

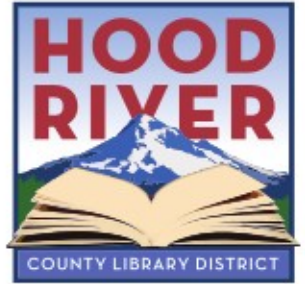
Budget Committee Meeting Agenda

Tuesday, May 7, 2013, 6.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Budget officer: Buzzy Nielsen



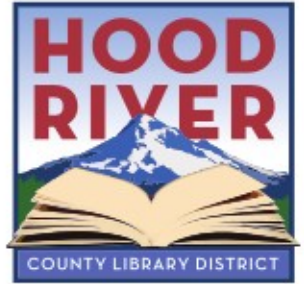
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|---|---------|
| I. Election of chair | |
| II. Additions/deletions from the agenda (ACTION) | Chair |
| III. Budget message | Nielsen |
| IV. Presentation of proposed budget | Nielsen |
| V. Public comment | Chair |
| VI. Budget Committee deliberations | Chair |
| VII. Approval of budget (ACTION) [if applicable] | Chair |
| VIII. Recess or adjournment | Chair |

Additional Budget Committee Scheduled Meetings:

May 21, 2012, 6.00p - 2nd Budget Committee meeting (if necessary) at Hood River Library

- Budget Committee deliberations & questions.

2013-14 budget notes
May 7, 2013
Prepared by Budget Officer Buzzy Nielsen



Thank you all for agreeing to serve once again on the Library District Budget Committee again. Our Budget Committee is composed of the Library District Board of Directors plus five additional individuals. Here are the members: Jen Bayer, Paul Blackburn, Nate DeVol, Mary-Ethel Foley, Monica Zorza Hockett, Nick Hogan, Mike Oates, Sara Duckwall Snyder, Heather Staten, and Erick VonLubken.

The Library District budget is composed of three funds:

- *General Fund*: This fund is where most of the activity happens. It includes most of the District's major income (namely, tax revenue) and its expenses.
- *Grants Fund*: This fund is used for special-purpose grants, such as those given to us by foundations, as well as donations from our Friends and Foundation support groups. Expenditures from this fund are for the purposes outlined in the grant or the items the Friends and Foundation choose to fund.
- *Capital Equipment Reserve Fund*: This fund is used for major capital improvements or purchases. This could include significant building repairs, renovations, large furniture purchases, or other equipment.

Each fund is divided into at least two sections: resources (i.e. income) and requirements (i.e. expenditures). Those are then divided into individual line items, such as fines & fees or taxes (for income) or office supplies or building maintenance (for expenditures).

The attached budget sheets are made on forms provided by the State of Oregon and are submitted once they are approved. The budget process is as follows:

1. The budget is prepared by District staff.
2. It is presented to the Budget Committee by the Budget Officer (me).
3. You recommend changes to the Budget and pass a resolution formally recommending the Budget to the Board of Directors.
4. The Board of Directors makes changes to the budget and then formally approves it.
5. The final adopted budget is submitted to the appropriate authorities

We have one Budget Committee meeting scheduled. If needed, a second meeting is also scheduled for Tuesday, May 21, at 6.00p.

For your assistance, I go through the budget line-by-line below, noting rationales for the numbers as well as the reason for any changes. In addition to the budget and these notes, I have included several attachments to help you evaluate this proposed budget:

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

- *Attachment I:* 2013-14 personnel costs under the current salary schedule.
- *Attachment II:* 2013-14 personnel costs under my proposed salary schedule.
- *Attachment III:* Data from a salary analysis of similarly-sized Oregon public libraries.
- *Attachment IV:* Current and proposed salary schedules. Please note that a new salary schedule requires Board of Directors approval.
- *Attachment V:* Historical utility use.
- *Attachment VI:* The District's Strategic Goals for 2012-16, as adopted by the Board of Directors.
- *Attachment VII:* Our most recent financial statements, March 2013
- *Attachment VIII:* A recommended motion to approve the budget.

Please let me know if you have any questions or would like additional information to help with your deliberations. I can be contacted at buzzy@hoodriverlibrary.org or 971-270-0527.

General Fund - Resources

- *1 - Cash on hand:* This amount assumes monthly expenditures at \$75,000 (a very high estimate based on this year's operating expenses), unexpended contingency, and receipt of an additional \$15,000 in tax revenue.
- *3 - Previously levied taxes:* These amounts are based on this year's receipt of taxes from previous fiscal years. For 2013-14, this would include taxes that were not paid from 2011 and 2012.
- *6 - Fines and fees:* These are generated from fines, lost item charges, copies and printouts, out-of-area library card fees, and miscellaneous other items.
- *7 - Donations:* This amount differs greatly from last fiscal year because donations from the Foundation and Friends have been shifted to the Grants Fund. See below.
- *8 - Intergovernmental revenue:* These monies are half of the salary and benefits for the Children's Outreach and Office Specialist position for half of the year, which is shared with Hood River County Commission on Children and Families (HRCCCF). I anticipate that her salary will be covered by a grant during the second half of the year. It also includes the cost of the Sage Library System Technical Support Specialist, the cost of which is compensated by the library consortium. Both HRCCCF and Sage are invoiced monthly for these costs.
- *26 - Taxes estimated to be received:* Figured based on an assessed value of countywide property at \$1,932,043,441, multiplied by the District millage rate of 0.39, and assuming 6% uncollectible taxes.

General Fund - Expenditures

Personal Services

The figures presented here assume that all employees are paid at their current salary plus an additional step (raise). Based on a salary survey of similarly-sized libraries, I am proposing an increase in the salaries of the Librarian I and II classifications. Attachments I and II show current and proposed personnel expenses. Attachment III shows the salary survey.

- *13 - Retirement:* Employees participate in a 403(b) retirement plan. The district contributes 6% of the employee's salary and will match up to an additional 3%. This figure assumes 9% contributions by the district for all eligible employees.
- *14 - Social Security:* Calculated at 7.65% of payroll.
- *15 - Workers compensation:* Based on recent invoices from Special Districts Association of

Oregon (SDAO), with some increase budgeted.

- *16 - Health insurance:* Calculated assuming a \$1,000 cap from the district for each employee. The current cap is \$935 per month, and not all employees' health insurance costs up to the full amount of the cap. This budget amount does not bind the Board to increase the cap.
- *17 - Unemployment insurance:* Calculated at 3.3% of payroll, based on the rate given to us by the State of Oregon.

