

2017 BUDGET

Presented to
YAKIMA VALLEY LIBRARIES
Board of Trustees

Budget Prepared by:

Kim Hixson MLIS

Director

With Assistance From:

Francisco Garcia-Ortiz PhD – *Public Services Director*

Georgia Reitmire MLIS – *Zone 1 Managing Librarian*

Rondi Downs MLS - *Zone 2 Managing Librarian*

Cathy Rathbone MLS - *Zone 3 & 4 Managing Librarian*

Jared Fair - *Zone 5 Managing Librarian*

Deb Stilson MLS - *Zone 6 Managing Librarian*

LeNee Gatton MLS - *Collection Development Librarian*

Sherrie Prentice MLS – *Technical Services and Outreach Manager*

Terri Reeder, *Administrative Coordinator*

Darline Charbonneau SPHR - *Human Resources Director*

John Slaughter - *Accounting Manager*

Kathy Pilgrim - *Community Libraries Assistant Manager*

Krystal Corbray, MLIS – *Marketing and Program Manager*

Susan Miller - *Facility Manager*

Melissa Vickers – *Information Technology Manager*

YAKIMA VALLEY LIBRARIES

2017 Budget

This document contains the 2017 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:

Terri Reeder
Executive Assistant/Public Records Officer
Yakima Valley Libraries
102 North 3rd Street
Yakima, WA 98901
(509) 575-3406
treeder@yvl.org

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

TABLE OF CONTENTS

Title Page.....	1
To Obtain Copies	2
Table of Contents	3
Director's Message.....	4
Board of Trustees	5
About Us	7
Mission Statement.....	8
Values and Vision	9
Community Libraries	
Hours.....	11
Locations.....	12
Services and Statistics	13
Departments	19
Budget Calendar.....	22
Basis of Accounting and Financial Procedures.....	23
Revenues.....	24
Revenue Chart.....	25
Revenue Spreadsheet.....	25
Levy Rate Chart.....	26
Levy Rate Spreadsheet.....	27
Contract Cities.....	28
Expenditures.....	29
Expenditure Chart	30
Expenditure Spreadsheet.....	31
Staffing Chart.....	32
Staffing – full time equivalents.....	33
Line Item Spreadsheets.....	36
Capital Expenditure – Self Check/RFID.....	54
Resolution # 16-011 2017 Budget	58
2017 Budget Draft	59
2017 Designated Funds.....	62
Resolution #16-012 Levying the 2017 Ad Valor Property Taxes.....	64
Resolution #16-013 Levying 2017 Property Tax above Limit Factor to 101 Percent.....	65
Tax Levy Request Certification.....	66
Salary and Grade Structure.....	67

DIRECTOR'S MESSAGE

2016 was the Year of the Plan for staff at Yakima Valley Libraries. Completion of a Strategic Plan and the beginning of a Facility Assessment will assist Yakima Valley Libraries to develop library services that best meet the needs of our diverse community.

New programs and services such as the Latino Americans 500 Years of History project, the Pop Up Library, Lawyers in the Library, the Legal Reference Center, the Foundation Center Funding Information database, STEM Activity Kits (made possible from a grant from Yakima Sunrise Rotary), Summer Reading and two successful Community Reads programs in addition to programs, services, and trainings in collaboration with the Washington State Library: Youth Services, Early Learning Support, Connecting the Dots, Supercharged Storytimes, Microsoft Imagine Academy, and the Washington Rural Heritage project to share just a few of the resources available at your local Yakima Valley Library!

Of course, the heart of the library is its collection of reading, listening, and viewing materials. Our excellent collection development staff and librarians ensure that Yakima Valley Libraries has what you want and need! Our e-resources through Overdrive offer e-books, e-audio, and a selection of streaming videos are available at your fingertips. If YVL does not have what you are looking, our interlibrary loan department as well as the opportunity to request a title will provide you with the best options for your reading pleasure.

The excellent staff at Yakima Valley Libraries looks forward to serving our community to the fullest extent possible. Library services are made available through the tax revenues paid by the citizens of Yakima County. It is my sincere desire that this budget document will serve as a guide to the funding of your library services in Yakima County.

Connecting people and ideas – that is what we do!

Your comments and questions are welcome at any time!

Respectfully submitted,

Kim Hixson, MLIS

Director

Yakima Valley Libraries

TABLE OF CONTENTS

Title Page.....	1
To Obtain Copies	2
Table of Contents	3
Director's Message.....	4
Board of Trustees	5
About Us	7
Mission Statement.....	8
Values and Vision	9
Community Libraries	
Hours.....	11
Locations.....	12
Services and Statistics	13
Departments	19
Budget Calendar.....	22
Basis of Accounting and Financial Procedures.....	23
Revenues.....	24
Revenue Chart.....	25
Revenue Spreadsheet.....	25
Levy Rate Chart.....	26
Levy Rate Spreadsheet.....	27
Contract Cities.....	28
Expenditures.....	29
Expenditure Chart	30
Expenditure Spreadsheet.....	31
Staffing Chart.....	30
Staffing – full time equivalents.....	31
Line Item Spreadsheets.....	36
Capital Expenditure – Self Check/RFID.....	54
Resolution # 16-011 2017 Budget	58
2017 Budget Draft	59
2017 Designated Funds.....	62
Resolution #16-012 Levying the 2017 Ad Valor Property Taxes.....	64
Resolution #16-013 Levying 2017 Property Tax above Limit Factor to 101 Percent.....	65
Tax Levy Request Certification.....	66
Salary and Grade Structure.....	67

DIRECTOR'S MESSAGE

2016 was the Year of the Plan for staff at Yakima Valley Libraries. Completion of a Strategic Plan and the beginning of a Facility Assessment will assist Yakima Valley Libraries to develop library services that best meet the needs of our diverse community.

New programs and services such as the Latino Americans 500 Years of History project, the Pop Up Library, Lawyers in the Library, the Legal Reference Center, the Foundation Center Funding Information database, STEM Activity Kits (made possible from a grant from Yakima Sunrise Rotary, Summer Reading and two successful Community Reads programs in addition to programs, services, and trainings in collaboration with the Washington State Library: Youth Services, Early Learning Support, Connecting the Dots, Supercharged Storytimes, Microsoft Imagine Academy, and the Washington Rural Heritage project to share just a few of the resources available at your local Yakima Valley Library!

Of course, the heart of the library is its collection of reading, listening, and viewing materials. Our excellent collection development staff and librarians ensure that Yakima Valley Libraries has what you want and need! Our e-resources through Overdrive offer e-books, e-audio, and a selection of streaming videos are available at your fingertips. If YVL does not have what you are looking, our interlibrary loan department as well as the opportunity to request a title will provide you with the best options for your reading pleasure.

The excellent staff at Yakima Valley Libraries looks forward to serving our community to the fullest extent possible. Library services are made available through the tax revenues paid by the citizens of Yakima County. It is my sincere desire that this budget document will serve as a guide to the funding of your library services in Yakima County.

Connecting people and ideas – that is what we do!

Your comments and questions are welcome at any time!

Respectfully submitted,

Kim Hixson, MLIS

Director

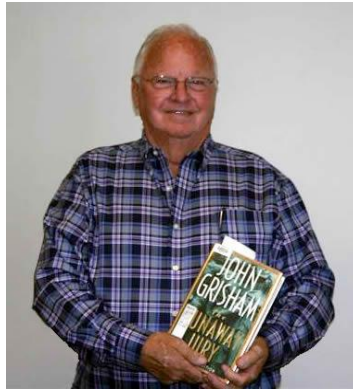
Yakima Valley Libraries

YAKIMA VALLEY LIBRARIES

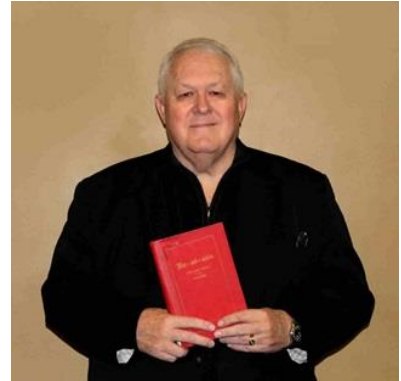
Board of Trustees



Pam Perryman, President



H. E. Jerry Maggard, Vice President



Glenn Rice, Secretary



Del Rankin, Trustee



Jim Davenport, Trustee

TRUSTEE

Pamela J. Perryman
H. E. (Jerry) Maggard
Glenn Rice
Del Rankin
Jim Davenport

POSITION

President
Vice President
Secretary
Trustee
Trustee

TERM EXPIRES

December 2017
December 2016
December 2018
December 2017
December 2019

YAKIMA VALLEY LIBRARIES

Board of Trustees – Governance

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.

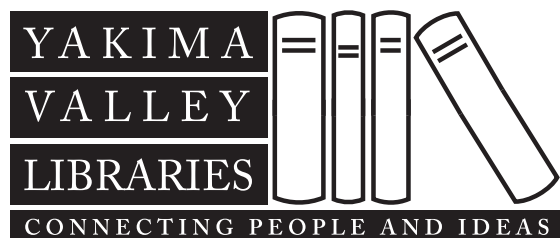
YAKIMA VALLEY LIBRARIES

About the Library District

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 16 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 237,654 people in Yakima County less the population from the City of Grandview. Annexed cities include Harrah, Moxee, Selah, Sunnyside, Toppenish, Wapato, Yakima, and Zillah. Buena, Terrace Heights, and White Swan are representative of the rural county libraries.

In 2015 the library district was open a total of 35,155 hours and served 678,294 visitors. There were 920,037 items circulated – a 10.92 percent increase over 2014; and over 143,579 computer appointments were scheduled using the 165 Internet computers available to the public. Yakima Valley Libraries held 1,357 programs which were attended by 20,986 children (a 4.42 percent increase), 621 teens, and 8,535 adults. The staff at Yakima Valley Libraries is comprised of 100 employees including 20 master's level professional librarians.

Yakima Valley Libraries – Connecting People and Ideas!



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

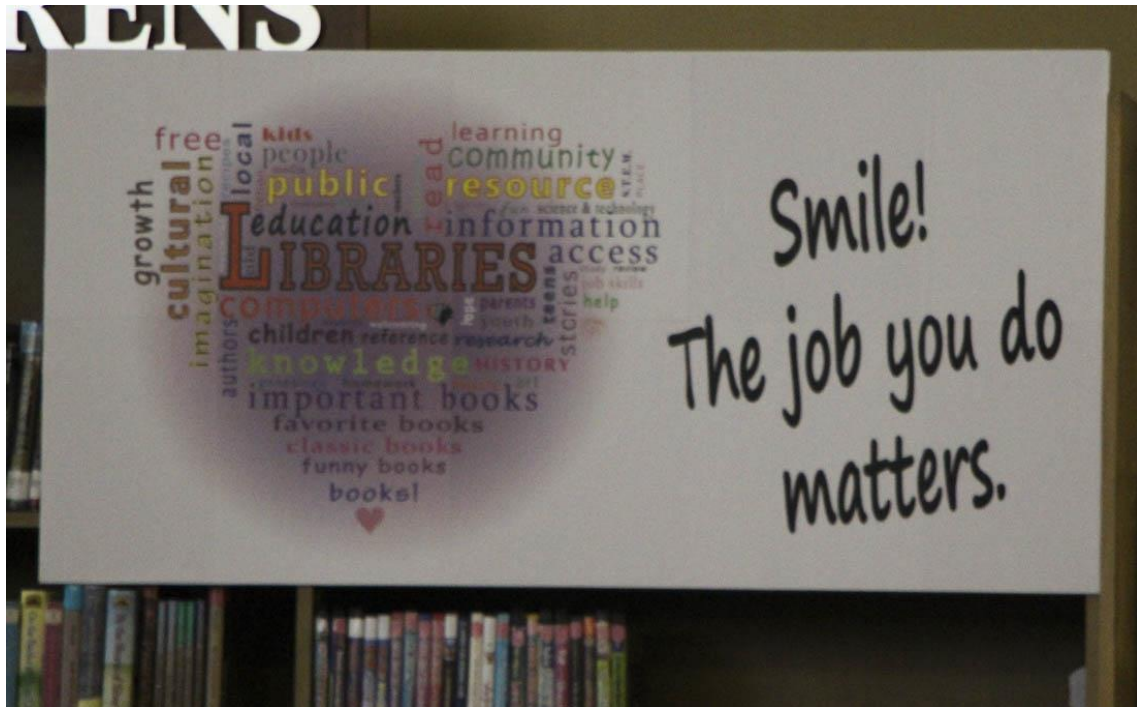
YAKIMA VALLEY LIBRARIES

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:



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.



