000	330,000	Finance West Valley Library and Yakima Central Projects
591	00	81	Debt Service Interest	32,623	26,240	
Total Debt Service				357,623	356,240	

Debt Service Schedule				
Date	Principle	Interest	Total	Balance
				2,136,116
June-11		17,827	17,827	2,118,289
December-11	320,000	19,418	339,418	1,778,871
June-12		16,311	16,311	1,762,560
December-12	325,000	16,311	341,311	1,421,248
June-13		13,084	13,084	1,408,164
December-13	330,000	13,156	343,156	1,065,008
June-14		9,898	9,898	1,055,111
December-14	335,000	9,952	344,952	710,159
June-15		6,663	6,663	703,496
December-15	340,000	6,699	346,699	356,797
June-16		3,398	3,398	353,399
December-16	350,000	3,398	353,398	0
	2,000,000	136,116	2,136,116	

Debt Service

# Administration Department

2013 Budget Draft

Acct Number	Description	2013 Requested	Notes
<i>Administrative Services: Director's Office</i>			
11-11-00	Wages	2.00	Staffing - Full Time Equivalents (FTEs)
11-20-00	Benefits	145,021	Budget includes reserve for district leave/retirement
11-31-00	Office Supplies	40,141	Budget includes reserve for district leave/retirement
11-35-01	Small Equipment	3,000	Administrative office supplies
11-41-01	Prof Svs - general	2,000	Small copier, calculator, phone
11-43-01	Mileage	20,000	Districtwide professional services
11-43-02	Training-Conf-Admin	2,655	Administrative travel mileage reimbursement
11-44-00	Advertising	15,000	Admin Travel, Training, and Conference (ALA, PLA, WLA)
11-49-00	Miscellaneous-dues	1,500	District advertising including Dex & legals
		25,000	WLA, Chamber Sister City, CDY, memberships; other
	<b>Total Directors Office</b>	<b>254,317</b>	
<i>Administrative Services: Accounting</i>			
12-11-00	Wages	5.00	Staffing - Full Time Equivalents (FTEs) - 1 Unfilled Position
12-20-00	Benefits	163,395	
12-31-01	Office Supplies	68,644	
12-35-01	Small Equipment	3,000	
12-41-01	Professional Services	2,000	
12-41-08	Flex Plan Administration	1,000	
12-41-09	State Auditor	1,500	
12-43-00	Mileage	3,000	Partial from 2012 Audit
12-43-03	Conference & Training	200	
12-45-50	Equipment Rentals	2,000	
12-46-01	Insurance - Districtwide	2,000	Bank card machine rental
12-49-01	Misc	35,322	
12-49-02	Bank fees	800	
		2,000	
	<b>Total Accounting</b>	<b>284,861</b>	

# Administration Department

2013 Budget Draft

		2013		
Acct Number	Description	Requested	Notes	
<i>Administrative Services: Human Resources and Training</i>				
13-11-00	Wages	2,00	Staffing - Full Time Equivalents (FTEs)	
13-20-00	Benefits	115,443	Includes HR Director and Special Projects, eliminated Assistant	
13-31-01	Office Supplies	35,661	Includes HR Director and Special Projects, eliminated Assistant	
13-31-02	Supplies - Training Materials	3,000	HR specific: name badges, personnel files, binders	
13-31-04	Staff Enrichment Day-Supplies	1,500		
13-35-01	Small Equipment	2,500	Materials purchase deferred - move inhouse design	
13-35-02	L&I Equipment	500	Training station-desk, printer, other as needed	
13-41-01	Prof Svs - HR Specific	1,000		
13-41-10	Staff Enrichment Day-Prof Svs	2,000	Attorney, State Patrol Reports, Dispute Resolution	
13-43-01	Mileage	5,000	Flex Plan, EAP	
13-43-02	Conference & Training	300	Includes Training Coor District Travel	
13-43-03	Candidate Travel	1,500		
13-44-01	Advertising - jobs	0		
13-49-01	Misc	1,500	Recruitment for open positions	
	Total Human Resources	800	HR dues for YVL	
		<b>170,704</b>		
<i>Information Technology</i>				
14-11-00	Wages	3.00	Staffing - full time equivalents (FTEs)	
14-20-00	Benefits	154,394		
14-31-01	Supplies general	50,608		
14-33-00	Computer Equipment-District	4,300	Supplies, cassette cases, security tags	
14-33-01	Software-District	210,743	See IT Schedule for Branch Detail	
14-35-01	Small Equipment	20,000	See IT Schedule for Branch Detail	
14-41-01	Professional Services	20,000	See IT Schedule for Branch Detail	
14-43-01	Mileage	5,000	Professional support	
14-43-02	Conference & Training	500	Indistrict mileage	
14-48-05	Equipment repair	2,500	IT workshops	
14-48-06	Equipment Maintenance	0		
14-48-07	Software Maintenance	1,700		
14-49-01	Miscellaneous	134,754	Software -all district software	
	Total for Information Technology	500	Department miscellaneous	
		<b>604,999</b>		
	<b>Total Administration</b>	<b>1,314,881</b>		

**Public Services Department**  
2013 BUDGET DRAFT

2013

<b>Description</b>		<b>Requested</b>	<b>Notes</b>
<b>01-20-572</b>		<b>8.80</b>	<b>Full time equivalents (FTE)</b>
<b>20</b>		<b>PUBLIC SERVICES</b>	
	<b>Community Libraries Districtwide</b>		
11	01 Wages	371,701	
20	01 Benefits	137,345	
31	01 General Supplies	50,000	
31	02 Programming Supplies	5,000	
31	03 Summer Reading Supplies	2,500	
34	00 Collection Materials - All	960,600	
35	01 Small Equipment	0	
41	01 Professional Services - Public Service Districtwide	36,000	
41	02 Janitorial Services	0	
41	03 Program Perf - Districtwide	2,500	
41	04 Program Perf - Summer Reading Districtwide	1,500	
42	01 Communication - Mail Districtwide	55,000	
42	02 Communication - Telephone	5,280	
42	03 Communication - DSL Connection	-	
42	04 Communication - Fiber	-	
43	01 Mileage	1,000	
43	02 Travel & Conference	2,500	
44	01 Public Services Advertising	3,500	
45	01 Postage Meter Rental	4,880	
48	10 Equipment maintenance - copiers, machines	17,000	
49	01 Miscellaneous: dues, subscriptions, memberships	2,000	
	<b>Total Public Services Districtwide</b>	1,658,306	
<b>Zone 1 - Yakima Central</b>		<b>13.83</b>	<b>Full time equivalents (FTE)</b>
21	01 Wages	419,159	
20	01 Benefits	152,618	
31	01 General Supplies	0	
31	02 Programming Supplies	2,000	
31	03 Summer Reading Supplies	500	
35	01 Small Equipment	0	
41	01 Professional Services	0	
41	02 Janitorial Services	7,000	
41	03 Programming - Performers	500	
41	04 Programming - Summer Reading Program	150	
42	02 Communication - Telephone	18,483	
42	03 Communication - DSL Connection	-	
42	04 Communication - Fiber	12,000	
42	06 Internet Connection	-	
43	01 Mileage	250	