Materials & Services

- *3 - Building lease:* Includes leases for all three branches, plus additional for an anticipated move of the Cascade Locks branch to the Cascade Locks School.
- *4 - Building maintenance:* Includes an HVAC service contract with TRANE, as well as the current elevator maintenance contract with Thyssenkrupp. It also allows for other maintenance needs.
- *5 - Telecommunications (previously Telecommunications and Bandwidth):* Assumes \$100 per month for a 30 Mbps internet at Hood River, \$100/month for a 2 Mbps connection at Parkdale, and \$550/month for telephones. Internet at Cascade Locks is provided for free by the City of Cascade Locks per our intergovernmental agreement, but some extra is budgeted in anticipation moving the branch.
- *6 - Collection Development:* This appears to be a \$15,000 reduction. However, this amount was moved to the Grants Fund, along with the Friends and Foundation donations, as those two groups help fund some library operations. This amount is actually a \$5,000 increase over 2012-13. Collection development includes print, video, audio, and electronic materials.
- *7 - Technology:* Again, part of this line item has been moved over to the Grants Fund. This assumes replacement of 20% of all public and staff computers (excluding catalog stations) plus miscellaneous other technology needs.
- *8 - Accounting and Auditing:* Includes the quoted amount for auditing as well as a \$50/month increase to the accounting contract, for a total of \$1,100/month.
- *9 - Custodial Services:* Our current rate is \$1,723/month through December 31st. This budget amount assumes a 5% increase afterward.
- *10 - Technical Services:* Includes the annual cost for our out-of-Sage interlibrary loan service as well as downloads of catalog records.
- *11 - GorgeLINK:* Previous library consortium. No costs anticipated.
- *12 - Library Consortium:* Includes \$10,200 for annual membership, which is the amount the Sage User Council has budgeted for libraries of our size next fiscal year. The increase is to provide further technical assistance for Sage and provide for a server replacement fund. This line also includes \$2,000 to assist Sage with development projects for the open source Evergreen integrated library system software on which we rely. We contributed to the development of a floating collections feature this fiscal year.
- *13 - Copiers:* \$70/month for copier and coin acceptor lease, \$100 per quarter for copies.
- *14 - Elections expense:* No Board members are up for election during the 2013-14 fiscal year.
- *15 - Insurance:* Amount based on previous invoices from SDAO.
- *16 - Landscape Maintenance:* Costs are based on using WINGS to maintain park beds. Hood River County will continue to be responsible for regularly mowing the lawns and clearing leaves.
- *17 - Legal Services:* Need for legal services is anticipated to be less now that we are no longer a new district.

- *18 - Dues and subscriptions:* Includes memberships in local organizations and professional societies. Includes dues for the Chamber of Commerce, Gorge Technology Alliance, Gorge Nonprofit Collaborative, Libraries of Eastern Oregon, the director's dues for Rotary, the Assistant Director's for the Hood River Lions, several employees' memberships in the Oregon Library Association, and the director's dues for the American Library Association, Public Library Association, and Library Leadership & Management Association.
- *19 - Network maintenance:* These costs have been subsumed into #6.
- *20 - Postage/Freight:* Primarily used for sending bills, checks, and out-of-State interlibrary loans.
- *22 - Programs:* This line item now includes the costs for hiring performers and buying supplies for programs, to simplify the budget. A portion of it is now in Grants Fund, as the Friends donate annually to the Summer Reading Program. Includes amounts for Summer Reading, Libraries of Eastern Oregon programs, and other program costs.
- *23 - Advertising:* Most recruitment-related expenses fit under the category of advertising. This also includes some money for additional advertising to promote district collections and services.
- *24 - Supplies, Program:* Subsumed into #22
- *25 - Supplies, Office:* Includes an increase to account for increased need of supplies and increased prices.
- *26 - Travel:* Includes travel to trainings, programs, outreach activities, and hotel expenses.
- *28 - Utilities:* Based on actual utility costs. Includes electricity, garbage, natural gas, and water. Budgets for a possible 5-6% increases in utilities. See Attachment IV for previous costs.
- *29 - Furniture and Equipment:* This line will be used for items that would not fall within the definition of capital. Staff have ideas for new furniture for various areas of the libraries.

General Fund - Other

- *1 - Capital Outlay:* Capital outlay expenses have been moved to the Grants and Capital Equipment Reserve Funds.
- *3 - Transfer for Equipment Reserve:* Further buildup of equipment reserve.
- *25 - Unappropriated ending fund balance:* This amount is ample to get the district through July-November 2014, especially if contingency is not used.

Grants fund

Resources

- *1 - Cash on hand:* 2013 Ready to Read grant carryover.
- *6 - Grants (specific purposes):* Includes potential grants for newspaper digitization, new circulation equipment, moving Cascade Locks branch, renovating Parkdale branch, and other unanticipated opportunities.
- *7 - Friends of the Library:* Moved from General Fund to allow for better tracking. The Friends contribute to collection development, programming, equipment, and other library expenses.
- *8 - Library Foundation:* Moved from General Fund to allow for better tracking. The Foundation gave \$40,000 in 2012-13. They are only anticipated to give \$25,000 this year because they already gave \$15,000 in March to contribute to the new young adult and magazine areas at the Hood River Library.
- *9 - Pat Hazelhurst fund:* The District has an endowment at the Gorge Community Foundation, named in honor of long-time library supporter Pat Hazelhurst. This fund must dispense some

of its funds to the library annually.

Requirements

- *3 - Library Clerk II:* Anticipated grant from Special District Association of Oregon to hire an intern.
- *4 - Library Assistant II:* Anticipated grant from the Oregon Library Services and Technology Act (LSTA) grant program to fund out Hispanic outreach librarian. Includes retirement and health insurance expenses.
- *Other line items:* Anticipated for various grants, as well as donations from the Friends and Foundation.
- *17 - Capital outlay:* Includes money to help move the Cascade Locks branch and renovate the Parkdale branch.
- *20 - Unappropriated ending fund balance:* 2014 Ready to Read and LSTA grant carryover.

Capital Equipment Reserve Fund

While no expenditures in this area are anticipated in 2013-14, some amount has been budgeted to provide for possibilities, including any additional costs for Cascade Locks and Parkdale.

