

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of
(Amending the 2024 YVL Budget)

RESOLUTION
#24-005

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 2023 Yakima Valley Libraries' Fiscal Year has demonstrated changes in actual revenues and expenditures due to cash basis reporting thus impacting the 2024 Budget beginning cash balance and carry forward projects;

THEREFORE, BE IT RESOLVED as follows:

Section 1 - Adoption of the Revised 2024 Budget

The Board of Trustees amends the 2024 Budget, including the General Operating Fund to incorporate revised beginning balance and 2023 unexpended projects including the materials collection, operating expenses, technology, and additional capital projects for 2024 plus the addition of reserved funds. A copy of the Reserved Funds Attachment A, revised 2024 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	\$10,232,277	
Beginning cash balance Fund - 001	\$11,317,640	General Fund
Estimated ending balance Fund - 001	\$11,545,582	General Fund

Section 2 - Budgeted Ending Cash Balance

Within the 2024 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	\$ 822,100	YVL Capital Fund
Beginning cash balance Fund - 003	\$ 105,261	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 June, 2024.



Trustee

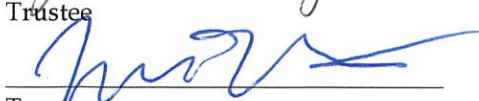


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Resolution #24-005
2024 YVL Budget Amendment

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

Boaz Endowment	\$ 136,632
Carry Forward Fund (04)	\$ 629,662
Reserve for Collection Development	\$ 509,325
Facility Fund (05)	\$ 216,822
Technology Fund (06)	\$ 367,998
Reserve Union Gap Tax Rev - Less Startup and Bookmobile	\$ 56,195
Norman J Lee Donation (received 02/02/23)	\$ 234,508
Deferred Maintenance - Owned Buildings	\$ 610,510
Deferred Maintenance - Technology	\$ 83,561
D Galloway Res Donattion (received 12/01/23)	\$ <u>83,919</u>
Total Reserved Cash - General Fund	\$ <u>2,929,132</u>

DESIGNATED FUNDS

Yakima Valley Libraries Capital Fund 002

Beginning Balance	\$ 822,100
Estimated interest	\$ 19,230
Estimated Ending Balance	\$ <u>841,330</u>

Plath Fund 003

Beginning Balance	\$ 105,261
Estimated endowment (2024)	\$ 7,500
Estimated interest	\$ 1,900
Estimated tuition	\$ (19,338)
Estimated Ending Balance	\$ <u>95,323</u>

Total designated funds	\$ 936,653
Total General fund	\$ <u>11,545,582</u>
Estimated ending balance all fund	\$ <u>12,482,235</u>

Notation

Notations

2. 2024 property tax request is an estimated 1% increase of \$86,186.18 over previous year plus \$104,161.13 in new construction & \$82,986.59 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. Increased by \$100,000 due to high interest rates received from the treasurers office. As of June interest received \$165,285.10.
- Additional monies added to Deferred Maintenance
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 - Norman J Lee Fund
14. Use of cash - Fund 05
15. Use of Deferred Maint Fund
16. Use of cash - Union Gap Start up from internal investment account setup to hold UG taxes from annexation, plus \$65,792 for 2024 new expenses
17. Use of cash - Van budgeted in 2023 paid for in 2024
18. Use of General Funds 2023 Carry Forward \$20,000 from the State audit cxid until 2024 budgeted in 2023. Carry forward funds include \$111,668 for Encumbered Collection, \$6,000 is balance of Foundation donation from Dec 2023 (Budgeted \$12,000 but received \$18,000),and \$45,000 for ELS budgeted in 2023 paid in 2024, plus various other carryforwards
19. Total other Resources
20. Total all new Revenues and Resources

2024 Budget Amendment

	2024 Adopted	2023 Carry Forward	2024 New	Adjustments	2024 Amended Budget	Notation
EXPENDITURES						
Salary and Wages	4,369,768				4,369,768	21
Benefits	1,882,285				1,882,285	22
Supplies	630,756	46,605	9,062		686,424	23
Collection Materials - all	982,960	111,668			1,094,628	24
Professional Services	582,914	2,618	25,912	(32,500)	578,944	25
Communications	186,078		28,541		214,619	26
Travel & Training	46,307				46,307	27
Mileage	22,845				22,845	28
Advertising	29,500				29,500	29
Rentals - Building Leases	8,400				8,400	30
Rentals - Equipment	6,615				6,615	31
Insurance	77,000		10,000		87,000	32
Utilities	117,925		25,904		143,829	33
Repairs & Maintenance - all	390,408	3,080		(18,371)	375,117	34
Miscellaneous - dues and other	14,934		4,873		19,807	35
Intergovernmental Services	0				-	36
Grant Expenditures	0				-	37
Union Gap Estimated Startup Operations	0				-	38
Deferred Maintenance	138,870			100,000	238,870	39
Debt Service	25,196			18,371	43,567	40
Union Gap Startup Costs - In Capital	0				-	41
Total Operating Expenditures	9,512,760	163,971	104,292	67,500	9,848,523	42
Carry Forward Projects	0				-	
Capital Projects	185,525		73,971	(19,700)	239,796	43
Carry Forward Projects	76,150	67,809			143,958	44
Total Operational Expenditures and Capital	9,774,435	231,779	178,263	47,800	10,232,277	45
	(0)				(0)	