2017 Staff Enrichment Day



YAKIMA VALLEY LIBRARIES

Community Library Hours and Locations

[Buena Library](#)

801 Buena Road
865-2298
Supervisor: Juanita Torres
Tues, Wed, Thurs 2-7
Saturday 9-2

[Granger Library](#)

508 Sunnyside Ave
854-1446
Supervisor: Sonia Espinoza
Mon & Wed 12-6
Tues & Thurs 10-6
Saturday 12:30-5

[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: Janella Guterrez
Mon – Fri 2-6

[Moxee Library](#)

255 W. Seattle
575-8854
Librarian: Sarah Frecker
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 2nd Street
698-7345
Supervisor: Michael Martin
Mon-Thurs 9-7
Friday 9-6 Sat 10-5

[Southeast Library](#)

1211 S 7th Street
576-0723
Supervisor:
Gloria Piercy
Mon – Fri 1-5

[Sunnyside Library](#)

621 Grant
837-3234
Supervisor: Marcelina Ortega
Mon-Thurs 9-7
Fri 9-6
Sat & Sun 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: Patricia Fehrer
Mon - Thurs 12-5

[Toppenish Library](#)

1 S. Elm
865-3600
Supervisor: Tino Godina
Mon - Thurs 10-7
Fri & Sat 10-5

[Wapato Library](#)

119 E. 3rd St.
877-2882
Librarian: Diane Tufts
Mon, Wed 12-8
Tues, Thurs 10-6
Fri 12-6
Saturday 10-4

[West Valley Library](#)

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

[White Swan Library](#)

391 1st St.
874-2060
Supervisor: Michele Flett
Mon-Fri 12-5

[Yakima Library](#)

102 N. 3rd St.
452-8541
Librarian:
Francisco Garcia-Ortiz, Ph.D.
Mon – Wed 9-8
Thurs, Fri 9-6
Sat 10-6
Sun 10-5

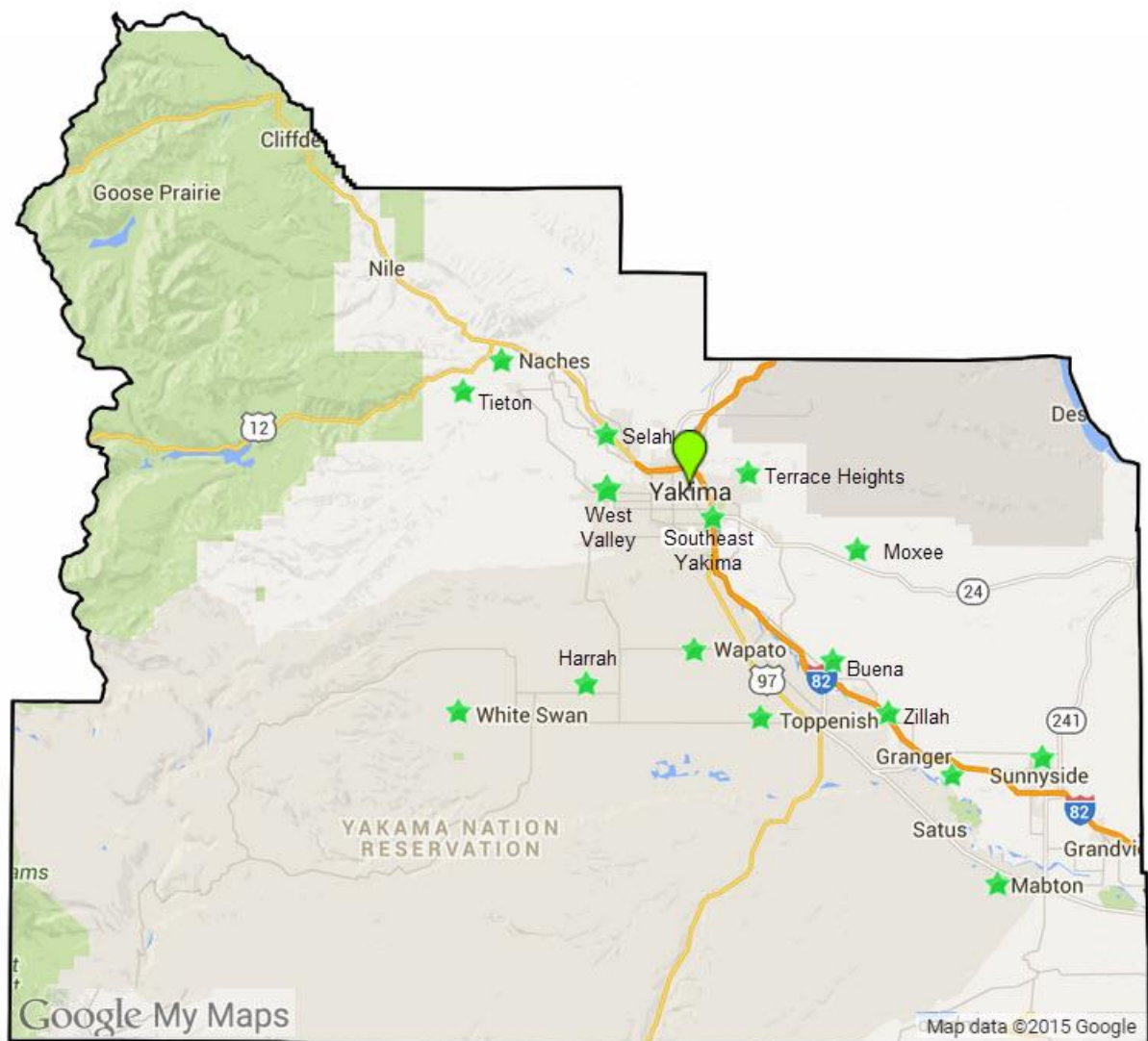
[Zillah Library](#)

109 7th
829-6707
Supervisor: Gay Lindemuth-Will
Mon-Thurs 2-7
Saturday 2-5

YAKIMA VALLEY LIBRARIES

Where to find your community library

Yakima Valley Libraries offers 17 locations in Yakima County to serve you!



YAKIMA VALLEY LIBRARIES

What we do and who we serve – Engaging the Community



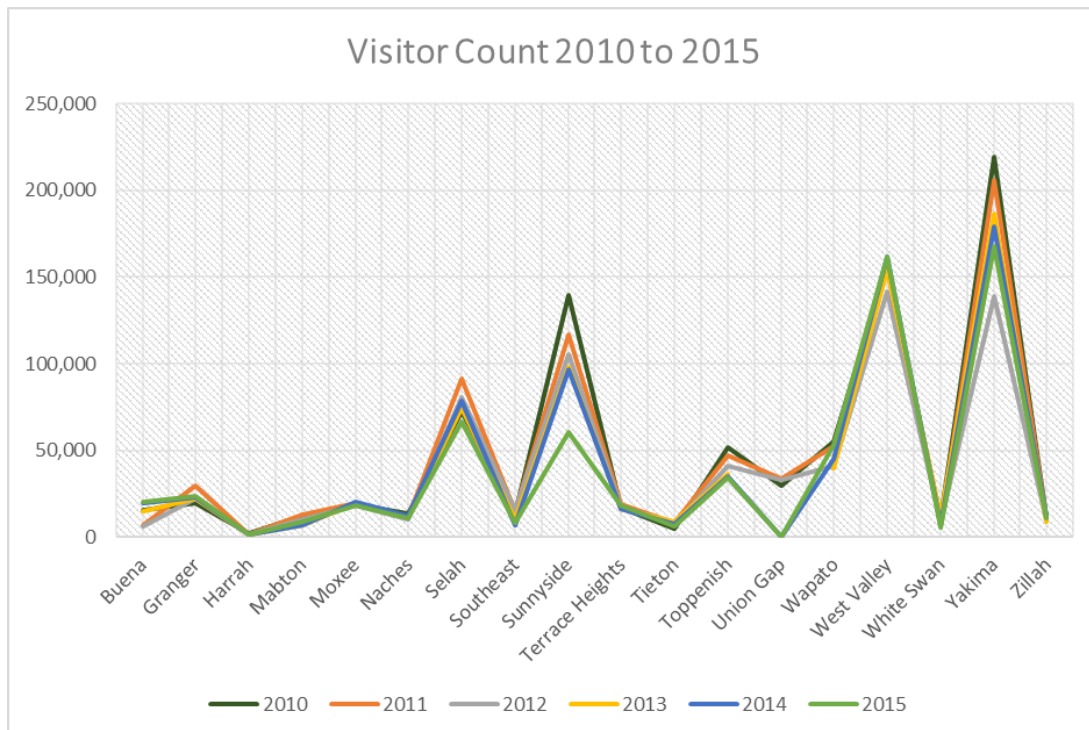
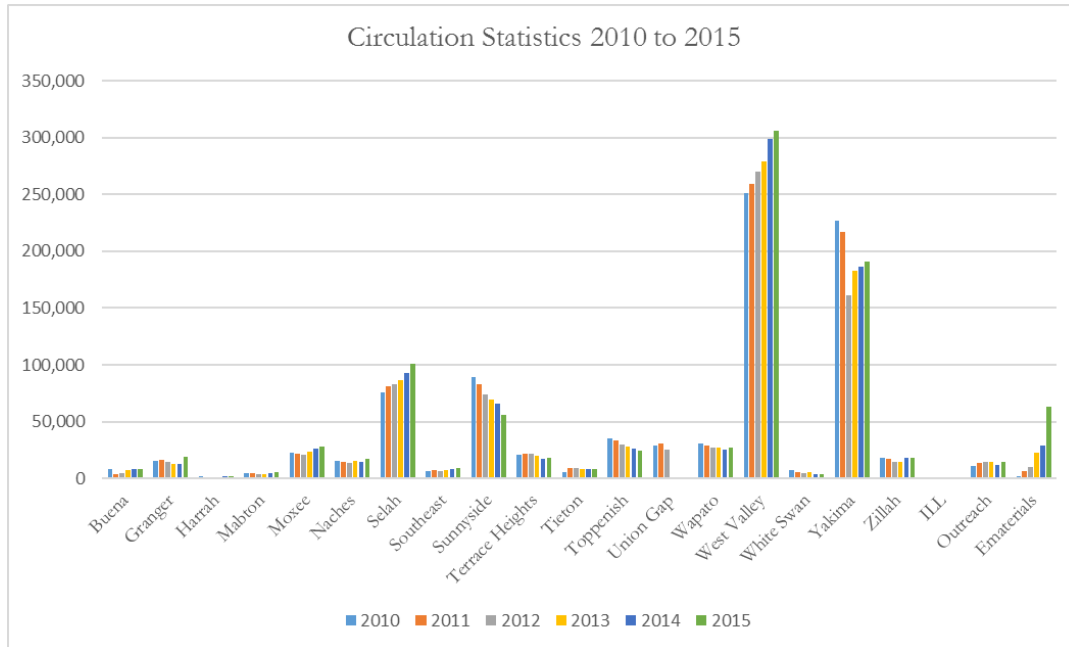
Kelli Estes – *The Girl Who Wrote in Silk*



Spring Community Reads Program

YAKIMA VALLEY LIBRARIES

What we do and who we serve – Books and Visitors!



YAKIMA VALLEY LIBRARIES

What we do and who we serve – Programs!



LAWYERS
in the
LIBRARY



Sponsored by Yakima County Law Library, the Northwest Justice Project, and Yakima Valley Libraries.



FOUNDATION
CENTER

Knowledge to build on.

Easily access accurate, comprehensive foundation profiles that have been verified, coded, and sorted by funding areas so you can quickly determine the relevant ones for you.

Detailed grant information (+3.8 MILLIONS GRANTS) about the recipient and descriptions of grants awarded.

INTRODUCTION TO FOUNDATION CENTER DATABASE

PROFESSIONAL

WORKSHOP

November 2, 2016 (5:30 PM)

WHERE: YAKIMA
CENTRAL LIBRARY

WHEN: Wednesday,
November 2, 2016

Session:

5:30 pm

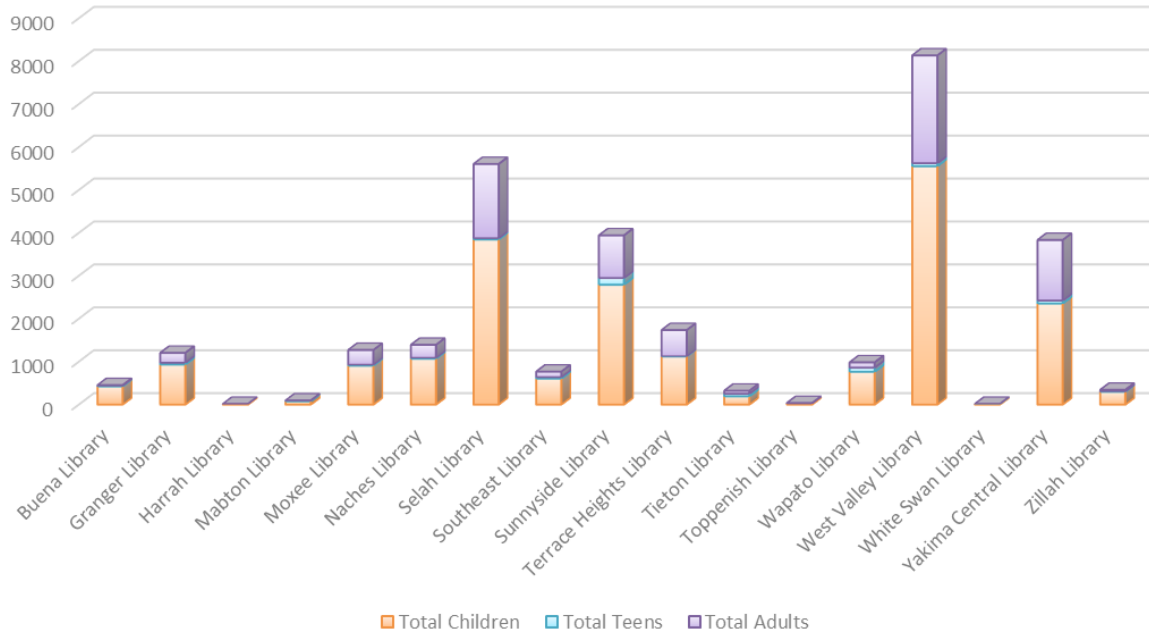
Maximum # of
Attendants: 5 per
Session.