**Public Services Department**  
2013 BUDGET DRAFT

2013

<b>Description</b>		<b>Requested</b>	<b>Notes</b>
<b>01-20-572</b>		<b>PUBLIC SERVICES</b>	
43	02	5,000	
		5,000	
48	01	0	
48	02	2,000	
48	3	500	
48	04	1,300	
48	10	2,000	
49	01	<u>628,460</u>	
<b>Zone 2 - Naches, Selah, Tieton</b>		<b>6.50</b>	<b>Full time equivalents (FTE)</b>
11	01	212,310	
20	01	69,430	
31	01	0	
31	02	1,500	
31	03	200	
35	01	0	
41	01	0	
41	02	2,400	
41	03	300	
41	04	50	
42	02	1,560	
42	03	2,160	
42	04	2,400	
42	06	-	
43	01	2,500	
43	02	3,500	
48	02	1,000	
48	04	500	
48	10	500	
49	01	500	
<b>Zone 3 - West Valley</b>		<b>7.85</b>	<b>Full time equivalents (FTE)</b>
11	01	304,102	
20	01	99,317	
31	01	0	
31	02	1,500	
31	03	500	
35	01	0	
41	01	3,000	

**Public Services Department**  
2013 BUDGET DRAFT

2013

<b>Description</b>		<b>Requested</b>	<b>Notes</b>
<b>01-20-572 PUBLIC SERVICES</b>			
41	02	7,000	
41	03	500	
41	04	50	
42	02	1,680	
42	03	6,600	
42	04	-	
42	06	-	
43	01	250	
43	02	4,500	
48	01	2,500	
48	03	2,000	
48	10	300	
49	01	500	
70	00	330,000	
81	00	26,240	
<b>Total Zone 3</b>		<u>790,539</u>	

<b>Description</b>		<b>Requested</b>	<b>Notes</b>
<b>Zone 4 - Moxee, Terrace Heights</b>			
24	11	4.50	Full time equivalents (FTE)
20	01	152,030	No library in Union Gap - 2013
31	01	50,199	
31	02	-	
31	02	1,000	
31	03	150	
35	01	0	
41	01	0	
41	02	500	
41	03	300	
41	04	50	
42	02	924	
42	03	-	
42	04	4,800	
42	06	-	
43	01	1,500	
43	02	3,000	
48	02	1,000	
48	04	500	
48	10	-	
49	01	500	
<b>Total Zone 4</b>		<u>216,453</u>	

**Public Services Department**  
2013 BUDGET DRAFT

2013

<b>Description</b>		<b>Requested</b>	<b>Notes</b>
<b>Zone 5 - Buena, Toppenish, Wapato, Zillah</b>		<b>7.61</b>	<b>Full time equivalents (FTE)</b>
<b>01-20-572</b>		<b>PUBLIC SERVICES</b>	
25	Zone 5 - Buena, Toppenish, Wapato, Zillah	274,959	
11	01 Wages	88,111	
20	01 Benefits	0	
31	01 General Supplies	1,500	
31	02 Programming Supplies	200	
31	03 Summer Reading Supplies	0	
35	01 Small Equipment	0	
41	01 Professional Services	700	
41	02 Janitorial Services	500	
41	03 Programming - Performers	50	
41	04 Programming - Summer Reading Program	2,820	
42	02 Communication - Telephone	1,884	
42	03 Communication - DSL Connection	7,200	
42	04 Communication - Fiber	-	
42	06 Internet Connection	1,800	
43	01 Mileage	3,000	
43	02 Travel & Conference	1,000	
48	02 Building repairs - non owned building	500	
48	04 Building Equip Repair - non owned	600	
48	10 Equipment maintenance - copiers, machines	500	
49	01 Miscellaneous: dues, subscriptions, memberships	385,324	
<b>Total Zone 5</b>		<b>8.88</b>	<b>Full time equivalents (FTE)</b>
26	Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan	293,798	
11	01 Wages	98,094	
20	01 Benefits	0	
31	01 General Supplies	1,500	
31	02 Programming Supplies	200	
31	03 Summer Reading Supplies	0	
35	01 Small Equipment	0	
41	01 Professional Services	19,700	
41	02 Janitorial Services	400	
41	03 Programming - Performers	100	
41	04 Programming - Summer Reading Program	2,460	
42	02 Communication - Telephone	2,328	
42	03 Communication - DSL Connection	16,800	
42	04 Communication - Fiber	-	
42	06 Internet Connection	4,000	
43	01 Mileage	3,500	
43	02 Travel & Conference	-	

**Public Services Department**  
2013 BUDGET DRAFT

2013

Description	Requested	Notes
<b>01-20-572</b>		
48 01 Building repairs - Sunnyside	1,000	
48 02 Building repairs - non owned building	1,000	
48 03 Building Equip Repair - owned	2,000	
48 04 Building Equip Repair - non owned	500	
48 10 Equipment maintenance - copiers, machines	800	
49 01 Miscellaneous: dues, subscriptions, memberships	500	
Total Zone 6	<u>448,680</u>	
<b>Total Community Libraries</b>	<u><u>4,428,573</u></u>	

# Technical Services Department

2013 BUDGET DRAFT

2013

01-22-572 TECHNICAL SERV. Description		5.05	Full Time Equivalents
22	11 01	143,542	
	20 01	49,701	
	31 01	30,000	Cassettes, Ecomaster, processing
	35 01	1,000	
	41 01	43,575	OCLC Database for cataloging
	41 06	49,500	Preprocessing of materials with vendor
	41 07	4,400	Preprocessing of materials with vendor
	43 01	0	
	43 06	1,500	
	48 01	500	Ecomaster
	49 01	500	
		324,218	
		324,218	

# Facilities Department

2013 BUDGET DRAFT

2013

01-50-572		Description	5.00	Notes
11	00	Wages	153,529	
20	00	Benefits	75,228	
50	31	01 Facility General Supplies	15,000	
50	35	01 Facility Small Equipment	3,000	
51	32	01 L-7 Chevy Van Fuel	4,750	
52	32	01 L-5 GMC Van Fuel	1,800	
53	32	01 L-4 Ford Focus Fuel	1,000	
54	32	01 L-6 Ford Taurus Fuel	1,500	
55	32	01 L-12 Courier Van Fuel	8,900	
56	32	01 L-10 Outreach Van Fuel	950	
50	43	01 Mileage	500	
50	02	Travel & Conference	1,500	
20	45	07 Liberty Building	24,511	
21	45	02 Southeast Lease	-	
22	45	05 Selah Building Lease	14,700	
25	45	04 Zillah Lease	1	
50	45	00 Summitview Lease	-	
50	45	02 Facility Equipment Rentals	3,500	
50	45	10 Facility Storage Rentals	-	
50	47	02 Utilities - Districtwide	-	
50	48	01 Building Repair - Yakima Service Center	2,000	
50	48	04 Building Equipment Repair - Yakima Service Center	2,000	
50	48	05 Facility Equipment Repair	5,000	
50	48	06 Facility Equipment Maintenance	2,000	
50	48	08 Elevator Maintenance - Yakima	6,840	
50	48	09 HVAC Maintenance - Yakima	7,000	
51	48	08 L-7 Chevy Van Fuel	6,100	
52	48	08 L-5 GMC Van Fuel	1,150	
53	48	08 L-4 Ford Focus Fuel	1,500	
54	48	08 L-6 Ford Taurus Fuel	1,500	
55	48	08 L-12 Courier Van Fuel	10,600	
56	48	08 L-10 Outreach Van Fuel	1,242	
50	49	01 Miscellaneous: dues, subscriptions, memberships	250	

