

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of
(Amending the 2021 YVL Budget)

RESOLUTION
#21-008

WHEREAS, Yakima Valley Libraries (known as Yakima County Rural 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 2020 Yakima Valley Libraries' Fiscal Year has demonstrated changes in actual revenues and expenditures due to cash basis reporting thus impacting the 2021 Budget beginning cash balance and carry forward projects;

THEREFORE, BE IT RESOLVED as follows:

Section 1 – Adoption of the Revised 2021 Budget

The Board of Trustees amends the 2021 Budget, including the General Operating Fund to incorporate revised beginning balance and 2020 unexpended projects including the materials collection, operating expenses, technology, and additional capital projects for 2021 plus the addition of reserved funds. A copy of the Reserved Funds Attachment A, revised 2021 Budget is attached hereto as 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	\$9,011,314	
Beginning cash balance Fund – 001	\$5,429,963	General Fund
Estimated ending balance Fund – 001	\$5,017,217	General Fund

Section 2 – Budgeted Ending Cash Balance

Within the 2021 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.

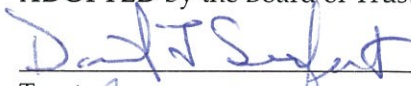
Section 3 – Other Funds


Beginning cash balance Fund – 002	\$ 819,597	YVL Capital Fund
Beginning cash balance Fund - 003	\$ 115,768	Plath Fund

Section 4 – Effective Date

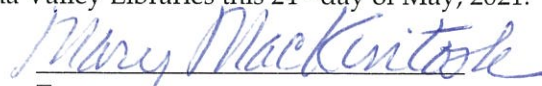
This resolution shall be effective immediately upon its adoption and approval.


ADOPTED by the Board of Trustees of Yakima Valley Libraries this 24th day of May, 2021.


Trustee


Trustee


Trustee


Trustee


Trustee

Resolution #21-008
2021 YVL Budget Amendment

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

Boaz Endowment	\$ 95,000
Carry Forward Fund (04)	\$ 0
Reserve for Collection Development Facility Fund (05)	\$ 390,000
Technology Fund (06)	\$ 225,974
YCL Reserve Bldg. Maintenance (roof)	\$ 529,962
Reserve for Strategic Plan Implementation	\$ 44,833
Reserve for Facilities Inventory, Asst, & Imprv.	\$ 107,565
Reserve for Union Gap Startup Costs	\$ 732,871
	\$ <u>23,252</u>
 Total Reserved Cash – General Fund	 \$ <u>2,149,457</u>

DESIGNATED FUNDS

Yakima Valley Libraries Capital Fund 002

Beginning Balance	\$ 841,059
Expenditures – YCL Front Doors Est.	\$ (30,000)
Estimated interest	\$ <u>8,538</u>
Estimated Ending Balance	\$ <u>819,597</u>

Plath Fund 003

Beginning Balance	\$ 115,608
Estimated endowment (2021)	\$ 15,500
Estimated interest	\$ 1,160
Estimated tuition	\$ <u>(16,500)</u>
Estimated Ending Balance	\$ <u>115,768</u>

Total designated funds	\$ 935,365
Total General fund	\$ <u>5,017,217</u>
Estimated ending balance all funds	\$ <u>5,952,582</u>

YAKIMA VALLEY LIBRARIES
2021 Budget Amendment

Attachment B

	2021 Adopted	2020 Carry Forward	2021 New	Adjustments	2021 Adopted	Notation
REVENUES						
Tax Revenues						
Property Tax Revenue	8,207,106				8,207,106	1
Other Taxes	39,100				39,100	2
Total Tax Revenues	8,246,206				8,246,206	3
Contract Cities						
Other Contract Cities	62,885				62,885	
Total Contract Cities	62,885				62,885	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	86,000				86,000	8
Total Other Revenue	205,000				205,000	9
Total All New Revenues	8,514,091				8,514,091	10
Other Resources						
Use of Carry Forward Fund 04 - Line 44a	9,268	2,873	1,368		13,509	11
Use of Technology Fund - Line 47a	80,500	19,538			100,038	12
Use of Facility Assessment Fund - Line 50	56,862	7,609	4,600	(7,400)	61,671	13
Use of Facilities Fund (05) - Line 46a	10,300	10,573	17,432	(1,300)	37,005	14
Use of YCL Building Maintenance Fund (roof)			285,000		285,000	15
Total Other Resources	156,930	40,593	308,400	(8,700)	497,223	15a
Total All New Revenues	8,671,021				9,011,314	16

