

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of
(Amending the 2023 YVL Budget)

RESOLUTION
#23-006

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 2022 Yakima Valley Libraries' Fiscal Year has demonstrated changes in actual revenues and expenditures due to cash basis reporting thus impacting the 2023 Budget beginning cash balance and carry forward projects;

THEREFORE, BE IT RESOLVED as follows:

Section 1 – Adoption of the Revised 2023 Budget

The Board of Trustees amends the 2023 Budget, including the General Operating Fund to incorporate revised beginning balance and 2022 unexpended projects including the materials collection, operating expenses, technology, and additional capital projects for 2023 plus the addition of reserved funds. A copy of the Reserved Funds Attachment A, revised 2023 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	\$9,859,207	
Beginning cash balance Fund - 001	\$9,105,357	General Fund
Estimated ending balance Fund - 001	\$9,167,275	General Fund

Section 2 – Budgeted Ending Cash Balance

Within the 2022 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	\$ 808,100	YVL Capital Fund
Beginning cash balance Fund - 003	\$ 123,800	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 26th day of June, 2023.


Trustee


Trustee


Trustee


Trustee


Trustee

Resolution #23-006
2023 YVL Budget Amendment

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

Boaz Endowment	\$ 124,574
Carry Forward Fund (04)	\$ 795,342
Reserve for Collection Development	\$ 494,053
Facility Fund (05)	\$ 212,030
Technology Fund (06)	\$ 320,218
Fleet Monies OS Van	\$ 21,997
Reserve Union Gap Tax Rev - Less Startup and Bookmobile	\$ 237,493
Norman J Lee Donation (received 02/02/23)	<u>\$ 187,910</u>
Total Reserved Cash - General Fund	<u>\$2,393,617</u>

DESIGNATED FUNDS

Yakima Valley Libraries Capital Fund 002

Beginning Balance	\$ 808,100
Estimated interest	\$ 14,000
Estimated Ending Balance	<u>\$ 822,100</u>

Plath Fund 003

Beginning Balance	\$ 123,800
Estimated endowment (2023)	\$ 7,500
Estimated interest	\$ 2,400
Estimated tuition	\$ (16,000)
Estimated Ending Balance	<u>\$ 117,700</u>

Total designated funds	\$ 939,800
Total General fund	<u>\$ 9,167,275</u>
Estimated ending balance all funds	<u>\$ 10,107,075</u>

YAKIMA VALLEY LIBRARIES

Attachment B

2023 Budget Amendment

	2023 Adopted	2022 Carry Forward	2023 new	Adjustments	2023 Budget Amendment Adopted	Notation
REVENUES						
Tax Revenues						
Property Tax Revenue	8,618,618				8,618,618	1
Other Taxes	44,100				44,100	2
Total Tax Revenues	<u>8,662,718</u>				<u>8,662,718</u>	3
Contract Cities						
Other Contract Cities	70,655				70,655	
Total Contract Cities	<u>70,655</u>				<u>70,655</u>	4
Other Revenue						
Grants and Donations	23,000				23,000	5
Copies	27,000				27,000	6
Fees	13,000				13,000	7
All Other Revenues	101,000				101,000	8
Total Other Revenue	<u>164,000</u>				<u>164,000</u>	9
Total All New Revenues	<u>8,897,373</u>				<u>8,897,373</u>	10
Other Resources						
Use of Fund 04 Owned- Line 57	116,952	2,654	12,400		132,006	11
Use of Technology Fund - Line 62	262,000		6,156		268,156	12
Use of Collection Funds	0				0	13
Use of Fund 05 Nonowned - Line 60	21,500	3,868	0		25,368	14
Use of Donated Funds	0				0	15
Use of Union Gap monies for startup & Vehicles - Line 64 & 65	377,185			(51,762)	325,423	16
Use of General Funds 2022 Carry Forward	0	61,546	149,315		210,861	17
Total Other Resources	<u>777,637</u>				<u>961,834</u>	18
Total All New Revenues	<u>9,675,010</u>				<u>9,859,207</u>	19