# Facilities Department

2013 BUDGET DRAFT

2013

01-50-572	Description	5.00	Notes
	Total Facility Department	357,551	
	<b>Capital Projects</b>		
64	63 01 Capital - Carry Forward	-	
64	65 01 Capital - Facility - non owned Bldg	27,500	
65	65 02 Capital - Facility - Yakima Bldg	125,000	
65	65 03 Capital - Facility - Sunnyside Bldg	72,000	
65	65 04 Capital - Facility West Valley Bldg	5,000	
65	65 05 Capital - Facility - Selah Bldg	-	
66	66 01 Capital - Technology	85,000	
	Total Capital Projects	314,500	

## **OTHER DESIGNATED FUNDS**

## YAKIMA VALLEY LIBRARIES

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### DESIGNATED AND TRUST FUNDS

*Yakima Valley Libraries has four Trustee Designated Funds and one Trust Fund.*

#### **West Valley Community Library – Board Designated**

The estimated 2013 beginning balance for the Cumulative Reserve Fund is \$848,800. 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).

In 2010, the Trustees, through Resolution 10-001, redesignated a portion of the Cumulative Reserve Fund to purchase property to relocate the Summitview Library in West Valley. In 2010 a bond was issued to pay for the new library building. It was this fund that the procedures from the bond were deposited for the building of the Richard E. Ostrander West Valley Community Library. All expenditures for the new library building will be expensed through this fund.

August 13, 2012 highlighted the grand opening of the Richard E Ostrander West Valley Community Library. The new library building was completed ahead of schedule and under budget.

### **Plath – Endowment Trust Fund**

The Library is a recipient of the Lori 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 2012 the Library received a \$13,789.13 distribution from the Trust. It is estimated that the 2013 beginning balance for this fund will be approximately \$79,700. The endowment is open for an additional Yakima Valley Library supported MLIS candidate in 2013. The Plath Fund is maintained as a separate fund account with the Yakima County Treasurer's Office. No public tax resources are in this restricted endowment trust fund.

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

This fund is for projects that are not completed within the fiscal year. The estimated beginning balance for the Capital Carry Forward Fund is \$419,500.

### **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 2013 beginning cash balance for the Facility fund is \$254,365.

### **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. The estimated beginning cash balance for the Technology fund is \$667,700 for 2013.

# Yakima Valley Libraries

## Board Designated Funds

*Estimated Balances for Fiscal Year 2013*

	<b>West Valley Fund 002<sup>1</sup></b>	<b>Plath Fund 003<sup>2</sup></b>	<b>Carry Forward Fund 004</b>	<b>Facility Fund 005</b>	<b>Technology Fund 006</b>	<b>Totals</b>
Estimated Beginning						
Cash	848,800.00	79,700.00	419,500.00	256,500.00	667,700.00	2,272,200.00
Interest	4,000.00	400.00	2,000.00	1,000.00	3,000.00	10,400.00
Donation-Distribution	0.00	0.00	0.00	0.00	0.00	0.00
Transfer in From GF	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Resources</b>	<u>852,800.00</u>	<u>80,100.00</u>	<u>421,500.00</u>	<u>257,500.00</u>	<u>670,700.00</u>	<u>2,282,600.00</u>
Direct Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Capital Transfers to						
General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures and Transfers</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Estimated Ending Cash</b>	<u><u>852,800.00</u></u>	<u><u>80,100.00</u></u>	<u><u>421,500.00</u></u>	<u><u>257,500.00</u></u>	<u><u>670,700.00</u></u>	<u><u>2,282,600.00</u></u>

<sup>1</sup> Restricted funds for the Richard E Ostrander West Valley Community Library Building

<sup>2</sup> Funds restricted per donor for advanced training (degree) for librarians

# YAKIMA VALLEY LIBRARIES

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2013 Budget - Draft

YAKIMA VALLEY LIBRARIES

2013 Budget -DRAFT

	2012 Budget Adopted	2012 Budget Amended April 2012	2012 Budget November 2011	Notation	%Change
<b>REVENUES</b>					
<b>Tax Revenues</b>					
Property Tax Revenue	6,362,992	6,362,992	6,487,681	1	1.96
Other Taxes	20,698	20,698	24,800	2	19.82
<b>Total Tax Revenues</b>	<b>6,383,690</b>	<b>6,383,690</b>	<b>6,512,481</b>	<b>3</b>	<b>2.02</b>
<b>Contract Cities</b>					
Other Contract Cities	162,051	153,095	65,382		(57.29)
<b>Total Contract Cities</b>	<b>162,051</b>	<b>153,095</b>	<b>65,382</b>	<b>4</b>	<b>(57.29)</b>
<b>Other Revenue</b>					
Grants and Donations	7,500	7,500	15,000	5	100.00
Copies	20,000	20,000	22,000	6	10.00
Fines, Fees, Overdues	60,000	60,000	65,000	7	8.33
All Other Revenues	25,000	25,000	36,000	8	44.00
<b>Total Other Revenue</b>	<b>112,500</b>	<b>112,500</b>	<b>138,000</b>	<b>9</b>	<b>22.67</b>
<b>Total All New Revenues</b>	<b>6,658,241</b>	<b>6,649,285</b>	<b>6,715,862</b>	<b>10</b>	<b>1.00</b>
<b>Other Resources</b>					
Transfers in	0	0	0		0.00
Other Financing Resources	0	0	0	11	
Carry Fwd Proj not completed	0	0	0	12	0.00
<b>Total Other Resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0.00</b>
<b>Total All New Revenues</b>	<b>6,658,241</b>	<b>6,649,285</b>	<b>6,715,862</b>	<b>14</b>	<b>1.00</b>

**Notations**

1. 2013 property tax request is a .7800% increase or \$49,756.07 plus \$59,071.20 in new construction
2. Estimated change in state taxes - wildlife in lieu, DNR, Utility
3. Estimated total tax revenues
4. Cities contracting for library services: Granger, Mabton, Naches, Tieton, Union Gap - decrease due to UG closing of building
5. Grants and donations - includes McAuliff and Boaz
6. Fees for copies
7. Fines: fees, overdue, lost books
8. Investment interest
9. Total Other Revenues
10. Total All Revenues-new revenues
11. Other financing resources
12. Estimated prior year carry forward cash
13. Total Other Resources
14. Total all Revenues and Resources