Please call us or stop by
the Service Desk for
more information.



Yakima Valley Libraries

2015 Program Attendance





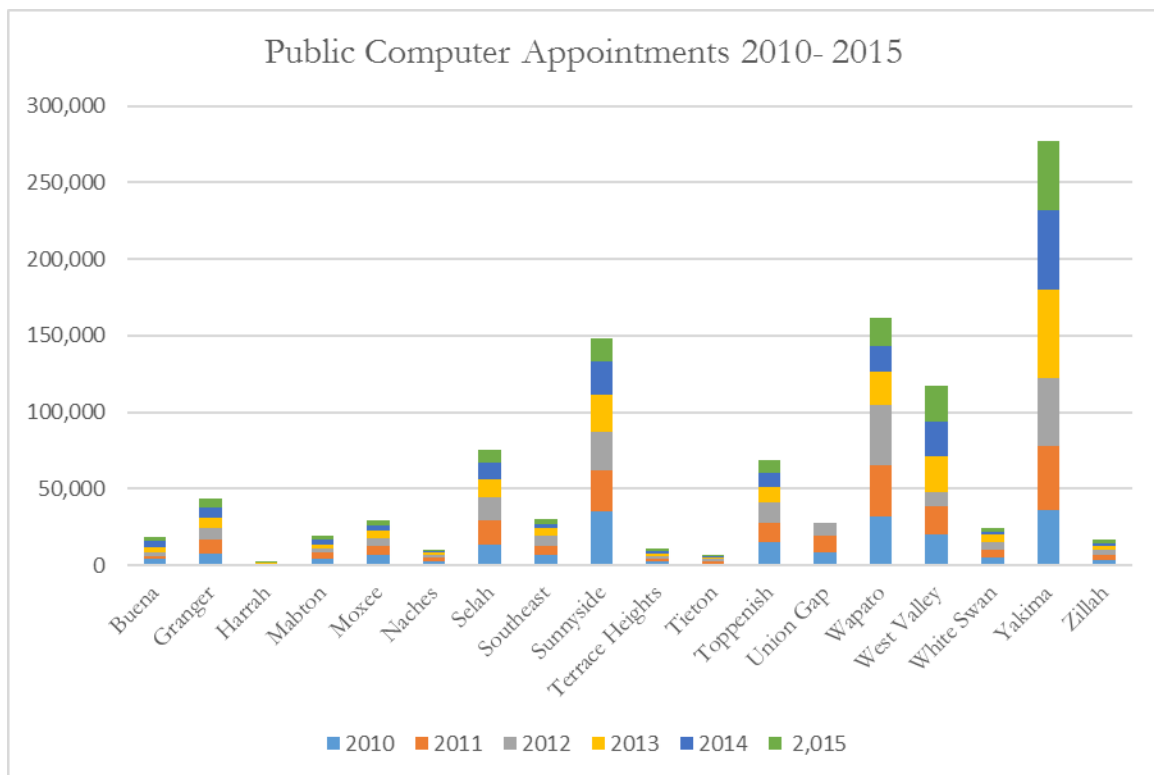
The Pop Up Library

Radical Rick



YAKIMA VALLEY LIBRARIES

What we do and who we serve – Computers and Internet



YAKIMA VALLEY LIBRARIES

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 ensures effective and efficient use and development of human talent to offer outstanding library services to the public. Staff is a high level investment and asset to the library. Yakima Valley Libraries strives to support and develop a workforce that is flexible, welcoming, knowledgeable, and innovative. The Human Resource Department supports the Yakima Valley Libraries by fostering a positive work environment for all employees.

ACCOUNTING

John Slaughter, Accounting Manager

The accounting department is a department 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

Melissa Vickers, Information Technology Manager

Information Technology (IT) is responsible to maintain and manage the computer systems and networks, administer inventory and replacement schedules, implement the Technology Plan and to oversee help desk service to internal and external customers. The IT Department supports Yakima Valley Libraries by offering updated technology information and resources to help the district best utilize resources available to serve library staff and the public.

TECHNICAL SERVICES DEPARTMENT

Sherrie Prentice MLS - Manager

Technical Services is comprised of cataloging and processing of books, ematerials, periodicals, books on cassettes, DVDs and any other material loaned by the library. The goal of Technical Services is to order and receive materials efficiently and precisely; to enter data into the database efficiently, and make sure that the materials are available to the public as quickly as possible. The Technical Services Department continues to streamline the material technical process, making more good 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 and other library projects. The Facility Department supports Yakima Valley Libraries by making sure workflows are efficient and effective for all library facilities throughout the District.

COMMUNITY LIBRARIES

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. **Public Library Services Director**, *Francisco Garcia-Ortiz, PhD.*

Collection Development and Programming 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. **Collection Development Manager**, *LeNee Gatton, MLS*

Interlibrary Loans provides library patrons the opportunity to borrow materials not owned by Yakima Valley Libraries. **Community Library Assistant Manager**, *Kathy Pilgrim*

Outreach Services delivers library materials to people who are homebound, in assisted living facilities or nursing homes. **Technical Services and Outreach Manager**, *Sherrie Prentice, MLS*

Community Outreach connects Yakima Valley Libraries with partners throughout the District building connections and enhancing access to resources.

Programming and Marketing provides consistent information and branding for the District as well as program development planning. **Programming and Marketing Librarian**, *Krystal Corbray, MLIS*

COMMUNITY LIBRARIES – 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 oversee these zones. The zones are defined as follows:

- Zone 1:** **Yakima Central Library and Southeast Community Library**
Managing Librarian, *Georgia Reitmire, MLIS.*
- 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 and Terrace Heights Community Libraries**
Managing Librarian, *Cathy Rathbone, MLS*
- Zone 5:** **Buena, Toppenish, Wapato, and Zillah Community Libraries**
Managing Librarian, *Jared Fair, MLIS*
- Zone 6:** **Granger, Harrah, Mabton, Sunnyside, and White Swan Community Libraries**
Managing Librarian, *Deb Stilson, MLS*



MANAGING LIBRARIANS: Deb Stilson, Jared Fair, Cathy Rathbone, Sherrie Prentice,

YAKIMA VALLEY LIBRARIES

2017 Budget Preparation Calendar

June 2016

June 27	2017 Budget Calendar Adopted by Trustees
June 22	Distribute Budget Format to Middle Managers
June/July	Director to tour all community libraries
August	Meetings with Middle Managers Determine functional needs, short, and long term projects
August 31	Budget Drafts Due to Kim from Middle Managers
September	Administration: Review all requests Review trends Payroll and Benefit Discussions Draft and format document for 2017
September 30	Draft Document to Middle Management Team
October 5	All comments due to Director
October 12	Budget Document ready for Board Packet and Managers
October 17	Mail proposed 2017 Budget Document to Trustees
October 24	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 31	Final changes due for 2017 Draft Budget Document
November 7	Mail final 2017 Budget Document Draft to Trustees
November 14 (2 nd Monday)	Public Hearing 3:00 p.m. – Yakima Central Library Boardroom Regular Board Meeting – 4:00 p.m. <ul style="list-style-type: none">▪ Adopt 2017 Budget and Levy resolutions due to County Commissioners▪ Resolutions due to County Commissioner's on or before Friday, November 18, 2016

Yakima Valley Libraries

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

REVENUES FOR 2017

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.

311 – Taxes

General property taxes – real and personal property.

317 – Other Taxes

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

331 – Federal Funds

National Endowment for the Arts

332 – Payment In-Lieu

US Department of Energy

334 – State Funding

State direct/indirect grant from Washington State Library

335-337 Various State Distributed Taxes

PUD Privilege Tax, DNR Timber Trust, DNR PILT

341 – Sale of Merchandise

Photocopies and Internet copies.

347 – Library Services

Nonresident fees.

359 – Library Fines and Fees

Fines, fees, and overdues.

361 – Other Revenues

Investment interest.

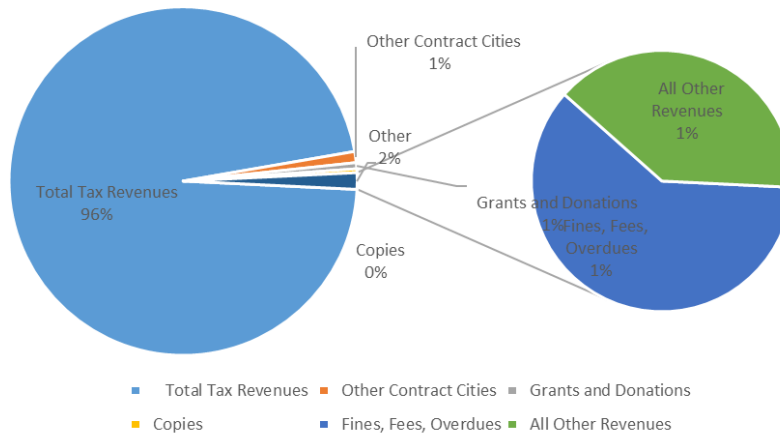
367 – Contributions and Donations – Non-governmental Sources

Includes, gifts, grants, and bequests from non-governmental source.

369 – Miscellaneous

All other revenue not recorded in other categories.

2017 Anticipated New Revenue



YAKIMA VALLEY LIBRARIES

2017 Budget - Draft

	2016 Budget Adopted 11-2015	2016 Budget Amended 05- 2016	2017 Budget Draft	Notation
REVENUES				
Tax Revenues				
Property Tax Revenue	6,939,085	6,939,085	7,131,323	1
Other Taxes	36,100	36,100	36,100	2
Total Tax Revenues	6,975,185	6,975,185	7,167,423	3
Contract Cities				
Other Contract Cities	71,676	71,676	76,602	
Total Contract Cities	71,676	71,676	76,602	4
Other Revenue				
Grants and Donations	41,610	41,610	41,610	5
Copies	27,000	27,000	27,000	6
Fines, Fees, Overdues	69,000	69,000	69,000	7
All Other Revenues	38,000	38,000	44,516	8
Total Other Revenue	175,610	175,610	182,126	9
Total All New Revenues	7,222,471	7,222,471	7,426,151	10
Other Resources				
Transfers in	0	0	0	
Other Financing Resources	0	0	0	11
Other Funding	0	0	0	12
Total Other Resources	0	0	0	13
Total All New Revenues	7,222,471	7,222,471	7,426,151	14