Notations

1. 2023 property tax request is an estimated increase of \$83,431 over previous year plus \$136,913.26 in new construction & \$56,193 in Rebates
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 McAuley and Boaz Endowments, and Foundation
6. Fees for copies (photocopy and internet printing)
7. Fees: lost books
8. Investment interest (Estimate only - Yakima Treasurer manages all investments.) and Misc Revenue
9. Total Other Revenues
10. Total All Revenues - estimated new revenues
11. Use of cash - Fund 04 Owned
12. Use of cash - Technology Fund
13. Use of cash - Collection Funds
14. Use of cash - Fund 05 Nonowned
15. Use of Donated Funds
16. Use of cash - Union Gap Start up & Vehicles
17. Use of General Funds 2022 Carry Forward and New Expenses
18. Total other Resources
19. Total all new Revenues and Resources

YAKIMA VALLEY LIBRARIES

Attachment B

2023 Budget Amendment

	2023 Adopted	2022 Carry Forward	2023 new	Adjustments	2023 Budget Amendment Adopted	Notation
EXPENDITURES						
Salary and Wages	4,023,157				4,023,157	20
Benefits	1,780,195	10,000			1,790,195	21
Supplies	584,618	5,218	3,152		592,987	22
Collection Materials - all	982,959	37,248	45,000		1,065,207	23
Professional Services	461,817	4,414	92,275		558,505	24
Communications	227,459		9,045		236,504	25
Travel & Training	35,955				35,955	26
Mileage	21,080				21,080	27
Advertising	32,300				32,300	28
Rentals - Building Leases	8,400				8,400	29
Rentals - Equipment	7,575				7,575	30
Insurance	65,000		5,000		70,000	31
Utilities	118,240				118,240	32
Repairs & Maintenance - all	336,751	4,667	1,000		342,418	33
Miscellaneous - dues and other	19,477				19,477	34
Intergovernmental Services	0				-	35
Grant Expenditures	0				-	36
Union Gap Estimated Startup Operations	347,499				347,499	37
Deferred Maintenance	103,813				103,813	38
Debt Service	3,080				3,080	39
Union Gap Startup Costs - In Capital	150,000				150,000	40
Total Operating Expenditures	9,309,373	61,546	155,471	0	9,526,390	41
Carry Forward Projects	0				-	
Capital Projects	74,302		12,400		86,702	42
Carry Forward Projects	291,335	6,542		(51,762)	246,115	43
Total Operational Expenditures and Capital	9,675,010	6,542	12,400	(51,762)	9,859,207	44
	0				0	

