

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of)
Amending the 2019 YVL Budget)

RESOLUTION
#19-001

WHEREAS, Yakima Valley Libraries (known as Yakima Rural County Library District), reports financial activity using the Cash Basis Budgeting, Accounting and Reporting System as prescribed by the State Auditor's Office under the Revised Code of Washington - RCW 43.09;

WHEREAS, RCW 27.12.210 provides the Board of Trustees with exclusive control of the finances of the Library District;

WHEREAS, the 2018 Yakima Valley Libraries' Fiscal Year has demonstrated changes in actual revenues and expenditures due to cash basis reporting thus impacting the 2019 Budget beginning cash balance and carry forward projects;

THEREFORE, BE IT RESOLVED as follows:

Section 1 - Adoption of the Revised 2019 Budget

The Board of Trustees amends the 2019 Budget, including the General Operating Fund to incorporate revised beginning balance and 2018 unexpended projects including the materials collection, technology, and additional capital projects for 2019 plus the addition of reserved funds. A copy of the revised 2019 Budget is attached hereto as Attachment A, Reserved Funds Attachment B, Capital Projects Attachment, and incorporated herein by reference. At the conclusion of the budget process, the total District revised expenditure authority for the General Fund is established as follows:

General Operating Fund - 001	\$8,579,882	
Beginning cash balance Fund - 001	\$6,181,379	General Fund
Estimated ending balance Fund - 001	\$5,429,964	General Fund

Section 2 - Budgeted Ending Cash Balance

Within the 2019 Budget the ending cash balance is classified as follows:

Reserved Cash - restrictions to be modified by Board resolution or motion.

Unreserved Cash - designations for liabilities and contingencies to include four months estimated operating expenditures (working capital), payroll liabilities, and deferred maintenance.

Section 3 - Other Funds

Beginning cash balance Fund - 002	\$ 827,856	YVL Capital Fund
Beginning cash balance Fund - 003	\$ 90,979	Plath Fund

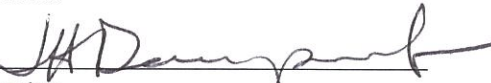
Section 4 - Effective Date

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Yakima Valley Libraries this 22nd day of April, 2019.


Trustee


Trustee


Trustee


Trustee


Trustee

YAKIMA VALLEY LIBRARIES

Attachment A

2019 Budget - Draft

	2019 Budget	Changes	Draft Amended 2019 Budget	Relation
REVENUES				
Tax Revenues				
Property Tax Revenue	7,498,366		7,498,366	1
Other Taxes	<u>39,100</u>		<u>39,100</u>	2
Total Tax Revenues	7,537,466		7,537,466	3
Contract Cities				
Other Contract Cities	<u>86,001</u>		<u>86,001</u>	
Total Contract Cities	86,001		86,001	4
Other Revenue				
Grants and Donations	23,000		23,000	5
Copies	27,000		27,000	6
Fines, Fees, Overdues	69,000		69,000	7
All Other Revenues	<u>86,000</u>		<u>86,000</u>	8
Total Other Revenue	205,000		205,000	9
Total All New Revenues	7,828,467		7,828,467	10
Other Resources				
Use of Carry Forward Fund - Line 44a	<u>85,912</u>	343,269	<u>429,181</u>	11
Use of Technology Fund - Line 46a	<u>51,200</u>	34,500	<u>85,700</u>	12
Projects not completed prior year - move resources forward	<u>167,000</u>	89,534	<u>236,534</u>	13
Total Other Resources	304,111		751,415	13a
Total All New Revenues	8,132,578		8,579,882	14

Notations

- 2019 property tax request is an estimated increase of \$73,332.75 over previous plus \$107,9898.89 in new construction, \$55,375.34 rebate
- Estimated change in state taxes - wildlife in lieu, DNR, Utility, County Refund
- Estimated total tax revenues
- Cities contracting for library services: Granger, Mabton, Naches, Tieton, and Union Gap
- Grants and donations - Includes McAuliff and Boaz Endowments - Miscellaneous Grants
- Fees for copies (photocopy and internet printing)
- Fines: fees, overdue, lost books
- Investment Interest (Estimate only - Yakima Treasurer manages all investments.)
- Total Other Revenues
- Total All Revenues - estimated new revenues
- Use of cash - Carry Forward Fund
- Use of cash - Technology Fund
- Use of cash - Carry Forward Fund
- Total use of reserve cash resources
- Total all new Revenues and Resources

