

**FORM  
LB-20**

**RESOURCES  
General Fund**

**Hood River County Library District**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
			\$380,000	1 Available cash on hand* (cash basis) or	\$480,000	\$480,000	<b>\$495,000</b>	1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received	\$15,000	\$15,000	\$15,000	3
4		\$1,813	\$1,500	4 Interest	\$4,000	\$4,000	\$4,000	4
5				5 Transferred IN, from other funds				5
6		\$9,426	\$7,000	6 Fines and fees	\$10,000	\$10,000	\$10,000	6
7		\$106,346	\$50,000	7 Donations	\$2,000	\$2,000	\$2,000	7
8			\$24,462	8 Intergovernmental revenue	\$35,395	\$35,395	\$35,395	8
9		\$4,950		9 Miscellaneous revenue				9
10				10				10
11		\$122,535	\$462,962	11 Total resources, except taxes to be levied	\$546,395	\$546,395	<b>\$561,395</b>	11
12			\$698,381	12 Taxes estimated to be received	\$708,287	\$708,287	\$708,287	12
13		\$668,445		13 Taxes collected in year levied				13
<b>14</b>		<b>\$790,980</b>	<b>\$1,161,343</b>	<b>14 TOTAL RESOURCES</b>	<b>\$1,254,682</b>	<b>\$1,254,682</b>	<b>\$1,269,682</b>	<b>14</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

# DETAILED REQUIREMENTS

## General Fund

## Hood River County Library District

FORM  
LB-31

#	Historical Data			REQUIREMENTS DESCRIPTION	FTE	Budget for Next Year 2013-14			#
	Actual		Adopted Budget			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12	This Year 2012-13						
1				<b>PERSONAL SERVICES</b>					1
2				<b>Salaries</b>					2
3				Library Clerk I					3
4		\$17,474	\$53,909	Library Clerk II	2.500	\$61,018	\$61,018	<b>\$61,628</b>	4
5		\$14,939	\$45,570	Library Assistant I	2.125	\$60,129	\$60,129	<b>\$60,730</b>	5
6		\$28,997	\$78,476	Library Assistant II	3.000	\$94,924	\$94,924	<b>\$95,904</b>	6
7		\$9,388	\$57,218	Librarian I	0.750	\$29,374	\$29,374	\$29,374	7
8				Librarian II	1.000	\$47,652	\$47,652	\$47,652	8
9		\$34,325	\$61,220	Library Director	1.000	\$62,445	\$62,445	<b>\$63,069</b>	9
10		<b>\$105,124</b>	<b>\$296,393</b>	<i>Total Salaries</i>	<b>10.375</b>	<b>\$355,541</b>	<b>\$355,541</b>	<b>\$358,356</b>	10
11									11
12				<b>Benefits</b>					12
13		\$10,413	\$21,824	Retirement		\$23,957	\$23,957	<b>\$24,987</b>	13
14		\$15,081	\$23,116	Social Security		\$27,199	\$27,199	<b>\$27,414</b>	14
15		\$1,775	\$1,000	Workers Compensation		\$3,000	\$3,000	\$3,000	15
16		\$22,832	\$79,500	Health Insurance		\$85,500	\$85,500	\$85,500	16
17		\$7,170	\$9,972	Unemployment Insurance		\$11,733	\$11,733	<b>\$11,826</b>	17
18		<b>\$57,271</b>	<b>\$135,412</b>	<i>Total Benefits</i>		<b>\$151,389</b>	<b>\$151,389</b>	<b>\$152,727</b>	18
19									19
20		<b>\$162,395</b>	<b>\$431,805</b>	<b>TOTAL PERSONAL SERVICES</b>		<b>\$506,930</b>	<b>\$506,930</b>	<b>\$511,083</b>	20

150-504-031 (Rev 12/09)

