

# DETAILED REQUIREMENTS

**FORM  
LB-31**

## Scappoose Public Library District General Fund

|    | Historical Data                  |                                 |  | REQUIREMENTS DESCRIPTION                      | Number of<br>Employ-<br>ees | Range* | Budget for Next Year 2024-25  |                                 |                              |    |
|----|----------------------------------|---------------------------------|--|---|-----------------------------|--------|-------------------------------|---------------------------------|------------------------------|----|
|    | Actual                           |                                 | Adopted Budget<br><br>This Year<br>2023-24 |   |                             |        | Proposed by<br>Budget Officer | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second Preceding<br>Year 2021-22 | First Preceding<br>Year 2022-23 |  |   |                             |        |                               |                                 |                              |    |
| 1  |                                  |                                 |  | PERSONNEL SERVICES                            |                             |        |                               |                                 |                              | 1  |
| 2  | 59,916                           | 65,750                          | 70,000                                     | 2 Head Librarian                              |                             |        | 70,000                        | 70,000                          | 70,000                       | 2  |
| 3  |                                  |                                 |  |   |                             |        |                               |                                 |                              | 3  |
| 4  |                                  |                                 |  |   |                             |        |                               |                                 |                              | 4  |
| 5  | 26,783                           | 29,123                          | 31,300                                     | 5 Technician 1                                |                             |        | 32,500                        | 32,500                          | 32,500                       | 5  |
| 6  | 26,975                           | 27,216                          | 31,300                                     | 6 Technician 2                                |                             |        | 32,500                        | 32,500                          | 32,500                       | 6  |
| 7  | 27,358                           | 29,926                          | 32,700                                     | 7 Technician 3 (MLS)                          |                             |        | 33,500                        | 33,500                          | 33,500                       | 7  |
| 8  | 16,081                           | 18,123                          | 20,000                                     | 8 Clerk 1                                     |                             |        | 21,000                        | 21,000                          | 21,000                       | 8  |
| 9  | 17,058                           | 17,249                          | 19,000                                     | 9 Clerk 2                                     |                             |        | 19,500                        | 19,500                          | 19,500                       | 9  |
| 10 | 11,363                           | 14,891                          | 17,050                                     | 10 Clerk 3                                    |                             |        | 16,000                        | 16,000                          | 16,000                       | 10 |
| 11 |                                  |                                 | 1,700                                      | 11 Teenage intern                             |                             |        |                               |                                 |                              | 11 |
| 12 | 34                               | 34                              | 50   | 12 Health Insurance/HAS                       |                             |        | 50                            | 50                              | 50                           | 12 |
| 13 | 28,141                           | 31,533                          | 41,000                                     | 13 PERS                                       |                             |        | 46,350                        | 46,350                          | 46,350                       | 13 |
| 14 | 13,737                           | 15,192                          | 15,000                                     | 14 Social Security                            |                             |        | 21,000                        | 21,000                          | 21,000                       | 14 |
| 15 | 227                              | 416                             | 500  | 15 State Accident and Workers Comp/Paid Leave |                             |        | 2,000                         | 2,000                           | 2,000                        | 15 |
| 16 | 183                              | 197                             | 400  | 16 Unemployment Insurance                     |                             |        | 600                           | 600                             | 600                          | 16 |
| 17 |                                  |                                 |  | 17 Extra Pay and bonus                        |                             |        |                               |                                 | 5,000                        | 17 |
| 18 |                                  |                                 |  | 18 Contingency                                |                             |        |                               |                                 |                              | 18 |
| 19 | 227,856                          | 249,650                         | 280,000                                    | 19 TOTAL PERSONNEL SERVICES                   |                             |        | 295,000                       | 295,000                         | 300,000                      | 19 |
| 20 |                                  |                                 |  | 20  |                             |        |                               |                                 |                              | 20 |
| 21 |                                  |                                 |  | 21  |                             |        |                               |                                 |                              | 21 |
| 22 |                                  |                                 |  | 22  |                             |        |                               |                                 |                              | 22 |
| 23 |                                  |                                 |  | 23  |                             |        |                               |                                 |                              | 23 |
| 24 |                                  |                                 |  | 24  |                             |        |                               |                                 |                              | 24 |
| 25 |                                  |                                 |  | 25  |                             |        |                               |                                 |                              | 25 |
| 26 |                                  |                                 |  | 26  |                             |        |                               |                                 |                              | 26 |
| 27 |                                  |                                 |  | 27  |                             |        |                               |                                 |                              | 27 |
| 28 |                                  |                                 |  | 28  |                             |        |                               |                                 |                              | 28 |
| 29 |                                  |                                 |  | 29  |                             |        |                               |                                 |                              | 29 |
| 30 |                                  |                                 |  | 30  |                             |        |                               |                                 |                              | 30 |
| 31 | 30,488                           | 20,350                          |  | 31 Ending balance in personnel (prior years)  |                             |        |                               |                                 |                              | 31 |
| 32 |                                  |                                 | 0  | 32 UNAPPROPRIATED ENDING FUND BALANCE         |                             |        | 0                             |                                 |                              | 32 |
| 33 | \$227,856                        | 249,650                         | 280,000                                    | 33 TOTAL REQUIREMENTS                         |                             |        | 295,000                       | 295,000                         | 300,000                      | 33 |

150-504-031 (Rev 12/09)

\*Include schedule of pay ranges

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