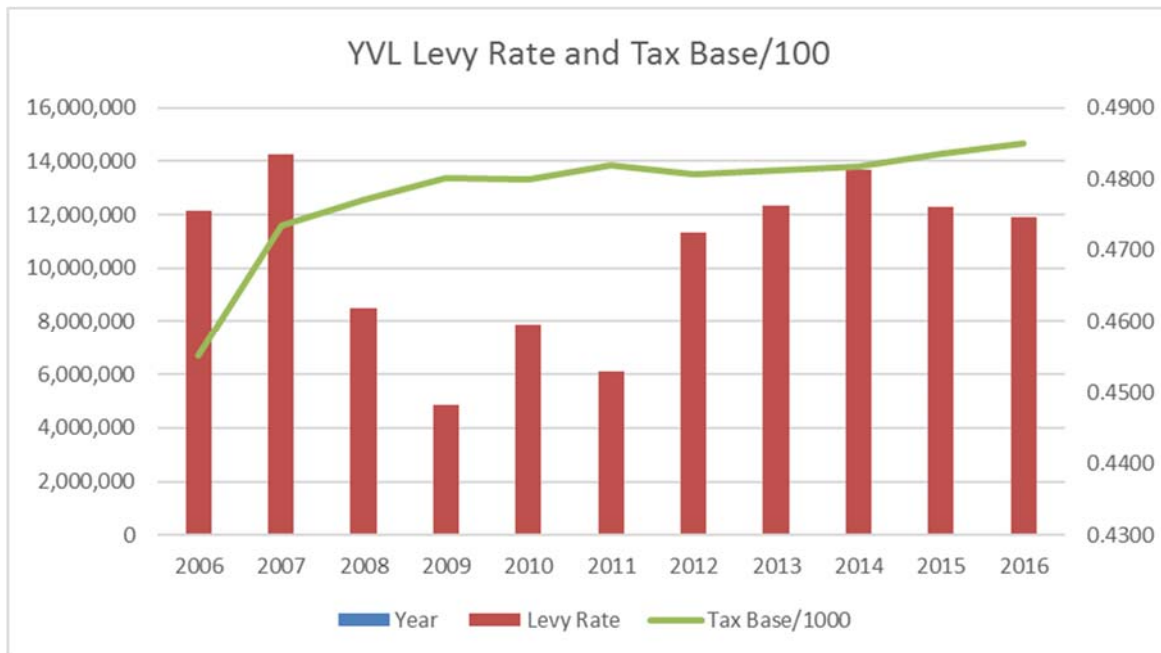
Notations

- 2017 property tax request is an estimated increase of \$69,647.77 over previous (.6575% increase) plus \$94,352.34 in new construct
- Estimated change in state taxes - wildlife in lieu, DNR, Utility, County Refund
- Estimated total tax revenues
- Cities contracting for library services: Granger, Mabton, Naches, Tieton, and Union Gap (All at 6% per contracts except Mabton & UG)
- Grants and donations - includes McAuliff and Boaz Endowments - Miscellaneous Grants
- Fees for copies (photocopy and Internet printing)
- Fines: fees, overdue, lost books
- Investment interest (Estimate only - Yakima Treasurer manages all investments.)
- Total Other Revenues
- Total All Revenues - estimated new revenues
- Other financing resources
- Other Funding
- Total Other Resources
- Total all new Revenues and Resources

YAKIMA VALLEY LIBRARIES

Levy Rate and Property Tax Base

The Levy Rate Chart provides a history of the Yakima Valley Libraries' levy rate and tax base/1000 from 2006 through 2016. The City of Yakima annexed to the library district in 2006 and property taxes were collected beginning in 2007. Currently, all cities within Yakima County with the exceptions of Grandview, Granger, Mabton, Naches, Tieton, and Union Gap are annexed to the library district and reflected in the tax base.



Yakima Valley Libraries

Levy Rate and Property Tax Comparisons - 2006 to 2017

Property Tax Calculations		2017 Estimate	2016 Final	2015 Final	2014 Final	2013 Final	2012 Final	2011 Final	2010 Final	2009 Final	2008 Final	2007 Final	2006 Final
Current Tax Base		14,936,065.177	14,676,408.665	14,270,535.022	13,804,560.484	13,644,952.888	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
Additional Levy Fund Calculations													
New Construction		198,822.365	159,814.422	202,548.400	127,524.192	124,853.807	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		0.474555	0.4715861	0.48121906	0.476325533	0.47241404	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
Amount		94,352.15	76,097.01	97,470.15	60,743.03	58,982.69	49,550.99	79,689.08	82,298.54	127,676.79	117,085.33	89,554.71	79,316.93
Adjusted Value		0	0	0	0	0	0	26,643.820	0	7,500	0	0	28,971,300
Last Year's Rate		0.474555	0.4715861	0.48121906	0.476325533	0.47241404	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
Amount		-	-	-	-	-	-	12,242.97	0.00	3,46	0.00	0.00	14,322.33
Increase in State Utility Assessment		0	0	15,903.624	0	6,111,913	0	0	0	9,595,233	26,718,493	81,548,008	16,494,559
Last Year's Rate		0.474555	0.476325533	0.48121906	0.476325533	0.47241404	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
Amount		-	-	7,653.13	-	2,887.35	0	-	-	4,432.25	12,919.47	38,773.02	8,154.30
Amortization		0	0	0	0	0	0	0	0	0	0	0	403,492,241
Current Rate		0.474555	0.476325533	0.476325533	0.476325533	0.47241404	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
Amount		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,211,141.65	192,995.82
Total Additions		94,352.15	76,097.01	105,123.28	60,743.03	61,870.04	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38
Levy Amount		7,104,925.06	6,930,866.86	6,779,097.11	6,616,127.64	6,487,680.97	6,362,992.00	6,266,313.34	6,098,019.45	5,956,381.55	5,794,834.03	5,578,262.88	3,171,623.74
Levy Amount Lesser of 1 or 2		7,104,925.06	6,930,866.86	6,779,097.11	6,616,127.64	6,487,680.97	6,362,992.00	6,266,313.34	6,098,019.45	5,956,381.55	5,794,834.03	5,578,262.88	3,171,623.74
Current Max Lawful Calculation (3)													
Prior Year Max Lawful		6,941,161.34	6,786,900.84	6,615,621.35	6,616,127.61	6,364,960.17	6,250,931.69	6,098,019.45	5,956,159.31	5,766,382.99	5,580,572.46	5,309,012.95	2,885,369.87
Times 2%		1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01
Base - lawful max		7,010,572.95	6,854,769.85	6,681,777.56	6,682,288.89	6,428,609.77	6,313,441.01	6,158,999.65	6,015,720.91	5,824,046.82	5,636,378.19	5,411,103.08	2,914,223.57
Plus Additions		94,352.15	76,097.01	105,123.28	60,743.03	61,870.04	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38
Final Max Lawful+Refund		7,131,322.98	6,930,866.86	6,786,900.84	6,743,031.91	6,490,479.81	6,362,992.00	6,250,931.70	6,098,019.45	5,956,159.31	5,766,382.99	5,580,572.46	3,209,012.95
If Max Lawful < Resolution you get Lawful Max		7,104,925.06	6,930,866.86	6,779,097.11	6,616,127.64	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
Maximum Statutory Limit		7,468,032.59	7,338,204.33	7,135,267.51	6,902,280.24	6,822,476.44	6,759,390.30	6,917,381.09	6,666,424.03	6,672,470.51	6,275,004.84	5,788,335.83	3,354,507.43
Difference from Levy		363,107.53	407,337.47	356,170.40	286,152.60	334,795.47	396,398.30	666,449.40	568,404.58	714,088.96	480,170.81	210,072.95	182,883.69
Refund Amount**		26,716.52	-	15,941.00	26,890.01	11,755.70	0.00	19,189.17	28,491.35	26,513.48	30,748.25	19,526.29	18,261.27
Max Levy Request		7,158,039.50	6,930,866.86	6,795,038.11	6,643,017.65	6,502,235.51	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 - 2015 Estimated/Actual		0.47925	0.47456	0.47616	0.48122	0.47653	0.47241	0.45294	0.45951	0.46831	0.46419	0.48354	0.47546

2017 Contract City/Town Fees

City/Town	October 2015 - Assessed value per Assessor	Actual Fee for 2011	2016 Paid	October 2016 - Assessed value per Assessor	Percent Increase in Assessed Value	Based on Max 106% Cap	2016 Library Rate	2016 Fee Library rate	Notes
							0.4746	Amount subsidized by YVL includes maint	
GRANGER	94,848,954		15,931.80	93,800,941	(1.10)	15,931.80	44,514.17	28,582.37	Capped at 6% increase per contract.
MADISON	47,610,955		7,727.34	48,236,655	1.31	7,828.57	22,891.19	15,062.62	Capped @ 2.2% ncrease
MAHES	53,865,718		13,579.66	55,608,596	3.24	14,019.64	26,389.62	12,369.97	Capped at 6% increase per contract.
TEAZON	78,855,240		15,186.62	81,639,297	3.53	15,722.71	38,742.74	23,020.04	Capped at 6% increase per contract.
UNION GAP	623,920,094		19,500.00	664,267,757	6.47	23,100.00	315,234.91	292,134.91	Contract negotiated.
TOTAL	899,100,961	0.00	71,925.42	943,553,246	2.69	76,602.72	447,772.63	371,169.91	

YAKIMA VALLEY LIBRARIES

EXPENDITURES FOR 2017

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

10 – Salaries and Wages

Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts.

20 – Personnel Benefits

Those benefits paid by the employer as part of the conditions of employment.

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, advertising, etc.

42 - Communication

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

43 - Travel

Lodging, mileage, meals, per diem, 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

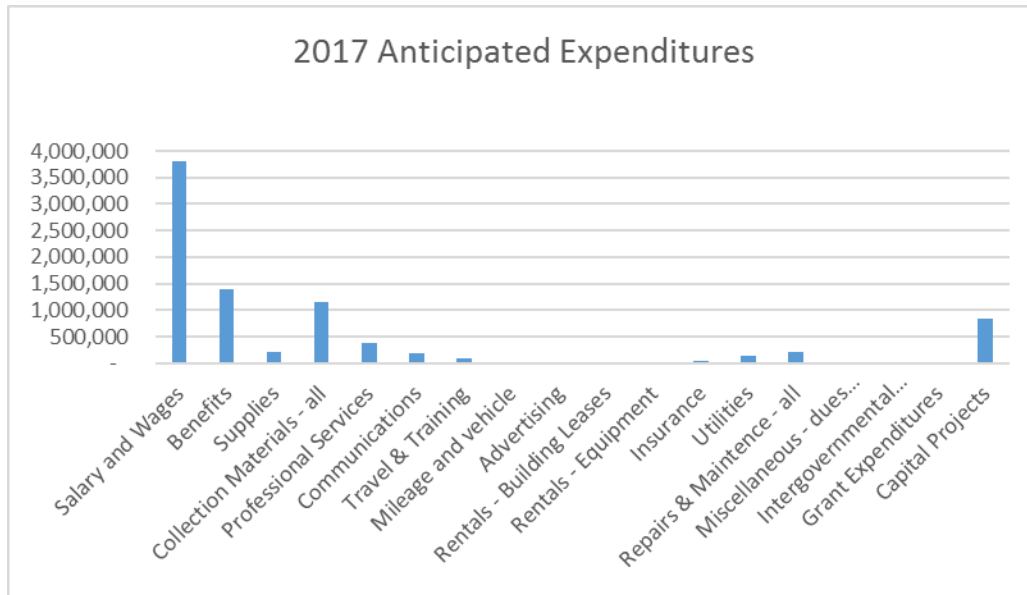
Judgements, damages, dues, subscriptions, memberships, etc.

50 - Intergovernmental

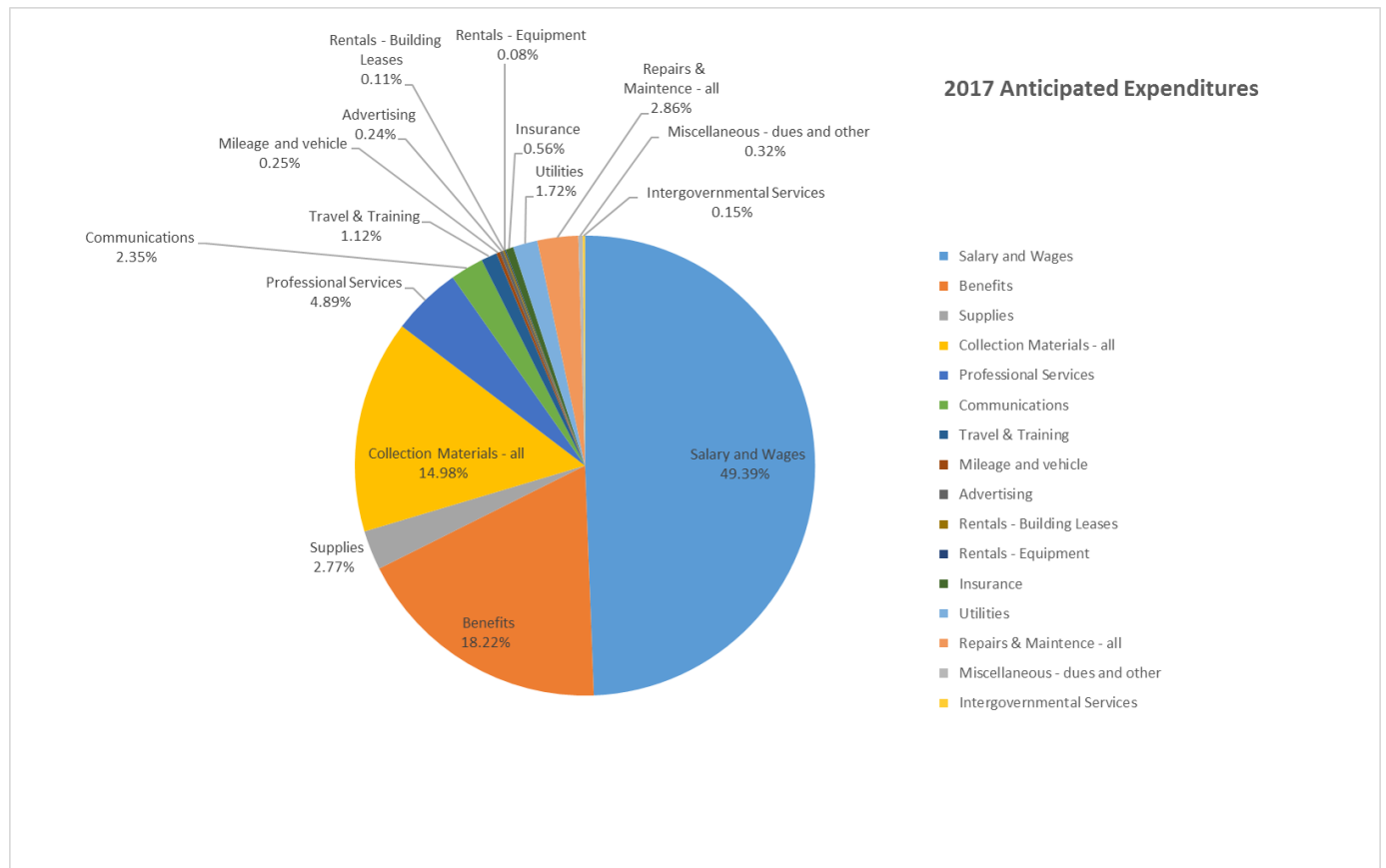
Amounts paid to other governments for services rendered.

