

FY 7/1/18-6/30/19

Proposed Budget

Washakie County Library Board															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">1019 Coburn Av</td></tr> <tr><td style="padding: 2px;">Worland, WY 82401</td></tr> <tr><td style="padding: 2px;">307-347-2231</td></tr> <tr><td style="padding: 2px;">Washakie County</td></tr> </table>	1019 Coburn Av	Worland, WY 82401	307-347-2231	Washakie County	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Budget Hearing Information</th> </tr> <tr> <td style="padding: 2px;">Location:</td> <td style="padding: 2px;">Washakie County Courthouse</td> </tr> <tr> <td style="padding: 2px;">Date:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Time:</td> <td style="padding: 2px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Budget Prepared by: Julie Cross</td> </tr> </table>	Budget Hearing Information		Location:	Washakie County Courthouse	Date:		Time:		Budget Prepared by: Julie Cross	
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S-A BUDGET MESSAGE W.S. 16-4-104(d)

The Washakie County Library System remains diligent in their spending practices of their county mill levy. The County Library is a service used for a large majority of the population of people within the county.

- We have over 7458 registered users.
- Volunteers have spent over 350 hours of service at the libraries.
- We have never spent over our budget.
- We serve 2 towns and their surrounding areas, the Ten Sleep School, daycares, school teachers and the homeschooled.
- We are an extension of job searching services.
- Our local libraries have had 76,234 library visits in 2016-2017.
- Public access computes have had over 7000 login sessions, and we remain an asset in the area of communication.

The Washakie County Library Board is requesting the county cover the cost of our health insurance for our employees outside of the mill levy. \$33,000 is needed.

S-B RESERVE DESCRIPTION

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Terry Livingston	7/1/20	<input type="checkbox"/> Yes
Gae Murphy	7/1/19	
Jimmie Phelps	7/1/19	
July Strauch	7/1/20	
Jody Smith	7/1/18	

If Yes, enter

Address of office: 1019 Coburn Av

City, State, Zip: Worland, WY 82401

Phone Number: 307-347-2231

Hours Open: _____

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$272,044	\$246,490	\$283,415	\$283,415
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$311,182	\$307,336	\$283,415	\$283,415
S-5	Amount requested from County Commissioners	\$221,853	\$216,596	\$212,395	\$212,395
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$6,381	\$5,587	\$5,090	\$5,090
S-8	Tax levy (From the County Treasurer)	\$221,853	\$216,596	\$212,395	\$212,395
S-9	Government Support	\$18,000	\$18,000	\$18,000	\$18,000
S-10	Grants	\$3,297	\$6,498	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$996	\$0	\$845	\$845
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$250,527	\$246,681	\$236,330	\$236,330

Washakie County Library Board
FY 7/1/18-6/30/19

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$6,000	\$6,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$49,316	\$48,583	\$50,650	\$50,650
S-18	Operations	\$169,832	\$145,417	\$167,850	\$167,850
S-19	Indirect Costs	\$52,896	\$52,490	\$58,915	\$58,915
S-20	Total Expenditures	\$272,044	\$246,490	\$283,415	\$283,415

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$60,855	\$60,655	\$47,085	\$47,085
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$35,000	\$35,000	\$35,000	\$35,000
S-25	b. Other Reserve	\$19,760	\$19,760	\$19,760	\$19,760
S-26	c. Emergency Reserve (Cash)	\$119,008	\$119,008	\$119,008	\$119,008
	Total Reserves (a+b+c)	\$173,768	\$173,768	\$173,768	\$173,768
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$173,768	\$173,768	\$173,768	\$173,768
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$173,768	\$173,768	\$173,768	\$173,768

End of Summary

Budget Officer / District Official (if not same as "Submitted by") _____ Date adopted by Special District _____