Notations

1. 2021 property tax request is an estimated increase of \$76,728 over previous year plus \$121,889.63 in new construction, \$16,098.80 rebate, and \$319,589.34 for Union Gap
2. Estimated change in state taxes - wildlife in lieu, DNR, Utility, County Refund
3. Estimated total tax revenues
4. Cities contracting for library services: Granger, Mabton, Naches, and Tieton
5. Grants and donations - includes McAuliff and Boaz Endowments - Miscellaneous Grants
6. Fees for copies (photocopy and internet printing)
7. Fines: fees, overdue, lost books
8. Investment Interest (Estimate only - Yakima Treasurer manages all investments.)
9. Total Other Revenues
10. Total All Revenues - estimated new revenues
11. Use of cash - Carry Forward Fund
12. Use of cash - Technology Fund
13. Use of cash - Fund 04
- 13a. Total use of reserve cash resources
14. Use of cash - Facilities Fund 05
15. Use of cash - YCL Building Maint Fund (Roof)
- 15a. Total use of reserve cash reserves
16. Total all new Revenues and Resources

YAKIMA VALLEY LIBRARIES
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Notation

	2021 Adopted	2020 Carry Forward	2021 New	Adjustments	2021 Adopted	
EXPENDITURES	Proposed	2020 Carry Forward	2021 New	Adjustments	Adopted	
Salary and Wages	4,013,208			(36,935)	3,976,273	15
Benefits	1,676,836			(15,962)	1,660,874	16
Supplies	231,686		16,709	(13,513)	234,882	17
Collection Materials - all	919,578	37,483			957,061	18
Professional Services	389,513	216	3,850		393,579	19
Communications	171,612				171,612	20
Travel & Training	37,826				37,826	21
Mileage	16,801				16,801	22
Advertising	32,800				32,800	23
Rentals - Building Leases	8,401				8,401	24
Rentals - Equipment	20,214	770	336		21,320	25
Insurance	60,412				60,412	26
Utilities	117,425				117,425	27
Repairs & Manteca - all	233,543	4,072	1,767		239,383	28
Miscellaneous - dues and other	18,901		1,205		20,106	29
Intergovernmental Services	0				0	30
Grant Expenditures	0				0	31
Union Gap Estimated Startup Operations	316,572				316,572	31a
Deferred Maintenance	98,763				98,763	32
Union Gap Startup Costs - In Capital	150,000				150,000	32a
Total Operating Expenditures	8,514,092	42,541	23,867	(66,409)	8,514,091	33
Capital Projects	72,452		308,400	(8,700)	372,152	34
Carry Forward Projects	84,478	40,593			125,071	35
Total Operational Expenditures and Capital	8,671,021			(75,109)	9,011,314	36
	(0)				0	