# DETAILED REQUIREMENTS

## General Fund

FORM  
LB-31

	Historical Data			REQUIREMENTS DESCRIPTION	FTE	Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12							
1				<b>MATERIALS AND SERVICES</b>					1
2		\$280		Bank charges		\$100	\$100	\$100	2
3		\$3,700	\$3,700	Building Lease		\$5,000	\$5,000	\$5,000	3
4		\$5,282	\$10,000	Building Maintenance		\$20,000	\$20,000	\$20,000	4
5		\$7,585	\$9,600	Telecommunications		\$8,800	\$8,800	<b>\$10,900</b>	5
6		\$57,210	\$75,000	Collection Development		\$60,000	\$60,000	\$60,000	6
7		\$5,306	\$14,000	Technology		\$11,000	\$11,000	\$11,000	7
8		\$11,550	\$21,000	Accounting and Auditing		\$21,600	\$21,600	\$21,600	8
9		\$21,650	\$22,000	Custodial Services		\$21,693	\$21,693	\$21,693	9
10		\$1,182	\$2,000	Technical Services		\$2,000	\$2,000	<b>\$4,000</b>	10
11				GorgeLINK					11
12		\$8,600	\$12,000	Library Consortium		\$12,200	\$12,200	\$12,200	12
13		\$545	\$1,250	Copiers		\$1,250	\$1,250	\$1,250	13
14			\$4,000	Elections Expense					14
15		\$3,772	\$4,000	Insurance		\$4,000	\$4,000	\$4,000	15
16		\$686	\$6,000	Landscape Maintenance		\$4,000	\$4,000	\$4,000	16
17		\$4,662	\$3,000	Legal Services		\$2,500	\$2,500	\$2,500	17
18		\$2,532	\$3,000	Dues and Subscriptions		\$3,500	\$3,500	\$3,500	18
19				Network Maintenance					19
20		\$860	\$2,000	Postage/Freight		\$2,000	\$2,000	\$2,000	20
21		\$3,963	\$1,500	Printing		\$1,000	\$1,000	\$1,000	21
22		\$2,860	\$8,000	Programs		\$11,000	\$11,000	\$11,000	22
23		\$2,706	\$2,000	Advertising		\$2,000	\$2,000	\$2,000	23
24		\$2,944	\$2,500	Supplies, Programs					24
25		\$11,146	\$15,000	Supplies, Office		\$20,000	\$20,000	\$20,000	25
26		\$2,379	\$3,000	Travel		\$4,000	\$4,000	\$4,000	26
27		\$3,651	\$2,000	Training		\$2,000	\$2,000	\$2,000	27
28				Board Development				<b>\$1,000</b>	28
29		\$29,796	\$42,000	Utilities		\$37,500	\$37,500	\$37,500	29
30			\$1,000	Miscellaneous		\$1,000	\$1,000	\$1,000	30
31			\$14,000	Furniture and Equipment		\$7,000	\$7,000	\$7,000	31
32			\$1,000	Courier		\$1,000	\$1,000	\$1,000	32
33									33
34		<b>\$194,847</b>	<b>\$284,550</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$266,143</b>	<b>\$266,143</b>	<b>\$271,243</b>	<b>34</b>

# DETAILED REQUIREMENTS

## General Fund

**FORM  
LB-31**

	Historical Data			REQUIREMENTS DESCRIPTION	FTE	Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12							
1		\$9,854	\$10,000	<b>Capital outlay</b>		\$0	\$0	\$0	1
2									2
3		\$30,000	\$25,000	<b>Transfer to Capital Reserve</b>		\$25,000	\$25,000	\$25,000	3
4									4
5			\$100,000	<b>Contingency</b>		\$100,000	\$100,000	\$100,000	5
6									6
7		\$397,096	\$851,355	<b>Total Expenditures</b>		\$898,073	\$898,073	<b>\$907,326</b>	7
8									8
9		\$393,884		Ending balance (prior years)					9
10			\$309,988	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		\$356,609	\$356,609	<b>\$362,356</b>	10
11		<b>\$790,980</b>	<b>\$1,161,343</b>	<b>TOTAL REQUIREMENTS</b>		<b>\$1,254,682</b>	<b>\$1,254,682</b>	<b>\$1,269,682</b>	11

150-504-031 (Rev 12/09)

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Grants Fund

Hood River County Library District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
				<b>RESOURCES</b>				
1		\$11,888	\$3,650	Cash on hand * (cash basis), or	\$3,000	\$3,000	\$3,000	1
2				Working Capital (accrual basis)				2
3				Previously levied taxes estimated to be received				3
4				Interest				4
5				Transferred IN, from other funds				5
6		\$94,665	\$104,000	Grants (specific purpose grants)	\$113,000	\$113,000	\$113,000	6
7				Friends of the Library donations	\$10,000	\$10,000	\$10,000	7
8				Library Foundation donations	\$25,000	\$25,000	\$25,000	8
9				Pat Hazelhurst fund donations	\$1,000	\$1,000	\$1,000	9
10								10
11		\$106,553	\$107,650	Total Resources, except taxes to be levied	\$152,000	\$152,000	\$152,000	11
12				Taxes estimated to be received				12
13				Taxes collected in year levied				13
14		<b>\$106,553</b>	<b>\$107,650</b>	<b>TOTAL RESOURCES</b>	<b>\$152,000</b>	<b>\$152,000</b>	<b>\$152,000</b>	14
15				<b>REQUIREMENTS</b>				
16		<b>\$89,962</b>	<b>\$20,000</b>	<b>Personal services</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$34,000</b>	16
17				<i>Salaries</i>				17
18				Library Clerk II	\$3,000	\$3,000	\$3,000	18
19				Library Assistant II	\$8,072	\$8,072	\$8,072	19
20								20
21				<i>Benefits</i>				21
22				Retirement	\$726	\$726	\$726	22
23				Health insurance	\$3,000	\$3,000	\$3,000	23
24								
25				Other personal services	\$19,202	\$19,202	\$19,202	
26								26
27		<b>\$14,148</b>	<b>\$53,650</b>	<b>Materials and services</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	27
28				Collection development	\$20,000	\$20,000	\$20,000	28
29				Technology	\$3,000	\$3,000	\$3,000	29
30				Programs	\$3,000	\$3,000	\$3,000	30
31				Travel	\$1,000	\$1,000	\$1,000	31
32				Furniture and equipment	\$3,000	\$3,000	\$3,000	32