60- Capital

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



Expenditures with Capital Projects



Expenditures by Percent Without Capital Projects

YAKIMA VALLEY LIBRARIES

Attachment A

2017 Budget - Draft

	2016 Budget Adopted 11-2015	2016 Budget Amended 05- 2016	2017 Budget Draft	Notation
EXPENDITURES				
Salary and Wages	3,564,592	3,564,592	3,802,704	15
Benefits	1,326,976	1,326,976	1,403,014	16
Supplies	238,520	238,520	213,025	17
Collection Materials - all	1,175,863	1,175,863	1,153,599	18
Professional Services	303,416	303,416	376,656	19
Communications	171,276	171,276	180,596	20
Travel & Training	70,972	70,972	85,972	21
Mileage and vehicle	16,960	16,960	18,877	22
Advertising	9,800	9,800	18,800	23
Rentals - Building Leases	8,401	8,401	8,401	24
Rentals - Equipment	6,120	6,120	6,120	25
Insurance	43,000	43,000	43,000	26
Utilities	132,340	132,340	132,340	27
Repairs & Maintenance - all	211,584	211,584	220,584	28
Miscellaneous - dues and other	23,971	23,971	24,471	29
Intergovernmental Services	11,500	11,500	11,500	30
Grant Expenditures	3,000	3,000	0	31
Total Operating Expenditures	7,318,291	7,318,291	7,699,659	32
Capital Projects	538,575	538,575	850,002	33
Debt Service	356,796	356,796	0	34
Total Operational Expenditures and Capital	8,213,663	8,213,663	8,549,661	35
	0			

NOTATIONS

15. Includes estimated performance merit and restructured positions and reserve for leave payouts and Comp and Class
16. Proj increase in payroll benefits; and medical benefits at 10.76% increase.
17. Supplies.
18. Collection materials and databases.
19. Professional services - includes increase in outsourcing of processing and collection development tools - Collection HQ.
20. Includes all communication: postage, phones, WAN, and County fiber connections and services.
21. Training and travel for staff to conferences and other training (Staff and Trustees).
22. Mileage only - fuel for library vehicles now classified under supplies (per BARS).
23. Advertising: local new papers, theater advertising, promotional events.
24. Southeast and Zillah (\$1) building rents, and storage unit.
25. Postage meter and bank card machine rentals.
26. Districtwide building, vehicle, D&O, and liability insurance.
27. Districtwide utilities for all branches, and Yakima Central Library and Service Center.
28. Repairs & maintenance includes building and software licensing maintenance.
29. As per BARS category all expenses not covered above including dues and library memberships
30. Maintenance payments for designated library buildings-governmental only.
31. Grant projects - ALA Latino Grant, Wellness.
32. Total estimated general operating expenditures.
33. One time expenditures & capital projects - replacement of self-checks due to outdated operating system.
34. Debt service principle and interest - retired 2016.
35. Total estimated general operating, capital expenditures, and debt service for 2017.

YAKIMA VALLEY LIBRARIES

2017 Staffing Configuration



Dept / Position	2017 JOB TITLE	Librarian	FTE	Annual Hours
ADAD	Executive Library Director	Librarian	100.00	2080
ADAD	Executive Assistant		100.00	2080
ADAD	Public Services Director	Librarian	100.00	2080
ADAT	Accounting Manager		100.00	2080
ADAT	Accounting Specialist		100.00	2080
ADAT	Accounting Specialist		100.00	2080
ADAT	Accounting Specialist		100.00	2080
ADHR	Admin Svs Dir/HR Director		100.00	2080
ADPM	Program & Marketing Manager	Librarian	100.00	2080
ADPM	Program Support Specialist		100.00	2080
FAAD	Facilities Manager		100.00	2080
FADD	Assistant Facilities Manager		100.00	2080
FADD	Facilities Technician		100.00	2080
FADD	Facilities Technician		100.00	2080
FADD	Facilities Technician		100.00	2080
FADD	Facilities Technician		100.00	2080
ITAD	IT Manager		100.00	2080
ITDD	IT Tech		100.00	2080
ITDD	Web Tech		100.00	2080
ITDD	IT Systems Coordinator		100.00	2080
TSDD	Library Assistant I		72.50	1508
TSDD	Library Assistant I		25.00	520
TSDD	Library Assistant I		62.50	1300
TSDD	Tech Services Coordinator		100.00	2080
TSDD	Tech Services Librarian	Librarian	100.00	2080
Z0AD	Collection Development Manager	Librarian	100.00	2080
Z0CD	Asst CD Librarian		100.00	2080
Z0CD	Collection Development Coordinator		100.00	2080
Z0IL	Training & Recruiting Manager		100.00	2080
Z0IL	ILL Public Service Specialist		100.00	2080
Z0OR	OS Librarian	Librarian	100.00	2080
Z0OR	Outreach Service Assistant		100.00	2080
Z1AD	Managing Librarian V	Librarian	100.00	2080
Z1AD	Technical Services and Outreach Manager	Librarian	100.00	2080
Z1LB	Librarian 2	Librarian	100.00	2080
Z1LB	Librarian I	Librarian	100.00	2080
Z1LB	Librarian I	Librarian	100.00	2080
Z1SE	Community Library Supervisor I		50.00	1040
Z1YK	Assistant Branch Manager	Librarian	100.00	2080
Z1YK	Library Associate Supervisor		100.00	2080
Z1YK	Library Assistant I		37.50	780
Z1YK	Library Assistant I		60.00	1248
Z1YK	Library Assistant I		37.50	780
Z1YK	Library Assistant I		100.00	2080
Z1YK	Library Assistant I		37.50	780

Dept / Position	2017 JOB TITLE	Librarian	FTE	Annual Hours
Z1YK	Library Assistant II		100.00	2080
Z1YK	Library Assistant I		100.00	2080
Z1YK	Library Assistant I		50.00	1040
Z1YK	Library Assistant I		50.00	1040
Z1YK	Library Assistant I		50.00	1040
Z1YK	Library Assistant I		100.00	2080
Z2AD	Managing Librarian II	Librarian	100.00	2080
Z2NA	Library Assistant I		50.00	1040
Z2NA	Community Library Supervisor II		62.50	1300
Z2SL	Community Library Supervisor III		100.00	2080
Z2SL	Library Assistant I		100.00	2080
Z2SL	Library Assistant II		80.00	1664
Z2SL	Library Assistant II		100.00	2080
Z2SL	Library Assistant I		37.50	780
Z2TI	Community Library Supervisor I		50.00	1040
Z3AD	Managing Librarian V	Librarian	100.00	2080
Z3LB	Librarian 1	Librarian	100.00	2080
Z3WV	Assistant Branch Manager	Librarian	100.00	2080
Z3WV	Library Assistant I		37.50	780
Z3WV	Library Assistant I		37.50	780
Z3WV	Library Assistant I		100.00	2080
Z3WV	Library Associate Supervisor		100.00	2080
Z3WV	Library Assistant I		30.00	624
Z3WV	Library Associate Supervisor		100.00	2080
Z3WV	Library Assistant I		60.00	1248
Z3WV	Library Assistant I		50.00	1040
Z3WV	Library Assistant I		40.00	832
Z3WV	Library Assistant I		45.00	936
Z4MX	Librarian II	Librarian	100.00	2080
Z4MX	Library Assistant I		50.00	1040
Z4TH	Community Library Supervisor II		80.00	1664
Z4TH	Library Assistant I		50.00	1040
Z5AD	Managing Librarian IV	Librarian	100.00	2080
Z5BU	Community Library Supervisor I / PSA		65.00	1352
Z5FL	Floating Library Assistant I - Z5		52.50	1092
Z5TO	Library Assistant I		80.00	1664
Z5TO	Community Library Supervisor II		100.00	2080
Z5WA	Librarian II	Librarian	100.00	2080
Z5WA	Library Assistant I		67.50	1404
Z5WA	Library Assistant I		100.00	2080
Z5ZI	Community Library Supervisor II		57.50	1196
Z5ZI	Library Assistant I		30.00	624
Z6AD	Library Associate Supervisor		100.00	2080
Z6AD	Managing Librarian IV	Librarian	100.00	2080
Z6GR	Community Library Supervisor II		100.00	2080

Dept / Position	2017 JOB TITLE	Librarian	FTE	Annual Hours
Z6GR	Library Assistant I		50.00	1040
Z6GR	Library Assistant I		25.00	520
Z6HH	Community Library Supervisor I		37.50	780
Z6MA	Community Library Supervisor I		53.75	1118
Z6SS	Library Assistant I		100.00	2080
Z6SS	Community Library Supervisor III		100.00	2080
Z6SS	Library Assistant II		100.00	2080
Z6SS	Library Assistant I		25.00	520
Z6SS	Library Assistant II		100.00	2080
Z6WH	Community Library Supervisor I		63.75	1326
	Staff - Full Time Equivalents		81.00	81.00
	Staff - Number of Budgeted Positions	20	100	

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Description		2016 Adopted	2017 Requested	Notes
ADMINISTRATIVE SERVICES				
01-10-572	31 01 Admin Office Supplies	300	300	Administrative Office Supplies
	35 01 Admin Small Equipment	1,000	1,000	
	Accounting			
	31 00 Accounting Office Supplies	0	0	
	35 01 Accounting Small Equipment	0	0	Non computer small equip
	Human Resources			
	31 00 HR Supplies	2,500	2,500	HR includes name badges, training materials, legal updates
	31 02 HR Training Materials	400	400	Training materials
	31 01 Staff Enrichment Day	2,200	3,000	Includes meals and longevity awards.
	35 01 Human Resources Small Equipment	500	500	Misc small equipment as needed
35 02 HR Small Equipment L&I	500	500	Equipment for accommodations	
PUBLIC SERVICES				
01-20-572	Community Libraries			
	31 01 General Supplies	56,602	57,900	Includes all community libraries
	31 02 Programming Supplies	10,801	10,900	Includes all community libraries
	31 03 Summer Reading Supplies	6,801	7,850	Includes all community libraries
	31 04 Archive Supplies	4,200	4,200	Archive Supplies only
	31 20 Designated Supplies - Donated Funds	0	0	
	35 01 Small Equipment	13,000	13,000	Book trucks, charging stations, stools, phones, small chairs
	Collection Development			
	31 01 General Supplies	0	0	
	31 02 Programming Supplies	0	0	
01-24-572	31 03 Summer Reading Supplies	0	0	
	35 01 Small Equipment	850	850	
	Outreach			
	31 01 General Supplies	0	500	
	31 02 Programming Supplies	0	0	
	31 03 Summer Reading Supplies	0	0	
	35 01 Small Equipment	3,725	3,725	Misc Equipment
	InterLibrary Loans			
	31 01 General Supplies	1,500	1,500	Unine bubble mailers, media mailing boxes
	35 01 Small Equipment	0	0	
TECHNICAL SERVICES				
01-22-572				
	31 01 Tech Svs Supplies	10,000	10,000	Supplies reduced due to outsourcing project
22	35 01 Tech Svs Small Equipment	5,000	5,000	
Supplies				

