

2012 BUDGET

Presented to
YAKIMA VALLEY LIBRARIES
Board of Trustees

ADOPTED NOVEMBER 14, 2011

Budget Prepared by:
Kim Hixson
Director

With Assistance From:
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Francisco Garcia-Ortiz, *Technical Services Manager*
Terry Walker, *Information Technology Manager*
Gene Somers, *Community Libraries Assistant Manager*
Kathy Pilgrim, *Community Libraries Assistant Manager*
Nancy Heilman, *Accounting Manager*
Susan Miller, *Facility Manager*
Michael Martin, *Selah Community Library*
Marcelina Ortega, *Sunnyside Community Library*

Groundbreaking for the

*RICHARD E. OSTRANDER
WEST VALLEY COMMUNITY LIBRARY*

Monday, October 17, 2011



*James E. Barnhill - H. E. Jerry Maggard - Pamela J. Perryman - Melba Fujiura - Richard E. Ostrander
Richard Zais*

YAKIMA VALLEY LIBRARIES

2012 Budget

This document contains the 2012 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:

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Director

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

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DIRECTOR MESSAGE

Libraries reflect the needs and interests of their communities. With 17 community libraries located throughout Yakima County, Yakima Valley Libraries provides access to diverse information and reading choices as well as promotion of literacy, early learning skills, and recreational activities through innovative and creative programming. Each community library provides computer access to the Internet as well as a comprehensive collection of databases to meet the information seeking needs of the community. During the final quarter of 2011, Yakima Valley Libraries added the services of Overdrive to offer e-resources to its customers. Overdrive allows access to e-books (including Kindle editions), e-audio, video, and music downloads. The Central Yakima Library offers wireless access that will allow our customers to utilize their portable wireless devices in this library.

Yakima Valley Libraries looks forward to connecting with the community – to talking to the people to find out how we can best serve their interests and needs. The Library has exciting plans for 2012. Yakima Valley Libraries broke ground in October for the new Richard E. Ostrander West Valley Community Library. This new library building is the second building to be built by Yakima Valley Libraries in over 50 years. The building will offer expanded library services including an increased number of computer terminals and wireless access. The larger space will help to accommodate the increased circulation of materials for this community population. The 50 year old Yakima Central Library will undergo remodeling to the public area to allow easier access to materials and computers. The public restrooms will be moved upstairs and the space reallocated to better meet the needs of the public. It is important for the Library District to maintain its buildings to continue to offer exceptional library service to our communities.

This year's budget is balanced and will accommodate the capital building projects. The overall expenditures are less than a one percent increase over 2010; and the requested levy rate is well under the 1% cap at .7521%. With the emergent change in technology, the needs of the community are changing; this means libraries must seize the opportunity to reinvent how they provide services to meet these changing needs. Our statistics demonstrate that library resources become well-used in tough economic times. The need for libraries to keep pace with technological changes is challenging. Reallocation of declining resources reaffirms that libraries cannot continue to do more with less, but must critically review the current services offered and selectively provide only those that are essential to meet the needs of the community. All libraries, including Yakima Valley Libraries, will need to proactively re-evaluate themselves and be flexible and ready to embrace change – which may mean making difficult decisions about what to fund and conversely what not to fund. These are challenging times.

It is the goal of Yakima Valley Libraries to prudently allocate the resources available to provide materials, programs and services that support lifelong learning and an informed citizenry by providing free, open, and full access to a vast array of ideas and information.

Your comments and questions are welcome at any time.

Respectfully submitted,

Kim Hixson
Director
Yakima Valley Libraries

ABOUT US

Board of Trustees

TRUSTEE	POSITION	TERM EXPIRES
James E. Barnhill	President	December 2012
Melba Fujiura	Vice President	December 2014
H. E. Jerry Maggard	Secretary	December 2011
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

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 231,000 people in Yakima County.

In 2010 the library district was open a total of 39,204 hours and served 865,244 people. There were 878,099 items circulated and over 205,823 computer appointments were scheduled using the 150 Internet computers available to the public. Yakima Valley Libraries held 1,615 programs which were attended by 18,422 children, 4,267 teens, and 9,804 adults.

Yakima Valley Libraries – Connecting People and Ideas!

YAKIMA VALLEY LIBRARIES

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:

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.

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, 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. The Human Resources Department does this through recruitment, retention, training, development, planning, and providing high quality human resource administrative services for the library. As human talent is a high level investment and asset to the library, 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.

COMMUNITY LIBRARIES and PROGRAMS RESOURCES

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.

TECHNICAL SERVICES DEPARTMENT

Francisco Garcia-Ortiz, Technical Services Manager

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.

INFORMATION TECHNOLOGIES DEPARTMENT

Terry Walker, IT 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

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.

COMMUNITY LIBRARIES



Yakima Valley Libraries

Community Library Hours

[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 10:00-6
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 2nd Street
698-7345
Supervisor: Michael Martin
Mon-Thurs 9-7
Friday 9-6 Sat 10-5

[Southeast Yakima Library](#)

1211 S. 7th Street
576-0723
Supervisor: Monsee Vargas
Monday-Friday 1-5

[Summitview Yakima Library](#)

5709 Summitview
966-7070
Librarian: Cathy Rathbone
Mon, Fri, Sat 9-6
Tues-Thurs 9-8
Sunday 12-4

[Sunnyside Library](#)

621 Grant
837-3234
Supervisor: Marcelina Ortega
Mon-Thurs 10-7
Fri & Sat 10-5
Sunday 1-5

[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: Elizabeth Martin
Mon - Thurs 12-5

[Toppenish Library](#)

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

[Union Gap Library](#)

3104 S. 1st St.
452-4252
Supervisor: Lorinda Bowden
Mon-Thurs 10-7
Fri & Sat 10-5

[Wapato Library](#)

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

[White Swan Library](#)

391 1st St.
874-2060
Supervisor: Cathy East
Mon-Fri 12-5

[Yakima Library](#)

102 N. 3rd St.
452-8541
Librarian:
Francisco Garcia-Ortiz, Ph.D.
Mon-Wed 9-7
Thurs & Fri 9-6
Sat 10-6
Sun 12-4

[Zillah Library](#)

109 7th
829-6707
Supervisor: Fern Greene
Mon-Thurs 2-7
Saturday 2-5

YAKIMA VALLEY LIBRARIES

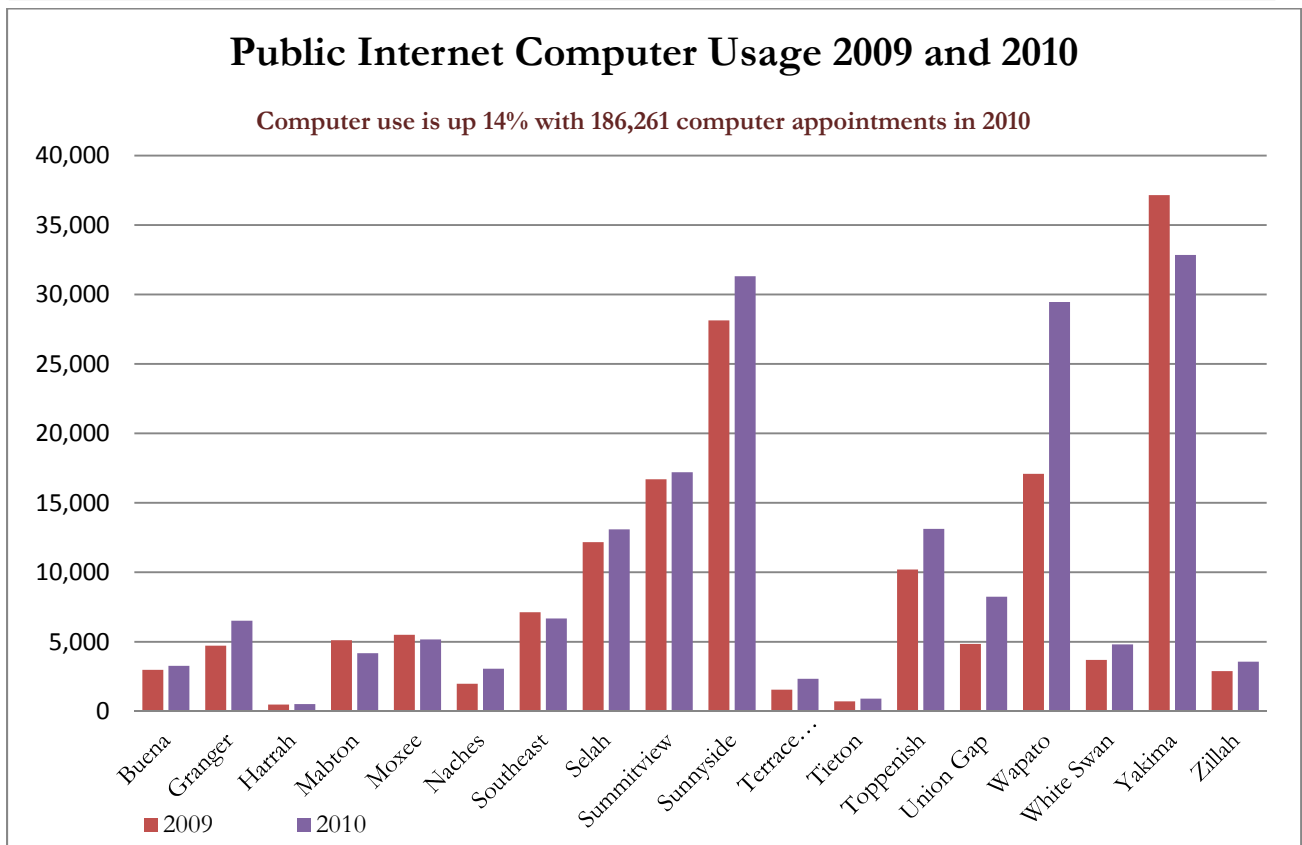
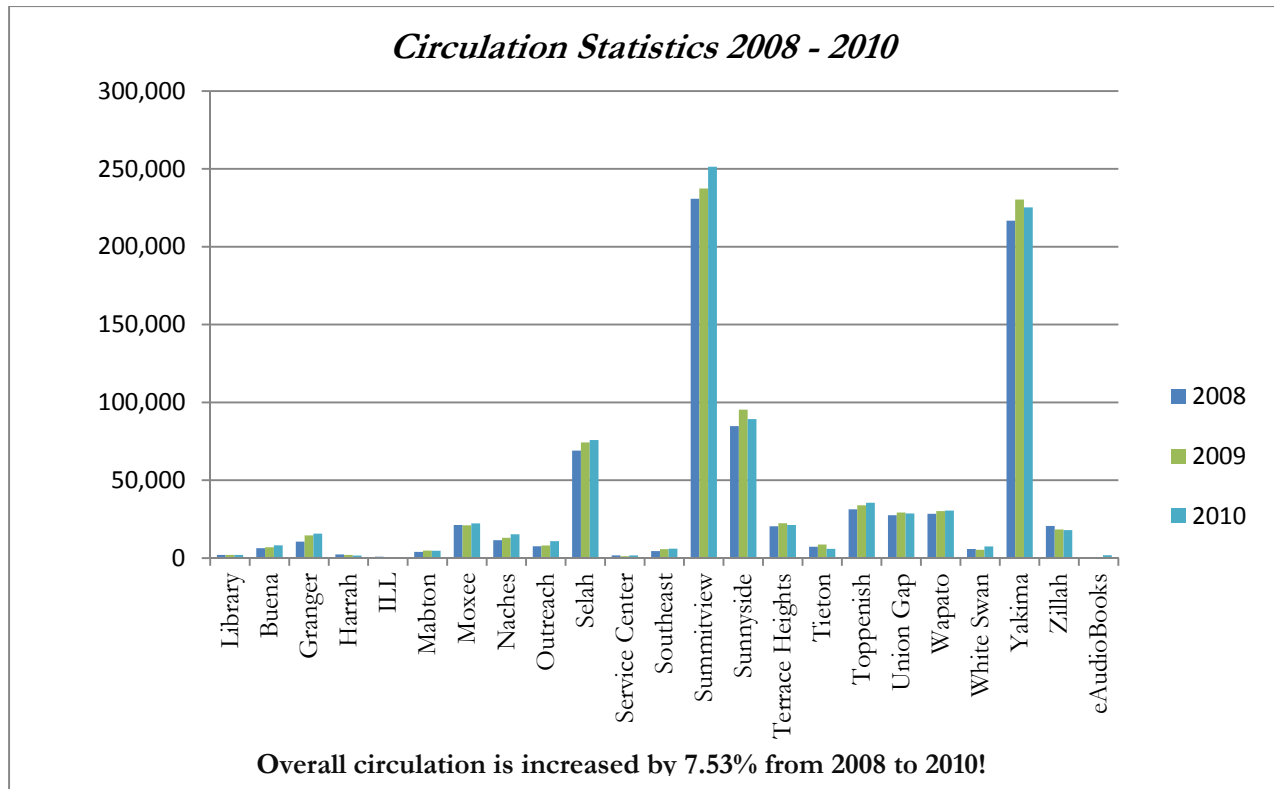
Where to find your community library