NOTATIONS

20. Includes estimated performance merit and restructured positions
21. Projected increase in payroll benefits; and medical benefits at 11.87% increase. Carry forward is for Executive Director Moving Expenses budgeted in 2022
22. Supplies & small equip, includes \$384K for IT supplies, equipment, software, & replacements. 2022 Carryforward for items purchased in 2022 paid in 2023. 2023 new increase to various a/c's
23. Collection materials and databases. 2022 Carryforward for encumbered purchase at year end. 2023 New is for the bookmobile collection moved from capital monies from #65 Union Gap
24. Professional services - 2022 carryforward is for 2022 expenses paid in 2023. 2023 new is increase for Strategic Plan, Bookmobile Artwork (to be paid with 2022 donation) & Vendor increase for cleaning
25. Includes all communication: postage, phones, WAN, & County fiber connections & services. 2023 increase if for price increase for County Fiber & ILL Postage-\$2,000, & cancellation fee for WH internet (this will come out of the Technology Fund)
26. Training and travel for staff to conferences and other training (Staff and Trustees)
27. Mileage only - fuel for library vehicles now classified under supplies (per BARS)
28. Advertising: local newspapers, promotional events, social media
29. Southeast building rent
30. Storage Unit, Programming & Director Facilities Rental, Facilities Misc Rentals
31. Districtwide buildings, vehicle, D&O, and liability insurance. Includes a 10% increase and \$5,500 in admin fees. 2023 increase is to cover new cybersecurity and building value adjustments
32. Districtwide utilities for all branches, and Yakima Central Library and Service Center
33. Repairs & maintenance includes building and software licensing maintenance. 2023 carryforward is for 2022 Xerox costs and window replacement at YCL paid in 2023 & \$1,000 increase for THCA
34. As per BARS category all expenses not covered above including dues and library memberships, Rotary, ALA, WLA
35. Maintenance payments for designated library buildings-governmental only-moved to utility reimbursement
36. Grant Expenditures
37. These monies will be moved into an internal investment acct & represent the third year of Union Gap tax revenue
38. Deferred maintenance from general fund (New in 2019) - 1.16% of Total New Revenue
39. Debt Service expense - Change in BARS accounting that all lease payments must be paid out of A/C 591 - postage machine
40. Union Gap Startup Costs - Estimate for 2023
41. Total estimated general operating expenditures
42. One time expenditures & capital projects - to fund from reserve funds \$12,400 new is \$7,400 for office furniture and equipment for Service Center reconfiguration for new managers and \$5,000 for SmartBoard for OS
43. Projects to be brought forward to 2023-unspent cash 2022-\$2,654 new fence YVL, \$3,888 Buena Cabling completed in 2022, paid in 2023, (\$51,762) Bookmobile Collection moved to operating expense (\$45,000) & unused Bookmobile monies (\$6,762)
44. Total estimated general operating, capital expenditures, and Carry Forward Projects for 2023

2023 Budget Amendment

	2023 Adopted	2022 Carry Forward	2023 new	Adjustments	2023 Budget Amendment Adopted	Notation
Transfers Out - General Fund						
Future Designated Funds	0				-	45
Total Transfers Out	0				0	46
Total Expenses & Transfer Out	9,675,010	6,542	12,400	(51,762)	9,642,190	47
Cash Reconciliation - General Fund (GF)						
Estimated Balance January	9,105,357				9,105,357	48
Estimated Carry Forward funds	291,335				245,115	49
Estimated Operating Revenues Minus Expenditures	365,637				365,637	50
Carry Forward Capital Projects	(291,335)	(6,542)		51,762	(246,115)	51
Capital Projects	(74,302)		(12,400)		(86,702)	52
Requested Expense Amendments & Carryforward	0	(61,546)	(155,471)		(217,017)	53
Estimated Ending Cash for GF	9,396,692	(68,088)	(167,871)	51,762	9,167,275	54
Reserved Cash - General Fund						
Boaz Endowment for Books	122,755			1,819	124,574	55
Fund 04 - Now for use for owned YVL Capital Expenses	1,290,104			106,170	927,348	56
Use for Capital projects from Fnd (04)	(116,952)	(2,654)	(12,400)		(132,006)	57
Use for reserve for collection	486,840			7,213	494,053	58
Fund 05 - This is now the fund for Nonowned YVL capital exp	242,931			(5,513)	237,418	59
Use of Fund 05	(21,500)	(3,888)	0		(25,388)	60
Technology Fund (06)	579,784			8,590	588,374	61
Use for technology replacement schedule from Tech Fnd (06)	(262,000)		(6,156)		(268,156)	62
Fleet Monies moved from Union Gap for OS Van	88,170			191	88,361	63
Outreach Van	(66,364)				(66,364)	64
Reserve for Union Gap Tax Revenue	523,324			(26,772)	496,552	65
Use for Union Gap startup costs	(150,000)				(150,000)	66
Use of Union Gap Tax Funds for Bookmobile & New Van	(227,185)			51,762	(109,059)	67
Norman J Lee Donation received 02/2/23	0		186,804	1,106	187,910	68
Total Reserved Cash - GF	2,489,909		186,804	144,565	2,393,617	69
Unreserved Cash - GF						
Wage, Benefits, Comp Absence Liability	283,510				283,510	70
Capital and/or Facility Contingency (deferred maint)	468,926				468,926	71
Operating Cash - Working capital	6,176,153				6,176,153	72
Unreserved Cash - GF	6,928,589				6,928,589	73
Total Reserved and Unreserved Cash - General Fund	9,418,498				9,322,206	74
Budget Totals						
Revenues Plus Beginning Cash	19,071,702				19,026,482	75
Expenditures Plus Ending FB	19,071,702				19,026,482	76
Cash Reconciliation						
General Fund Estimated Cash	9,396,692				9,167,275	77
Designated Funds - All	931,900			7,900	939,800	78
Total All Funds	10,328,592			7,900	10,107,075	79