2019 Budget - Draft

	2019 Budget	Changes	Draft Amended 2019 Budget	Relation
EXPENDITURES				
Salary and Wages	3,890,138		3,890,138	15
Benefits	1,607,388		1,607,388	16
Supplies	192,200	892	193,092	17
Collection Materials - all	938,251	94,654	1,032,915	18
Professional Services	382,577	184	382,761	19
Communications	160,000	2,501	162,501	20
Travel & Training	64,331	892	65,213	21
Mileage	17,332		17,332	22
Advertising	30,580	162	30,742	23
Rentals - Building Leases	8,401		8,401	24
Rentals - Equipment	32,460		32,460	25
Insurance	45,000	3,000	48,000	26
Utilities	127,000		127,000	27
Repairs & Maintenance - all	218,970	16,493	235,463	28
Miscellaneous - dues and other	15,095		15,095	29
Intergovernmental Services	0		0	30
Grant Expenditures	0		0	
Deferred Maintenance	98,744		98,744	31
Total Operating Expenditures	7,828,467	118,777	7,947,244	32
Capital Projects	137,111	258,993	396,104	33
Carry Forward Projects	167,000	69,534	236,534	34
Total Operational Expenditures and Capital	8,132,578	447,304	8,579,882	35
			0	

NOTATIONS

15. Includes estimated performance merit and restructured positions and reserve moved to designated funds
16. Proj increase in payroll benefits; and medical benefits at 7.75% increase
17. Supplies and small equipment, including computer replacements
18. Collection materials and databases - reduction due to Collection Hq - reserve in designated funds
19. Professional services - includes increase in outsourcing of processing and collection development tools - Collection HO
20. Includes all communication: postage, phones, WAN, and County fiber connections and services
21. Training and travel for staff to conferences and other training (Staff and Trustees)
22. Mileage only - fuel for library vehicles now classified under supplies (per BARS)
23. Advertising: local newspapers, promotional events, social media
24. Southeast and Zillah (\$1) building rents, and storage unit
25. Copiers and postage meter
26. Districtwide buildings, vehicle, DAQ, and liability insurance
27. Districtwide utilities for all branches, and Yakima Central Library and Service Center
28. Repairs & maintenance includes building and software licensing maintenance.
29. As per BARS category all expenses not covered above including dues and library memberships, Rotary, ALA, WLA
30. Maintenance payments for designated library buildings-governmental only-moved to utility reimbursement
31. Deferred maintenance from general fund (New 2019)
32. Total estimated general operating expenditures
33. One time expenditures & capital projects - to fund from reserve funds
34. Projects to be brought forward to 2019 - unspent cash from 2018
35. Total estimated general operating, capital expenditures, and Carry Forward Projects for 2019

2019 Budget - Draft

	2019 Budget	Changes	Draft Amended 2019 Budget	Notation	Balances	Description
Transfers Out - General Fund						
Future Designated Funds	0		0	36		
Total Transfers Out	<u>0</u>		<u>0</u>	37		
Total Expenses & Transfer Out	<u>8,132,578</u>		<u>8,579,882</u>	38		
Estimated Balance January	5,464,838	377,474	5,842,312	39		
Estimated Carry Forward funds	167,000	172,067	339,067	39a	6,181,379	Estimated Balance January
Estimated Operating Revenues Minus Expenditures	0		0	40		
Carry Forward Capital Projects	(167,000)	(69,534)	(236,534)	41		
Capital Projects	(137,111)	(258,993)	(396,104)	41a		
Requested Expense Amendments & Carryforward		(118,777)	(118,777)	41b		
Estimated Ending Cash for GF	<u>5,327,727</u>	<u>(447,304)</u>	<u>5,429,964</u>	42		
Reserved Cash - General Fund						
Boaz Endowment for Books	76,938	(497)	76,441	43	76,441	Boaz Endowment for Books
Carry Forward Fund (04)	180,446	262,387	442,833	44		
Use for Capital projects from carry Fwd Fnd (04)	(85,912)	(341,777)	(427,689)	44a	15,144	Carry Forward Fund (04)
Use for reserve for collection	370,100	4,997	375,097	44b	375,097	Use for reserve for collection
Facility Fund (05)	268,705	1,844	270,549	45		
Use of Carry Fwd - Facilities Fund	0	(6,355)	(6,355)	45a	264,194	Facility Fund (05)
Technology Fund (06)	510,936	193,854	704,790	46		
Use for technology replacement schedule from Tech Fnd (06)	(51,200)	(85,447)	(136,647)	46a	568,143	Technology Fund (06)
YCL Reserve Building Maintenance (roof)	303,490	2,083	305,573	47	305,573	YCL Res Building Maint (roof)
Reserve for Strategic Plan Implementation	101,163	695	101,858	48	101,858	Res for Strategic Plan Impl
Reserve for fleet replacement	0		0	49		
Reserve for Facility Inventory, Assessment, Improvement	857,658	16,917	874,575	50		
Use for facility assessment & consultant	0	(61,947)	(61,947)	50A	812,628	Use for Facility asmt & consultant
Total Reserved Cash - GF	<u>2,532,324</u>	<u>(13,246)</u>	<u>2,519,078</u>	51	<u>2,519,078</u>	
Unreserved Cash - GF						
Wage, Benefits, Comp Absence Liability	283,510		283,510	52		
Capital and/or Facility Contingency (deferred maint)	98,744		98,744	53		
Operating Cash - Working capital	2,413,149		2,528,633	54		
Unreserved Cash - GF	<u>2,795,403</u>		<u>2,910,887</u>	55		
Total Reserved and Unreserved Cash - General Fund	<u>5,327,726</u>		<u>5,429,964</u>	56		
Budget Totals						
Revenues Plus Beginning Cash	<u>13,460,303</u>		<u>14,009,846</u>	57		
Expenditures Plus Ending FB	<u>13,460,303</u>		<u>14,009,846</u>	58		
Cash Reconciliation						
General Fund Estimated Cash	5,327,727		5,429,964	59		
Designated Funds - All	871,084	47,751	918,835	60		
Total All Funds	<u>6,198,810</u>		<u>6,348,800</u>	61		