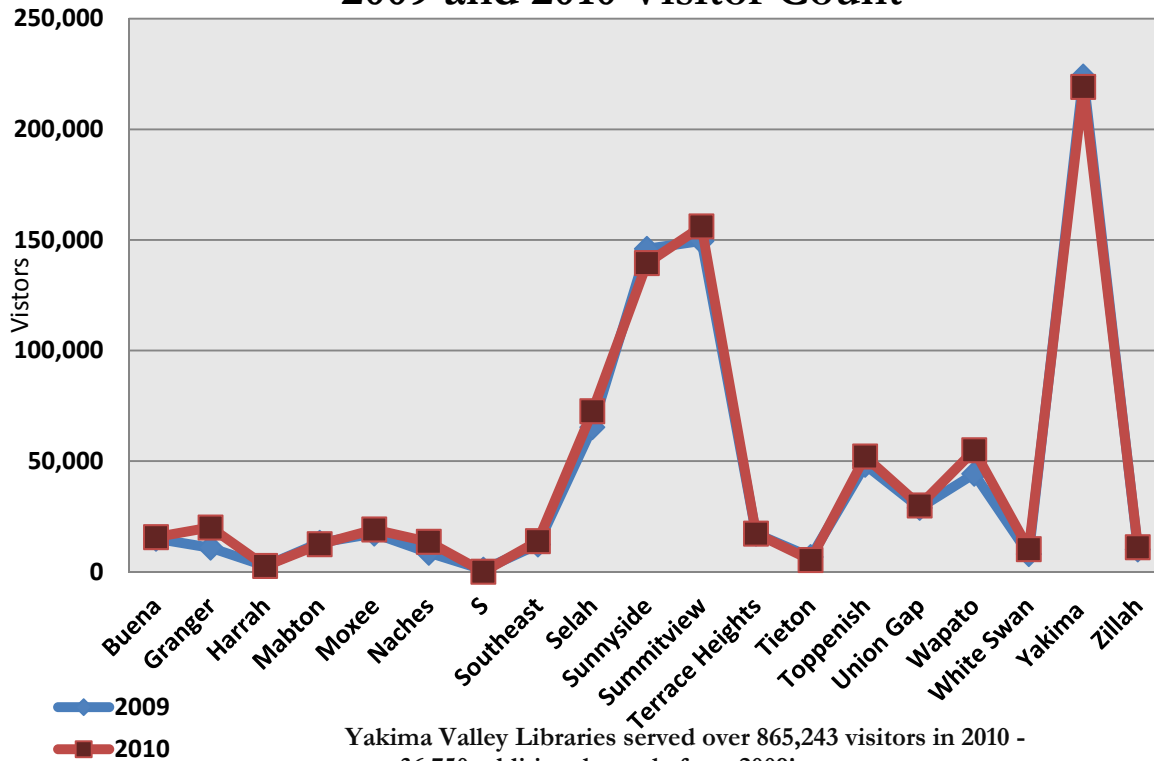
Who We Serve and What We do!



Who We Serve and What We do!



2009 and 2010 Visitor Count



2010 District-wide Programs

Community Libraries	Children	Teens	Adults	Total
ALL	975	598	1981	3554
Buena Library	1322	112	133	1567
Granger Library	479	91	41	611
Harrah Library	1	0	0	1
Mabton Library	28	2	4	34
Moxee Library	1053	391	608	2052
Naches Library	617	126	307	1051
Selah Library	2732	768	1164	4664
Southeast Library	215	96	14	325
Summitview Library	992	274	673	1939
Sunnyside Library	3510	424	1268	5200
Terrace Heights Library	2108	321	1796	4225
Tieton Library	74	15	9	99
Toppenish Library	276	27	52	355
Union Gap Library	398	50	240	688
Wapato Library	1595	427	589	2611
White Swan Library	224	105	121	450
Yakima Central Library	1764	424	776	2964
Zillah Library	59	16	28	103
Grand Total	18422	4267	9804	32493

YAKIMA VALLEY LIBRARIES

2012 Budget Process and Preparation Calendar

July 2011

August 1	Distribute Budget Format to Middle Managers
August	Meetings with Middle Managers Determine functional needs, short, and long term projects
September 2	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 2012
October 5	Draft Document to Middle Management Team
October 12	All comments due to Kim
October 14	Budget Document ready for Board Packet
October 17	Mail proposed 2012 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 28	All changes due for 2012 Draft Budget Document
November 7	Mail final 2012 Budget Document Draft to Trustees
November 14	Public Hearing 3:00 p.m. – Yakima Central Library Boardroom Regular Board Meeting – 4:00 p.m. – Adopt 2012 Budget and Levy resolutions due to County Commissioners Resolutions due to County Commissioner's on or before Friday, November 18, 2011
November 21	Budget posted to web

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.

REVENUES FOR 2012

YAKIMA VALLEY LIBRARIES

2012 Budget – Revenues

YAKIMA VALLEY LIBRARIES					
2012 Budget - Draft November 2012					
	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011	Notation	%Change
REVENUES					
Tax Revenues					
Property Tax Revenue	6,266,313	6,247,124	6,362,992	1	1.85
Other Taxes	20,000	20,000	20,698	2	3.49
Total Tax Revenues	6,286,313	6,267,124	6,383,690	3	1.86
Contract Cities					
Other Contract Cities	162,051	162,051	162,051		0.00
Total Contract Cities	162,051	162,051	162,051	4	0.00
Other Revenue					
Grants and Donations	5,000	5,000	7,500	5	50.00
Copies	20,000	20,000	20,000	6	0.00
Fines, Fees, Overdues	73,837	73,837	60,000	7	(18.74)
All Other Revenues	78,085	78,085	25,000	8	(67.98)
Total Other Revenue	176,922	176,922	112,500	9	(36.41)
Total All New Revenues	6,625,286	6,606,097	6,658,241	10	0.79
Other Resources					
Transfers In	-	0	0		0.00
Funds from Loan	2,000,000	0	0	11	
Carry Fwd Proj not completed	755,000	0	0	12	0.00
Total Other Resources	2,755,000	0	0	13	0.00
Total All Revenues and Resources	9,380,286	6,606,097	6,658,241	14	0.79

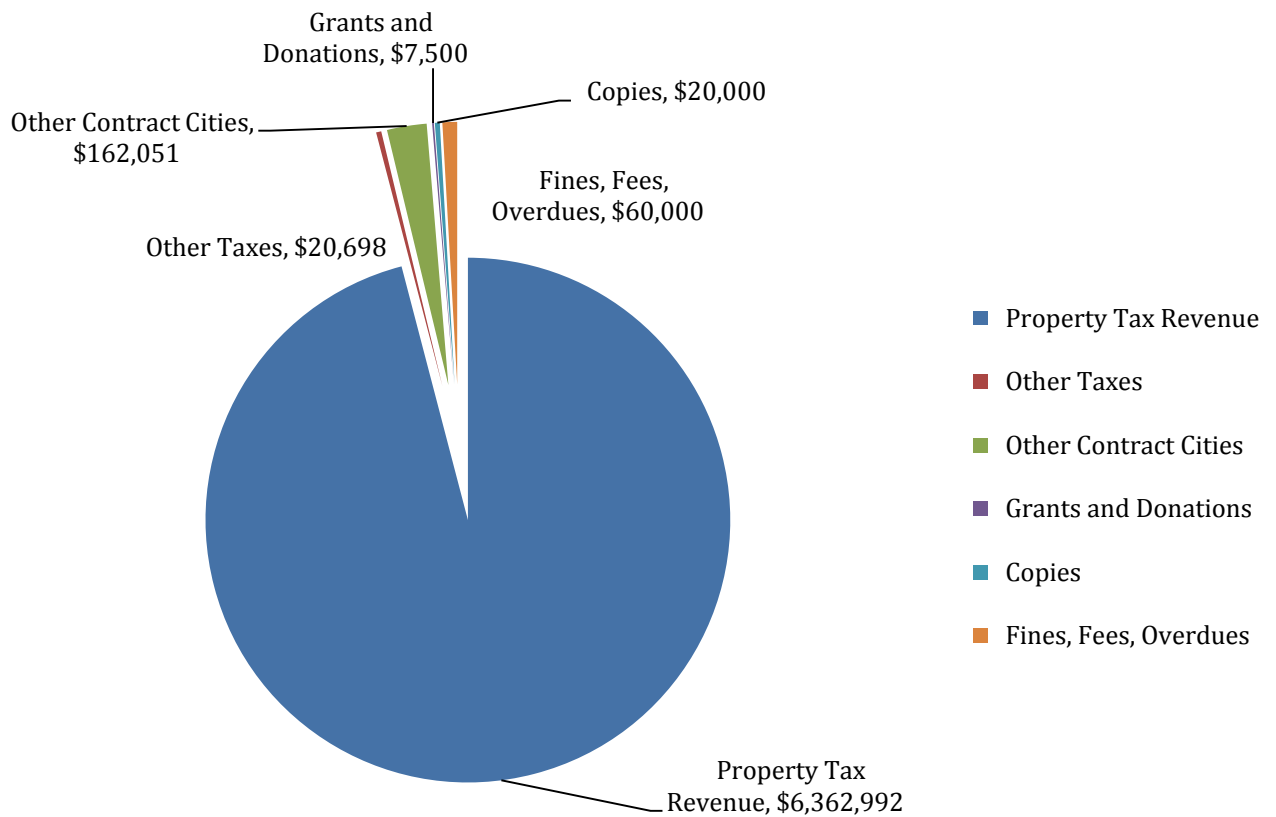
Notations

1. 2012 property tax request is a .7521% increase or \$47,127.67 plus new construction
2. No 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/no change 2012
5. Grants and donations - Includes McAuliffe and Boaz
6. Fees for copies
7. Fines: overdue, lost books-based on actual decrease
8. Investment interest - declining interest rate
9. Total Other Revenues
10. Total All Revenues-new revenues
11. Loan for Debt Service in 2010 - moved to West Valley Building Fund
12. Estimated 2011 Cash from projects not completed over budgeted ending cash - see designated cash
13. Total Other Resources
14. Total all Revenues and Resources - overall increase due to one time grant (see line 8)

YAKIMA VALLEY LIBRARIES

2012 Budget – Revenues

Yakima Valley Libraries 2012 Budgeted Revenues



EXPENDITURES FOR 2012

YAKIMA VALLEY LIBRARIES

2012 Budget – Expenditures

YAKIMA VALLEY LIBRARIES					
2012 Budget - Draft November 2012					
	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011		%Change
EXPENDITURES					
Salary and Wages	3,074,828	3,074,828	3,180,620	15	3.44
Benefits	1,134,642	1,134,642	1,000,425	16	(11.83)
Supplies	259,497	259,497	309,525	17	19.28
Collection Materials - all	971,000	971,000	973,000	18	0.21
Professional Services	198,160	198,160	224,900	19	13.49
Communications	181,777	181,777	166,471	20	(8.42)
Travel & Training	46,550	46,550	45,550	21	(2.15)
Vehicle Expenses	27,000	27,000	27,150	22	0.55
Advertising	15,500	15,500	11,000	23	(29.03)
Rentals - Building Leases	191,808	191,808	150,744	24	(21.33)
Rentals - Equipment	3,500	3,500	3,800	25	8.57
Insurance	30,000	30,000	30,760	26	2.53
Utilities	145,000	145,000	135,039	27	(6.87)
Repairs & Maintenance - all	152,968	152,968	161,500	28	5.58
Miscellaneous - dues and other	24,400	24,400	24,900	29	2.05
Intergovernmental Services	39,000	39,000	25,000	30	(35.90)
Grant Expenditures	2,000	2,000	0	31	(100.00)
Total Operating Expenditures	6,497,429	6,497,429	6,470,384	32	(0.42)
Capital Projects	2,149,500	319,500	607,500	33	90.14
Debt Service	350,000	350,000	357,623	34	2.18
Total Operational Expenditures and Capital	8,996,929	7,166,929	7,435,506	35	3.75