YAKIMA VALLEY LIBRARIES

2013 Budget -DRAFT

	2012 Budget Adopted	2012 Budget Amended April 2012	2012 Budget November 2011	Notation	%Change
<b>EXPENDITURES</b>					
Salary and Wages	3,180,620	3,180,620	3,201,224	15	0.65
Benefits	1,000,425	1,000,425	1,119,668	16	11.92
Supplies	309,525	389,525	409,693	17	5.18
Collection Materials - all	973,000	1,000,000	960,600	18	(3.94)
Professional Services	224,900	238,900	253,225	19	6.00
Communications	166,471	166,471	187,795	20	12.81
Travel & Training	45,550	60,550	49,000	21	(19.08)
Mileage and vehicle	27,150	27,150	15,455	22	(43.08)
Advertising	11,000	11,000	6,500	23	(40.91)
Rentals - Building Leases	150,744	171,439	42,712	24	(75.09)
Rentals - Equipment	3,800	4,880	6,880	25	40.98
Insurance	30,760	30,760	35,322	26	14.83
Utilities	135,039	135,039	147,053	27	8.90
Repairs & Maintenance - all	161,500	164,000	225,385	28	37.43
Miscellaneous - dues and other	24,900	24,900	34,850	29	39.96
Intergovernmental Services	25,000	25,000	20,500	30	(18.00)
Grant Expenditures	0	0	0	31	0.00
<b>Total Operating Expenditures</b>	<b>6,470,384</b>	<b>6,630,659</b>	<b>6,715,863</b>	<b>32</b>	<b>1.28</b>
Capital Projects	607,500	1,002,500	314,500	33	(68.63)
Debt Service	357,623	357,623	356,240	34	(0.39)
<b>Total Operational Expenditures and Capital</b>	<b>7,435,506</b>	<b>7,990,781</b>	<b>7,386,603</b>	<b>35</b>	<b>(7.56)</b>

**NOTATIONS**

15. Includes estimated performance merit and restructured positions and reserve for leave payouts -no increase in FTE.
16. Proj increase in payroll benefits; and medical benefits for 80% FTE and up.
17. Supplies - includes scheduled 1/3 computer replacements per Technology Plan.
18. Collection materials and databases - reduction of under-utilized databases, add e-resources, reduce 4% for Union Gap loss.
19. Professional services - State Auditor in 2012/2013., includes all janitorial and facility services.
20. Includes all communication: postage, phones, WAN - increase access for West Valley and Sunnyside fiber.
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training
22. Mileage only - fuel for library vehicles now classified under supplies.
23. Decrease - using YVL web page and social networking sites
24. Selah, Southeast, Liberty Building - lease amount and CAM charges - Summitview lease retired 2012
25. Postage meter and bank card machine rentals.
26. Districtwide building, vehicle, D&O, and liability insurance - added West Valley.
27. Districtwide utilities for all branches - increase for unanticipated at West Valley.
28. Repairs & maintenance includes building and software licensing maintenance - increase Envisionware, Polaris, ArcServe
29. As per BARS category all expenses not covered above including dues and library memberships.
30. Maintenance payments for designated library buildings
31. Grant projects.
32. Total estimated general operating expenditures - slight increase of 1.28%
33. One time large purchases and capital projects: telephone system, technology projects, Sunnyside facility.
34. Debt service principle and interest - to retire debt in December 2016.
34. Total estimated general operating, capital expenditures, and debt service for 2012

YAKIMA VALLEY LIBRARIES

2013 Budget -DRAFT

	2012 Budget Adopted	2012 Budget Amended April 2012	2012 Budget November 2011	Notation %Change
<b>Transfers Out - General Fund</b>				
Capital Projects Carry Forward	0	0	0	36
Facility Maintenance Fund	0	0	0	37
Technology Fund	0	0	0	38
<b>Total Transfers Out</b>	<u>0</u>	<u>0</u>	<u>0</u>	<b>39</b>
<b>Total Expenses &amp; Transfer Out</b>	<u>7,435,506</u>	<u>7,990,781</u>	<u>7,386,603</u>	<b>40</b>
<b>Cash Balance - General Fund (GF)</b>				
Estimated Balance January	2,819,159	3,978,911	3,348,239	41
Estimated Operating Revenues Minus Expenditures	187,857	18,626	(0)	42
Debt Service and Capital Projects	(965,123)	(1,360,123)	(670,740)	43
Less transfers out	0	0	0	44
<b>Estimated Ending FB for GF</b>	<u>2,041,892</u>	<u>2,637,413</u>	<u>2,677,498</u>	<b>45</b>
<b>Designated Cash for GF</b>				
For Boaz Fund	76,031	76,031	76,031	46
Reserved as designated	0	0	0	47
Reserved Funds-Debt/Capital	0	595,521	635,604	48
Operating Cash-Revolving Funds	1,965,863	1,965,863	1,965,863	49
<b>Total Designated Funds GF</b>	<u>2,041,894</u>	<u>2,637,415</u>	<u>2,677,498</u>	<b>50</b>
<b>Estimated Ending Undesignated Fund Balance for GF</b>	<u>0</u>	<u>0</u>	<u>0</u>	<b>51</b>
<b>Budget Totals</b>				
Revenues Plus Beginning Cash	<u>9,477,400</u>	<u>10,628,197</u>	<u>10,064,102</u>	<b>52</b>
Expenditures Plus Ending FB	<u>9,477,398</u>	<u>10,628,196</u>	<u>10,064,102</u>	<b>53</b>
<b>Cash Reconciliation</b>				
General Fund Estimated Cash	2,041,894	2,637,413	2,677,498	54
Designated Funds - All	<u>1,889,870</u>	<u>2,148,917</u>	<u>2,282,600</u>	<b>55</b>
<b>Total All Funds</b>	<u>3,931,764</u>	<u>4,786,332</u>	<u>4,960,098</u>	<b>56</b>

**NOTATIONS**

36. Future projects - designated funds.
37. Funds for deferred and current district wide facility needs (owned buildings-Yakima and Sunnyside).
38. Funds for deferred and future technology.
39. Total deferred funds to transfer to designated funds.
40. Total Transfer Out Funds and Expenditures.
41. Estimated Beginning Fund Balance - includes estimated unspent cash from 2012.
42. Estimated current year Operating Revenues minus Expenditures.
43. Capital Project and Debt Service funded by prior year cash reserve.
44. Cash transfers out of General Fund.
45. Estimated ending Fund Balance (cash) for 2013.
46. Cash reserved for restricted Boaz Fund.
47. Cash reserved for designated projects or funds.
48. Funds reserved for capital projects and debt service.
49. Funds designated by Board of Trustees for operating cash between property tax collections.
50. Total designated General Fund (cash) year end 2013.
51. Estimated ending Fund Balance that is Undesignated at December 31 for General Fund.
52. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund.
53. Total Expenditures (including capital projects and ending cash balance) for General Fund.
54. General Fund Estimated Ending Cash Balance (see line 44).
55. Total All Other Designated Funds: West Valley, Plath, Carry Forward, Facility, & Technology.
56. Grand total all Funds for Yakima Valley Libraries.