33				Other materials and services	\$20,000	\$20,000	\$20,000	
34								34
<b>35</b>			<b>\$30,000</b>	<b>Capital outlay</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>35</b>
36								36
37		\$2,443		Ending balance (prior years)				37
38			\$4,000	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$18,000	\$18,000	\$18,000	38
39		<b>\$106,553</b>	<b>\$107,650</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$236,000</b>	<b>\$236,000</b>	<b>\$236,000</b>	39

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

# RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. Review Year: 2020-21

## Capital Equipment Reserve Fund

## Hood River County Library District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2013-14			
	Actual		Adopted Budget This Year 2012-13		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-11	First Preceding Year 2011-12						
				<b>RESOURCES</b>				
1			\$30,100	Cash on hand* (cash basis) or	\$40,000	\$40,000	\$40,000	1
2				Working Capital (accrual basis)				2
3				Previously levied taxes estimated to be received				3
4		\$135	\$100	Interest	\$150	\$150	\$150	4
5		\$30,000	\$25,000	Transferred IN, from other funds	\$25,000	\$25,000	\$25,000	5
6								6
7		\$30,135	\$55,200	Total Resources, except taxes to be levied	\$65,150	\$65,150	\$65,150	7
8				Taxes estimated to be received				8
9				Taxes collected in year levied				9
10		<b>\$30,135</b>	<b>\$55,200</b>	<b>TOTAL RESOURCES</b>	<b>\$65,150</b>	<b>\$65,150</b>	<b>\$65,150</b>	10
				<b>REQUIREMENTS</b>				
1				Personal Services				1
2								2
3			\$15,000	Materials & Services	\$5,000	\$5,000	\$5,000	3
4								4
5			\$15,000	Capital Outlay	\$25,000	\$25,000	\$25,000	5
14								14
15		\$30,135		Ending balance (prior years)				15
16			\$25,200	<b>RESERVED FOR FUTURE EXPENDITURE</b>	\$35,150	\$35,150	\$35,150	16
17			<b>\$55,200</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$65,150</b>	<b>\$65,150</b>	<b>\$65,150</b>	17

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**Staffing, 2013-14**  
**Salary schedule adopted by Board, 5/21/2013**

COLA:

<b>NAME</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Full Time Salary</b>	<b>Prorated Salary</b>	<b>Insurance</b>	<b>Retirement</b>
N/A	Clerk I	0.000		\$21,543	\$0		
		0.000			\$0		
Dulce Cavender	Clerk II	0.500	HR/PK	\$24,746	\$12,373		
Joanne Gibeaut	Clerk II	0.500	HR	\$24,261	\$12,130		
Heidi Hansen	Clerk II	0.500	HR/PK	\$25,241	\$12,621		
Ashley Salisbury	Clerk II	0.500	HR/PK	\$24,261	\$12,130		
Additional substitutes	Clerk II	0.500		\$24,746	\$12,373		
		2.500			\$61,628		
Yeli Boots	Assist I	0.625	HR/PK	\$28,046	\$17,529	\$7,500	\$1,578
Kathleen Winsor	Assist I	1.000	HR	\$29,179	\$29,179	\$12,000	\$2,626
Harley Judd	Assist I	0.500	HR/CL	\$28,046	\$14,023		
		2.125			\$60,730		
Michele Dearing	Assist II	0.500	HR	\$33,928	\$16,964		
Amanda Goeke	Assist II	0.500	HR	\$33,928	\$16,964	\$6,000	\$1,527
Patty Lara-Martinez	Assist II	1.000	HR/PK/Co	\$32,610	\$32,610	\$12,000	\$2,935
Brent Mills	Assist II	0.500	Sage	\$32,610	\$16,305	\$6,000	\$1,467
Sarah Samuels	Assist II	0.750	HR/CL	\$33,262	\$24,947	\$9,000	\$2,245
		3.250			\$107,790		
Jana Hannigan	Lib I	0.750	HR	\$39,165	\$29,374	\$9,000	\$2,644
		0.750			\$29,374		
Rachael Fox	Lib II	1.000	HR/CL	\$47,652	\$47,652	\$12,000	\$4,289
		1.000			\$47,652		
Buzzy Nielsen	Director	1.000	HR/CL	\$63,069	\$63,069	\$12,000	\$5,676
		1.000			\$63,069		
<b>Total FTE</b>		<b>10.625</b>	<b>Totals:</b>		<b>\$370,243</b>	<b>\$85,500</b>	<b>\$24,987</b>