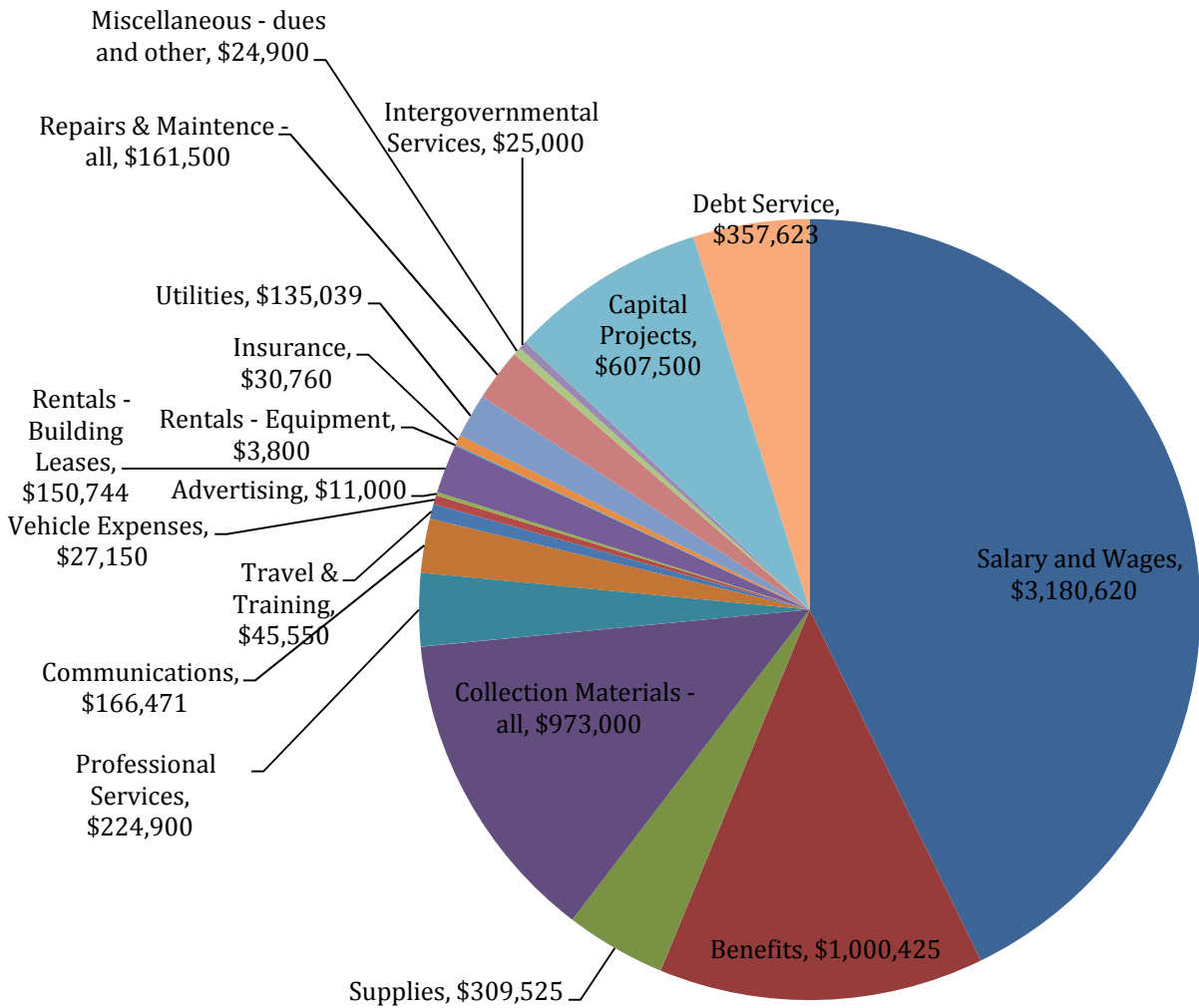
NOTATIONS

15. Includes estimated performance merit and restructured positions-no increase in FTE.
16. Proj increase in PERS from 5.15 to 8.45%; benefits for 80% FTE and up
17. Supplies - Includes scheduled computer replacements for Yakima Central and West Valley Community Library
18. Collection materials and databases - reduction of under-utilized databases, add e-resources
19. Professional services - State Auditor in 2012
20. Includes all communication: postage, phones, WAN - reduced costs for Liberty Building
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training
22. Vehicle's fuel and repairs Includes Outreach van, Facility van, and Courier vehicle
23. Decrease - using YVL web page and social networking sites
24. Summitview, Selah, Southeast, Liberty Building - lease amount and CAM charges
25. Postage meter
26. Districtwide building, vehicle, D&O, and liability insurance
27. Districtwide utilities for all branches - anticipated decrease due to improved HVAC in Yakima, includes janitorial services also
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
30. Maintenance payments for designated library buildings
31. Grant projects - Wellness Grant only for 2011
32. Total estimated general operating expenditures - slight decrease of .42%
33. One time large purchases and capital projects: Yakima Central Library, Sunnyside repairs, Sunnyside fiber match, phone sys
34. Debt service principle and interest
34. Total estimated general operating, capital expenditures, and debt service for 2012

YAKIMA VALLEY LIBRARIES

2012 Budget – Expenditures

Yakima Valley Libraries 2012 Budgeted Expenditures



SUMMARY OF EXPENDITURES BY DEPARTMENT

Administration Department

2011 Budget Draft

Acct Number	Description	2011 Budget	2012 Requested	Notes
Administrative Services: Director's Office, Office, and Accounting			6.80	Staffing - Full Time Equivalents (FTEs)
10-11-00	Wages	375,199	506,298	Budget includes reserve for district leave/retirement
10-20-00	Benefits	106,435	144,874	Budget includes reserve for district leave/retirement
10-31-00	Office Supplies	5,000	3,500	Administrative office supplies
10-32-00	Printing Supplies/copies	2,000	2,000	Printing Projects
10-33-00	Computer Supplies	-	-	Move to IT computer supplies
10-33-01	Software	2,050	5,000	Specialized software
10-35-01	Small Equipment	2,500	2,500	Small copier, calculator, phone
10-41-01	Prof Svs - general	20,000	20,000	Districtwide professional services
10-41-02	Prof Svs - auditor	2,000	15,000	State Auditor 2012
10-41-03	Prof Svs - special	-	-	Survey, strategic planning, facility plan
10-41-04	Prof Svs - printing	1,000	1,000	Budget and annual report prof printing
10-43-00	Mileage	1,500	1,500	Administrative travel mileage reimbursement
10-43-03	Training-Conf-Admin	5,000	10,000	Admin Travel, Training, and Conference (ALA, PLA, WLA)
10-43-04	Training-Accounting Staff		2,500	Administrative Training - Accounting and Office
10-44-00	Advertising	7,000	5,000	District advertising including Dex & legals
10-46-00	Insurance	30,000	30,760	
10-48-00	Equip maint & repair	500	500	Equip monthly maintenance
10-48-01	Software maintenance	7,000	7,500	
10-49-00	Miscellaneous-dues	20,000	20,000	WLA, Chamber Sister City, CDY, memberships, other
Total Directors Office, Office, and Accounting		587,184	777,933	
Admimistrative Services: Human Resources and District Wide Training			2.00	Staffing - Full Time Equivalents (FTEs)
13-11-00	Wages	130,544	114,785	Includes HR Director and Special Projects, eliminated Assistant
13-20-00	Benefits	48,559	33,822	Includes HR Director and Special Projects, eliminated Assistant
13-31-00	Office Supplies	2,570	3,000	HR specific: name badges, personnel files, binders
13-31-01	Professional Reference	500	500	Legal updates and current materials HR specific
13-31-02	Training Curricula	500	500	Materials purchase deferred - move inhouse design
13-33-01	Software	500	500	
13-35-01	L&I accomodations	2,000	2,000	For requested accommodations
13-35-02	Small Equipment	1,000	1,000	Training station-desk, printer, other as needed
13-41-01	Prof Svs - HR Specific	2,000	2,000	Attorney, State Patrol Reports, Dispute Resolution
13-41-02	Prof Svs - Benefit Admin	1,500	1,500	Flex Plan, EAP
13-43-00	Mileage	300	300	Includes Training Coor District Travel
13-43-01	Staff Enrichment Day	5,000	5,000	Professional training for all staff includes author
13-43-03	Conference & Training	2,500	2,500	Conf and training for Manager and Coordinator
13-43-04	Candidate Travel	1,500	1,500	Contingent applicant travel
13-44-01	Advertising - jobs	2,000	2,000	Recruitment for open positions
13-49-01	Misc	800	800	HR dues for YVL
Total Human Resources		201,772	171,707	
Total Administration		788,956	949,639	

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Community Libraries

2012 Budget Draft

		2012		
Acct Number	Description	2011 Budget	Requested	Notes
Community Libraries Central Services			4.07	Staffing - full time equivalents (FTEs)
21-11-00	Wages	336,873	198,946	
21-20-00	Benefits	107,997	62,784	
21-32-00	Printing	-	-	Print jobs to send out
21-33-01	Computer Software	-	-	Document management system software
21-41-02	Professional Services - Specific Project	-	1,500	Translation Services - policies
21-41-03	Professional Services	25,000	25,000	Unique Collection Service, signage, other
Total CL Central Services		469,870	288,231	
Community Libraries - All Branches			53.61	Staffing FTE - Includes proposed changes
21-12-00	Wages	1,397,301	1,804,250	
21-21-00	Benefits	479,394	561,111	
21-31-01	Office Supplies	50,500	50,000	Supplies for branches
21-31-02	Branch Summer Reading Supplies	-	3,000	Branch Summer Reading supplies
21-31-03	Display Design Supplies	500	500	Display Designer moved from PP&R
21-31-04	Branch Program - non SRP	500	2,000	Branch program supplies not summer reading
21-31-10	Supplies - Friends' purchase	-	-	Friends provide funds for designated purchases
21-32-00	Supplies - Printing	2,500	2,500	
21-33-00	Computer Hardware	-	8,000	OPACS SS, YK, UG; Laptop GR, MX
21-33-01	Computer - Software	1,000	1,500	
21-35-01	Supplies - Small Equipment	20,000	20,000	Upgrades - furniture, desks - see CL detail
21-42-01	Telephone Services All	50,000	34,107	District lines, long distance, cell - all phones
21-42-02	Postage Services All	52,000	52,000	All district postage and overdues
21-45-03	SDC - Services All Computer Lines	79,777	12,492	Communication services at County SDC
21-43-00	Mileage	5,500	5,500	Includes ROC travel
21-43-01	Conference & Training	8,000	8,000	ALA (TW committee), PLA, WLA, District Training
21-43-02	GMC Van L5	2,500	-	Includes fuel, vehicle repair, maintenance
21-43-03	Ford Focus L4	2,000	-	Includes fuel, vehicle repair, maintenance
21-43-04	Ford Tarus L6	3,000	-	Includes fuel, vehicle repair, maintenance
21-43-05	Courier Van L12	13,000	-	Includes fuel, vehicle repair, maintenance
21-44-01	Advertising	500	500	Advertising Community Library specific
21-45-03	Copier Rental	-	-	Copier purchased - see maint agreement
21-45-05	Postage Meter Rental	3,500	3,800	Postage monthly maintenance
21-48-01	Equipment Maintenance	16,250	17,000	Copiers includes branch, self-check
21-48-02	Software Maintenance	-	-	
21-49-01	Miscellaneous	500	500	
Total Community Libraries - All Branches		2,188,221	2,586,761	
Total Community Services		2,658,092	2,874,991	