NOTATIONS

15. Includes estimated performance merit and restructured positions. Adjustment is UG wages not needed for 2021
16. Projected increase in payroll benefits; and medical benefits at 9.65% increase. Adjustment is UG benefits not needed for 2021
17. Supplies and small equipment, including \$63,450 for IT equipment & replacements. / New - IT - \$14,026.66 Replace Email Server, \$2,182.25 Software for new server / Mabton - \$500 New Air conditioner. Adjustment \$13,513 - reduce UG equipment
18. Collection materials and databases - reduction due to Collection Hq - reserve in designated funds. Carryforward -\$37,482.96 Encumbered expense for 2020 paid in 2021
19. Professional services - Includes increase in outsourcing of processing and collection development tools - Collection HQ / Carryforward \$216.40 billed in 2021 / New \$1,650 Buena snow removal missed in budget process, \$2,200 Title Source 360 missed in budget process
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 - Carryforward - \$770 - Copier lease for 2020 billed in 2021 / Addition - \$336 - Kader Self Storage - increase in storage fees not budgeted
26. Districtwide buildings, vehicle, D&O, and liability insurance. Includes a 10% increase and \$5,500 in admin fees
27. Districtwide utilities for all branches, and Yakima Central Library and Service Center
28. Repairs & maintenance includes building and software licensing maintenance. Carry Forward - 2020 \$858.86 - Elevator maintenance and \$213.26 - Fire Alarm Control panel replacement billed after year end. Addition \$300 - SE Paint and \$1,467.47 Microfilm reader maintenance not budgeted
29. As per BARS category all expenses not covered above including dues and library memberships, Rotary, ALA, WLA - Addition - \$125 - City of Mabton permit for A/C project / \$1080 dues for Costco, SprinBrook, MRSC, WFOA & Amazon Business only budgeted \$120.00 c/b \$1200
30. Maintenance payments for designated library buildings-governmental only-moved to utility reimbursement
31. Grant Expenditures
- 31a. These monies will be moved into an Internal Investment acct & represent the first year of Union Gap Est. Startup Operations
32. Deferred maintenance from general fund (New in 2019) - 1.16% of Total New Revenue
- 32a. Union Gap Startup Costs - Estimate
33. Total estimated general operating expenditures
34. One time expenditures & capital projects - to fund from reserve funds. Additions include \$285,000 YCL Roof Replacement, \$4,800 Library Signage, \$2,800 additional for WW Wall, \$16,000 additional for NWRR / Reductions are for 2021 projects not needed \$1,300 IT divider for move, \$5,900 Toppenish Ceiling Fans, \$1,800 Zillah LED lighting, \$600 Buena door
35. Projects to be brought forward to 2021- unspent cash from 2020 - IT - \$17,000 Wireless printing, \$2,538 Naches power (completed in 2020 billed in 2021) / FAC - \$3,000 Granite cap around Elm Tree / WW - \$2,873.17 Wall, NWRR - \$7,573.05 / Granger - \$4,108.77 Equipment / Mabton - \$3,500 Relocate Self-Check
36. Total estimated general operating, capital expenditures, and Carry Forward Projects for 2021

YAKIMA VALLEY LIBRARIES
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	2021 Adopted	2020 Carry Forward	2021 New	Adjustments	2021 Adopted	Notation	
		2020 Carry Forward	2021 New	Adjustments			
Transfers Out - General Fund							
Future Designated Funds		0			0	36	
Total Transfers Out		0			0	37	
Total Expenses & Transfer Out		8,671,021			9,011,314	38	
Cash Reconciliation - General Fund (GF)							
Estimated Balance January	5,429,963				5,429,963	39	
Estimated Carry Forward funds	84,478				84,478	39a	
Estimated Operating Revenues Minus Expenditures	(0)				0	40	
Carry Forward Capital Projects	(84,478)				(125,071)	41	
Capital Projects	(72,452)				(372,152)	41a	
Requested Expense Amendments & Carryforward	0				0	41b	
Estimated Ending Cash for GF		5,357,510			5,017,217	42	
Reserved Cash - General Fund							
Boaz Endowment for Books	95,000				95,000	43	
Carry Forward Fund (04)	13,509				13,509	44	
Use for Capital projects from carry Fwd Fnd (04)	(9,268)	(2,873)	(1,368)		(13,509)	44a	
Use for reserve for collection	390,000				390,000	45	
Facility Fund (05)	262,979				262,979	46	
Use of Carry FWD - Facilities Fund	(10,300)	(10,573)	(17,432)	1,300	(37,005)	46a	
Technology Fund (06)	630,000				630,000	47	
Use for technology replacement schedule from Tech Fnd (06)	(80,500)	(19,538)			(100,038)	47a	
YCL Reserve Building Maintenance (roof)	329,833				329,833	48	
Use of YCL Building Maintenance (roof)			(285,000)		(285,000)	48a	
Reserve for Strategic Plan Implementation	107,565				107,565	49	
Reserve for Facility Inventory, Assessment, Improvement	794,542				794,542	50	
Use for facility assessment & consultant	(56,862)	(7,609)	(4,600)	7,400	(61,671)	50a	
Reserve for Union Gap Startup costs	0				173,252	51	
Use for Union Gap startup costs	(150,000)				(150,000)	51b	
Total Reserved Cash - GF		2,316,498	(40,593)	(308,400)	8,700	2,149,457	52
Unreserved Cash - GF							
Wage, Benefits, Comp Absence Liability	283,510				283,510	53	
Capital and/or Facility Contingency (deferred maint)	260,489				260,489	54	
Operating Cash - Working capital	2,497,012				2,497,012	55	
Unreserved Cash - GF		3,041,012			3,041,012	56	
Total Reserved and Unreserved Cash - General Fund		5,357,510			5,190,469	57	
Budget Totals							
Revenues Plus Beginning Cash	14,028,531				14,028,531	58	
Expenditures Plus Ending FB	14,028,531				14,028,531	59	
Cash Reconciliation							
General Fund Estimated Cash	5,357,510				5,017,217	60	
Designated Funds - All	945,000			(9,635)	935,365	61	
Total All Funds		6,302,510		(9,635)	5,952,582	32	