DISTRICT ADDRESS: 1019 Coburn Av
Worland, WY 82401

PREPARED BY: Julie Cross

DISTRICT PHONE: 307-347-2231

Proposed Budget

Washakie County Library Board
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$221,853	\$216,596	\$212,395	
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <u>School Dist. #2</u>	\$18,000	\$18,000	\$18,000	
R-2.5	Total Government Support	\$18,000	\$18,000	\$18,000	
R-3	Operating Revenues				
R-3.1	Customer Charges	\$6,381	\$5,587	\$5,090	
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$6,381	\$5,587	\$5,090	
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$3,297	\$6,498		
R-4.4	Total Grants	\$3,297	\$6,498	\$0	
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$996		\$145	
R-5.2	Other: Specify <u>Unanticipated</u>			\$700	
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$996	\$0	\$845	
R-5.5	Total Forecasted Revenue	\$28,674	\$30,085	\$23,935	
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)				

Proposed Budget

Washakie County Library Board
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment			\$6,000	
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$6,000	

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$41,000	\$41,000	\$42,000	
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6					
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$2,050	\$2,100	\$2,500	\$2,500
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies				
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations	\$258	\$233	\$500	\$500
E-5.5	Other (Specify)				
E-5.6	Postage	\$3,297	\$2,650	\$2,850	\$2,850
E-5.7	Telephone	\$2,711	\$2,600	\$2,800	\$2,800
E-5.8					
E-6	TOTAL ADMINISTRATION	\$49,316	\$48,583	\$50,650	\$50,650



Proposed Budget

Washakie County Library Board

FYE 6/30/2019

OPERATIONS BUDGET

E-7 Personnel Services

- E-7.1 Wages--Operations
- E-7.2 Service Contracts
- E-7.3 Other (Specify)
- E-7.4 TANF Wages
- E-7.5 _____
- E-7.6 _____

E-8 Travel

- E-8.1 Mileage
- E-8.2 Other (Specify)
- E-8.3 _____
- E-8.4 _____
- E-8.5 _____

E-9 Operating supplies (List)

- E-9.1 Library
- E-9.2 Advertising
- E-9.3 _____
- E-9.4 _____
- E-9.5 _____

E-10 Program Services (List)

- E-10.1 Program Services(W & T)
- E-10.2 _____
- E-10.3 _____
- E-10.4 _____
- E-10.5 _____

E-11 Contractual Arrangements (List)

- E-11.1 Movie
- E-11.2 WYLD
- E-11.3 Technology
- E-11.4 _____
- E-11.5 _____

E-12 Other operations (Specify)

- E-12.1 _____
- E-12.2 Equipment Repair
- E-12.3 Books (W & T)
- E-12.4 _____
- E-12.5 _____

E-13 TOTAL OPERATIONS

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7 Personnel Services				
E-7.1 Wages--Operations	\$104,447	\$85,977	\$107,000	
E-7.2 Service Contracts				
E-7.3 Other (Specify)				
E-7.4 TANF Wages	\$3,538	\$5,550		
E-7.5 _____				
E-7.6 _____				
E-8 Travel				
E-8.1 Mileage	\$3,466	\$4,452	\$5,500	
E-8.2 Other (Specify)				
E-8.3 _____				
E-8.4 _____				
E-8.5 _____				
E-9 Operating supplies (List)				
E-9.1 Library	\$6,591	\$6,500	\$6,500	
E-9.2 Advertising	\$1,012	\$300	\$500	\$500
E-9.3 _____				
E-9.4 _____				
E-9.5 _____				
E-10 Program Services (List)				
E-10.1 Program Services(W & T)	\$1,347	\$300	\$2,000	\$2,000
E-10.2 _____				
E-10.3 _____				
E-10.4 _____				
E-10.5 _____				
E-11 Contractual Arrangements (List)				
E-11.1 Movie	\$416	\$438	\$450	\$450
E-11.2 WYLD	\$3,827	\$5,400	\$5,400	\$5,400
E-11.3 Technology	\$18,267	\$10,000	\$14,000	\$14,000
E-11.4 _____				
E-11.5 _____				
E-12 Other operations (Specify)				
E-12.1 _____				
E-12.2 Equipment Repair	\$1,733	\$2,500	\$2,500	\$2,500
E-12.3 Books (W & T)	\$25,188	\$24,000	\$24,000	\$24,000
E-12.4 _____				
E-12.5 _____				
E-13 TOTAL OPERATIONS	\$169,832	\$145,417	\$167,850	\$167,850