**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							
1			\$380,000	1	Available cash on hand* (cash basis) or	\$480,000			1
2				2	Net working capital (accrual basis)				2
3				3	Previously levied taxes estimated to be received	\$15,000			3
4		\$1,813	\$1,500	4	Interest	\$4,000			4
5				5	Transferred IN, from other funds				5
6		\$9,426	\$7,000	6	Fines and fees	\$10,000			6
7		\$106,346	\$50,000	7	Donations	\$2,000			7
8			\$24,462	8	Intergovernmental revenue	\$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	\$0	\$0	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
14		\$790,980	\$1,161,343	14	TOTAL RESOURCES	\$1,254,682	\$708,287	\$708,287	14

*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 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				PERSONAL SERVICES					1
2				Salaries					2
3				Library Clerk I					3
4		\$17,474	\$53,909	Library Clerk II	2.500	\$61,018			4
5		\$14,939	\$45,570	Library Assistant I	2.125	\$60,129			5
6		\$28,997	\$78,476	Library Assistant II	3.250	\$94,924			6
7		\$9,388	\$57,218	Librarian I	0.750	\$29,374			7
8				Librarian II	1.000	\$47,652			8
9		\$34,325	\$61,220	Library Director	1.000	\$62,445			9
10		\$105,124	\$296,393	Total Salaries	10.625	\$355,541	\$0	\$0	10
11									11
12				Benefits					12
13		\$10,413	\$21,824	Retirement		\$23,957	\$0	\$0	13
14		\$15,081	\$23,116	Social Security		\$27,199	\$0	\$0	14
15		\$1,775	\$1,000	Workers Compensation		\$3,000			15
16		\$22,832	\$79,500	Health Insurance		\$85,500			16
17		\$7,170	\$9,972	Unemployment Insurance		\$11,733	\$0	\$0	17
18		\$57,271	\$135,412	Total Benefits		\$151,389	\$0	\$0	18
19									19
20		\$162,395	\$431,805	TOTAL PERSONAL SERVICES		\$506,930	\$0	\$0	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				MATERIALS AND SERVICES					1
2		\$280		Bank charges		\$100			2
3		\$3,700	\$3,700	Building Lease		\$5,000			3
4		\$5,282	\$10,000	Building Maintenance		\$20,000			4
5		\$7,585	\$9,600	Telecommunications		\$8,800			5
6		\$57,210	\$75,000	Collection Development		\$60,000			6
7		\$5,306	\$14,000	Technology		\$11,000			7
8		\$11,550	\$21,000	Accounting and Auditing		\$21,600			8
9		\$21,650	\$22,000	Custodial Services		\$21,693			9
10		\$1,182	\$2,000	Technical Services		\$2,000			10
11				GorgeLINK					11
12		\$8,600	\$12,000	Library Consortium		\$12,200			12
13		\$545	\$1,250	Copiers		\$1,250			13
14			\$4,000	Elections Expense					14
15		\$3,772	\$4,000	Insurance		\$4,000			15
16		\$686	\$6,000	Landscape Maintenance		\$4,000			16
17		\$4,662	\$3,000	Legal Services		\$2,500			17
18		\$2,532	\$3,000	Dues and Subscriptions		\$3,500			18
19				Network Maintenance					19
20		\$860	\$2,000	Postage/Freight		\$2,000			20
21		\$3,963	\$1,500	Printing		\$1,000			21
22		\$2,860	\$8,000	Programs		\$11,000			22
23		\$2,706	\$2,000	Advertising		\$2,000			23
24		\$2,944	\$2,500	Supplies, Programs					24
25		\$11,146	\$15,000	Supplies, Office		\$20,000			25
26		\$2,379	\$3,000	Travel		\$4,000			26
27		\$3,651	\$2,000	Training		\$2,000			27
28		\$29,796	\$42,000	Utilities		\$37,500			28
29			\$1,000	Miscellaneous		\$1,000			29
30			\$14,000	Furniture and Equipment		\$7,000			30
31			\$1,000	Courier		\$1,000			31
32									32
33		\$194,847	\$284,550	TOTAL MATERIALS & SERVICES		\$266,143	\$0	\$0	33

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		\$9,854	\$10,000	Capital outlay		\$0			1
2									2
3		\$30,000	\$25,000	Transfer to Capital Reserve		\$25,000			3
4									4
5			\$100,000	Contingency		\$100,000			5
6									6
7		\$397,096	\$851,355	Total Expenditures		\$898,073	\$0	\$0	7
8									8
9		\$393,884		Ending balance (prior years)					9
10			\$309,988	UNAPPROPRIATED ENDING FUND BALANCE		\$356,609	\$708,287	\$708,287	10
11		\$790,980	\$1,161,343	TOTAL REQUIREMENTS		\$1,254,682	\$708,287	\$708,287	11

150-504-031 (Rev 12/09)

**FORM
LB-10**

**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						
				RESOURCES				
1		\$11,888	\$3,650	1. Cash on hand * (cash basis), or	\$3,000			1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest				4
5				5. Transferred IN, from other funds				5
6		\$94,665	\$104,000	Grants (specific purpose grants)	\$113,000			6
7				Friends of the Library donations	\$10,000			7
8				Library Foundation donations	\$25,000			8
9				Pat Hazelhurst fund donations	\$1,000			9
10								10
11		\$106,553	\$107,650	Total Resources, except taxes to be levied	\$152,000	\$0	\$0	11
12				Taxes estimated to be received				12
13				Taxes collected in year levied				13
14		\$106,553	\$107,650	TOTAL RESOURCES	\$152,000	\$0	\$0	14
				REQUIREMENTS				
1		\$89,962	\$20,000	Personal services				1
2				Salaries				2
3				Library Clerk II	\$3,000			3
4				Library Assistant 2	\$8,072			4
5								5
6				Benefits				6
7				Retirement	\$726			7
8				Health insurance	\$3,000			8
				Other personal services	\$19,202			
9								9
10		\$14,148	\$53,650	Materials and services				10
11				Collection development	\$20,000			11
12				Technology	\$3,000			12
13				Programs	\$3,000			13
14				Travel	\$1,000			14
15				Furniture and equipment	\$3,000			15

				Other materials and services	\$20,000			
16								16
17			\$30,000	Capital outlay	\$50,000			17
18								18
19		\$2,443		Ending balance (prior years)				19
20			\$4,000	UNAPPROPRIATED ENDING FUND BALANCE	\$18,000			20
21		\$106,553	\$107,650	TOTAL REQUIREMENTS	\$152,000	\$0	\$0	21