YAKIMA VALLEY LIBRARIES

2019 Budget - Draft

Attachment A

	2019 Budget	Changes	Draft Amended 2019 Budget	Revelation
NOTATIONS				
36. Future projects - designated funds				
37. Total deferred funds to transfer to designated funds				
38. Total Transfer Out Funds and Expenditures				
39. Estimated Beginning Cash Balance for January 2019 plus line 39a				
39a. 2018 carryforward - non completed projects @ \$339,067 plus line 39				
40. Estimated current year General Fund Operating Revenues minus Expenditures				
41. 2018 Carry Forward projects (cash not spent 2018) - \$339,067				
41a. Projected expense cash reserves \$296,104				
41b. Additional expense carryforward and amendments requested \$118,777				
42. Estimated 2019 ending cash balance for General Fund				
43. General Fund Ending Cash reserved for Boaz Endowment				
44. General Fund 2019 ending cash balance reserved for Fund 04 Carry Forward - move \$427,889 to working fund				
44a. Use of Carry Fwd - Capital Projects				
44b. Reserve for Collection				
45. General Fund 2018 ending cash balance reserved for Fund 05 Facility Fund				
45a. Use of Carry Fwd - Facility Fund				
46. General Fund 2018 ending cash balance reserved for Fund 06 Technology Fund				
46a. Use of Carry Fwd - Technology replacement schedule				
47. New reserve for Yakima Building maintenance - pending roof repair/replacement				
48. New reserve for Strategic Plan Implementation - to be determined				
49. Fleet purchased 2017				
50. Reserve for Facility Assessment				
50a. 2019 projected Facility Assessment Expense				
51. General Fund 2019 estimated reserved ending cash balance totals.				
52. Unreserved funds - payroll contingency				
53. Unreserved funds - Deferred Maintenance owned buildings				
54. Unreserved funds - working capital for day to day operations and unfunded property tax months.				
55. Unreserved funds (cash) projected total.				
56. General Fund 2019 reserved and unreserved ending cash balance totals.				
57. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund				
58. Total Expenditures (including capital projects and ending cash balance) for General Fund				
59. General Fund 2019 Estimated Ending Cash Balance (see lines 51 + 55).				
60. Total All Other Restricted Funds: West Valley and Plath Fund (Less 2019 tuition.)				
61. Grand total all Funds for Yakima Valley Libraries.				

Resolution #19-001
2019 YVL Budget Amendment

Reserved General Fund 001 cash designations to be included in this resolution:

Boaz Endowment	\$ 76,441
Carry Forward Fund (04)	\$ 15,144
Reserve for Collection Development	\$ 375,097
Facility Fund (05)	\$ 264,194
Technology Fund (06)	\$ 568,143
YCL Reserve Bldg. Maintenance (roof)	\$ 305,573
Reserve for Strategic Plan Implementation	\$ 101,858
Reserve for Facilities Inventory, Asst, & Imprv.	\$ <u>812,628</u>
Total Reserved Cash - General Fund	\$ <u>2,519,078</u>

DESIGNATED FUNDS

Yakima Valley Libraries Capital Fund 002

Beginning Balance	\$ 827,856
Estimated interest	\$ <u>14,228</u>
Estimated Ending Balance	\$ <u>842,084</u>

Plath Fund 003

Beginning Balance	\$ 90,979
Estimated endowment (18 rcv'd in 19 & 2019)	\$ 29,008
Estimated interest	\$ 1,680
Estimated tuition	\$ (24,600)
Estimated Ending Balance	\$ <u>146,267</u>

Total designated funds	\$ 988,351
Total General fund	\$ <u>5,429,964</u>
Estimated ending balance all funds	\$ <u>6,418,315</u>