# Yakima Valley Libraries

## Board Designated Funds

*Estimated Balances for Fiscal Year 2013*

	<b>West Valley Fund 002<sup>1</sup></b>	<b>Plath Fund 003<sup>2</sup></b>	<b>Carry Forward Fund 004</b>	<b>Facility Fund 005</b>	<b>Technology Fund 006</b>	<b>Totals</b>
Estimated Beginning						
Cash	848,800.00	79,700.00	419,500.00	256,500.00	667,700.00	2,272,200.00
Interest	4,000.00	400.00	2,000.00	1,000.00	3,000.00	10,400.00
Donation-Distribution	0.00	0.00	0.00	0.00	0.00	0.00
Transfer in From GF	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Resources</b>	<u>852,800.00</u>	<u>80,100.00</u>	<u>421,500.00</u>	<u>257,500.00</u>	<u>670,700.00</u>	<u>2,282,600.00</u>
Direct Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Capital Transfers to						
General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures and Transfers</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Estimated Ending Cash</b>	<u><u>852,800.00</u></u>	<u><u>80,100.00</u></u>	<u><u>421,500.00</u></u>	<u><u>257,500.00</u></u>	<u><u>670,700.00</u></u>	<u><u>2,282,600.00</u></u>

<sup>1</sup> Restricted funds for the Richard E Ostrander West Valley Community Library Building

<sup>2</sup> Funds restricted per donor for advanced training (degree) for librarians

**RESOLUTIONS FOR 2013 BUDGET  
AND PROPERTY TAX LEVY**

Before the Board of Trustees of  
Yakima Valley Libraries

In the matter of )  
Approving the 2013 YVL Budget)

RESOLUTION  
#12-006

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

WHEREAS, Yakima Rural County Library District, Yakima County, Washington is a rural county 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 2013 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 \$10,064,102 for the General Fund;

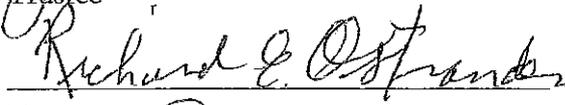
WHEREAS, estimated 2013 expenditures for the General Fund are expected to be \$10,064,102 in wages and benefits, operation, maintenance, capital projects, debt service, and remaining fund balance;

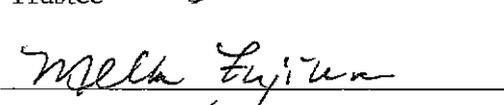
BE IT THEREFORE RESOLVED that the Board of Trustees adopts the 2013 budget for \$10,064,102 in revenues, expenditures, resources, capital, and debt service for the General Fund.

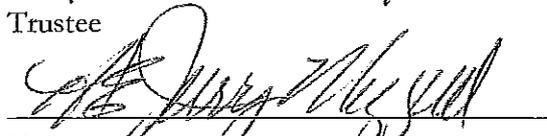
RESOLVED THIS 13th day of November 2012.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee

YAKIMA VALLEY LIBRARIES

2013 Budget -Adopted

	2012 Budget Adopted	2012 Budget Amended April 2012	2013 Budget November 2012	Notation	%Change
<b>REVENUES</b>					
<b>Tax Revenues</b>					
Property Tax Revenue	6,362,992	6,362,992	6,487,681	1	1.96
Other Taxes	20,698	20,698	24,800	2	19.82
<b>Total Tax Revenues</b>	<b>6,383,690</b>	<b>6,383,690</b>	<b>6,512,481</b>	<b>3</b>	<b>2.02</b>
<b>Contract Cities</b>					
Other Contract Cities	162,051	153,095	65,382		(57.29)
<b>Total Contract Cities</b>	<b>162,051</b>	<b>153,095</b>	<b>65,382</b>	<b>4</b>	<b>(57.29)</b>
<b>Other Revenue</b>					
Grants and Donations	7,500	7,500	15,000	5	100.00
Copies	20,000	20,000	22,000	6	10.00
Fines, Fees, Overdues	60,000	60,000	65,000	7	8.33
All Other Revenues	25,000	25,000	36,000	8	44.00
<b>Total Other Revenue</b>	<b>112,500</b>	<b>112,500</b>	<b>138,000</b>	<b>9</b>	<b>22.67</b>
<b>Total All New Revenues</b>	<b>6,658,241</b>	<b>6,649,285</b>	<b>6,715,862</b>	<b>10</b>	<b>1.00</b>
<b>Other Resources</b>					
Transfers in	0	0	0		0.00
Other Financing Resources	0	0	0	11	
Carry Fwd Proj not completed	0	0	0	12	0.00
<b>Total Other Resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0.00</b>
<b>Total All New Revenues</b>	<b>6,658,241</b>	<b>6,649,285</b>	<b>6,715,862</b>	<b>14</b>	<b>1.00</b>

**Notations**

- 2013 property tax request is a .7800% increase or \$49,756.07 plus \$59,071.20 in new construction
- Estimated change in state taxes - wildlife in lieu, DNR, Utility
- Estimated total tax revenues
- Cities contracting for library services: Granger, Mabton, Naches, Tieton, Union Gap - decrease due to UG closing of building
- Grants and donations - includes McAuliff and Boaz
- Fees for copies
- Fines: fees, overdue, lost books
- Investment interest
- Total Other Revenues
- Total All Revenues-new revenues
- Other financing resources
- Estimated prior year carry forward cash
- Total Other Resources
- Total all Revenues and Resources

YAKIMA VALLEY LIBRARIES

2013 Budget -Adopted

	2012 Budget Adopted	2012 Budget Amended April 2012	2013 Budget November 2012	Notation	%Change
<b>EXPENDITURES</b>					
Salary and Wages	3,180,620	3,180,620	3,201,224	15	0.65
Benefits	1,000,425	1,000,425	1,119,668	16	11.92
Supplies	309,525	389,525	409,693	17	5.18
Collection Materials - all	973,000	1,000,000	960,600	18	(3.94)
Professional Services	224,900	238,900	253,225	19	6.00
Communications	166,471	166,471	187,795	20	12.81
Travel & Training	45,550	60,550	49,000	21	(19.08)
Mileage and vehicle	27,150	27,150	15,455	22	(43.08)
Advertising	11,000	11,000	6,500	23	(40.91)
Rentals - Building Leases	150,744	171,439	42,712	24	(75.09)
Rentals - Equipment	3,800	4,880	6,880	25	40.98
Insurance	30,760	30,760	35,322	26	14.83
Utilities	135,039	135,039	147,053	27	8.90
Repairs & Maintenance - all	161,500	164,000	225,385	28	37.43
Miscellaneous - dues and other	24,900	24,900	34,850	29	39.96
Intergovernmental Services	25,000	25,000	20,500	30	(18.00)
Grant Expenditures	0	0	0	31	0.00
<b>Total Operating Expenditures</b>	<b>6,470,384</b>	<b>6,630,659</b>	<b>6,715,863</b>	<b>32</b>	<b>1.28</b>
Capital Projects	607,500	1,002,500	314,500	33	(68.63)
Debt Service	357,623	357,623	356,240	34	(0.39)
<b>Total Operational Expenditures and Capital</b>	<b>7,435,506</b>	<b>7,990,781</b>	<b>7,386,603</b>	<b>35</b>	<b>(7.56)</b>