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

2016
Adopted

2017
Requested

Notes

Description

01-26-575		INFORMATIO TECHNOLOGY	
36 31 01	IT General Office Supplies	3,200	1,000 Department Supplies
33 00	IT - Computer Equipment - District	30,000	5,000 Upgrades, Backup Software, Supplies
33 01	IT - Computer Software - District	18,841	16,500 OS & CALS, EnvisionWare wireless, upgrades
35 01	IT - Small Equipment	31,700	32,000 E-rate wireless, network switch, UPS, printer, monitor, barcode
01-50-572		DISTRICTWIDE FACILITY SERVICES	
30 31 01	Facility General Supplies	17,000	17,000 All cleaning and facility supplies
35 01	Facility Small Equipment	3,500	3,500 Small equipment for facility use
31 32 01	L-7 Chevy Van Fuel	4,000	4,000 Vehicle to be replaced 2016/2017
32 32 01	L-5 GMC Van Fuel	1,500	1,500
33 32 01	L-4 Ford Focus Fuel	1,000	1,000
34 32 01	L-6 Ford Taurus Fuel	1,500	1,500
35 32 01	L-12 Courier Van Fuel	5,500	5,500 Vehicle to be replaced 2016/2017
36 32 01	L-10 Outreach Van Fuel	900	900
Totals for Supplies		<u>238,520</u>	<u>213,025</u>
Breakout by Category			
31	Supplies General	111,304	117,050 General supplies - less than one year life
32	Supplies Fuel	14,400	14,400 Fuel for District fleet vehicles
33	Supplies Computer	48,841	21,500 District computer and software
35	Supplies Small equipment	59,775	60,075 Supplies and small equipment - longer than one year life
Total Supplies		<u>234,320</u>	<u>213,025</u>

Supplies

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Yakima Valley Libraries 2017 Adopted Budget - November 14, 2016

Description		2016 Adopted	2017 Requested	Notes
ADMINISTRATIVE SERVICES				
ADMINISTRATION				
01-10-572	11	41	01	Admin Professional Services
	1	41	01	10,000 Attorney, consultant, other professional services
ACCOUNTING				
	2	41	01	4,000 Accounting professional services
	2	41	09	2,500 Finish bi-annual audit
HUMAN RESOURCES				
	3	41	01	1,000 Background checks
	3	41	08	1,300
	3	41	10	2,000 Speakers, authors, trainers, space
PUBLIC SERVICES				
COMMUNITY LIBRARIES DISTRICTWIDE				
	20	41	01	8,100 To be used for CL Programming as requested
	20	41	03	5,000
	20	41	04	5,000
	20	41	11	42,200 Unique Collection Service-includes overdues
	11	41	01	1,000
COLLECTION DEVELOPMENT				
	23	41	01	25,795 Collection HQ, Title Source, Ipage - collection tools
OUTREACH SERVICES				
	24	41	01	0
INTERLIBRARY LOAN				
	25	41	01	0
INFORMATION TECHNOLOGY				
01-26-575	26	41	01	4,000 Consultants & other professional service/Web Consultant
TECHNICAL SERVICES				
01-22-572	22	41	05	45,000 OCLC Database, Bibliographic database
	22	41	06	88,000 Baker & Taylor, Ingram outsourcing
	22	41	07	25,000 Reduction in supplies & staff time for outsourcing
DISTRICTWIDE FACILITY SERVICES				
01-50-572	23	41	02	3,378 Carpet cleaning, snow removal, tree treatment
	11	41	14	1,163 Alarm & fire monitoring
	11	41	15	1,203 Fire services, inspections
Prof Services				

Page 40

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

2017 BUDGET DRAFT

		2016		2017		Notes
Description		Adopted	Requested			
	02		150	150	150	Carpet cleaning
	15		15	15	15	Fire services, inspections
	15		15	15	15	Fire services, inspections
	02		3,500	5,000	5,000	Janitorial services+Snow Removal
	15		15	15	15	Fire services, inspections
	15		15	15	15	Fire services, inspections
	01		500	500	500	Weed removal and control
	02		2,900	2,900	2,900	Carpet cleaning, snow removal, tree treatment
	14		600	600	600	Alarm & fire monitoring
	15		20	20	20	Fire services, inspections
	15		20	20	20	Fire services, inspections
	01		0	0	0	
	02		150	150	150	Carpet
	15		20	20	20	Fire services
	02		510	510	510	Carpet cleaning, weed control
	14		425	425	425	Alarm monitoring
	15		97	97	97	Inspections
	02		174	174	174	Carpet
	14		200	200	200	Alarm monitoring
	15		20	20	20	Fire
	02		300	300	300	Carpet cleaning
	14		20	20	20	Fire services
	02		168	168	168	Carpet cleaning
	14		20	20	20	Fire services
	02		173	173	173	Carpet cleaning
	15		20	20	20	Fire services
	02		150	150	150	Carpet cleaning
	15		20	20	20	Fire
	02		150	150	150	Carpet cleaning
	15		20	20	20	Fire services
	02		12,070	12,070	12,070	Janitorial - Integrity, snow removal
	15		150	150	150	Fire services
	01		0	0	0	
	02		150	150	150	Carpet cleaning
	15		20	20	20	Fire services
	01		5,000	5,000	5,000	
Prof Services						

Yakima Valley Libraries 2017 Adopted Budget - November 14, 2016

Page 4 of 70

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

	Description	2017		Notes
		Adopted	Requested	
41 02	Facilities - Temporary Help	0	0	
	Total for Professional Services	303,416	376,656	

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

		2016		2017		Notes
Description		Adopted	Requested			
ADMINISTRATIVE SERVICES						
01-10-572	01 43 01	Admin - Mileage /Car Allowance	5,400	5,400		
01-10-572	43 01	Accounting	250	250		
01-10-572	43 01	Accounting Mileage				
01-10-572	43 01	Human Resources	250	250		
01-10-572	43 03	HR - Mileage	1,500	1,500		
01-20-572	01 43 01	Candidate Mileage & Travel				
PUBLIC SERVICES						
01-20-572	01 43 01	Public Services Admin Mileage	200	200		
01-21-572	01 43 01	Marketing & Programming	0	1,500		
01-21-572	01 43 01	Zone 1 - Yakima Central				
01-21-572	43 01	Mileage	250	250		
01-21-572	43 01	Zone 2 - Naches, Selah, Tieton	-	-		
01-21-572	43 01	Mileage	1,600	1,600		
01-21-572	43 01	Zone 3 - West Valley				
01-21-572	43 01	Mileage	500	1,317		
01-21-572	43 01	Zone 4 - Moxee and Terrace Heights				
01-21-572	43 01	Mileage	1,500	1,100		
01-21-572	43 01	Zone 5 - Buena, Toppenish, Wapato, Zillah				
01-21-572	43 01	Mileage	500	500		
01-21-572	43 01	Zone 6 - Granger, Harrah, Mabton, Sunnys	-	-		
01-21-572	43 01	Mileage	3,710	3,710		
01-23-572	23 41 01	COLLECTION DEVELOPMENT	200	200		
01-24-572	24 41 01	OUTREACH SERVICES	200	200		
01-25-572	25 41 01	INTERLIBRARY LOAN	0	0		
01-26-572	26 43 01	IT - Mileage	200	200		
01-22-572	22 43 01	Mileage	200	200		
INFORMATION TECHNOLOGY						
TECHNICAL SERVICES						
DISTRICTWIDE FACILITY SERVICES						
01-50-572	50 43 01	Mileage	500	500		
Total Mileage			16,960	18,877		

Mileage

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Description	2016	2017	Notes
	Adopted	Requested	
TRAINING AND TRAVEL			
01-40-572-10-43-02	15,500	20,500	Director & Trustee travel WLA/PLA
01-40-572-12-43-02	2,000	2,500	
01-40-572-13-43-01	500	1,000	
01-40-572-13-43-02	3,000	1,800	
01-40-572-20-43-01	1,000	1,000	
01-40-572-20-43-02	1,000	3,000	
01-40-572-21-43-02	31,500	35,000	
01-40-572-22-43-02	3,672	3,672	RDA Training & 2 to WALE 2016
01-40-572-23-43-02	4,500	5,500	ALA, PNBA, BEA
01-40-572-24-43-02	1,600	3,500	ABOS Cnf in KY Oct 19-21
01-40-572-25-43-02	0	0	
01-40-572-26-43-02	5,200	6,500	PUG & other training
01-40-572-50-43-02	1,500	2,000	WLA - other training
Totals	70,972	85,972	

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Description		2016 Adopted	2017 Requested	Notes
ADMINISTRATIVE SERVICES				
01-10-572	11 44 01 Admin Advertising	1,000	1,000	Legal advertising
	13 44 01 HR Advertising - Jobs	800	800	Recruitment
PUBLIC SERVICES				
01-20-572	20 44 02 Public Services Advertising	6,000	10,000	Playdate, BusyBee, Theater, Other District
	20 44 03 Public Service Summer Reading Advt.	1,000	3,500	
	20 44 30 Public Service Valley Reads Advt.	1,000	3,500	
Totals for Advertising		9,800	18,800	

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Sub	Dept	Obj	Description	2016 Adopted	2017 Requested	Notes
	61-26-572					
	26	42	SDC Connections	9,900	9,900	District Use-SDC Only - fiber moved below
	42	06	Internet Connection District	26,400	35,720	District wide Internet access
	61-20-572					
	20	42	Community Libraries Districtwide			
	20	01	Communication - Mail Districtwide	12,000	12,000	Does not include Unique mailing cost/includes ILL
	42	02	Communication - Telephone	8,649	8,649	Cell phones, Scan Cards-Staff who travel district
			DISTRICT WIDE TOTALS			
			Telephone	37,687	37,687	Districtwide telephones
			Connection - DSL & Charter	22,560	22,560	DSL & Charter Internet connections
			Connection - County Fiber	54,080	54,080	County fiber Internet connections
			Total Communications	171,276	180,596	

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Description		2016 Adopted	2017 Requested	Notes
ADMINISTRATIVE SERVICES				
01-10-572	50 Bankcard machine rental	0	0	Machines returned - payments via web
PUBLIC SERVICES				
01-20-572	01 Postage Meter Rental	3,300	3,300	Direct Service postage machine
20 45	01 Equipment/Lease Rental	500	500	
20 45	06 Program Facility Rental	500	500	
DISTRICTWIDE FACILITY SERVICES				
01-50-572	02 Southeast Lease	8,400	8,400	\$700 per month
12 45	04 Selah Lease	0	0	Lease retired 2015
23 45	04 Zillah Lease	1	1	Annual building lease to City of Zillah
50 45	02 Facility Equipment Rentals	500	500	Not used in 2015
50 45	10 Facility Storage Rentals	1,320	1,320	Kader self storage - miscellaneous items
Totals For Building Lease		10,221	10,221	
Equipment Rentals		6,120	6,120	
Building Rentals		8,401	8,401	
		14,521	14,521	

Rentals and Leases

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Description	2016		2017		Notes
	Adopted	Requested	Adopted	Requested	
01-10-572	ADMINISTRATIVE SERVICES				
11 46 01 Insurance	43,000	43,000			Includes Director and Officers Insurance, added West Valley
Property, Casualty, D&O					
Totals for Insurance	43,000	43,000			

Insurance

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Summary		2016		2017		Notes
Description		Adopted	Requested			
PUBLIC SERVICES						
Community Libraries Districtwide						
Zone 1 - Yakima Central						
21	47	01	60,200	60,200	Will break out by Library - but aggregate for this document.	
20	05	Utilities - Yakima Building	2,400	2,400	Gas, sewer, water, electrical, alarm monitoring	
Zone 2 - Naches, Selah, Tieton						
22	47	02	4,500	4,500	Includes reimbursement to cities for utilities	
23	47	02	8,900	8,900		
Zone 3 - West Valley						
31	47	01	15,840	15,840	Water, gas, power, dumpster	
Zone 4 - Moxee and Terrace Heights						
4	02	Utilities non-owned	0	0	Reimbursed to THIA and City of Moxee	
Zone 5 - Buena, Toppenish, Wapato, Zillah						
51	47	02	3,000	3,000		
52	47	02	9,200	9,200		
53	47	02	6,000	6,000		
54	47	02	2,000	2,000		
Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan						
62	47	01	2,300	2,300	Water, gas, power	
64	47	01	17,000	17,000		
DISTRICTWIDE FACILITY SERVICES						
01-50-572						
50	47	01	500	500		
50	47	03	500	500	Document shredding	
Total Utilities			132,340	132,340		
Total Owned Facilities						
Total Non-Owned Facilities						
Total Utilities			101,940	102,940	Yakima, Sunnyside, West Valley	
			29,400	29,400	Other community libraries	
			131,340	132,340		