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

RESERVE FUND RESOURCES AND REQUIREMENTS

Capital Equipment Reserve Fund

Hood River County Library District

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

	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						
				RESOURCES				
1			\$30,100	Cash on hand* (cash basis) or	\$40,000			1
2				Working Capital (accrual basis)				2
3				Previously levied taxes estimated to be received				3
4		\$135	\$100	Interest	\$150			4
5		\$30,000	\$25,000	Transferred IN, from other funds	\$25,000			5
6								6
7		\$30,135	\$55,200	Total Resources, except taxes to be levied	\$65,150	\$0	\$0	7
8				Taxes estimated to be received				8
9				Taxes collected in year levied				9
10		\$30,135	\$55,200	TOTAL RESOURCES	\$65,150	\$0	\$0	10
				REQUIREMENTS				
1				Personal Services				1
2								2
3			\$15,000	Materials & Services	\$5,000			3
4								4
5			\$15,000	Capital Outlay	\$25,000			5
14								14
15		\$30,135		Ending balance (prior years)				15
16			\$25,200	RESERVED FOR FUTURE EXPENDITURE	\$35,150			16
17			\$55,200	TOTAL REQUIREMENTS	\$65,150	\$0	\$0	17

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

Staffing, 2013-14
Salaries + 1 step, current salary schedule

Attachment I

COLA:

NAME	Position	FTE	Location	Full Time Salary	Prorated Salary	Insurance	Retirement
N/A	Clerk I	0.000		\$21,543	\$0		
		0.000			\$0		
Dulce Cavender	Clerk II	0.500	HR/PK	\$24,501	\$12,251		
Joanne Gibeaut	Clerk II	0.500	HR	\$24,021	\$12,010		
Heidi Hansen	Clerk II	0.500	HR/PK	\$24,991	\$12,496		
Ashley Salisbury	Clerk II	0.500	HR/PK	\$24,021	\$12,010		
Additional substitutes	Clerk II	0.500		\$24,501	\$12,251		
		2.500			\$61,018		
Yeli Boots	Assist I	0.625	HR/PK	\$27,768	\$17,355	\$7,500	\$1,562
Kathleen Winsor	Assist I	1.000	HR	\$28,890	\$28,890	\$12,000	\$2,600
Harley Judd	Assist I	0.500	HR/CL	\$27,768	\$13,884		
		2.125			\$60,129		
Michele Dearing	Assist II	0.500	HR	\$33,592	\$16,796		
Amanda Goeke	Assist II	0.500	HR	\$33,592	\$16,796	\$6,000	\$1,512
Patty Lara-Martinez	Assist II	1.000	HR/PD/Co	\$32,287	\$32,287	\$12,000	\$2,906
Brent Mills	Assist II	0.500	Sage	\$32,287	\$16,144	\$6,000	\$1,453
Sarah Samuels	Assist II	0.750	HR/CL	\$32,287	\$24,216	\$9,000	\$2,179
		3.250			\$106,238		
Jana Hannigan	Lib I	0.750	HR	\$33,586	\$25,189	\$9,000	\$2,267
		0.750			\$25,189		
Rachael Fox	Lib II	1.000	HR/CL	\$42,866	\$42,866	\$12,000	\$3,858
		1.000			\$42,866		
Buzzy Nielsen	Director	1.000	HR/CL	\$62,445	\$62,445	\$12,000	\$5,620
		1.000			\$62,445		

Total FTE	10.625	Totals:	\$357,885	\$85,500	\$23,957
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Staffing, 2013-14
Salaries + 1 step, proposed salary schedule

Attachment II

COLA:

NAME	Position	FTE	Location	Full Time Salary	Prorated Salary	Insurance	Retirement
N/A	Clerk I	0.000		\$21,543	\$0		
		0.000			\$0		
Dulce Cavender	Clerk II	0.500	HR/PK	\$24,501	\$12,251		
Joanne Gibeaut	Clerk II	0.500	HR	\$24,021	\$12,010		
Heidi Hansen	Clerk II	0.500	HR/PK	\$24,991	\$12,496		
Ashley Salisbury	Clerk II	0.500	HR/PK	\$24,021	\$12,010		
Additional substitutes	Clerk II	0.500		\$24,501	\$12,251		
		2.500			\$61,018		
Yeli Boots	Assist I	0.625	HR/PK	\$27,768	\$17,355	\$7,500	\$1,562
Kathleen Winsor	Assist I	1.000	HR	\$28,890	\$28,890	\$12,000	\$2,600
Harley Judd	Assist I	0.500	HR/CL	\$27,768	\$13,884		
		2.125			\$60,129		
Michele Dearing	Assist II	0.500	HR	\$33,592	\$16,796		
Amanda Goeke	Assist II	0.500	HR	\$33,592	\$16,796	\$6,000	\$1,512
Patty Lara-Martinez	Assist II	1.000	HR/PK/Co	\$32,287	\$32,287	\$12,000	\$2,906
Brent Mills	Assist II	0.500	Sage	\$32,287	\$16,144	\$6,000	\$1,453
Sarah Samuels	Assist II	0.750	HR/CL	\$32,933	\$24,700	\$9,000	\$2,223
		3.250			\$106,723		
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	\$62,445	\$62,445	\$12,000	\$5,620
		1.000			\$62,445		

Total FTE	10.625	Totals:	\$367,339	\$85,500	\$24,808
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Library salary survey

Attachment III

Data source: Oregon Public Library data for FY 11-12

Libraries analyzed: 35 libraries, serving from between 12,000 and 32,000 residents

	Director			Assistant Director			Librarian			Library Assistant			Library Clerk		
	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>	<i>Low</i>	<i>High</i>	<i>Fixed</i>
Lowest	\$21.08	\$19.00	\$23.08	\$13.68	\$17.85	\$20.20	\$8.80	\$15.35	\$13.79	\$10.84	\$13.00	\$12.38	\$8.80	\$10.82	\$9.04
1st quartile	\$29.00	\$36.84	\$28.78	\$18.29	\$21.02	\$22.35	\$15.99	\$20.98	\$15.83	\$12.88	\$16.40	\$12.41	\$9.58	\$12.01	\$9.39
2nd quartile	\$32.45	\$40.57	\$32.82	\$20.28	\$26.40	\$24.52	\$18.46	\$24.37	\$17.00	\$14.55	\$19.10	\$12.44	\$11.11	\$14.62	\$12.20
3rd quartile	\$34.86	\$44.92	\$33.65	\$23.75	\$30.31	\$26.34	\$20.79	\$26.79	\$22.11	\$17.06	\$22.67	\$16.52	\$13.78	\$17.69	\$14.97
4th quartile	\$38.39	\$51.63	\$45.58	\$24.71	\$34.73	\$32.00	\$23.67	\$30.53	\$22.75	\$19.81	\$24.36	\$20.60	\$17.11	\$22.06	\$15.18
Highest	\$38.39	\$51.63	\$45.58	\$24.71	\$34.73	\$32.00	\$23.67	\$30.53	\$22.75	\$19.81	\$24.36	\$20.60	\$17.11	\$22.06	\$15.18
HRCLD	\$28.86	\$31.23	\$29.43	\$19.81	\$21.44	\$20.20	\$15.83	\$17.14	\$15.83	\$12.83	\$16.47	N/A	\$9.96	\$12.26	N/A
Diff from Q1	-0.48%	-15.22%	2.26%	8.31%	2.00%	-9.61%	-1.00%	-18.31%	0.00%	-0.37%	0.44%	N/A	4.02%	2.12%	N/A