**NOTATIONS**

15. Includes estimated performance merit and restructured positions and reserve for leave payouts -no increase in FTE.
16. Proj increase in payroll benefits; and medical benefits for 80% FTE and up.
17. Supplies - includes scheduled 1/3 computer replacements per Technology Plan.
18. Collection materials and databases - reduction of under-utilized databases, add e-resources, reduce 4% for Union Gap loss.
19. Professional services - State Auditor in 2012/2013., includes all janitorial and facility services.
20. Includes all communication: postage, phones, WAN - increase access for West Valley and Sunnyside fiber.
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training
22. Mileage only - fuel for library vehicles now classified under supplies.
23. Decrease - using YVL web page and social networking sites
24. Selah, Southeast, Liberty Building - lease amount and CAM charges - Summitview lease retired 2012
25. Postage meter and bank card machine rentals.
26. Districtwide building, vehicle, D&O, and liability insurance - added West Valley.
27. Districtwide utilities for all branches - increase for unanticipated at West Valley.
28. Repairs & maintenance includes building and software licensing maintenance - increase Envisionware, Polaris, ArcServe
29. As per BARS category all expenses not covered above including dues and library memberships.
30. Maintenance payments for designated library buildings
31. Grant projects.
32. Total estimated general operating expenditures - slight increase of 1.28%
33. One time large purchases and capital projects: telephone system, technology projects, Sunnyside facility.
34. Debt service principle and interest - to retire debt in December 2016.
34. Total estimated general operating, capital expenditures, and debt service for 2012

YAKIMA VALLEY LIBRARIES

2013 Budget -Adopted

	2012 Budget Adopted	2012 Budget Amended April 2012	2013 Budget November 2012	Notation %Change
<b>Transfers Out - General Fund</b>				
Capital Projects Carry Forward	0	0	0	36
Facility Maintenance Fund	0	0	0	37
Technology Fund	0	0	0	38
<b>Total Transfers Out</b>	<u>0</u>	<u>0</u>	<u>0</u>	<b>39</b>
<b>Total Expenses &amp; Transfer Out</b>	<u>7,435,506</u>	<u>7,990,781</u>	<u>7,386,603</u>	<b>40</b>
<b>Cash Balance - General Fund (GF)</b>				
Estimated Balance January	2,819,159	3,978,911	3,348,239	41
Estimated Operating Revenues Minus Expenditures	187,857	18,626	(0)	42
Debt Service and Capital Projects	(965,123)	(1,360,123)	(670,740)	43
Less transfers out	0	0	0	44
<b>Estimated Ending FB for GF</b>	<u>2,041,892</u>	<u>2,637,413</u>	<u>2,677,498</u>	<b>45</b>
<b>Designated Cash for GF</b>				
For Boaz Fund	76,031	76,031	76,031	46
Reserved as designated	0	0	0	47
Reserved Funds-Debt/Capital	0	595,521	635,604	48
Operating Cash-Revolving Funds	1,965,863	1,965,863	1,965,863	49
<b>Total Designated Funds GF</b>	<u>2,041,894</u>	<u>2,637,415</u>	<u>2,677,498</u>	<b>50</b>
<b>Estimated Ending Undesignated Fund Balance for GF</b>	<u>0</u>	<u>0</u>	<u>0</u>	<b>51</b>
<b>Budget Totals</b>				
Revenues Plus Beginning Cash	<u>9,477,400</u>	<u>10,628,197</u>	<u>10,064,102</u>	<b>52</b>
Expenditures Plus Ending FB	<u>9,477,398</u>	<u>10,628,196</u>	<u>10,064,102</u>	<b>53</b>
<b>Cash Reconciliation</b>				
General Fund Estimated Cash	2,041,894	2,637,413	2,677,498	54
Designated Funds - All	<u>1,889,870</u>	<u>2,148,917</u>	<u>2,282,600</u>	<b>55</b>
<b>Total All Funds</b>	<u>3,931,764</u>	<u>4,786,332</u>	<u>4,960,098</u>	<b>56</b>

**NOTATIONS**

36. Future projects - designated funds.
37. Funds for deferred and current district wide facility needs (owned buildings-Yakima and Sunnyside).
38. Funds for deferred and future technology.
39. Total deferred funds to transfer to designated funds.
40. Total Transfer Out Funds and Expenditures.
41. Estimated Beginning Fund Balance - includes estimated unspent cash from 2012.
42. Estimated current year Operating Revenues minus Expenditures.
43. Capital Project and Debt Service funded by prior year cash reserve.
44. Cash transfers out of General Fund.
45. Estimated ending Fund Balance (cash) for 2013.
46. Cash reserved for restricted Boaz Fund.
47. Cash reserved for designated projects or funds.
48. Funds reserved for capital projects and debt service.
49. Funds designated by Board of Trustees for operating cash between property tax collections.
50. Total designated General Fund (cash) year end 2013.
51. Estimated ending Fund Balance that is Undesignated at December 31 for General Fund.
52. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund.
53. Total Expenditures (including capital projects and ending cash balance) for General Fund.
54. General Fund Estimated Ending Cash Balance (see line 44).
55. Total All Other Designated Funds: West Valley, Plath, Carry Forward, Facility, & Technology.
56. Grand total all Funds for Yakima Valley Libraries.

**Yakima Valley Libraries**  
**Board Designated Funds**  
*Estimated Balances for Fiscal Year 2013*

	<b>West Valley Fund 002<sup>1</sup></b>	<b>Plath Fund 003<sup>2</sup></b>	<b>Carry Forward Fund 004</b>	<b>Facility Fund 005</b>	<b>Technology Fund 006</b>	<b>Totals</b>
Estimated Beginning Cash	848,800.00	79,700.00	419,500.00	256,500.00	667,700.00	2,272,200.00
Interest	4,000.00	400.00	2,000.00	1,000.00	3,000.00	10,400.00
Donation-Distribution	0.00	0.00	0.00	0.00	0.00	0.00
Transfer in From GF	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Resources</b>	<b>852,800.00</b>	<b>80,100.00</b>	<b>421,500.00</b>	<b>257,500.00</b>	<b>670,700.00</b>	<b>2,282,600.00</b>
Direct Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Capital Transfers to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures and Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Estimated Ending Cash</b>	<b>852,800.00</b>	<b>80,100.00</b>	<b>421,500.00</b>	<b>257,500.00</b>	<b>670,700.00</b>	<b>2,282,600.00</b>

<sup>1</sup> Restricted funds for the Richard E Ostrander West Valley Community Library Building

<sup>2</sup> Funds restricted per donor for advanced training (degree) for librarians

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

*A Resolution In the Matter the 2013 Property Tax Levy  
For the Yakima Rural County Library District  
Above the "limit factor," up to 101 percent*