Utilities

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Sub		2016		2017		Notes
Dept	Obj	Description		Adopted	Requested	
INFORMATION TECHNOLOGY						
05-26-572	05	IT - Equipment Repair		2,000	2,000	
26 48	06	IT - Equipment Maintenance		1,000	1,000	SDC Services in communication line item
26 48	07	IT - Software Maintenance		117,442	126,442	Springbrook, Polaris, Envisionware-(All)
PUBLIC SERVICES						
Community Libraries Districtwide						
20 48	10	Sharp Copier Maintenance		9,666	9,666	Copier and other equipment maintenance
Zone 1 - Yakima Central						
21 48	10	Copier maintenance - YCL		460	460	Microfiche, copier
21 48	12	Eco Master Disc Repair		5,000	5,000	Cost per use (3 machines- 2@.35, 2 @ .25)
Zone 2 - Naches, Selah, Tieton						
22 48	10	Copier maintenance - Selah		160	160	Copiers
Zone 3 - West Valley						
23 48	10	Equipment maintenance - copiers, machines		543	543	Copier, scanner
Zone 4 - Moxee and Terrace Heights						
24 48	10	Copier maintenance - Moxee		160	160	
Zone 5 - Buena, Toppenish, Wapato, Zillah						
25 48	10	Copier maintenance - Toppenish		160	160	Copier
26 48	10	Copier maintenance - Wapato		160	160	Copier
Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Salmon						
27 48	10	Copier maintenance - Sunnyside		4,833	4,833	
TECHNICAL SERVICES						
28-22-572-	05	TS Equipment Repair		-	-	
DISTRICTWIDE FACILITY SERVICES						
01-50-572	01	Zone 1 - Building Repair - Yakima Service Center		7,800	7,800	Ongoing building repair and maintenance non capital
11 48	04	Zone 1 - Building Equipment Repair - YCL		2,500	2,500	Equipment repair non capital
11 48	09	Zone 1 - HVAC Maintenance - Yakima Building		11,000	11,000	HVAC Maintenance Contract - Yakima
11 48	11	Zone 1 - Elevator Maintenance - Yakima Building		18,000	18,000	Elevator Maintenance Contract - Yakima
23 48	01	Zone 2 - Building & Equipment Repair - Selah		2,000	2,000	Miscellaneous repairs
31 48	01	Zone 3 - Building & Equipment Repair - West Valley		3,000	3,000	Miscellaneous repairs
31 48	09	Zone 3 - HVAC Maintenance - West Valley		2,500	2,500	HVAC Maintenance Contract - Divco
42 48	04	Zone 4 - Building Maintenance - Terrace Heights		6,000	6,000	Paid to THCA
64 48	01	Zone 6 - Building & Equipment Repair - Sunnyside		2,000	2,000	
64 48	09	Zone 6 - HVAC Maintenance - Sunnyside		2,100	2,100	
65 48	04	Zone 6 - Building & Equipment Repair - White Swan		3,600	3,600	
50 48	05	Facility Equipment Repair		5,000	5,000	As needed
50 48	06	Facility Equipment Maintenance		500	500	
50 48	10	L-7 Chevy Van Expense		800	800	Facility Van - annual maintenance
50 48	11	L-5 GMC Van Expense		700	700	Facility & IT Van - annual maintenance
50 48	12	L-4 Ford Focus Expense		1,200	1,200	Staff use vehicle - annual maintenance
50 48	13	L-6 Ford Taurus Expense		1,600	1,600	Staff use vehicle - annual maintenance
50 48	14	L-12 Courier Van Expense		4,000	4,000	Courier Van - annual maint & repairs
50 48	15	L-10 Outreach Van Expense		700	700	Outreach Van - annualmaint & repairs
Total Repairs and Maintenance				211,584	220,584	

Repairs and Maintenance

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Summary					2016		2017		Notes
Dept	Obj	Sub	Obj	Description	Adopted	Requested			
ADMINISTRATIVE SERVICES									
01-10-572					15,000	15,000	Chamber, WLA, Rotary, Other org. dues		
11	49	01		Miscellaneous: dues, subscriptions, memberships					
Finance & Operations									
22	49	01		Miscellaneous: dues, subscriptions, memberships	1,500	1,500	GFOA, WFOA, Other dues		
22	49	02		Miscellaneous: direct deposit fees	2,000	2,000			
22	49	03		Miscellaneous: bankcard fees	2,000	2,000			
Human Resources									
49	01			Miscellaneous: dues, subscriptions, memberships	400	400	SHRM membership, other		
01-20-572					PUBLIC SERVICES				
Community Libraries Districtwide									
49	01			Miscellaneous: dues, subscriptions, memberships	0	500	Bookbinding, book discussion groups		
Zone 1 - Yakima Central									
41	49	01		Miscellaneous: dues, subscriptions, memberships	270	270			
Zone 2 - Naches, Selah, Tieton									
49	01			Miscellaneous: dues, subscriptions, memberships	0	0			
Zone 3 - West Valley									
31	49	01		Miscellaneous: dues, subscriptions, memberships	200	200			
Zone 4 - Moxee and Terrace Heights									
49	01			Miscellaneous: dues, subscriptions, memberships	0	0			
Zone 5 - Buena, Toppenish, Wapato, Zillah									
49	01			Miscellaneous: dues, subscriptions, memberships	0	0			
Zone 6 - Granger, Harrah, Mabton, Sunnyside, White Swan									
49	01			Miscellaneous: dues, subscriptions, memberships	0	0			
01-22-572					TECHNICAL SERVICES				
22	49	01		Miscellaneous: dues, subscriptions, memberships	2,001	2,001			
01-26-572					INFORMATION TECHNOLOGY				
26	49	01		Miscellaneous: dues, subscriptions, memberships	500	500			
01-50-572					DISTRICTWIDE FACILITY SERVICES				
50	49	01		Miscellaneous: dues, subscriptions, memberships	100	100			
Total Miscellaneous					23,971	24,471			

Page 51 of 70

Miscellaneous

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Summary

		Description	2016 Adopted	2017 Requested	Notes
01-50-572			PUBLIC SERVICES		
41	51	01 Facility Usage - Moxee	8,000	8,000	Facility usage fee
62	51	01 Facility Usage - Harrah	3,500	3,500	Utility reimbursement
Totals for Maintenance contracts			11,500	11,500	

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Description		2016 Adopted	2017 Requested	Notes
PUBLIC SERVICES - Collection Development				
01	Special Collections	50,000	80,000	Lucky Day Collections-(10 locations)-carry forward
02	E-materials	63,152	63,152	Overdrive materials - downloadable materials
03	Books	578,823	638,823	Books - all formats
04	Periodicals	20,112	20,112	Newpapers and magazines
05	Electronic media (database resources)	128,415	128,415	Database resources/Moved collection tools to professional services.
06	Audio Books	60,336	60,336	Books on compact disc
07	DVD	130,627	130,627	Movies
08	Music recordings	24,134	24,134	Music
09	Gifts & Memorials	0	0	
22	Donated Funds-Friends & Foundation	10,000	0	Pass through - donated funds
10	Boaz trust materials	8,000	8,000	Donated funds
Totals for Collection Materials		1,073,599	1,153,599	

2017 BUDGET DRAFT

Page 54 of 70

YAKIMA VALLEY LIBRARIES

2017 BUDGET DRAFT

Dept	Sub Obj	Description	2016 Adopted	2017 Requested	Notes
Capital Project - Sunnyside Building					
		Consultants	1500	0	
		Contractors	600	0	
		Temp Library	70,875	0	
		Misc Building	500	0	
		Total Sunnyside	73,475	5,000	As needed
Capital Project - West Valley					
		Exterior Projects	0	5,000	As needed
		Interior Projects	3,000	3,000	DVD Holds Shelving
			3,000	8,000	
Capital Purchase - Selah Building					
		Ceiling Fan in meeting room	2500	2500	HVAC modifications
		Water Fountain	1500	1500	
		Parking Lot	4000	4000	Bumpers in front of building, lighting
		End Panels on Shelving	2000	2000	Increase storage and display space
		Paint	1000	1000	Paint children's area
		Building Purchase	0	0	
			11,000	11,000	
Capital Project Technology					
		Cabling	17,100	20,000	Cabling, power, fiber builds (pending) May 2016 Amendment
		Accounting Software	70,000	60,000	Springbrook - Acct Software
		Technology	20,500	40,000	Projects: WH, Service Center, Naches Power, other
		Server & Public Computer Replace	215,000	505,002	Replace self-checks-Upgrade operating system
		Software /computers	18,000	121,000	Tablets for librarians 8 @ 1500/more tablets @ 6000
		Total Technology	340,600	746,002	
Total estimated Capital Projects					
			538,575	855,002	

Grants & Capital

Yakima Valley Libraries
Self Check RFID Capital Project – Budget 2017

Self-Checks Requested:

Library	Style/Brand	Qty
Granger	Free Standing	1
Moxee	Free Standing	1
Naches	N/A	0
Selah	Free Standing	1
Sunnyside	Free Standing	1
Toppenish	Free Standing	1
Wapato	Free Standing	1
West Valley	Free Standing	3
Yakima	Free Standing	3
Zillah	Free Standing	1
Total		13



R-Series Kiosk

- Modern, space-saving design
- Choose from several color options
- Easy-to-use system
- Designed for durability

Replace 13 Self-Checkout Machines with RFID Standing Model, Security Gates with RFID Gates, and Add RFID to Materials

This plan is the recommendation of the Managing Librarians and would replace 13 self-checkout machines with a machine that is modern, sleek, and a smaller footprint (62”h x 27”d x 33”w) similar to the picture above (only free-standing model with estimated online pricing), replace the security gates with RFID gates, add RFID tags to all materials, and add staff RFID readers.

Qty	Description	Estimated Cost	Extended Cost
13	RFID Free Standing Self-Check	\$ 11,500.00	\$ 149,500.00
3	Double RFID Gates (YCL, WV, and SS)	\$ 14,000.00	\$ 42,000.00
1	Single RFID Gate (TO)	\$ 12,000.00	\$ 12,000.00
	Total		\$ 203,500.00

Qty	Additional Equipment for Conversion	Estimated Cost	Extended Cost
1	Conversion Unit	\$ 1,900.00	\$ 1,900.00
45	Staff RFID Readers	\$ 3,000.00	\$ 135,000.00
261000	RFID Tags	\$ 0.38	\$ 99,180.00
35000	RFID Hub Tags for Discs	\$ 0.49	\$ 17,150.00
	Total Additional Equipment		\$ 253,230.00

Additional Software/Licensing	Waiting on Innovative Sales for Quote	
-------------------------------	---------------------------------------	--

Grand Total without shipping & taxes		\$ 456,730.00
--------------------------------------	--	---------------

2015 Statistics for Self-Check Use

Library	Self Check Model	Self Check QTY	Total Circulation	Total Circulation Per Self Check
West Valley	ITG XpressCheck	3	113110	37703
Selah	ITG XpressCheck	1	11841	11841
Yakima	ITG XpressCheck	4	43742	10936
Moxee	Polaris ExpressCheck	1	8578	8578
Zillah	Polaris ExpressCheck	1	6953	6953
Granger	Polaris ExpressCheck	1	5206	5206
Sunnyside	ITG XpressCheck	1	3088	3088
Toppenish	ITG XpressCheck	1	2296	2296
Wapato	Polaris ExpressCheck	1	2133	2133
Terrace Heights	Polaris ExpressCheck	1	1051	1051
Naches	Polaris ExpressCheck	1	571	571
Totals		16	198569	

YAKIMA VALLEY LIBRARIES

2017 Budget

RESOLUTIONS AND CERTIFICATIONS

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of)
Approving the 2017 YVL Budget)

RESOLUTION
#16-011

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 2017 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 \$12,926,681 including an estimated beginning cash balance of \$5,500,528 for the General Fund as outlined in Attachment A;

WHEREAS, estimated 2017 expenditures for the General Fund are expected to be \$8,549,661 in wages and benefits, operation, maintenance, capital projects, debt service, and remaining estimated ending cash balance of \$4,377,019 for the General Fund as outlined in Attachment A;

BE IT THEREFORE RESOLVED that the Board of Trustees adopts the 2017 budget for \$12,926,681 in revenues, expenditures, resources, capital, debt service and beginning and ending cash balance for the General Fund.

ADOPTED THIS 14th day of November 2016.