Salary Schedule, 2012-13

	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk I	\$9.96 \$20,707	\$10.15 \$21,121	\$10.36 \$21,543	\$10.56 \$21,974	\$10.78 \$22,414
Clerk II	\$11.32 \$23,550	\$11.55 \$24,021	\$11.78 \$24,501	\$12.01 \$24,991	\$12.26 \$25,491
Library Assistant I	\$12.83 \$26,690	\$13.09 \$27,224	\$13.35 \$27,768	\$13.62 \$28,323	\$13.89 \$28,890
Library Assistant II	\$15.22 \$31,654	\$15.52 \$32,287	\$15.83 \$32,933	\$16.15 \$33,592	\$16.47 \$34,264
Librarian I	\$15.83 \$32,927	\$16.15 \$33,586	\$16.47 \$34,257	\$16.80 \$34,943	\$17.14 \$35,641
Librarian II	\$19.81 \$41,201	\$20.20 \$42,026	\$20.61 \$42,866	\$21.02 \$43,723	\$21.44 \$44,598
Library Director	\$28.86 \$60,020	\$29.43 \$61,220	\$30.02 \$62,445	\$30.62 \$63,694	\$31.23 \$64,968

Range approved by the Board of Directors, June 19, 2012

Steps established by Library Director, June 20, 2012

Salary Schedule, 2013-14

	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk I	\$9.96 \$20,707	\$10.15 \$21,121	\$10.36 \$21,543	\$10.56 \$21,974	\$10.78 \$22,414
Clerk II	\$11.32 \$23,550	\$11.55 \$24,021	\$11.78 \$24,501	\$12.01 \$24,991	\$12.26 \$25,491
Library Assistant I	\$12.83 \$26,690	\$13.09 \$27,224	\$13.35 \$27,768	\$13.62 \$28,323	\$13.89 \$28,890
Library Assistant II	\$15.22 \$31,654	\$15.52 \$32,287	\$15.83 \$32,933	\$16.15 \$33,592	\$16.47 \$34,264
Librarian I	\$18.46 \$38,397	\$18.83 \$39,165	\$19.21 \$39,948	\$19.59 \$40,747	\$19.98 \$41,562
Librarian II	\$22.02 \$45,802	\$22.46 \$46,718	\$22.91 \$47,652	\$23.37 \$48,605	\$23.84 \$49,577
Library Director	\$28.86 \$60,020	\$29.43 \$61,220	\$30.02 \$62,445	\$30.62 \$63,694	\$31.23 \$64,968

Range approved by the Board of Directors,
Steps established by Library Director,

Utilities, 2012-13

Attachment V

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Electricity													
<i>Kwh</i>	13,840	13,920	16,800	13,360	11,600	17,040	19,840	18,880	17,440				142,720
<i>Cost</i>	\$1,348.38	\$1,428.27	\$1,633.76	\$1,362.68	\$1,132.34	\$1,524.09	\$1,852.04	\$1,797.25	\$1,704.49				\$13,783.30
Garbage													
<i>Cost</i>	\$108.76	\$108.76	\$108.76	\$108.76	\$108.76	\$108.76	\$110.92	\$110.92	\$110.92	\$110.92			\$1,096.24
Internet													
<i>Hood River</i>	\$84.99	\$84.99	\$92.94	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99			\$857.85
<i>Parkdale</i>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00			\$1,000.00
Natural gas													
<i>Units</i>	87.0	0.0	25.0	386.0	543.0	965.0	1708.0	1757.0	1540.0	1208.0			8219.0
<i>Therms</i>	100.6	0.0	29.0	455.1	644.0	1159.0	2095.7	2140.0	1854.2	1437.5			9915.1
<i>Cost</i>	\$28.38	\$8.41	\$37.58	\$466.15	\$637.79	\$1,105.08	\$1,916.77	\$1,983.27	\$1,723.55	\$1,336.40			\$9,243.38
Telephone													
<i>CenturyLink</i>	\$248.91	\$257.97	\$171.50	\$179.82	\$179.46	\$179.57	\$178.58	\$178.88	\$178.88				\$1,753.57
<i>County</i>	\$224.95	\$229.29	\$230.80	\$233.26	\$230.64	\$227.79	\$232.24	\$229.75	\$226.11				\$2,064.83
Water - Building													
<i>IK gallons</i>	6	8	6	5	6	5	5	6					47
<i>Cost</i>	\$290.85	\$298.59	\$290.85	\$286.98	\$290.85	\$286.98	\$286.98	\$290.85	\$283.11				\$2,606.04
Water - Park													
<i>IK gallons</i>	1	148	191	108	27	0	0	0	0				475
<i>Cost</i>	\$30.52	\$292.18	\$368.72	\$220.98	\$76.80	\$28.74	\$28.74	\$28.74	\$28.74				\$1,104.16
TOTAL	\$1,806.89	\$2,136.21	\$2,439.67	\$2,445.55	\$2,246.54	\$3,053.65	\$4,195.45	\$4,211.03	\$3,850.81	\$1,447.32	\$0.00	\$0.00	\$27,833.12