Proposed Budget

Washakie County Library Board

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14 Insurance						
E-14.1	Liability					
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7	_____					
E-15 Indirect payroll costs:						
E-15.1	FICA (Social Security) taxes		\$11,929	\$10,081	\$11,325	
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement		\$10,995	\$10,965	\$11,040	\$11,040
E-15.5	Health Insurance		\$29,717	\$31,211	\$36,300	\$36,300
E-15.6	Other (Specify)					
E-15.7	Bond		\$255	\$233	\$250	\$250
E-15.8	_____					
E-15.9	_____					
E-16 Depreciation Expenses						
E-17 TOTAL INDIRECT COSTS			\$52,896	\$52,490	\$58,915	\$58,915

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
D-1 Debt Service						
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2 TOTAL DEBT SERVICE			\$0	\$0	\$0	\$0

Proposed Budget

Washakie County Library Board
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS

	End of Year	Beginning	Beginning	Pending Approval
	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	
C-1 Balances at Beginning of Fiscal Year				
C-1.1 General Fund Checking Account Balance	\$28,679	\$28,679	\$47,018	
C-1.2 Savings and Investments Account Balance	\$31,976	\$31,976	\$67	
C-1.3 General Fund CD Balance		\$0		
C-1.4 All Other Funds		\$0		
C-1.5 Reserves (From Below)	\$173,768	\$173,768	\$173,768	
C-1.6 Total Estimated Cash and Investments on Hand	\$234,423	\$234,423	\$220,853	
C-2 General Fund Reductions:				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$173,768	\$173,768	\$173,768	
C-2.3 Total Deductions (a+b)	\$173,768	\$173,768	\$173,768	
C-2.4 Estimated Non-Restricted Funds Available	\$60,655	\$60,655	\$47,085	

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-3				
C-3.1 Beginning Balance in Reserve Account (end of previous year)	\$35,000	\$35,000	\$35,000	
C-3.2 Date of Reserve Approval in Minutes: _____				
C-3.3 Amount to be added to the reserve				
C-3.4 Date of Reserve Approval in Minutes: _____				
C-3.5 SUB-TOTAL	\$35,000	\$35,000	\$35,000	
C-3.6 Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7 a. _____				
C-3.8 b. _____				
C-3.9 c. _____				
C-3.10 Date of Reserve Approval in Minutes: _____				
C-3.11 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12 Balance to be retained in Depreciation Reserve Account	\$35,000	\$35,000	\$35,000	\$35,000

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-4				
C-4.1 Beginning Balance in Reserve Account (end of previous year)	\$19,760	\$19,760	\$19,760	\$19,760
C-4.2 Date of Reserve Approval in Minutes: _____				
C-4.3 Amount to be added to the reserve				
C-4.4 Date of Reserve Approval in Minutes: _____				
C-4.5 SUB-TOTAL	\$19,760	\$19,760	\$19,760	\$19,760
C-4.6 Identify the amount and project to be spent from "Other"				
C-4.7 a. _____				
C-4.8 b. _____				
C-4.9 c. _____				
C-4.10 Date of Reserve Approval in Minutes: _____				
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12 Balance to be retained in Other Reserve Account	\$19,760	\$19,760	\$19,760	\$19,760

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-5				
C-5.1 Beginning Balance in Reserve Account (end of previous year)	\$119,008	\$119,008	\$119,008	\$119,008
C-5.2 Date of Reserve Approval in Minutes: _____				
C-5.3 Amount to be added to the reserve				
C-5.4 Date of Reserve Approval in Minutes: _____				
C-5.5 SUB-TOTAL	\$119,008	\$119,008	\$119,008	\$119,008
C-5.6 Amount to be spent from Emergency Reserve (Cash)				
C-5.7 Date of Reserve Approval in Minutes: _____				
C-5.8 Balance to be retained in Assigned Fund Balance	\$119,008	\$119,008	\$119,008	\$119,008
C-5.9 TOTAL TO BE SPENT	\$0	\$0	\$0	\$0