Programs and Resources

2012 Budget Draft

Acct Number	Description	2011 Budget	2012	
			Requested	Notes
Public Programs and Resources			3.00	Staffing - full time equivalents (FTEs)
23-11-00	Wages	389,405	106,603	
23-20-00	Benefits	119,636	40,559	
23-31-01	Supplies general	1,500	1,500	General supplies including copies
23-31-02	Programming Supplies	7,000	5,000	Back up for Big Read Program if no grant
23-31-03	Summer Reading Program	6,000	3,000	Summer reading program supplies
23-31-05	Yakima Valley Reads Supplies	-	2,500	
23-33-00	Computer Supplies	1,000	4,500	Laptop, Xbox, Playstation - programs
23-33-01	Software	1,500	1,500	Programming software - see above computer
23-35-01	Small Equipment	2,000	2,000	Programming small equipment
23-34-03	Collection - Books	-	30,000	Collection
23-34-04	Collection - Periodicals	35,000	20,000	Collection
23-34-05	Collection - Electronic media	118,000	100,000	Collection
23-34-06	Collection - Audio Books	80,000	80,000	Collection
23-34-07	Collection - Video Cassettes	60,000	60,000	Collection
23-34-08	Collection - Recordings	20,000	25,000	Collection
23-34-09	Collection - gifts and memorial	5,000	5,000	Collection
23-34-10	Collection - Boaz	-	-	Collection
23-41-01	Prof Services database svcs	3,000	3,000	Database fee/Ingrams collection
23-41-03	Prof Svcs general	1,000	1,000	Miscellaneous general prof svcs
23-41-04	Prof Svcs programming	9,660	6,000	Big Read prof svcs if grant not received
23-41-05	Prof Svcs Summer Reading	4,000	3,000	District wide programming - increase programs
23-41-06	Prof Svcs Yakima Comm Reads	-	8,000	Yakima Community Reads Program
23-43-00	Mileage	250	250	Staff mileage reimbursement
23-43-01	Conference and Training	4,000	1,500	WLA, ALA, PLA - specific training
23-43-02	Outreach Van L10	3,000	-	Outreach Services
23-44-01	Advertising	6,000	3,500	Program specific - increased outreach
23-48-00	Equipment Repair	-	-	Color printer
23-49-00	Miscellaneous - binding	500	500	Book binding
23-49-01	Miscellaneous	100	100	Department specific as needed
23-49-02	Miscellaneous - other	1,000	1,000	Book discussion groups
Total Public Programs and Resources		878,551	515,012	

Technical Services

2012 Budget Draft

Acct Number	Description	2011 Budget	2012 Requested	Notes
<i>Technical Services</i>			4.93	Staffing - full time equivalents (FTEs)
22-11-00	Wages	218,760	165,393	
22-20-00	Benefits	74,521	50,427	
22-31-00	Supplies general	26,000	28,600	Supplies, cassette cases, security tags
22-32-00	Printing	500	500	
22-33-00	Computer Supplies	500	500	
22-33-01	Software	500	500	As needed dept specific
22-35-01	Small Equipment	500	1,000	Cutting, disk cleaner
22-41-01	Prof Svs Preprocess Books	45,000	49,500	Preprocessing fees books and materials
22-41-02	Prof Svs Preprocess Media	4,000	4,400	Preprocessing fees for media
22-41-03	Prof Svs OCLC Database	35,000	38,500	Catalog database for collection materials
22-43-00	Mileage	500	500	District mileage reimbursement
22-43-01	Conference & Training	4,000	2,000	PUG, WALE, PLA other training
22-48-00	Equipment Repair	500	500	Disk machine
22-49-00	Miscellaneous	500	500	Department miscellaneous
Total for Technical Services		<u>410,781</u>	<u>342,821</u>	

Information Technology

2012 Budget Draft

Acct Number	Description	2011 Budget	2012 Requested	Notes
<i>Information Technology</i>			3.00	Staffing - full time equivalents (FTEs)
23-11-00	Wages	115,917	141,336	
23-20-00	Benefits	37,913	45,980	
23-31-00	Supplies general	5,777	6,000	Supplies, cassette cases, security tags
23-33-00	Computer Equipment	75,000	90,000	See IT Schedule for Branch Detail
23-33-01	Software	20,000	35,000	See IT Schedule for Branch Detail
23-35-01	Small Equipment	5,000	8,000	See IT Schedule for Branch Detail
23-41-01	Professional Services	5,000	5,000	Professional support
23-43-00	Mileage	500	500	Indistrict mileage
23-43-01	Conference & Training	4,000	3,000	IT workshops
23-48-00	Equipment repair	5,000	6,000	
23-48-01	Software Maintenance	95,968	100,000	Software support - Optmanager, Citrix, others
23-48-02	Computer Maintenance	5,000	6,000	
23-49-00	Miscellaneous	500	500	Department miscellaneous
Total for Information Technology		<u>375,575</u>	<u>447,316</u>	

Facilities
2012 Budget Draft

Acct Number	Description	2011 Budget	2012	
			Requested	Notes
<i>Facilities</i>			4.50	Staffing - full time equivalents (FTEs)
50-11-00	Wages	62,391	143,008	Added Courier (from CL) and Facility Supervisor (Admin)
50-20-00	Benefits	25,762	60,867	
50-31-00	Supplies general	8,600	9,000	District janitorial supplies
50-31-05	Photocopies	-	-	Inhouse copy charges
50-35-01	Small Equipment	2,000	2,000	Miscellaneous small equipment
50-41-01	Prof Svs Elevator	-	-	Moved to code 48 for 2009
50-41-02	Prof Svs Yak Janitorial	5,000	7,000	Moved janitorial inhouse 2009
50-41-03	Prof Svs CL Janitorial	30,000	30,000	Janitorial for SS 2009
50-41-04	Prof Svs temp	1,000	1,000	
50-43-01	Van L7	3,500	6,100	Facility travel
50-45-01	Summitview Lease	122,591	81,727	
50-45-02	Southeast Lease	8,400	8,400	
50-45-03	Zillah Lease	1	1	
50-45-05	Liberty Building	45,916	45,916	
50-45-06	Selah Building	-	14,700	
50-47-01	Utilities Yakima	100,000	68,881	
50-47-02	Utilities Community lib	40,000	61,157	
50-47-03	Utilities General	5,000	5,000	
50-48-01	Building Repairs	4,750	9,000	
50-48-02	Equipment repair	18,000	9,000	
50-48-04	Elevator	-	-	Move from code 41
50-49-01	Miscellaneous	500	500	
50-50-01	Intergovernmental - maint	39,000	25,000	Maintanance reimbursement cities/towns
Total for Facilities		<u>522,411</u>	<u>588,258</u>	

SUMMARY OF EXPENDITURES
BY LINE ITEM

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Adopted	2012 Requested	Notes
01-10-572-10 -ADMINISTRATION						
10	31	00	Admin Office Supplies	5,000	3,500	Administrative Office Supplies
01-10-572-13						
13	31	00	HR Supplies	2,570	3,000	HR includes name badges, training, food expense
13	31	01	HR Supplies Prof Ref	500	500	Ref Materials including training
13	31	02	HR Training Curricula	500	500	Training materials
01-10-572-10						
10	32	00	Admin Printing Supplies	2,000	2,000	Printing Projects
10	33	00	Admin Computer Supplies	-	-	
10	33	01	Admin Software Supplies	2,050	5,000	Accounting specific software
01-10-572-13						
13	33	01	HR Software Supplies	500	500	HR specific software
01-10-572-10						
10	35	01	Admin Small Equipment	2,500	2,500	Non computer small equip
01-10-572-13						
13	35	01	HR Small Equipment L&I	2,000	2,000	Equipment for accommodations
13	35	02	HR Small Equipment	1,000	1,000	Misc small equipment as needed
01-21-572-21 - COMMUNITY LIBRARIES						
21	31	01	CL Office Supplies	50,500	50,000	Supplies for branches-printer cartridges, toner, consumable items
21	31	02	CL Branch Summer Reading	-	3,000	CL Summer Reading Supplies
21	31	03	CL Display Designer Supplies	500	500	Window displays Yakima Building
21	31	04	CL Program Branch Supplies	500	2,000	Specific Branch Program Supplies
21	31	10	CL Supplies Friends Purchase	-	-	Purchases by Friends - based on donations - net impact
21	32	00	CL Printing Supplies	2,500	2,500	
21	33	00	CL Computer Supplies	-	8,000	Early Learning Stations - Buena, Yakima
21	33	01	CL Computer Software	1,000	1,500	Software for ELS - all other under IT department
21	33	05	CL Computer Equip/Friends	-	-	Computer equipment/supplies purchased by Friends for reimb.
21	35	01	CL Small Equipment	20,000	20,000	See Budget for CL branch upgrades/small equipment
01-22-572- TECHNICAL SERVICES						
22	31	00	Tech Svs Supplies	26,000	28,600	Security tape, CD cases, jewel cases, Eco-Master supplies
22	32	00	Tech Svs Printing	500	500	
22	33	00	Tech Svs Computer Supplies	500	500	
22	33	01	Tech Svs Computer Software	500	500	RDA Toolkit - new cataloging process
22	35	01	Tech Svs Small Equipment	500	1,000	Small Equip - cutting, disk cleaner