Utilities, 2011-12

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Electricity													
<i>Kwh</i>	6,480	14,320	12,880	11,680	11,120	11,360	14,160	15,600	16,800	11,360	9,840	12,960	148,560
<i>Cost</i>	\$996.16	\$1,621.27	\$1,297.53	\$1,245.25	\$1,124.02	\$1,088.82	\$1,285.74	\$1,458.08	\$1,536.42	\$1,167.19	\$0.00	\$821.09	\$13,641.57
Garbage													
<i>Cost</i>	\$80.88	\$106.17	\$106.17	\$106.17		\$213.93	\$106.17	\$108.76	\$108.76	\$108.76	\$108.76	\$108.76	\$1,263.29
Internet													
<i>Hood River</i>	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$84.99	\$1,019.88
<i>Parkdale</i>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Natural gas													
<i>Units</i>	102.0	0.0	88.0	140.0	552.0	933.0	1226.0	1309.0	1364.0	617.0	374.0		6705.0
<i>Therms</i>	118.5	0.0	101.1	163.5	660.2	1130.8	1496.9	1593.1	1640.9	733.6	442.1		8080.7
<i>Cost</i>	\$133.22	\$8.40	\$114.89	\$180.62	\$691.20	\$1,148.41	\$1,549.25	\$1,635.69	\$1,664.27	\$739.77	\$456.97		\$8,322.69
Telephone													
<i>CenturyLink</i>	\$210.37	\$335.15	\$188.89	\$239.31	\$232.89	\$236.45	\$234.91	\$234.24	\$249.10	\$248.73	\$248.82		\$2,658.86
<i>County</i>		\$679.12			\$225.00	\$229.36	\$223.19	\$224.33	\$228.31	\$232.35	\$224.27		\$2,265.93
Water - Building													
<i>1K gallons</i>		3		15	5	6	6	5			4	21	65
<i>Cost</i>		\$274.90	\$263.53	\$320.38	\$286.58		\$581.70	\$286.98	\$267.63	\$267.63	\$283.11	\$348.90	\$3,181.34
Water - Park													
<i>1K gallons</i>			412	310	49	1							772
<i>Cost</i>			\$800.74	\$554.38	\$112.04	\$30.52	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$28.74	\$1,670.12
TOTAL	\$1,210.26	\$2,010.74	\$2,582.86	\$2,406.80	\$2,213.84	\$2,481.68	\$3,551.60	\$3,518.25	\$3,605.82	\$2,312.09	\$877.58	\$1,307.49	\$28,079.01

Note: Hood River Library was open 25 hours/week from July-December and 43 hours/week from January-June.

Utilities, 2009-10

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Electricity													
<i>Kwh</i>	19,520	19,200	14,800	16,400	11,680	16,690	18,400	14,240	14,240	14,400	17,200	20,720	197,490
<i>Cost</i>	\$1,731.99	\$1,734.48	\$1,467.77	\$1,543.72	\$1,208.29	\$1,474.11	\$1,571.78	\$1,328.70	\$1,385.61	\$1,484.42	\$1,625.44	\$1,861.46	\$18,417.77
Garbage													
<i>Cost</i>	\$103.42	\$103.42	\$103.42	\$103.42	\$103.42	\$103.42	\$103.42	\$104.75	\$104.75	\$104.75	\$104.75	\$104.75	\$1,247.69
Natural gas													
<i>Units</i>	0.0	0.0	66.0	328.0	562.0	1346.0	1355.0	920.0	797.0	1020.0	916.0	438.0	7748.0
<i>Therms</i>	0.0	0.0	75.6	389.3	675.5	1650.2	1658.5	1114.1	966.0	1220.9	1078.1	514.7	9342.9
<i>Cost</i>	\$0.00	\$0.00	\$0.00	\$203.04	\$842.23	\$1,747.12	\$1,806.82	\$1,242.97	\$1,054.37	\$1,307.28	\$1,170.30	\$336.60	\$9,710.73
Water													
<i>1K gallons</i>	63	79	241	318	67	7	5	4	6	5	6	6	807
<i>Cost</i>	\$477.73	\$534.85	\$1,113.19	\$1,388.08	\$502.72	\$290.06	\$282.48	\$278.69	\$286.27	\$282.48	\$286.27	\$286.27	\$6,009.09
TOTAL	\$2,313.14	\$2,372.75	\$2,684.38	\$3,238.26	\$2,656.66	\$3,614.71	\$3,764.50	\$2,955.11	\$2,831.00	\$3,178.93	\$3,186.76	\$2,589.08	\$35,385.28

Note: Hood River Library was open 34 hours/week to the public in 2009-10.

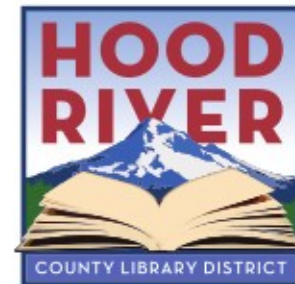
Utilities, 2008-09

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Electricity													
<i>Kwh</i>		28,640	25,840	20,880	19,440	21,120	24,160	16,560	19,520	15,760	19,440	22,480	233,840
<i>Cost</i>		\$2,111.96	\$1,783.77	\$1,715.26	\$1,599.66	\$1,698.82	\$1,849.99	\$1,464.85	\$1,631.01	\$1,408.92	\$1,720.60	\$1,896.80	\$18,881.64
Garbage													
<i>Cost</i>	\$96.56	\$96.56	\$96.56	\$96.56		\$194.57	\$96.56	\$103.42	\$103.42	\$103.42	\$103.42	\$103.42	\$1,194.47
Natural gas													
<i>Units</i>		0.0	239.0	592.0	1,109.0	1,343.0	1,663.0	1,460.0	1,474.0	1,275.0	710.0	152.0	10,017.0
<i>Therms</i>		0.0	277.5	699.7	1,333.0	1,641.1	2,070.4	1,804.6	1,799.8	1,536.4	844.2	175.6	12,182.3
<i>Cost</i>		\$0.00	\$330.38	\$820.45	\$1,668.67	\$2,251.66	\$2,778.86	\$2,405.64	\$2,380.51	\$2,042.18	\$1,128.55	\$0.00	\$15,806.90
Water													
<i>1K gallons</i>		257	244	203	121	8	8	6	8	9	10	10	884
<i>Cost</i>		\$1,170.31	\$1,123.90	\$977.53	\$684.79	\$281.38	\$281.38	\$274.24	\$281.38	\$284.95	\$288.52	\$288.52	\$5,936.90
TOTAL	\$96.56	\$3,378.83	\$3,334.61	\$3,609.80	\$3,953.12	\$4,426.43	\$5,006.79	\$4,248.15	\$4,396.32	\$3,839.47	\$3,241.09	\$2,288.74	\$41,819.91

Note: Hood River Library was open 65 hours/week to the public in 2008-09.

Strategic Goals, 2012-2016

The Board of Directors, in consultation with MaryKay Dahlgreen, Program Manager for Library Development Services at the Oregon State Library, established the following strategic goals for the Hood River County Library District from January 2012 to June 2016.