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	2021 Adopted	2020 Carry Forward	2021 New	Adjustments	2021 Adopted
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Notation

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 2020 plus line 39a
- 39a. 2020 carryforward - non completed projects @ \$84,478 plus line 39
- 40. Estimated current year General Fund Operating Revenues minus Expenditures
- 41. 2020 Carry Forward projects (cash not spent 2020) - \$84,478 - Now \$125,071
- 41a. Projected expense cash reserves \$72,452 - Now \$365,152
- 41b. Additional expense carryforward and amendments requested \$0.00
- 42. Estimated 2020 ending cash balance for General Fund
- 43. General Fund Ending Cash reserved for Boaz Endowment
- 44. General Fund 2020 ending cash balance reserved for Fund 04 Carry Forward - Move \$9,268 to working fund - Now \$13,509
- 44a. Use of Carry Fwd - Capital Projects
- 45. Reserve for Collection
- 46. General Fund 2020 ending cash balance reserved for Fund 05 Facility Fund - move \$10,300 to working fund - Now \$37,500
- 46a. Use of Carry Fwd - Facility Fund
- 47. General Fund 2020 ending cash balance reserved for Fund 06 Technology Fund - move \$80,500 to working fund - Now \$100,038
- 47a. Use of Carry Fwd - Technology replacement schedule
- 48. New reserve for Yakima Building maintenance - pending roof repair/replacement
- 48a. Use of Yakima Building maintenance - roof repair/replacement \$283,000
- 49. New reserve for Strategic Plan Implementation - to be determined
- 50. General Fund 2020 ending balance reserve for Facility Assessment - move \$56,882 to working fund
- 50a. 2021 projected Facility Assessment Expenses - \$56,862 - Now \$61,671
- 51. New reserve fund for Union Gap startup costs
- 51a. 2020 Union Gap Startup costs - \$150,000.00 Estimate
- 52. General Fund 2020 estimated reserved ending cash balance totals.
- 53. Unreserved funds - payroll contingency
- 54. Unreserved funds - Deferred Maintenance owned buildings
- 55. Unreserved funds - working capital for day to day operations and unfunded property tax months.
- 56. Unreserved funds (cash) projected total.
- 57. General Fund 2021 reserved and unreserved ending cash balance totals.
- 58. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund
- 59. Total Expenditures (including capital projects and ending cash balance) for General Fund
- 60. General Fund 2021 Estimated Ending Cash Balance (see line 55).
- 61. Total All Other Restricted Funds: YVLCF and Plath Fund (Less 2021 tuition.) - Reduction of estimated interest in Fund 02 and 03
- 62. Grand total all Funds for Yakima Valley Libraries.