Supplies

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Adopted	2012 Requested	Notes
01-22-572- INFORMATION TECHNOLOGY						
23	31	00	IT General Supplies	5,777	6,000	IT general supplies
23	33	00	IT Computer Equipment	75,000	90,000	Equipment per replacement schedule (laptops, PC)/Yakima/Buena
23	33	01	IT Computer Software	20,000	35,000	See IT Schedule - software only
23	35	01	IT Small Equipment	5,000	8,000	See IT Schedule
01-23-572 - PROGRAMS AND RESOURCES						
23	31	01	PP&R Supplies	1,500	1,500	
23	31	02	PP&R Programs	7,000	5,000	Includes Programming supplies for entire district
23	31	03	PP&R Summer Reading	6,000	3,000	Includes Summer Reading supplies for entire district
23	31	05	PP&R Yakima Valley Reads Supplies	2,500	2,500	
23	33	01	PP&R Computer Supplies	1,000	4,500	Program - gaming and other supplies for computers
23	33	02	PP&R Computer Software	1,500	1,500	Program - gaming software
23	35	01	PP&R Small Equipment	2,000	2,000	Carts for OS
01-50-572 - DISTRICT WIDE FACILITIES						
50	31	00	Facility General Supplies	8,600	9,000	Cleaning supplies, misc janitorial, uniforms
50	33	02	Facility Software	-	425	Maintenance & subscription to Help Desk Software
50	35	01	Facility Small Equipment	2,000	2,000	Shop vac, carpet cleaner, 18 volt drill
Totals for Supplies				<u>259,497</u>	<u>309,525</u>	
Breakout by Category						
Supplies General				117,447	116,100	General supplies - less than one year life
Supplies Printing				5,000	5,000	Printing supplies
Supplies Computer				102,050	147,000	Computer replacement schedule
Supplies Small equipment				35,000	38,500	Includes all supplies with life longer than one year.
Total Supplies				<u>259,497</u>	<u>306,600</u>	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Adopted	2012 Requested	Notes
01-23-572 - PROGRAMS AND RESOURCES						
21	34	02	E-materials	0	30,000	Added Overdrive 2011
21	34	03	Books	653,000	653,000	
21	34	04	Periodicals	35,000	20,000	
21	34	05	Electronic media	118,000	100,000	
21	34	06	Audio Books	80,000	80,000	
21	34	07	Videocassettes	60,000	60,000	
21	34	08	Recordings	20,000	25,000	
21	34	09	Gifts & Memorials	5,000	5,000	
21	34	10	Boaz trust materials	0	0	
Totals for Collection Materials				971,000	973,000	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description					2011 Adopted	2012 Requested	Notes
01-10-572-10 -ADMINISTRATION							
10	41	01	Admin Prof Services		20,000	20,000	Professional Services districtwide
10	41	02	Admin Prof Service State Auditor		2,000	15,000	Audit in 2010-Fiscal Year 2007-2008
10	41	03	Admin Prof Services Special Proj		-	-	
10	41	04	Admin Prov Service Printing		1,000	1,000	Annual report, budget docs, blueprints, etc.
10	41	05	Admin Prof Svs - Election Costs		-	-	Election costs for annexations
01-10-572-13							
13	41	01	Human Resources Prov Svs		2,000	2,000	WSP Reports, DRC
13	41	02	Human Resources Benefit Admin		1,500	1,500	Flex Plan, Well Spring
01-21-572-21 - COMMUNITY LIBRARIES							
21	41	00	CL Summer Reading Prof Svs		-	2,500	Summer Reading Programs - Professional Services
21	41	02	CL Professional Services		-	1,500	Spanish language translation/policies
21	41	03	CL - Unique Collection Service		25,000	25,000	Unique Management Service - collection services
01-22-572- TECHNICAL SERVICES							
22	41	01	Tech Services Preproc-Books/Mat		45,000	49,500	Preprocessing fees for books and materials
22	41	02	Tech Services Preproc-Media		4,000	4,400	Preprocessing fees for media
22	41	03	Tech Svs OCLC Database		35,000	38,500	OCLC Database
01-22-572- INFORMATION TECHNOLOGY							
23	41	01	IT Professional Services		5,000	5,000	Professional oncall technical support-Training Program
01-23-572 - PROGRAMS AND RESOURCES							
23	41	01	PP&R Bibliographic Database Svs		3,000	3,000	Database fee/Ingrams
23	41	03	PP&R Professional Services		1,000	1,000	Professional Services-consultant
23	41	04	PP&R Programs Prof Services		9,660	6,000	Programming for community library program
23	41	05	PP&R Summer Reading District		4,000	3,000	District Wide Programming for Summer Reading
23	41	06	PP&R Yakima Valley Reads		4,000	8,000	Yakima Valley Reads Program
01-50-572 - DISTICT WIDE FACILITIES							
50	41	01	Fac-Elevator Maintenance		-	-	See code 48 - repairs and maintenance
50	41	02	Fac - Janitorial Yakima		5,000	7,000	Carpet cleaning, fire inspection, snow removal
50	41	03	Fac - Janitorial CL's		30,000	30,000	Sunnyside and Selah janitorial, carpet cleaning, snow
50	41	04	Fac - Temp Services		1,000	1,000	Special projects that need more than 1 person
Totals for Professional Services					<u>198,160</u>	<u>224,900</u>	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Dept	Obj	Sub Obj	Description	2011 Adopted	2012 Requested	Notes
01-21-572-21 - COMMUNITY LIBRARIES						
21	42	01	Telephone	50,000	34,107	Direct lines, long distance (remove Liberty Building)
21	42	02	Postage and Freight	52,000	52,000	Includes all district postage and overdues
21	42	03	County Secure Data Center		67,872	Storage and fiber connections with Secure Data Center
21	45	06	DSL Lines	79,777	12,492	DSL Lines for non-fiber community libraries
Total Communications				<u><u>181,777</u></u>	<u><u>166,471</u></u>	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Summary				2011	2012	
Description				Adopted	Requested	Notes
01-10-572-10 -ADMINISTRATION						
10	43	00	Admin Mileage	1,500	1,500	Mileage reimbursement-Other non-conf travel
10	43	03	Admin - Dir Conference & Training	5,000	10,000	ALA(CA), PLA (PA), WLA (WA)-includes Trustees
10	43	04	Admin-Staff Conf & Training	4,000	2,500	Springbrook, BARS, Accounting Training, WLA, WALE
01-10-572-13						
13	43	00	HR Mileage	300	300	Mileage reimbursement
13	43	01	Staff Enrichment Day	5,000	5,000	Staff Training Day-speakers/staff workshops
13	43	03	HR Conference & Training	2,500	2,500	HR and Training Coordinator
13	43	04	HR Candidate Travel	1,500	1,500	Candidate travel
01-21-572-21 - COMMUNITY LIBRARIES						
21	43	00	CL Mileage Reimbursement	5,500	5,500	All travel within district including meetings & ROC
21	43	01	CL Conference & Training	8,000	8,000	CAYAS, WALE, other district training
21	43	02	PS L5 99 GMC Van (L5)	2,500	0	Move to facility-2012
21	43	03	PS L4 01 Ford Focus (L4)	2,000	0	Move to facility-2012
21	43	04	PS L6 01 Ford Taurus (L6)	3,000	0	Move to facility-2012
21	43	05	PS Courier Van	13,000	0	Move to facility-2012
01-22-572- TECHNICAL SERVICES						
22	43	00	Tech Svs Mileage	500	500	Mileage reimbursement
22	43	01	Tech Svs Conference & Training	4,000	2,000	PUG (1), WALE (2), WLA
01-22-572- INFORMATION TECHNOLOGY						
23	43	01	IT Mileage	500	500	Mileage reimbursement
23	43	01	IT Conference & Training	4,000	3,000	IT Training-includes PLA, PUG
01-23-572 - PROGRAMS AND RESOURCES						
23	43	00	PP&R Mileage	250	250	Mileage reimbursement
23	43	01	PP&R Conference & Training	4,000	1,500	OWLS, WALE, PLA, YA Lit Symposium
23	43	02	PP&R Outreach Van L10	3,000	0	Move to facility
01-50-572 - DISTICT WIDE FACILITIES						
50	43	00	Facility Conference & Training	0	1,000	Facility training
50	43	01	Facility L7 01 Van (L7)	3,500	6,100	Facility Travel - increased janitorial in branches
50	43	02	PS L5 99 GMC Van (L5)	2,500	2,700	Includes fuel, vehicle repair, maintenance
50	43	03	PS L4 01 Ford Focus (L4)	2,000	2,600	Includes fuel, vehicle repair, maintenance
50	43	04	PS L6 01 Ford Taurus (L6)	3,000	3,000	Includes fuel, vehicle repair, maintenance
50	43	05	PS Courier Van	13,000	10,550	Courier includes fuel, repair, and maintenance
50	43	06	PP&R Outreach Van L10	3,000	2,200	Outreach Van includes fuel, vehicle repair, and maintenance
				97,050	72,700	

Travel_Tr_Vehicles

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description	2011	2012	Notes
	Adopted	Requested	
Total Travel, Training, Conference			
Training & Travel	36,500	35,500	
Mileage	10,050	10,050	
Vehicle	50,500	27,150	
Totals	<u>97,050</u>	<u>72,700</u>	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Adopted	2012 Requested	Notes
01-10-572-10 -ADMINISTRATION						
10	44	00	Admin Advertising	7,000	5,000	Includes DEX advertising
01-10-572-13						
13	44	01	HR Advertising - Jobs	2,000	2,000	
01-21-572-21 - COMMUNITY LIBRARIES						
21	44	01	CL Advertising - Branch Specific	500	500	
01-23-572 - PROGRAMS AND RESOURCES						
23	44	01	PS - Programming Advertising	6,000	3,500	Programs
Totals for Advertising				15,500	11,000	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Adopted	2012 Requested	Notes
01-21-572-21 - COMMUNITY LIBRARIES						
21	45	05	Postage Meter Rental	3,500	3,800	Direct Service Postage
			Total Equipment Rental	3,500	3,800	
01-50-572 - DISTRICT WIDE FACILITIES						
50	45	01	Summitview Lease	122,591	81,727	Lease: 9107/Cam: 984/Taxes95/Adv:30-through August :
50	45	02	Southeast Lease	8,400	8,400	\$700 per month
50	45	03	Zillah Lease	1	1	
50	45	05	Liberty Building	45,916	45,916	Lease: 2684/Cam: 1059-cam
50	45	06	Selah Building Lease	14,700	14,700	Lease split with City of Selah
50	45	10	Storage Rentals	0	5,000	Temporary storage of Buena and Summitview equipmen
Totals For Building Lease				191,608	150,744	
Equipment Rentals				3,500	3,800	
Building Rentals				191,608	150,744	
				195,108	154,544	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Adopted	2012 Requested	Notes
01-10-572-10 -ADMINISTRATION						
10	46	00	Insurance Property, Casualty, D&O	30,000	30,760	Includes Director and Officers Insur
Totals for Insurance				<u>30,000</u>	<u>30,760</u>	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Adopted	2012 Requested	Notes
01-50-572 - DISTRICT WIDE FACILITIES						
50	47	01	Utilities - Yakima	100,000	68,881	Utilities, power, gas, bug spray-New HVAC
50	47	02	Utilities - Community Libraries	40,000	61,157	Utilities, power, gas, bug spray
50	47	03	Utilities - General District	5,000	5,000	Document recycling
Totals for Utilities				<u>145,000</u>	<u>135,039</u>	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Dept	Obj	Sub Obj	Description	2011 Adopted	2012 Requested	Notes
01-10-572-10 -ADMINISTRATION						
10	48	00	Admin Equipment Repair	500	500	Admin equipment repair
10	48	01	Admin - Software Maintenance	7,000	7,500	Springbrook -accounting software maintenance
01-21-572-21 - COMMUNITY LIBRARIES						
21	48	01	CL Equipment Maintenance	16,250	17,000	Photocopier maintenance and other equipment
21	48	02	CL Software Maintenance	0	0	Moved to IT Department
01-22-572- TECHNICAL SERVICES						
22	48	00	Techn Svs Equip Repair	500	500	
01-22-572- INFORMATION TECHNOLOGY						
23	48	00	IT Equipment Repair	5,000	6,000	Printers, general technology equip
23	48	01	IT Software Maintenance	95,968	100,000	SD Renewal, Polaris, Domain, Envisionware, Antivirus
23	48	02	IT Computer Maintenance	5,000	6,000	
01-23-572 - PROGRAMS AND RESOURCES						
23	48	00	PP&R Equipment Repair	0	0	
01-50-572 - DISTICT WIDE FACILITIES						
50	48	01	Facility Building Repairs	4,750	9,000	Lighting, ADA doors, garage doors
50	48	02	Facility Equipment Repairs	18,000	15,000	Elevator maint, equip repair, HVAC SS
50	48	03	Facility HVAC Maint	0	0	Combined with 48 02
50	48	04	Facility Elevator Maintenance	0	0	Combined with 48 02
Totals for Repairs				152,968	161,500	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Dept	Obj	Sub Obj	Description	2011 Adopted	2012 Requested	Notes
01-10-572-10 -ADMINISTRATION						
10	49	00	Admin Miscellaneous	20,000	20,000	WLA, Chamber, Sister City, dues, memberships, other
10	49	02	Admin-Direct Deposit Fees		500	Direct Deposit banking fees
01-10-572-13						
13	49	00	HR Miscellaneous	800	800	YVHRA dues, memberships, other
01-21-572-21 - COMMUNITY LIBRARIES						
21	49	01	CL Miscellaneous	500	500	Local chamber dues, other
01-22-572- TECHNICAL SERVICES						
22	49	00	Tech Svs Miscellaneous	500	500	Other
01-22-572- INFORMATION TECHNOLOGY						
23	49	00	IT Miscellaneous	500	500	Deptment specific dues, other
01-23-572 - PROGRAMS AND RESOURCES						
23	49	00	PP&R - Binding	500	500	Binding
23	49	01	PP&R - Miscellaneous	100	100	Department specifics
23	49	00	PP&R Other - book groups	1,000	1,000	Book Discussion groups - See programs prof svcs
01-50-572 - DISTRICT WIDE FACILITIES						
50	49	01	Facility misc janitorial	500	500	
Totals for Miscellaneous				24,400	24,900	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Description				2011 Requested	2012 Requested	Notes
01-50-572 - DISTICT WIDE FACILITIES						
50	51	0	Maintenace/building with cities	39,000	25,000	Moved utility reimbursement to actuals
Totals for Maintenance contracts				39,000	25,000	