I. Promotion

- i. Promote the libraries' materials and services to the Hood River County community.
 - I. Create a promotion/marketing plan for the 2012-13 fiscal year and beyond. Target audiences shall include second grade students, Latino residents, young adults, seniors, and adult non-users of the libraries.
 - II. Merchandise library collections through displays and appealing placement.
- ii. Regularly celebrate the community's reopening of its libraries.
 - I. Have a Reopening Day celebration every year on or around July 1.

II. Outreach

- i. Ensure that language is not a barrier to involvement with the libraries.
 - I. Hire a dedicated bilingual staff member.
 - II. Build Spanish language capacity on staff.
- ii. Reach out to specific audiences whom the libraries can help.
 - I. Staff, in cooperation with the Friends and Foundation, establish outreach activities for Latino residents, seniors, preschool children, and Odell residents.

III. Involvement

- i. Build a collection and services that appeal to a diverse citizenry.
 - I. Maintain and grow the funding level of the collection development budget.
 - II. Increase focus on audiovisual and electronic materials.
- ii. Target collections and services that appeal to a diverse citizenry.
 - I. Dedicate significant portions of the collection development budget to specific populations, including young adults, children, and native Spanish speakers.
 - II. Create a young adult area in the Hood River Library.

IV. Currency

- i. Build and maintain relevant and appropriately up-to-date collections and technology.
 - I. Weed and acquire updated materials for the adult and children's nonfiction collections.
 - II. Write a technology plan that incorporates technology replacement cycles and emerging technologies.

V. Access

- i. Assure access to library locations based on community needs.
 - I. Balance open hours at all three locations with other community needs to optimize library quality.
 - II. Establish regular library service in Odell.

VI. Community

- i. Be an irreplaceable member of the community.
 - I. Establish library district memberships in local business and professional associations.
 - II. Develop partnerships with other community organizations and governmental agencies.
 - III. Staff actively go out into the community to present, participate in community organizations, and attend community events and meetings.

Key performance measures

These measures will be compared over the same periods on an annualized basis. Targets for the key performance measures will be established by the Board of Directors annually.

- Increased circulation and in-house use of materials.
- Increased use of library resources, including computers, wireless internet, and electronic resources.
- Increased programs and program attendance, both in and outside the libraries.
- Increased volunteers and volunteer hours.
- Addition and deletion of items by collection.

Approved by the Board of Directors, January 17, 2012

Hood River County Library District
Balance Sheet - Cash Basis
March 31, 2013

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$50,951	\$18,008		\$68,959
Cash with Hood River County	652,016		\$30,331	682,347
Petty cash	416			416
Employee draws	900			900
Total Current Assets	<u>704,283</u>	<u>18,008</u>	<u>30,331</u>	<u>752,622</u>
TOTAL ASSETS	<u><u>\$704,283</u></u>	<u><u>\$18,008</u></u>	<u><u>\$30,331</u></u>	<u><u>\$752,622</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$7,965			\$7,965
Total Current Liabilities	<u>7,965</u>	<u>0</u>	<u>0</u>	<u>7,965</u>
Total Liabilities	<u>7,965</u>	<u>0</u>	<u>0</u>	<u>7,965</u>
Fund Balances:				
Unassigned	696,318	18,008	30,331	744,657
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$704,283</u></u>	<u><u>\$18,008</u></u>	<u><u>\$30,331</u></u>	<u><u>\$752,622</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Nine Months Ended March 31, 2013

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$46,171	\$21,050		\$67,221
Property tax revenues	687,456			687,456
Fines and fees	8,524			8,524
Intergovernmental revenue	17,678			17,678
Interest revenue	4,339		\$196	4,535
Miscellaneous	765			765
Total Revenues	764,933	21,050	196	786,179
Expenditures:				
Personal services:				
Wages and salaries	211,920			211,920
Employee benefits	73,398			73,398
Total Personal Services	285,318	0	0	285,318
Materials and services:				
Bank charges	57			57
Building lease	3,700			3,700
Building maintenance	9,283	325		9,608
Telecommunications and bandwidth	5,572			5,572
Collection development	44,131	1,808		45,939
Computer equipment and software	7,947			7,947
Accounting and auditing	16,650			16,650
Courier	0			0
Custodial services	15,532			15,532
Library consortium	10,000			10,000
Technical services	1,668			1,668
Copiers	778			778
Elections expense	0			0
Furniture and equipment	3,220			3,220
Insurance	3,237			3,237
Landscape maintenance	1,539			1,539
Legal services	1,087			1,087
Dues and subscriptions	1,669			1,669
Miscellaneous	336			336
Postage and freight	1,206			1,206
Printing	130			130
Programs	5,813	3,317		9,130
Advertising	711			711
Supplies - programs	3,611	35		3,646
Supplies - office	11,712			11,712
Training	904			904
Travel	2,265			2,265
Utilities	24,423			24,423
Total Materials and Services	177,181	5,485	0	182,666
Capital outlay	0			0
Total Expenditures	462,499	5,485	0	467,984
Revenues Over Expenditures	302,434	15,565	196	318,195
Other Financing Sources (Uses)				
Operating transfers in				0
Operating transfers out				0
Total Other Financing Sources (Uses)	0	0	0	0
Revenues and Other Financing Sources (Uses) Over Expenditures	302,434	15,565	196	318,195
Fund Balance - July 1, 2012	393,884	2,443	30,135	426,462
Fund Balance - March 31, 2013	<u>\$696,318</u>	<u>\$18,008</u>	<u>\$30,331</u>	<u>\$744,657</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis
For the One Month and Nine Months Ended
March 31, 2013