YAKIMA VALLEY LIBRARIES

Attachment B

2023 Budget Amendment

	2023 Adopted	2022 Carry Forward	2023 new	Adjustments	2023 Budget Amendment Adopted	Notation
NOTATIONS						
45. Future projects - designated funds						
46. Total deferred funds to transfer to designated funds						
47. Total Transfer Out Funds and Expenditures						
48. Estimated Beginning Cash Balance for January 2023						
49. 2022 carryforward - non completed projects						
50. Estimated current year General Fund Operating Revenues minus Expenditures						
51. 2022 Carry Forward projects (cash not spent 2022) - \$246,115 This includes a reduction for the bookmobile of \$45,000 for the collection that has been moved to expenses and \$6,672.00 for not used for the cost of bookmobile						
52. Projected expense cash reserves \$87,302 which includes an additional \$7,400 for furniture and equipment for the Service Center for new managers and \$5,000 for the SmartBoard for OS that was budgeted as an expense and s/b Capitale						
53. Additional expense carryforward and amendments requested \$217,017						
54. Estimated 2023 ending cash balance for General Fund						
55. General Fund Ending Cash reserved for Boaz Endowment						
56. General Fund 2022 ending cash balance reserved for Fund 04 Owned Capital Expenses. The adjustment represents the Deferred Maintenance entry for 2023 Balance is total of Fund 04 less total deferred maintenance represented on line 71						
57. Use of Fund 04, \$2,654 Carryforward from WV to be used for Fencing around south end of YCL/ \$12,400 is new for OS White Board (\$5,000) & Desk and office equipment for new manager in Service Center (\$7,400)						
58. Reserve for Collection						
59. General Fund 05 Nonowned YVL Capital Expenses						
60. Use of Fund 05 \$3,888 carryforward for Buena Electric completed in 2022 paid in 2023						
61. General Fund cash balance reserved for Fund 06 Technology Fund						
62. Use of Fund 06 Technology \$262,000 plus and additional \$6,156 to be paid for the cancellation of the WH internet contract. Operating expense						
63. Monies moved from Union Gap Tax Revenue for OS Van						
64. Outreach Van						
65. Reserve for Union Gap Tax Revenue, Less Bookmobile final payment, Plus Tax revenue received, \$51,762 is the reversal of Bookmobile collection (\$45,000) that is now in operating expense & monies not need for Bookmobile purchase (\$6,762)						
66. New reserve fund for Union Gap startup costs - \$150,000 Estimate						
67. 2023 use of Union Gap reserves for completion of Bookmobile \$109,059.50 - Reduced by \$6,762 for monies not needed for Bookmobile Purchase & \$45,000 for collection moved to operating exp						
68. Unrestricted donation from Norman J Lee						
69. General Fund 2023 estimated reserved ending cash balance totals.						
70. Unreserved funds - payroll contingency						
71. Unreserved funds - Deferred Maintenance owned buildings						
72. Unreserved funds - working capital for day to day operations and unfunded property tax months.						
73. Unreserved funds (cash) projected total.						
74. General Fund 2023 reserved and unreserved ending cash balance totals.						
75. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund						
76. Total Expenditures (including capital projects and ending cash balance) for General Fund						
77. General Fund 2023 Estimated Ending Cash Balance (see line 54).						
78. Total All Other Restricted Funds: YVLCF and Plath Fund. Less 2023 tuition + Interest Earned + Estimated Endowment						
79. Grand total all Funds for Yakima Valley Libraries.						