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Dept	Obj	Sub	Description	2011 Adopted	2012 Requested	Notes
01-60-572-572- GRANTS						
60	49	01	Wellness Grant	2,000	0	
60	31	01	Book it Grant	0	0	
60	49	01	Big Read Grant	0	0	
60	35	01	Gates Online Opportunity Grant	0	0	
			Total Grants	2,000	0	
01-60-594- CAPITAL PROJECTS						
64	63	01	Capital - Carry Forward	34,500	0	Carry Forward non-Technology
64	65	01	Capital - Facility - non owned Bldg	0	7,500	Capital projects for non-owned community libraries
65	65	02	Capital - Facility - Yakima Bldg	170,000	350,000	Yakima Central Library Remodel
65	65	03	Capital - Facility - Sunnyside Bldg	0	75,000	Sunnyside building capital projects (roof in 2011)
65	65	04	Capital - Facility West Valley Bldg	0	5,000	Building has own capital budget 2011/2012
65	65	05	Capital -Facility - Selah Bldg	0	0	
66	66	01	Capital - Technology	115,000	170,000	Wireless, T-1, Fiber
			Total Capital	319,500	607,500	
			Total Grants	2,000	0	
			Total Capital	319,500	607,500	
				321,500	607,500	

2012 Capital Projects

Carry Forward non-technology 0

Capital Project - Non owned buildings

Paint 5,000

CL Carpet 2,500

Total non-owned buildings 7,500

Capital Project - Yakima Central Library Remodel

350,000 Restrooms upstairs, service desk, carpet, paint, security, lights

Capital Project - Sunnyside Building

75,000 Exterior paint, restroom modifications

Capital Project Technology

30,000 Wireless-Districtwide

30,000 Fiber-T-1 as needed

35,000 Sunnyside Carry Fwd Fiber

75,000 Plan for modified telephone services Yakima-May be 2013

Total Technology 170,000

YAKIMA VALLEY LIBRARIES

2012 BUDGET DRAFT

Summary

Dept	Obj	Sub Obj	Description	2011 Adopted	2012 Requested	Notes
01-70-591-72 - DEBT SERVICE						
572	70	00	Debt Service Principle	312,755	325,000	Finance West Valley Library
572	81	00	Debt Service Interest	37,245	32,623	and Yakima Central Projects
			Total Debt Service	<u>350,000</u>	<u>357,623</u>	

YAKIMA VALLEY LIBRARIES BOARD DESIGNATED AND TRUST FUNDS

- West Valley Community Library
 - Plath – Endowment Fund
 - Capital Carry Forward Fund
 - Facility Fund
 - Technology Fund

Yakima Valley Libraries
Board Designated Funds
Estimated Balances for Fiscal Year 2012

	West Valley Fund 002¹	Plath Fund 003²	Carry Forward Fund 004	Facility Fund 005	Technology Fund 006	Totals
Estimated Beginning						
Cash	2,260,813.38	65,321.62	416,319.51	254,365.70	662,549.73	3,659,369.94
Interest	20,000.00	500.00	3,000.00	2,000.00	5,000.00	30,500.00
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
Total Resources	<u>2,280,813.38</u>	<u>65,821.62</u>	<u>419,319.51</u>	<u>256,365.70</u>	<u>667,549.73</u>	<u>3,689,869.94</u>
Direct Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures	1,800,000.00	0.00	0.00	0.00	0.00	1,800,000.00
Capital Transfers to						
General Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures						
and Transfers	<u>1,800,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,800,000.00</u>
Estimated Ending Cash	<u>480,813.38</u>	<u>65,821.62</u>	<u>419,319.51</u>	<u>256,365.70</u>	<u>667,549.73</u>	<u>1,889,869.94</u>

¹ Restricted funds for the Richard E Ostrander West Valley Community Library Building

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

YAKIMA VALLEY LIBRARIES

DESIGNATED AND TRUST FUNDS

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

West Valley Community Library – Board Designated

The estimated 2012 ending balance for the Cumulative Reserve Fund is \$480,813. 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.

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 2011 the Library received a \$7,125 distribution from the Trust. It is estimated that the 2012 beginning balance for this fund will be approximately \$65,321. In 2008, the Board adopted a motion to use the Plath Fund for educational purposes for the Interim Director. Total tuition expenditures will be under \$25,000 and will span from 2009 until 2011. The Interim Director (now Director) completed her coursework and was awarded a Master in Library and Information Science (MLIS) in May of 2011. The endowment is open for an additional Yakima Valley Library supported MLIS candidate in 2012. 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 \$416,300.

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 2012 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 \$662,549 for 2012.

YAKIMA VALLEY LIBRARIES
2012 BUDGET PROPOSAL

YAKIMA VALLEY LIBRARIES
2012 Budget - Draft November 2012

	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011	Notation	%Change
REVENUES					
Tax Revenues					
Property Tax Revenue	6,266,313	6,247,124	6,362,992	1	1.85
Other Taxes	20,000	20,000	20,698	2	3.49
Total Tax Revenues	6,286,313	6,267,124	6,383,690	3	1.86
Contract Cities					
Other Contract Cities	162,051	162,051	162,051		0.00
Total Contract Cities	162,051	162,051	162,051	4	0.00
Other Revenue					
Grants and Donations	5,000	5,000	7,500	5	50.00
Copies	20,000	20,000	20,000	6	0.00
Fines, Fees, Overdues	73,837	73,837	60,000	7	(18.74)
All Other Revenues	78,085	78,085	25,000	8	(67.98)
Total Other Revenue	176,922	176,922	112,500	9	(36.41)
Total All New Revenues	6,625,286	6,606,097	6,658,241	10	0.79
Other Resources					
Transfers in	-	0	0		0.00
Funds from Loan	2,000,000	0	0	11	
Carry Fwd Proj not completed	755,000	0	0	12	0.00
Total Other Resources	2,755,000	0	0	13	0.00
Total All Revenues and Resources	9,380,286	6,606,097	6,658,241	14	0.79

Notations

1. 2012 property tax request is a .7521% increase or \$47,127.67 plus new construction
2. No 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/no change 2012
5. Grants and donations - includes McAuliff and Boaz
6. Fees for copies
7. Fines: overdue, lost books-based on actual decrease
8. Investment interest - declining interest rate
9. Total Other Revenues
10. Total All Revenues-new revenues
11. Loan for Debt Service in 2010 - moved to West Valley Building Fund
12. Estimated 2011 Cash from projects not completed over budgeted ending cash - see designated cash
13. Total Other Resources
14. Total all Revenues and Resources - overall increase due to one time grant (see line 8)

YAKIMA VALLEY LIBRARIES
2012 Budget - Draft November 2012

	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011	Notation	%Change
EXPENDITURES					
Salary and Wages	3,074,828	3,074,828	3,180,620	15	3.44
Benefits	1,134,642	1,134,642	1,000,425	16	(11.83)
Supplies	259,497	259,497	309,525	17	19.28
Collection Materials - all	971,000	971,000	973,000	18	0.21
Professional Services	198,160	198,160	224,900	19	13.49
Communications	181,777	181,777	166,471	20	(8.42)
Travel & Training	46,550	46,550	45,550	21	(2.15)
Vehicle Expenses	27,000	27,000	27,150	22	0.55
Advertising	15,500	15,500	11,000	23	(29.03)
Rentals - Building Leases	191,608	191,608	150,744	24	(21.33)
Rentals - Equipment	3,500	3,500	3,800	25	8.57
Insurance	30,000	30,000	30,760	26	2.53
Utilities	145,000	145,000	135,039	27	(6.87)
Repairs & Maintenance - all	152,968	152,968	161,500	28	5.58
Miscellaneous - dues and other	24,400	24,400	24,900	29	2.05
Intergovernmental Services	39,000	39,000	25,000	30	(35.90)
Grant Expenditures	2,000	2,000	0	31	(100.00)
Total Operating Expenditures	6,497,429	6,497,429	6,470,384	32	(0.42)
Capital Projects	2,149,500	319,500	607,500	33	90.14
Debt Service	350,000	350,000	357,623	34	2.18
Total Operational Expenditures and Capital	8,996,929	7,166,929	7,435,506	35	3.75

NOTATIONS

15. Includes estimated performance merit and restructured positions-no increase in FTE.
16. Proj increase in PERS from 5.15 to 8.45%; benefits for 80% FTE and up
17. Supplies - includes scheduled computer replacements for Yakima Central and West Valley Community Library
18. Collection materials and databases - reduction of under-utilized databases, add e-resources
19. Professional services - State Auditor in 2012
20. Includes all communication: postage, phones, WAN - reduced costs for Liberty Building
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training
22. Vehicle's fuel and repairs includes Outreach van, Facility van, and Courier vehicle
23. Decrease - using YVL web page and social networking sites
24. Summtview, Selah, Southeast, Liberty Building - lease amount and CAM charges
25. Postage meter
26. Districtwide building, vehicle, D&O, and liability insurance
27. Districtwide utilities for all branches - anticipated decrease due to improved HVAC in Yakima, includes janitorial services also
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
30. Maintenance payments for designated library buildings
31. Grant projects - Wellness Grant only for 2011
32. Total estimated general operating expenditures - slight decrease of .42%
33. One time large purchases and capital projects: Yakima Central Library, Sunnyside repairs, Sunnyside fiber match, phone sys
34. Debt service principle and interest
34. Total estimated general operating, capital expenditures, and debt service for 2012

YAKIMA VALLEY LIBRARIES
2012 Budget - Draft November 2012

	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011	Notation %Change
Transfers Out - General Fund				
Capital Projects Carry Forward	0	0	0	36
Facility Maintenance Fund	0	0	0	37
Technology Fund	0	0	0	38
Total Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	39
Total Expenses & Transfer Out	<u>8,996,929</u>	<u>7,166,929</u>	<u>7,435,506</u>	40
Cash Balance - General Fund (GF)				
Estimated Balance January	2,041,894	3,064,667	2,819,159	41
Estimated Operating Revenues Minus Expenditures	383,357	108,668	187,858	42
Debt Service and Capital Projects	0	(669,500)	(965,123)	43
Less transfers out	0	0	0	44
Estimated Ending FB for GF	<u>2,425,251</u>	<u>2,503,834</u>	<u>2,041,894</u>	45
Designated Cash for GF				
For Boaz Fund	76,031	76,031	76,031	46
Reserved for facilities	0	0	0	47
Reserved Funds-Debt Service	364,169	461,940	0	48
Operating Cash-Revolving Funds	1,965,863	1,965,863	1,965,863	49
Total Designated Funds GF	<u>2,406,063</u>	<u>2,503,834</u>	<u>2,041,894</u>	50
Estimated Ending Unrestricted Fund Balance for GF	<u>19,188</u>	<u>0</u>	<u>0</u>	51
Budget Totals				
Revenues Plus Beginning Cash	11,422,181	9,670,765	9,477,402	52
Expenditures Plus Ending FB	11,422,181	9,670,765	9,477,402	53
Cash Reconciliation				
General Fund Estimated Cash	2,425,251	2,503,834	2,041,894	54
Designated Funds - All	1,937,378	1,748,560	1,889,870	55
Total All Funds	<u>4,362,629</u>	<u>4,252,394</u>	<u>3,931,764</u>	56

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 (beginning cash)-includes additional unspent funds from 2011 to use for 2012 expenditures
42. Estimated Operating Revenues minus Expenditures
43. Capital Project and Debt Service funded by prior year unexpended resources
44. Cash transfers out of General Fund
45. Estimated ending Fund Balance (cash)
46. Cash reserved for restricted Boaz Fund
47. Cash reserved for capital facility projects
48. Funds reserved for West Valley Building Fund
49. Funds designated by Board of Trustees for operating cash between property tax collections
50. Total designated General Fund (cash)
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: Cumulative Reserve, 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 2012

	West Valley Fund 002¹	Plath Fund 003²	Carry Forward Fund 004	Facility Fund 005	Technology Fund 006	Totals
Estimated Beginning						
Cash	2,260,813.38	65,321.62	416,319.51	254,365.70	662,549.73	3,659,369.94
Interest	20,000.00	500.00	3,000.00	2,000.00	5,000.00	30,500.00
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
Total Resources	<u>2,280,813.38</u>	<u>65,821.62</u>	<u>419,319.51</u>	<u>256,365.70</u>	<u>667,549.73</u>	<u>3,689,869.94</u>
Direct Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures	1,800,000.00	0.00	0.00	0.00	0.00	1,800,000.00
Capital Transfers to						
General Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures						
and Transfers	<u>1,800,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,800,000.00</u>
Estimated Ending Cash	<u>480,813.38</u>	<u>65,821.62</u>	<u>419,319.51</u>	<u>256,365.70</u>	<u>667,549.73</u>	<u>1,889,869.94</u>

¹ Restricted funds for the Richard E Ostrander West Valley Community Library Building

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

RESOLUTIONS

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of _____)
Approving the 2012 YVL Budget)

RESOLUTION
#11-010

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 2012 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 \$9,477,402 for the General Fund;

WHEREAS, estimated 2012 expenditures for the General Fund are expected to be \$9,477,402 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 2012 budget for \$9,477,402 in revenues, expenditures, resources, capital, and debt service for the General Fund.