Trustee

Trustee

Trustee

Trustee

Trustee

YAKIMA VALLEY LIBRARIES

Attachment A

2017 Budget - Draft

	<i>2016 Budget Adopted 11-2015</i>	<i>2016 Budget Amended 05-2016</i>	<i>2017 Budget Draft</i>	<i>Notation</i>
REVENUES				
Tax Revenues				
Property Tax Revenue	6,939,085	6,939,085	7,131,323	<i>1</i>
Other Taxes	36,100	36,100	36,100	<i>2</i>
Total Tax Revenues	<u>6,975,185</u>	<u>6,975,185</u>	<u>7,167,423</u>	<i>3</i>
Contract Cities				
Other Contract Cities	71,676	71,676	76,602	
Total Contract Cities	<u>71,676</u>	<u>71,676</u>	<u>76,602</u>	<i>4</i>
Other Revenue				
Grants and Donations	41,610	41,610	41,610	<i>5</i>
Copies	27,000	27,000	27,000	<i>6</i>
Fines, Fees, Overdues	69,000	69,000	69,000	<i>7</i>
All Other Revenues	38,000	38,000	44,516	<i>8</i>
Total Other Revenue	<u>175,610</u>	<u>175,610</u>	<u>182,126</u>	<i>9</i>
Total All New Revenues	<u>7,222,471</u>	<u>7,222,471</u>	<u>7,426,151</u>	<i>10</i>
Other Resources				
Transfers in	0	0	0	
Other Financing Resources	0	0	0	<i>11</i>
Other Funding	0	0	0	<i>12</i>
Total Other Resources	<u>0</u>	<u>0</u>	<u>0</u>	<i>13</i>
Total All New Revenues	<u>7,222,471</u>	<u>7,222,471</u>	<u>7,426,151</u>	<i>14</i>

Notations

1. 2017 property tax request is an estimated increase of \$69,647.77 over previous (.6575% increase) plus \$94,352.34 in new construction
2. Estimated change in state taxes - wildlife in lieu, DNR, Utility, County Refund
3. Estimated total tax revenues
4. Cities contracting for library services: Granger, Mabton, Naches, Tieton, and Union Gap (All at 6% per contracts except Mabton & UG.)
5. Grants and donations - includes McAuliff and Boaz Endowments - Miscellaneous Grants
6. Fees for copies (photocopy and Internet printing)
7. Fines: fees, overdue, lost books
8. Investment interest (Estimate only - Yakima Treasurer manages all investments.)
9. Total Other Revenues
10. Total All Revenues - estimated *new revenues*
11. Other financing resources
12. Other Funding
13. Total Other Resources
14. Total all new Revenues and Resources

YAKIMA VALLEY LIBRARIES

Attachment A

2017 Budget - Draft

	2016 Budget Adopted 11-2015	2016 Budget Amended 05-2016	2017 Budget Draft	Notation
EXPENDITURES				
Salary and Wages	3,564,592	3,564,592	3,802,704	15
Benefits	1,326,976	1,326,976	1,403,014	16
Supplies	238,520	238,520	213,025	17
Collection Materials - all	1,175,863	1,175,863	1,153,599	18
Professional Services	303,416	303,416	376,656	19
Communications	171,276	171,276	180,596	20
Travel & Training	70,972	70,972	85,972	21
Mileage and vehicle	16,960	16,960	18,877	22
Advertising	9,800	9,800	18,800	23
Rentals - Building Leases	8,401	8,401	8,401	24
Rentals - Equipment	6,120	6,120	6,120	25
Insurance	43,000	43,000	43,000	26
Utilities	132,340	132,340	132,340	27
Repairs & Maintenance - all	211,584	211,584	220,584	28
Miscellaneous - dues and other	23,971	23,971	24,471	29
Intergovernmental Services	11,500	11,500	11,500	30
Grant Expenditures	3,000	3,000	0	31
Total Operating Expenditures	7,318,291	7,318,291	7,699,659	32
Capital Projects	538,575	538,575	850,002	33
Debt Service	356,796	356,796	0	34
Total Operational Expenditures and Capital	8,213,663	8,213,663	8,549,661	35
	0			

NOTATIONS

15. Includes estimated performance merit and restructured positions and reserve for leave payouts and Comp and Class
16. Proj increase in payroll benefits; and medical benefits at 10.76% increase.
17. Supplies.
18. Collection materials and databases.
19. Professional services - includes increase in outsourcing of processing and collection development tools - Collection HQ.
20. Includes all communication: postage, phones, WAN, and County fiber connctions and services.
21. Training and travel for staff to conferences and other training (Staff and Trustees).
22. Mileage only - fuel for library vehicles now classified under supplies (per BARS).
23. Advertising: local newspapers, theater advertising, promotional events.
24. Southeast and Zillah (\$1) building rents, and storage unit.
25. Postage meter and bank card machine rentals.
26. Districtwide building, vehicle, D&O, and liability insurance.
27. Districtwide utilities for all branches, and Yakima Central Library and Service Center.
28. Repairs & maintenance includes building and software licensing maintenance.
29. As per BARS category all expenses not covered above including dues and library memberships
30. Maintenance payments for designated library buildings-governmental only.
31. Grant projects - ALA Latino Grant, Wellness.
32. Total estimated general operating expenditures.
33. One time expenditures & capital projects - replacement of self-checks due to outdated operating system.
34. Debt service principle and interest - retired 2016.
35. Total estimated general operating, capital expenditures, and debt service for 2017.

YAKIMA VALLEY LIBRARIES

Attachment A

2017 Budget - Draft

	2016 Budget Adopted 11-2015	2016 Budget Amended 05-2016	2017 Budget Draft	Notation
Transfers Out - General Fund				
Future Designated Funds	0	0	0	36
Total Transfers Out	0	0	0	37
Total Expenses & Transfer Out	8,033,724	8,213,663	8,549,661	38
Cash Reconciliation - General Fund (GF)				
Estimated Balance January	4,767,128	6,241,720	5,500,528	39
Estimated Operating Revenues Minus Expenditures	9,444	(95,820)	(273,508)	40
Debt Service and Capital Projects	(820,696)	(895,372)	(850,002)	41
Estimated Ending Cash for GF	3,955,876	5,250,528	4,377,019	42
Reserved Cash - General Fund				
Boaz Endowment for Books	42,979	42,979	53,284	43
Carry Forward Fund (04)	429,757	429,728	429,728	44
Facility Fund (05)	262,565	262,549	262,549	45
Technology Fund (06)	683,968	683,921	683,921	46
YCL Reserve Building Maintenance (roof)	0	300,000	300,000	47
Reserve for Strategic Plan Implementation	0	100,000	100,000	48
Reserve for fleet replacement	0	100,000	200,000	49
West Valley Debt Service	0	0	0	50
Total Reserved Cash - GF	1,419,269	1,919,177	2,029,482	51
Unreserved Cash - GF				
Wage, Benefits, Comp Absence Liability	247,513	247,513	247,513	52
Capital and/or Facility Contingency (deferred maint)	107,508	450,000	200,000	53
Operating Cash - Working capital	2,181,586	2,633,839	1,900,024	54
Unreserved Cash - GF	2,536,607	3,331,352	2,347,537	55
Total Reserved and Unreserved Cash - General Fund	3,955,876	5,250,528	4,377,019	56
Budget Totals				
Revenues Plus Beginning Cash	11,989,600	13,464,192	12,926,681	57
Expenditures Plus Ending FB	11,989,600	13,464,192	12,926,681	58
Cash Reconciliation				
General Fund Estimated Cash	3,955,876	5,250,528	4,377,019	59
Designated Funds - All	880,454	889,662	893,271	60
Total All Funds	4,836,330	6,140,190	5,270,290	61

NOTATIONS

36. Future projects - designated funds
37. Total deferred funds to transfer to designated funds.
38. Total Transfer Out Funds and Expenditures.
39. Estimated Beginning Cash Balance for January 2017 includes unspent 2016 capital (self checks)
40. Estimated current year General Fund Operating Revenues minus Expenditures - use unreserved cash to fund.
41. Capital Project and Debt Service one time expenditures funded by unreserved-cash carry forward.
42. Estimated 2017 ending cash balance for General Fund.
43. General Fund Ending Cash reserved for Boaz Endowment.
44. General Fund 2017 ending cash balance reserved for Fund 04 Carry Forward.
45. General Fund 2017 ending cash balance reserved for Fund 05 Facility Fund.
46. General Fund 2017 ending cash balance reserved for Fund 06 Technology Fund.
47. New reserve for Yakima Building maintenance - pending roof repair/replacement.
48. New reserve for Strategic Plan Implementation - to be determined.
49. New reserve to replace aging fleet vehicles including Courier Van - 2016 emergency expenditure.
50. General Fund 2016 ending cash balance reserved for debt service retired 2016.
51. General Fund 2016 reserved ending cash balance totals.
52. Unreserved funds - payroll contingency moved to payroll budget.
53. Unreserved funds - funds moved to line 51 for future distribution.
54. Unreserved funds - working capital for day to day operations and unfunded property tax months.
55. Unreserved funds (cash) projected total.
56. General Fund 2016 reserved and unreserved ending cash balance totals.
57. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund
58. Total Expenditures (including capital projects, debt service, and ending cash balance) for General Fund
59. General Fund 2016 Estimated Ending Cash Balance (see lines 48, 52, and 53).
60. Total All Other Restricted Funds: West Valley and Plath Fund
61. Grand total all Funds for Yakima Valley Libraries.

YAKIMA VALLEY LIBRARIES

DESIGNATED AND TRUST FUNDS

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

West Valley Community Library – Board Designated

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.

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.

These funds are designated for the maintenance of the Yakima Central Library and the Richard E. Ostrander West Valley Community Library.

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 2016 the Library received a \$9,478.28 distribution from the Trust. It is estimated that the 2017 beginning balance for this fund will be approximately \$80,096. The Plath Fund currently supports two Yakima Valley Staff as they work on their Masters in Library and Information Science degree at San Jose State University's online degree program. One of the participants will complete the program in December of 2016 and the other in May of 2017. 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.

Yakima Valley Libraries

Board Designated Funds

Estimated Balances for Fiscal Year 2017

	West Valley Fund 002¹	Plath Fund 003²	Totals
Estimated Beginning Cash	803,678.90	80,096.44	883,775.34
Interest	6,816.00	680.00	7,496.00
Donation-Distribution	0.00	12,000.00	12,000.00
Transfer in From GF	0.00	0.00	0.00
Total Resources	<u>810,494.90</u>	<u>92,776.44</u>	<u>903,271.34</u>
Direct Expenditure	0.00	10,000.00	10,000.00
Capital Expenditures	0.00	0.00	0.00
Capital Transfers to General Fund	0.00	0.00	0.00
Total Expenditures and Transfers	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
Estimated Ending Cash	<u><u>810,494.90</u></u>	<u><u>82,776.44</u></u>	<u><u>893,271.34</u></u>

¹ Restricted funds for the Richard E Ostrander West Valley Community Library Building and Yakima Central Libraries

² Funds restricted per donor for advanced training (degree) for librarians

Before the Board of Trustees of
YAKIMA VALLEY LIBRARIES

*A Resolution In the Matter of Levying
the 2017 Ad Valor Property Taxes*

**RESOLUTION
16-012**

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 2017; and

WHEREAS, the Board of Trustees in the course of considering the budget for 2017 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 2017 budget, adopted November 14, 2016 by Resolution #16-011;

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 2016 to support ongoing and capital library services operations;

NOW, THEREFORE, BE IT RESOLVED, that the regular levy is \$7,128,777.44, which is a \$69,647.77 dollar increase from the 2016 levy amount and a .6575% increase of that same 2016 levy amount, plus additional amounts allowed for new construction, annexations, and increase in state assessed values and eligible amount from the refund levy.

RESOLVED this 14th day of November 2016.

Trustee

Trustee

Trustee

Trustee

Trustee

Before the Board of Trustees of
YAKIMA VALLEY LIBRARIES

*A Resolution In the Matter the 2017 Property Tax Levy
For the Yakima Rural County Library District
Above the "limit factor," up to 101 percent*

**RESOLUTION
16-013**

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 2017, according to the provisions of RCW 27.12.050 and Resolution #16-011; and

WHEREAS, the Board of Trustees, in the course of considering the budget for 2017 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the Board of Trustees has determined that, due to increased expenditures, (day to day operations and capital projects), 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 2017 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 14th day of November 2016.

Trustee

Trustee

Trustee

Trustee

Trustee

YAKIMA RURAL COUNTY LIBRARY DISTRICT
YAKIMA VALLEY LIBRARIES

Tax Levy Request Certification
CERTIFICATION

State of Washington)
County of Yakima)

Yakima Rural County Library District
2017 Tax Levy Request Certification

I, Glenn K. Rice, Secretary of the Yakima Rural County Library District, do hereby certify that the Yakima Rural County Library District Board of Trustees of said Library District and appearing in the minutes of a meeting held on the 14th day of November, 2016, requesting the Board of Commissioners of Yakima County to levy taxes as follows:

Regular levy request in the amount of \$7,128,777.44, which is a \$45,795.62 dollar increase from the 2016 levy amount and a .6575% increase of that same 2016 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 Library District is approximately 237,654 as published on the US Census Bureau website as of November 14, 2016:

<http://quickfacts.census.gov/qfd/states/53/53077.html>

Glenn K. Rice
Secretary
Yakima Rural County Library District

Date

YAKIMA VALLEY LIBRARIES

Appendices – Wage and Grade Scale

See 2017 Classification and Compensation Study



YVL Librarian Carol Trimble (seated) and library Trustee Anne Morrison (standing left).