**RESOLUTION**  
**# 12-007**

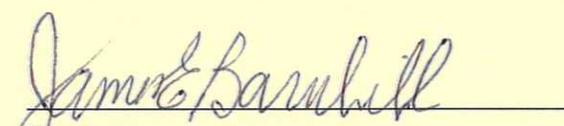
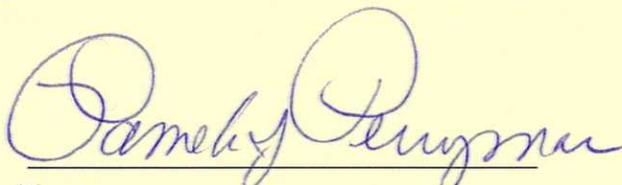
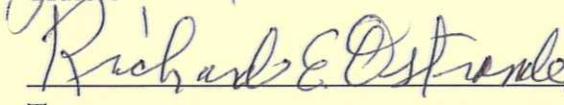
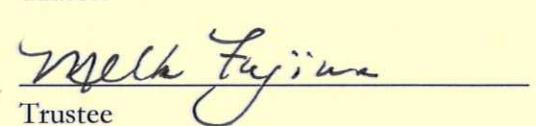
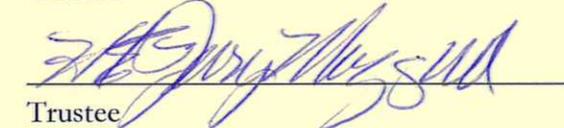
WHEREAS, the Board of Trustees for the Yakima Rural County Library District, doing business as Yakima Valley Libraries has met, considered and approved its budget for the calendar year 2013, according to the provisions of RCW 27.12.050 and Resolution #12-006; and

WHEREAS, the Board of Trustees, in the course of considering the budget for 2013 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 2013 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 13<sup>th</sup> day of November 2012.

 Trustee	 Trustee
 Trustee	 Trustee
 Trustee	

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

*A Resolution In the Matter of Levying  
the 2013 Ad Valorem Property Taxes*

**RESOLUTION  
#12-008**

WHEREAS, the Yakima Rural County Library District Board of Trustees (doing business as Yakima Valley Libraries) has met and considered its budget for the calendar year 2013; and

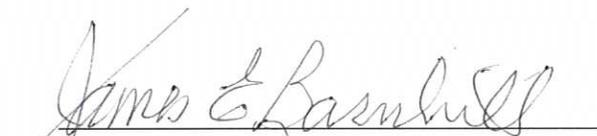
WHEREAS, the Board of Trustees in the course of considering the budget for 2013 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

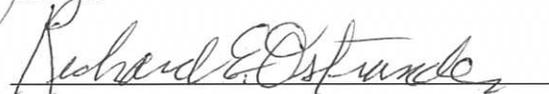
WHEREAS, the Board of Trustees has determined, in accordance with the provisions in RCW 27.12.050, that the revenue required for the maintenance of library service in the district is as shown in the 2013 budget, adopted November 13, 2012 by Resolution #12-006;

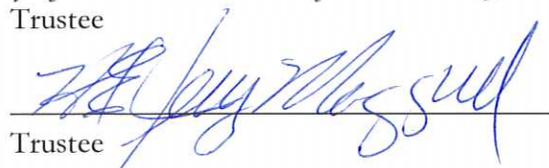
WHEREAS, the Board of Trustees has determined that it is in the best interest of and necessary to meet the expenses and obligations of Yakima Valley Libraries and that a substantial need exists for the property tax revenue to be increased in 2013;

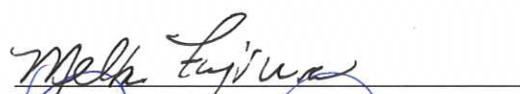
NOW, THEREFORE, BE IT RESOLVED, that the regular levy request to the Board of Yakima County Commissioners, based on the October calculations provided by the Yakima County Assessor's Office is \$6,487,680.97, which is a \$49,756.07 dollar increase from the 2012 levy amount and a .7800% increase of that same 2012 levy amount, plus amounts allowed for new construction, annexations, and increase in state assessed values.

RESOLVED this 13<sup>th</sup> day of November 2012.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee

**TAX LEVY REQUEST CERTIFICATION  
YAKIMA VALLEY LIBRARIES**

I, H.E. (Jerry) Maggard, Secretary for the Yakima Rural County Library District Board of Trustees (doing business as Yakima Valley Libraries), do hereby certify that the Board of Trustees for Yakima Valley Libraries and appearing in the minutes of a meeting held on the 13<sup>th</sup> day of November, 2012, requesting the Board of Commissioners of Yakima County to levy taxes as follows:

Regular levy request which is in the amount of \$6,487,680.97 which is a \$49,756.07 dollar increase from the 2012 levy amount and a .7800% increase of that same 2012 levy amount, plus any amount allowed for new construction and increase in state assessed values.

At this time, I also certify that the population of said district is approximately 247,141.

  
\_\_\_\_\_  
H. E. (Jerry) Maggard, Secretary

  
\_\_\_\_\_  
Date

# YAKIMA VALLEY LIBRARIES

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## *APPENDIX*

**Yakima Valley Libraries**  
*2013 Full Time Equivalent*

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<b>Employee Count</b>	<b>Dept</b>	<b>PCN*</b>	<b>JOB TITLE</b>	<b>FTE*</b>
1	ADAD	1	Director	100.00
2	ADAD	2	Administrative Coordinator	100.00
3	ADAT	1	Accounting Manager	100.00
4	ADAT	2	Accounting Assistant	100.00
5	ADAT	3	Accounting Assistant	100.00
6	ADAT	4	Accounting Assistant	100.00
7	ADAT	5	Accounting Clerk	100.00
8	ADHR	1	Human Resources Director	100.00
9	ADHR	2	Administrative Analyst	100.00
10	CLAD	1	Deputy Director - SP	100.00
11	CLID	2	Archivist Librarian	100.00
12	CLID	3	Community Library Assistant Manager	100.00
13	CLID	4	Collection Development Coordinator	100.00
14	CLID	5	Interlibrary Loan Public Service Specialist	100.00
15	CLID	6	Interlibrary Loans Assistant	100.00
16	CLID	7	Programming Services Specialist	100.00
17	CLID	8	Public Services Assistant	100.00
18	CLID	9	Public Services Specialist	80.00
19	FAAD	1	Facilities Manager	100.00
20	FADD	1	Facilities Maintenance Supervisor II	100.00
21	FADD	2	Facility Maint Worker	100.00
22	FADD	3	Assistant Facilities Maintenance Worker	100.00
23	FADD	4	Courier	100.00
24	ITAD	1	IT Manager	100.00
25	ITDD	2	IT Specialist	100.00
26	ITDD	3	IT Network Specialist	100.00
27	TSDD	1	Technical Services Coordinator	100.00
28	TSDD	2	Technical Services Specialist	100.00
29	TSDD	3	Technical Svs Assistant	100.00
30	TSDD	4	Technical Services Materials Processor - 1	50.00
31	TSDD	5	Technical Services Materials Processor - 2	75.00
32	TSDD	6	Technical Services Materials Processor	50.00
33	TSDD	7	Page	30.00
34	Z1AD	1	Managing Librarian V	100.00
35	Z1YK	1	Assistant Branch Manager	100.00
36	Z1YK	2	Public Services Supervisor III	100.00
37	Z1YK	3	Public Services Specialist	100.00
38	Z1YK	4	<b>Public Services Specialist</b>	100.00
39	Z1YK	5	Public Service Assistant	100.00
40	Z1YK	6	Public Services Assistant	100.00
41	Z1YK	7	Public Services Assistant	100.00
42	Z1YK	8	Public Services Assistant	100.00
43	Z1YK	9	Public Services Assistant	100.00
44	Z1YK	10	Public Services Assistant	45.00
45	Z1YK	11	Public Services Assistant	50.00