ADOPTED THIS 14th day of November 2011.



Trustee



Trustee



Trustee

Trustee



Trustee

YAKIMA VALLEY LIBRARIES
2012 Budget - Draft November 2012

	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011	Notation	%Change
REVENUES					
Tax Revenues					
Property Tax Revenue	6,266,313	6,247,124	6,362,992	1	1.85
Other Taxes	20,000	20,000	20,698	2	3.49
Total Tax Revenues	6,286,313	6,267,124	6,383,690	3	1.86
Contract Cities					
Other Contract Cities	162,051	162,051	162,051		0.00
Total Contract Cities	162,051	162,051	162,051	4	0.00
Other Revenue					
Grants and Donations	5,000	5,000	7,500	5	50.00
Copies	20,000	20,000	20,000	6	0.00
Fines, Fees, Overdues	73,837	73,837	60,000	7	(18.74)
All Other Revenues	78,085	78,085	25,000	8	(67.98)
Total Other Revenue	176,922	176,922	112,500	9	(36.41)
Total All New Revenues	6,625,286	6,606,097	6,658,241	10	0.79
Other Resources					
Transfers in	-	0	0		0.00
Funds from Loan	2,000,000	0	0	11	
Carry Fwd Proj not completed	755,000	0	0	12	0.00
Total Other Resources	2,755,000	0	0	13	0.00
Total All Revenues and Resources	9,380,286	6,606,097	6,658,241	14	0.79

Notations

1. 2012 property tax request is a .7521% increase or \$47,127.67 plus new construction
2. No 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/no change 2012
5. Grants and donations - includes McAuliff and Boaz
6. Fees for copies
7. Fines: overdue, lost books-based on actual decrease
8. Investment interest - declining interest rate
9. Total Other Revenues
10. Total All Revenues-new revenues
11. Loan for Debt Service in 2010 - moved to West Valley Building Fund
12. Estimated 2011 Cash from projects not completed over budgeted ending cash - see designated cash
13. Total Other Resources
14. Total all Revenues and Resources - overall increase due to one time grant (see line 8)

YAKIMA VALLEY LIBRARIES
2012 Budget - Draft November 2012

	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011	Notation	%Change
EXPENDITURES					
Salary and Wages	3,074,828	3,074,828	3,180,620	15	3.44
Benefits	1,134,642	1,134,642	1,000,425	16	(11.83)
Supplies	259,497	259,497	309,525	17	19.28
Collection Materials - all	971,000	971,000	973,000	18	0.21
Professional Services	198,160	198,160	224,900	19	13.49
Communications	181,777	181,777	166,471	20	(8.42)
Travel & Training	46,550	46,550	45,550	21	(2.15)
Vehicle Expenses	27,000	27,000	27,150	22	0.55
Advertising	15,500	15,500	11,000	23	(29.03)
Rentals - Building Leases	191,608	191,608	150,744	24	(21.33)
Rentals - Equipment	3,500	3,500	3,800	25	8.57
Insurance	30,000	30,000	30,760	26	2.53
Utilities	145,000	145,000	135,039	27	(6.87)
Repairs & Maintenance - all	152,968	152,968	161,500	28	5.58
Miscellaneous - dues and other	24,400	24,400	24,900	29	2.05
Intergovernmental Services	39,000	39,000	25,000	30	(35.90)
Grant Expenditures	2,000	2,000	0	31	(100.00)
Total Operating Expenditures	<u>6,497,429</u>	<u>6,497,429</u>	<u>6,470,384</u>	32	(0.42)
Capital Projects	2,149,500	319,500	607,500	33	90.14
Debt Service	350,000	350,000	357,623	34	2.18
Total Operational Expenditures and Capital	<u><u>8,996,929</u></u>	<u><u>7,166,929</u></u>	<u><u>7,435,506</u></u>	35	3.75

NOTATIONS

15. Includes estimated performance merit and restructured positions-no increase in FTE.
16. Proj increase in PERS from 5.15 to 8.45%; benefits for 80% FTE and up
17. Supplies - includes scheduled computer replacements for Yakima Central and West Valley Community Library
18. Collection materials and databases - reduction of under-utilized databases, add e-resources
19. Professional services - State Auditor in 2012
20. Includes all communication: postage, phones, WAN - reduced costs for Liberty Building
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training
22. Vehicle's fuel and repairs includes Outreach van, Facility van, and Courier vehicle
23. Decrease - using YVL web page and social networking sites
24. Summtview, Selah, Southeast, Liberty Building - lease amount and CAM charges
25. Postage meter
26. Districtwide building, vehicle, D&O, and liability insurance
27. Districtwide utilities for all branches - anticipated decrease due to improved HVAC in Yakima, includes janitorial services also
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
30. Maintenance payments for designated library buildings
31. Grant projects - Wellness Grant only for 2011
32. Total estimated general operating expenditures - slight decrease of .42%
33. One time large purchases and capital projects: Yakima Central Library, Sunnyside repairs, Sunnyside fiber match, phone sys
34. Debt service principle and interest
34. Total estimated general operating, capital expenditures, and debt service for 2012

YAKIMA VALLEY LIBRARIES
2012 Budget - Draft November 2012

	2011 Budget Adopted	2011 Amended Budget	2012 Budget Draft November 2011	Notation %Change
Transfers Out - General Fund				
Capital Projects Carry Forward	0	0	0	36
Facility Maintenance Fund	0	0	0	37
Technology Fund	0	0	0	38
Total Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	39
Total Expenses & Transfer Out	<u>8,996,929</u>	<u>7,166,929</u>	<u>7,435,506</u>	40
Cash Balance - General Fund (GF)				
Estimated Balance January	2,041,894	3,064,667	2,819,159	41
Estimated Operating Revenues Minus Expenditures	383,357	108,668	187,858	42
Debt Service and Capital Projects	0	(669,500)	(965,123)	43
Less transfers out	0	0	0	44
Estimated Ending FB for GF	<u>2,425,251</u>	<u>2,503,834</u>	<u>2,041,894</u>	45
Designated Cash for GF				
For Boaz Fund	76,031	76,031	76,031	46
Reserved for facilities	0	0	0	47
Reserved Funds-Debt Service	364,169	461,940	0	48
Operating Cash-Revolving Funds	1,965,863	1,965,863	1,965,863	49
Total Designated Funds GF	<u>2,406,063</u>	<u>2,503,834</u>	<u>2,041,894</u>	50
Estimated Ending Unrestricted Fund Balance for GF	<u>19,188</u>	<u>0</u>	<u>0</u>	51
Budget Totals				
Revenues Plus Beginning Cash	11,422,181	9,670,765	9,477,402	52
Expenditures Plus Ending FB	11,422,181	9,670,765	9,477,402	53
Cash Reconciliation				
General Fund Estimated Cash	2,425,251	2,503,834	2,041,894	54
Designated Funds - All	1,937,378	1,748,560	1,889,870	55
Total All Funds	<u>4,362,629</u>	<u>4,252,394</u>	<u>3,931,764</u>	56

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 (beginning cash)-includes additional unspent funds from 2011 to use for 2012 expenditures
42. Estimated Operating Revenues minus Expenditures
43. Capital Project and Debt Service funded by prior year unexpended resources
44. Cash transfers out of General Fund
45. Estimated ending Fund Balance (cash)
46. Cash reserved for restricted Boaz Fund
47. Cash reserved for capital facility projects
48. Funds reserved for West Valley Building Fund
49. Funds designated by Board of Trustees for operating cash between property tax collections
50. Total designated General Fund (cash)
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: Cumulative Reserve, 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 2012

	West Valley Fund 002¹	Plath Fund 003²	Carry Forward Fund 004	Facility Fund 005	Technology Fund 006	Totals
Estimated Beginning						
Cash	2,260,813.38	65,321.62	416,319.51	254,365.70	662,549.73	3,659,369.94
Interest	20,000.00	500.00	3,000.00	2,000.00	5,000.00	30,500.00
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
Total Resources	<u>2,280,813.38</u>	<u>65,821.62</u>	<u>419,319.51</u>	<u>256,365.70</u>	<u>667,549.73</u>	<u>3,689,869.94</u>
Direct Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures	1,800,000.00	0.00	0.00	0.00	0.00	1,800,000.00
Capital Transfers to General Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures and Transfers	<u>1,800,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,800,000.00</u>
Estimated Ending Cash	<u><u>480,813.38</u></u>	<u><u>65,821.62</u></u>	<u><u>419,319.51</u></u>	<u><u>256,365.70</u></u>	<u><u>667,549.73</u></u>	<u><u>1,889,869.94</u></u>

¹ Restricted funds for the Richard E Ostrander West Valley Community Library Building

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 the 2012 Property Tax Levy
For the Yakima Rural County Library District
Above the "limit factor," up to 101 percent*

**RESOLUTION
11-011**

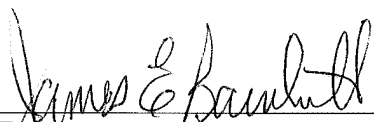
WHEREAS, the Board of Trustees for the Yakima Rural County Library District, doing business as Yakima Valley Libraries has met, considered and approved its budget for the calendar year 2012, according to the provisions of RCW 27.12.050 and Resolution #11-010; and

WHEREAS, the Board of Trustees, in the course of considering the budget for 2012 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 2012 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.

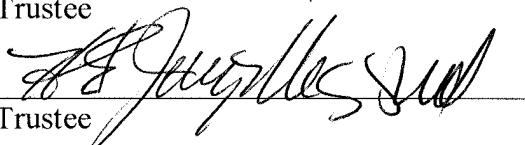
RESOLVED this 14th day of November 2011.



Trustee



Trustee



Trustee



Trustee

Trustee

Before the Board of Trustees of
YAKIMA VALLEY LIBRARIES

*A Resolution In the Matter of Levying
the 2012 Ad Valor Property Taxes*

**RESOLUTION
11-012**

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 2012; and

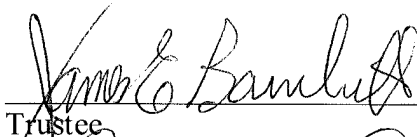
WHEREAS, the Board of Trustees in the course of considering the budget for 2012 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

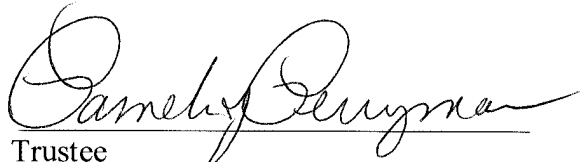
WHEREAS, the Board of Trustees has determined, in accordance with the provisions in RCW 27.12.050, that the revenue required for the maintenance of library service in the district is as shown in the 2012 budget, adopted November 14, 2011 by Resolution #11-010;

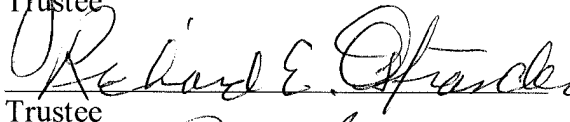
WHEREAS, the Board of Trustees has determined that it is in the best interest of and necessary to meet the expenses and obligations of Yakima Valley Libraries and that a substantial need exists for the property tax revenue to be increased in 2012;

NOW, THEREFORE, BE IT RESOLVED, that the regular levy request to the Board of Yakima County Commissioners, based on the October calculations provided by the Yakima County Assessor's Office with adjustments for new construction, state assessed values, and added values, is \$6,362,992. The dollar increase from the 2011 lawful maximum will be \$47,127.67 with a .7521% increase, plus amounts allowed for new construction, annexations, and increase in state assessed values.