	Current Period			Year to Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenues:							
Donations and grants	\$0	\$4,166	(\$4,166)	\$46,171	\$37,500	\$8,671	\$50,000
Tax revenues	4,949	58,199	(53,250)	887,456	523,786	163,670	698,381
Fines and fees	748	584	164	8,524	5,250	3,274	7,000
Intergovernmental revenue	1,786	2,039	(253)	17,678	18,347	(669)	24,462
Interest revenue	(38)	125	(163)	4,339	1,125	3,214	1,500
Miscellaneous	0		0	765		765	
Total Revenues	7,445	65,113	(57,668)	764,933	586,008	178,925	781,343
Expenditures:							
Personal services:							
Wages and salaries	19,601	24,698	5,097	211,920	222,294	10,374	296,393
Payroll taxes and benefits	3,193	11,285	8,092	73,398	101,559	28,161	135,412
Total Personal Services	22,794	35,983	13,189	285,318	323,853	38,535	431,805
Materials and services:							
Bank charges	6	0	(6)	57	0	(57)	0
Building lease	0	309	309	3,700	2,775	(925)	3,700
Building maintenance	340	834	494	9,283	7,500	(1,783)	10,000
Telecommunications and bandwidth	364	800	436	5,572	7,200	1,628	9,600
Collection development	1,741	6,250	4,509	44,131	56,250	12,119	75,000
Computer equipment and software	(221)	1,166	1,387	7,947	10,500	2,553	14,000
Accounting and auditing	0	1,750	1,750	16,650	15,750	(900)	21,000
Courier	0	84	84	0	750	750	1,000
Custodial services	1,748	1,834	86	15,532	16,500	968	22,000
Library consortium	0	1,000	1,000	10,000	9,000	(1,000)	12,000
Technical services	0	166	166	1,668	1,500	(168)	2,000
Copiers	70	104	34	778	937	159	1,250
Elections expense	0	334	334	0	3,000	3,000	4,000
Furniture and equipment	1,660	1,166	(494)	3,220	10,500	7,280	14,000
Insurance	0	334	334	3,237	3,000	(237)	4,000
Landscape maintenance	0	500	500	1,539	4,500	2,961	6,000
Legal services	0	250	250	1,087	2,250	1,163	3,000
Dues and subscriptions	0	250	250	1,669	2,250	581	3,000
Miscellaneous	0	84	84	336	750	414	1,000
Postage and freight	0	166	166	1,206	1,500	294	2,000
Printing	0	125	125	130	1,125	995	1,500
Programs	(350)	666	1,016	5,813	6,000	187	8,000
Advertising	0	166	166	711	1,500	789	2,000
Supplies - programs	240	209	(31)	3,611	1,875	(1,736)	2,500
Supplies - office	393	1,250	857	11,712	11,250	(462)	15,000
Training	0	166	166	904	1,500	596	2,000
Travel	259	250	(9)	2,265	2,250	(15)	3,000
Utilities	4,211	3,500	(711)	24,423	31,500	7,077	42,000
Total Materials and Services	10,461	23,713	13,252	177,181	213,412	36,231	284,550
Capital Outlay	0	834	834	0	7,500	7,500	10,000
Transfer to Equipment Reserve	0	2,084	2,084	0	18,750	18,750	25,000
Contingency	0	100,000	100,000	0	100,000	100,000	100,000
Total Expenditures	33,255	162,614	129,359	462,499	663,515	201,016	851,355
Change in Fund Balance	(\$25,810)	(\$97,501)	\$71,691	\$302,434	(\$77,507)	\$379,941	(\$70,012)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT

Grants Fund

Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis

For the One Month and Nine Months Ended

March 31, 2013

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenues:							
Donations and grants	\$15,000	\$8,666	\$6,334	\$21,050	\$78,000	(\$56,950)	\$104,000
Total Revenues	<u>15,000</u>	<u>8,666</u>	<u>6,334</u>	<u>21,050</u>	<u>78,000</u>	<u>(56,950)</u>	<u>104,000</u>
Expenditures:							
Personal services	0	1,666	1,666	0	15,000	15,000	20,000
Materials and services:	0	4,471	4,471	5,485	40,238	34,753	53,650
Capital outlay		2,500	2,500		22,500	22,500	30,000
Total Expenditures	<u>0</u>	<u>8,637</u>	<u>8,637</u>	<u>5,485</u>	<u>77,738</u>	<u>72,253</u>	<u>103,650</u>
Change in Fund Balance	<u>\$15,000</u>	<u>\$29</u>	<u>\$14,971</u>	<u>\$15,565</u>	<u>\$262</u>	<u>\$15,303</u>	<u>\$350</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures with Budgets and Variances-Cash Basis
For the One Month and Nine Months Ended
March 31, 2013

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenues:							
Interest revenue	(\$2)	\$9	(\$11)	\$196	\$75	\$121	\$100
Other Financing Sources							
Transfer from General Fund		2,084	(2,084)		18,750	(18,750)	25,000
Total Revenues and Other Sources	<u>(2)</u>	<u>2,093</u>	<u>(2,095)</u>	<u>196</u>	<u>18,825</u>	<u>(18,629)</u>	<u>25,100</u>
Expenditures:							
Materials and services		1,250	1,250		11,250	11,250	15,000
Capital outlay		1,250	1,250		11,250	11,250	15,000
Total Expenditures	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>22,500</u>	<u>22,500</u>	<u>30,000</u>
Change in Fund Balance	<u><u>(\$2)</u></u>	<u><u>(\$407)</u></u>	<u><u>\$405</u></u>	<u><u>\$196</u></u>	<u><u>(\$3,675)</u></u>	<u><u>\$3,871</u></u>	<u><u>(\$4,900)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Nine Months Ended March 31, 2013

	RTR 2012 Grant	RTR 2013 Grant	HRC Reads 2013 Grant	SDAO Safety 2013	Foundation Atrium Remodel	Total
Revenues:						
Donations and grants		\$3,917	\$1,808	\$325	\$15,000	\$21,050
Total Revenues	<u>0</u>	<u>3,917</u>	<u>1,808</u>	<u>325</u>	<u>15,000</u>	<u>21,050</u>
Expenditures:						
Personal services:						
Wages and salaries						0
Employee benefits						0
Total Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Materials and services:						
Building maintenance				325		325
Collection development			1,808			1,808
Programs	2,408	909				3,317
Supplies - programs	35					35
Total Materials and Services	<u>2,443</u>	<u>909</u>	<u>1,808</u>	<u>325</u>	<u>0</u>	<u>5,485</u>
Total Expenditures	<u>2,443</u>	<u>909</u>	<u>1,808</u>	<u>325</u>	<u>0</u>	<u>5,485</u>
Net Change in Fund Balance	(2,443)	3,008	0	0	15,000	15,565
Fund Balance - July 1, 2012	2,443	0	0	0	0	2,443
Fund Balance - March 31, 2013	<u>\$0</u>	<u>\$3,008</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15,000</u>	<u>\$18,008</u>

See Independent Accountants' Compilation Report

**Hood River County Library District
Recommended Budget Committee Motion
Fiscal Year 2013-14**

I move to approve the Hood River County Library District budget for the 2013-14 fiscal year for the total amount of \$1,471,832 and the amounts per fund as shown below:

<u>Fund</u>	
General Fund	\$1,254,682
Grants Fund	152,000
Capital Equipment Reserve Fund	65,150
Total:	<u><u>\$1,471,832</u></u>

I also move to approve:

- 1) A tax rate of \$0.39 per \$1,000 of assessed value in support of the General Fund

_____ Budget Committee Chairperson	_____ Date
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_____ Budget Officer	_____ Date
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