**Yakima Valley Libraries**  
*2013 Full Time Equivalent*

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<b>Employee Count</b>	<b>Dept</b>	<b>PCN*</b>	<b>JOB TITLE</b>	<b>FTE*</b>
46	Z1YK	17	Public Services Assistant	50.00
47	Z1YK	18	Public Services Assistant	50.00
48	Z1YK	12	Page	37.50
49	Z1YK	13	Page	37.50
50	Z1YK	14	Page	37.50
51	Z1YK	15	Page	37.50
52	Z1YK	16	Page	37.50
53	Z1SE	1	Public Services Assistant	50.00
54	Z2AD	1	Managing Librarian II	100.00
55	Z2NA	1	Community Library Supervisor II	62.50
56	Z2NA	2	Public Services Assistant	50.00
57	Z2SL	1	Community Library Supervisor III	100.00
58	Z2SL	2	Public Services Specialist	100.00
59	Z2SL	3	Public Services Assistant	100.00
60	Z2SL	4	Public Services Assistant	50.00
61	Z2SL	5	Public Services Assistant	50.00
62	Z2SL	6	Page	37.50
63	Z3AD	1	Managing Librarian III	100.00
64	Z3WV	2	Assistant Branch Manager	100.00
65	Z3WV	3	Public Services Supervisor III	100.00
66	Z3WV	4	Public Services Specialist	100.00
67	Z3WV	5	Public Services Assistant	100.00
68	Z3WV	6	Public Services Assistant	100.00
69	Z3WV	7	Public Services Assistant	50.00
70	Z3WV	8	Public Services Assistant	37.50
71	Z3WV	9	Page	30.00
72	Z3WV	10	Page	37.50
73	Z3WV	11	Page	30.00
74	Z4AD	1	Managing Librarian I	100.00
75	Z4MX	1	Community Library Supervisor 2	82.50
76	Z4MX	2	Public Services Assistant	40.00
77	Z4TH	1	Community Library Supervisor II	80.00
78	Z4TH	2	Public Services Assistant	60.00
79	Z4TI	1	Community Library Supervisor I	50.00
0	Z4UG	1	Community Library Supervisor II	0.00
0	Z4UG	2	Public Services Assistant	0.00
0	Z4UG	3	Public Service Assistant	0.00
80	Z4UG	3	Page	37.50
81	Z5AD	1	Managing Librarian IV	100.00
82	Z5BU	1	Community Library Supervisor I	50.00
83	Z5FL	1	Substitute Public Service Support	50.00
84	Z5FL	2	Floating Public Service Assistant	50.00
85	Z5TO	1	Community Library Supervisor II	100.00
86	Z5TO	2	Public Services Assistant	80.00
87	Z5WA	1	Community Library Supervisor II	85.00
88	Z5WA	2	Public Services Assistant	88.75
89	Z5WA	3	Public Services Assistant	65.00
90	Z5ZI	1	Community Library Supervisor II	62.50
91	Z5ZI	2	Public Services Assistant	30.00
92	Z6AD	1	Managing Librarian IV	100.00

Yakima Valley Libraries  
2013 Full Time Equivalentents

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Employee Count	Dept	PCN*	JOB TITLE	FTE*
93	Z6GR	1	Community Library Supervisor II	52.50
94	Z6GR	2	Public Services Assistant	100.00
95	Z6GR	3	Public Services Assistant	25.00
96	Z6HH	1	Community Library Supervisor I	37.50
97	Z6MA	1	Community Library Supervisor I	53.75
98	Z6MA	2	Public Services Assistant	30.00
99	Z6SS	1	Community Library Supervisor III	100.00
100	Z6SS	2	Public Services Specialist	100.00
101	Z6SS	3	Public Services Assistant	100.00
102	Z6SS	4	Public Services Assistant	100.00
103	Z6SS	5	Page	25.00
104	Z6WH	1	Community Library Supervisor I	63.75
<b>Full Time Equivalentents</b>				<b>80.51</b>
<b>Total Employees</b>				<b>104</b>

\*PCN - Position Control Number

\*FTE - Full Time Equivalent Employee

## 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, , Roving On Call, Technical Services Assistant, Facility Maintenance Worker
4	Community Library Supervisor I
5	Public Services Specialist, Public Programs and Resources Specialist, Interlibrary Loans Public Services Specialist, Technical Services Specialist, Accounting Assistant
6	Acquisitions Specialist, Office Specialist
7	Community Library Supervisor II, Facility Maintenance Supervisor II
8	Public Services Supervisor III
9	Administrative Coordinator, Collection Development Coordinator, Technical Services Coordinator
10	Administrative Analyst, Assistant Branch Manager, IT Specialists, Community Library Supervisor III, Archivist Librarian
11	Community Libraries Assistant Manager, Accounting Manager, Facility Manager, Managing Librarian I
12	Managing Librarian II
13	Managing Librarian III
14	Managing Librarian IV/Information Technology Manager
15	Managing Librarian V, Human Resources Director
16	Deputy Director
17	Interim Director
18	Director

**Revised:** September 2007  
 May 2008  
 November 18, 2008  
 December 2008  
 August 2009  
 November 2011 - Adopted  
 December 2011 - revised

# Yakima Valley Libraries - 2012 Wage Scale

*Budget 2012 - Adopted*

GRADE	To be determined by performance											
	1	2	3	4	5	6	7	8	9	10	11	
1	9.04	n/a										
2	9.51	9.79	10.10	10.40	10.72	11.04	11.37	11.72	12.08	12.44	12.83	
	10.93	11.26	11.61	11.96	12.32	12.70	13.08	13.48	13.89	14.31	14.75	
3	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	
	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	

GRADE	To be determined by performance											
	1	2	3	4	5	6	7	8	9	10	11	12
	11.77	12.14	12.52	12.90	13.30	13.72	14.14	14.58	15.03	15.50	15.98	16.48
4	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
	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
	13.80	14.23	14.67	15.13	15.60	16.08	16.58	17.10	17.63	18.18	18.74	19.32
5	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
	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
	14.38	14.82	15.28	15.76	16.25	16.75	17.27	17.81	18.36	18.93	19.52	20.12
6	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
	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
	15.96	16.45	16.96	17.49	18.03	18.59	19.17	19.76	20.38	21.01	21.66	22.34
	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
	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

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GRADE	To be determined by performance												
	1	2	3	4	5	6	7	8	9	10	11	12	13
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
	56,539.12	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
18	44.49	46.02	47.60	49.24	50.93	52.69	54.50	56.37	58.31	TBD			
	7,711.56	7,976.84	8,251.24	8,535.08	8,828.69	9,132.40	9,446.55	9,771.51	10,107.65				
	92,538.73	95,722.06	99,014.90	102,421.01	105,944.30	109,588.78	113,358.63	117,258.17	121,291.85				