RESOLVED this 14th day of November 2011.


Trustee


Trustee


Trustee

Trustee


Trustee

YAKIMA RURAL COUNTY LIBRARY DISTRICT
YAKIMA VALLEY LIBRARIES

Tax Levy Request Certification

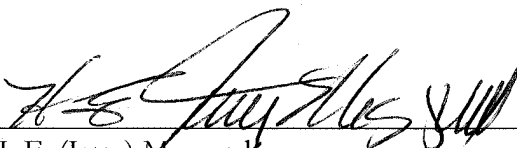
State of Washington)
County of Yakima)

Yakima Rural County Library District
2012 Tax Levy Request Certification

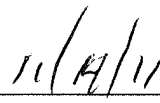
I, H. E. (Jerry) Maggard, Secretary of the Yakima Rural County Library District, do hereby certify that the Yakima Rural County Library District Board of Trustees of said Library District and appearing in the minutes of a meeting held on the 14th day of November, 2011, requesting the Board of Commissioners of Yakima County to levy taxes as follows:

Regular levy request in the amount of \$6,362,992, which is a \$47,127.67 dollar increase from the 2011 levy amount and a .7521% increase of that same 2011 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 243,231 as published on the US Census Bureau website:
<http://quickfacts.census.gov/qfd/states/53/53077.html> as of November 14, 2011.



H. E. (Jerry) Maggard
Secretary
Yakima Rural County Library District



Date

APPENDIX

Yakima Valley Libraries

Levy Rate and Property Tax Comparisons - 2006 to 2012

Property Tax Calculations	2012 Estimate	2011 Final	2010 Final	2009 Final	2008 Final	2007 Final	2006 Final
Current Tax Base	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	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	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
Amount	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	0.452939723	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	0	9,595,233	26,718,493	81,548,008	16,494,559
Last Years Rate	0.452939723	0.459505034	0.448310171	0.461922452	0.483540462	0.4754625	0.49436282
Amount	-	-	-	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	0.459505034	0.448310171	0.448310171	0.45950000	0.45950000	0.482053272	0.4783
Amount	0.00	0.00	0.00	0.00	0.00	2,211,141.65	192,995.82
Total Additions	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38

% Method (1)							
Last Years Levy	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
Percent Requested	0.7521	0.5303	0.5524	0.4643	0.6894	1.6096	1.0000
% times last years Levy	47,128.94	32,488.89	33,048.28	26,916.08	38,591.16	51,344.39	28,598.68
Plus Additions	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38
Total by Percent	6,362,993.27	6,250,931.74	6,098,019.63	5,956,159.82	5,766,385.13	5,580,698.77	3,183,256.13

Dollar Increase Method (2)							
Last Years Levy	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*	47,127.67	32,488.85	33,048.11	26,915.58	38,589.02	51,218.07	20,814.41
Plus Additions	49,550.99	91,932.05	82,298.54	132,112.50	130,004.80	2,339,469.38	294,789.38
Total by Dollar Increase	6,362,992.00	6,250,931.70	6,098,019.45	5,956,159.31	5,766,382.99	5,580,572.45	3,175,471.86

Levy Amount Lesser of 1 or 2	6,362,992.00	6,266,313.34	6,098,019.45	5,958,381.55	5,794,834.03	5,578,262.88	3,171,623.74
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Current Max Lawful Calculation (3)							
Prior Year Max Lawful	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
Base - lawful max	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	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	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	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	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	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	19,189.17	28,491.35	26,513.48	30,748.25	19,526.29	18,261.27
Max Levy Request	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 - 2011 Estimated/Actual	0.47068	0.45294	0.45951	0.44831	0.46419	0.48354	0.47546

2012 YVRL Payroll and Benefit Draft Budget

Position Control Number	JOB TITLE	Full Time Equivalent
1	Director	100.00
2	Deputy Director	100.00
3	Finance & Operations Manager-position restructured	0.00
4	Public Prog & Res Manager-position restructured	0.00
5	Tech Svs Manager (combined with position 9 YK BR Mgr)	50.00
6	Human Resources Director	100.00
7	Community Library Supervisor 3	100.00
8	BR Manager - SV/Managing Librarian III Zone 3	100.00
9	BR Manager - YK (combined with position 5 Tech Svs Mgr)	50.00
10	Administrative Coordinator	100.00
11	Programming Librarian/Managing Librarian IV Zone 5	100.00
12	Special Serv Librarian/Managing Librarian II Zone 2	100.00
13	Public Service Specialist - YK	100.00
14	Spec Svs & Coll Librarian - Adult-position restructured	0.00
15	Community Library Assistant Manager/Managing Librarian I	100.00
16	District Circulation Coordinator -position restructured	0.00
17	Accounting Manager	100.00
18	Librarian	100.00
19	Programming Services Specialist - position restructured	0.00
20	Administrative Specialist	100.00
21	Community Libraries Specialist - position restructured	0.00
22	Community Library Supervisor 3	100.00
23	Community Library Supervisor 2 - TO	100.00
24	IT Specialist - 1	100.00
25	IT Specialist - 2 (Network Specialist)	100.00
26	Community Library Supervisor 2 - UG	92.50
27	Community Library Supervisor 2 - MX	82.50
28	Community Library Supervisor 2 - WA	85.00
29	Community Library Supervisor 2 - ZI	62.50
30	Community Library Supervisor 2 - GR	52.50
31	Community Library Supervisor 2 - TH	80.00
32	Accounting Assistant	100.00
33	Accounting Assistant	100.00
34	Human Resource Assistant - position restructured	0.00
35	Interlibrary Loan Specialist	100.00
36	Programming Services Specialist	100.00
37	Public Programs Specialist (Collection)	100.00
38	Public Services Specialist - Circ	100.00
39	Public Services Specialist	100.00
40	Public Services Specialist - Ref	100.00
41	Public Services Specialist - SS	0.00
42	Assistant Branch Manager - SV	100.00
43	Technical Svs Coordinator	100.00
44	District Facilities Maintenance-Facility Maint Supervisor II	100.00
45	Community Library Supervisor 2 - BU	50.00
46	Community Library Supervisor 1 - HH	37.50
47	Community Library Supervisor 1 - MA	55.00
48	Community Library Supervisor 2 - NA	62.50
49	Public Services Assistant NA	50.00
50	Community Library Supervisor 1 - SE	50.00
51	Community Library Supervisor 1 - TI	50.00

2012 YVRL Payroll and Benefit Draft Budget

Position Control Number	JOB TITLE	Full Time Equivalent
52	Community Library Supervisor 1 - WS	67.50
53	Community Libraries Assistant	0.00
54	Courier	100.00
55	Interlibrary Loans Assistant	100.00
56	Accounting Specialist	100.00
57	Accounting Specialist	80.00
58	Public Services Assistant - OR	100.00
59	Yakima Branch Assistant Manager	100.00
60	Public Services Assistant - SL	100.00
61	Public Services Assistant - SS	100.00
62	Public Services Assistant - SV	100.00
63	Public Services Assistant - SV	100.00
64	Public Services Specialist - YK Childrens	100.00
65	Public Services Assistant - YK Circ	100.00
66	Public Services Assistant - YK Circ	50.00
67	Public Services Supervisor III	100.00
68	Technical Svs Assistant - 1	100.00
69	Technical Svs Assistant - 2	100.00
70	Public Services Assistant - SS	100.00
71	Public Services Assistant - TO	80.00
72	Public Services Assistant - SS	100.00
73	Public Services Specialist-Outreach	50.00
74	Public Services Assistant - SV	50.00
75	Public Services Assistant - WA	88.75
76	Public Services Assistant - YK Childrens	50.00
77	Public Services Assistant - YK Childrens	100.00
78	Public Services Assistant - YK Circ	0.00
79	Public Services Assistant - YK Circ	50.00
80	PSAssistant - YK Circ - modified PSS	50.00
81	Public Services Assistant - YK Ref	50.00
82	Public Services Assistant - YK Ref	50.00
83	Web Assistant - position restructured	0.00
84	Public Services Assistant - GR	25.00
85	Public Services Assistant - position restructured	0.00
86	Public Services Assistant - MA	30.00
87	Public Services Assistant - MX	40.00
88	Public Services Assistant - SE	0.00
89	Public Services Assistant - SS	35.00
90	Public Services Assistant - SV	37.50
91	Public Services Assistant - TH	60.00
92	Public Services Assistant - UG	45.00
93	Public Services Assistant - WA	65.00
94	Public Services Assistant - YK Circ	42.50
95	Public Services Assistant - ZI	30.00
96	Display Designer	6.90
97	Roving on Call - 1 (UV)	50.00
98	Roving on Call - 2	50.00
99	Roving on Call - 3 (CV)	50.00
100	Roving on Call - 4 CU	50.00
101	Roving on Call - 5 - Eliminate	0.00
102	Roving on Call - 6 - Eliminate	0.00

2012 YVRL Payroll and Benefit Draft Budget

Position Control Number	JOB TITLE	Full Time Equivalent
103	Technical Services Materials Processor - 1	50.00
104	Technical Services Materials Processor - 2	62.50
105	Public Services Assistant - SL	100.00
106	Facility Maintenance Worker (Res Aug 08)	50.00
107	Facility Maint Worker-Custodian (Res Aug 08)	100.00
108	Facility Supervisor-Manager	100.00
109	Programming Services Specialist	100.00
110	IT Manager	100.00
111	Community Library Assistant Manager	100.00
112	Public Services Specialist - SL	100.00
113	Public Services Specialist	100.00
114	Managing Librarian IV, Zone 6	100.00
PG	Page Selah - 780	37.50
PG	Page Summitview - 780	37.50
PG	Page Yakima - 780	37.50
PG	Page Yakima - 780	37.50
PG	Page Yakima - 780	37.50
PG	Page Yakima - 780	37.50
PG	Page Technical Services - 624	30.00
PG	Page SV - 624	30.00
PG	Page Sunnyside - 520	25.00
PG	Page Yakima - 780	37.50
PG	Page Union Gap	37.50
	Full time equivalents including pages	<u>81.91</u>

Yakima Valley Libraries

Salary and Grade Structure

Grade	Job Title
1	Page
2	Technical Services Materials Processor
3	Public Services Assistant, Community Libraries Assistant, Public Programs and Resources Assistant, Interlibrary Loans Public Services Assistant, Courier, 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	Unassigned
7	Community Library Supervisor II, Facility Maintenance Supervisor II
8	Public Services Supervisor III
9	Administrative Coordinator, Collection Development Coordinator, Technical Services Coordinator
10	Assistant Branch Manager, IT Specialists, Community Library Supervisor III, <i>Archivist Librarian</i>
11	Accounting Manager, Facility Manager, Managing Librarian I
12	Information Technology Manager, Managing Librarian II
13	Managing Librarian III
14	Managing Librarian IV
15	Managing Librarian V, Human Resources Director
16	Deputy Director
17	Interim Director

Revised: September 2007
 May 2008
 November 18, 2008
 December 2008
 August 2009
 November 2011

Yakima Valley Libraries - 2012 Wage Scale

Budget 2012 - Draft

GRADE	2 yrs								2 yrs	3 yrs	
	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
3	10.93	11.26	11.61	11.96	12.32	12.70	13.08	13.48	13.89	14.31	14.75
	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	2 yrs2 yrs3 yrs3 yrs											
	1	2	3	4	5	6	7	8	9	10	11	12
4	11.77	12.14	12.52	12.90	13.30	13.72	14.14	14.58	15.03	15.50	15.98	16.48
	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
5	13.80	14.23	14.67	15.13	15.60	16.08	16.58	17.10	17.63	18.18	18.74	19.32
	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
6	14.38	14.82	15.28	15.76	16.25	16.75	17.27	17.81	18.36	18.93	19.52	20.12
	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
7	15.96	16.45	16.96	17.49	18.03	18.59	19.17	19.76	20.38	21.01	21.66	22.34
	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

Yakima Valley Libraries - 2012 Wage Scale

Budget 2012 - Draft

GRADE	<div> <div>2 yrs</div> <div>2 yrs</div> <div>3 yrs</div> <div>3 yrs</div> <div>3 yrs</div> </div>												
	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