NOTATIONS

21. Includes estimated performance merit, restructured positions, and 3% COLA for staff due to 2024 minimum wage increase from \$15.74 to \$16.28
22. Projected increase in payroll benefits; and medical benefits at 10.34% increase
23. Supplies and small equipment, including \$360,350 for IT supplies, equipment, software, & replacements. \$45,000 ELS stations & \$1,805.42 Supplies carry forward from 2023, New \$1,000 Program Supplies, \$2,062.21 UG Laptop, and \$6,000 from the Foundation - \$3,000 for HR Staff Enrichment and \$3,000 for Programming Donated Supplies
24. Collection materials and databases - Includes \$125,100.36 for Union Gap collection. Monies for UG coming from Internal Investment account, \$111,667.58 encumbered 2023 paid in 2024
25. Professional services - Increase in outsourcing of processing, \$30K Facilities Plan, \$20K Rebranding, \$30K Comp and Class, and \$30K 3 year State Audit (\$20K of the \$30K is a carry forward from 2023 as the audit was moved out 1 year), \$2818 YCL & Fire Sprinkler Insp carry forward, \$15,000 Ins Deductible for cyber forensic, \$4,000 Increase Unique collections, \$6,612 Fac Temp person, Fire sprinkler inspection, YCL Security (32,500) reversing 6 months @ \$1250 per week Adjustment
26. Includes all communication: postage, phones, WAN, and County fiber connections and services. Increased by \$28,541 for 2024 county internet fee increase we didn't have information on at budget time
27. Training and travel for staff to conferences and other training (Staff and Trustees) Includes 10K from the Norman J Lee Donation
28. Mileage only - fuel for library vehicles now classified under supplies (per BARS)
29. Advertising: Board meetings, local newspapers, promotional events, social media
30. Southeast building rent
31. Storage Unit, Bookmobile Storage, Programming & Director Facilities Rental, Facilities Misc Rentals
32. Districtwide buildings, vehicle, D&O, and liability insurance. Includes a 10% increase and \$5,500 in admin fees. \$7,000 Increase broker fees in 2023 paid in 2024, \$3K for possible coverage changes in 2024.
33. Districtwide utilities for all branches, and Yakima Central Library and Service Center \$25,904.46 to cover utilities increase in 2024
34. Repairs & maintenance includes building and \$198,920 software licensing maintenance. Also includes \$30,000 for new PR, HR, and Timekeeping software. Plus 20K for Deferred Maint Emergency FD, \$3,080 L13, L14 New cargo floor carry forward, (\$18,371) Move UG Fees only to Debt Service SBITA
35. As per BARS category all expenses not covered above including dues and library memberships, Rotary, ALA, WLA. Increased \$4,873 to cover parking not originally budgeted
36. Maintenance payments for designated library buildings-governmental only-moved to utility reimbursement
37. Grant Expenditures
38. Monies will no longer be kept in an internal account now that building will be completed
39. Deferred maintenance from general fund (New in 2019) - Increased from 1.16% in 2023 to 1.5% in 2024 of Total New Revenue 1% to Deferred Maintenance in the amount of \$90,580.11 and .5% to IT reserves in the amount of \$48,289.89. See #8 above for explanation of additional \$100,000. This will add an additional \$65,227 to Deferred Maintenance - Owned and \$34,773.00 to Deferred Maintenance - Technology
40. Debt Service expense - Change in BARS accounting that all lease payments must be paid out of A/C 591 - \$3200-postage machine. Change in 2023 BARS Software Contracts (SBITA) are now considered a liability-collection HQ \$21,996 plus \$18,370.80 for UG PR, HR, and Time Software moved from software maintenance
41. 2024 Union Gap Startup Costs have now been moved to UG capital & expenses & are included in expense totals
42. Total estimated general operating expenditures
43. One time expenditures & capital projects - to fund from reserve funds
44. Projects to be brought forward to 2024- unspent cash from 2023. \$67,809 OS Van budgeted in 2023 paid in 2024
45. Total estimated general operating, capital expenditures, and Carry Forward Projects for 2024

2024 Budget Amendment

	2024 Adopted	2023 Carry Forward	2024 New	Adjustments	2024 Amended Budget	Notation
Transfers Out - General Fund						
Future Designated Funds					-	46
Total Transfers Out					-	47
Total Expenses & Transfer Out	9,774,435				10,232,277	48
Cash Reconciliation - General Fund (GF)						
Estimated Balance January	10,646,997				11,317,640	49
Estimated Carry Forward funds	76,150	163,971	104,292	67,500	411,913	50
Estimated Operating Revenues Minus Expenditures	261,675				383,754	51
Carry Forward Capital Projects	(76,150)	67,809			(143,958)	52
Capital Projects	(185,525)		73,971	(19,700)	(239,796)	53
Requested Expense Amendments & Carryforward	(20,000)				(183,971)	54
Estimated Ending Cash for GF	10,703,147	231,779	178,263	47,800	11,545,582	55
Reserved Cash - General Fund						
Boaz Endowment for Books	136,632				136,632	56
Fund 04 - Now for use for owned YVL Capital Expenses	789,244			(5,461)	783,783	57
Use for Capital projects from Fnd (04)	(86,650)	(2,000)	(73,971)	8,500	(154,121)	58
Use for reserve for collection	500,078			9,247	509,325	59
Fund 05 - This is now the fund for Nonowned YVL capital exp	240,313			(18,517)	221,796	60
Use of Fund 05	(11,200)	(4,974)		11,200	(4,974)	61
Technology Fund (06)	324,129			76,369	400,498	62
Use for technology replacement schedule from Tech Fnd (06)	(32,500)				(32,500)	63
Fleet Monies Moved from Union Gap for OS Van	69,846			(3,012)	66,834	64
Outreach Van	(6,000)	(60,834)			(66,834)	65
Reserve for Union Gap Tax Revenue	330,106			(82,616)	247,490	66
Use for Union Gap startup costs	(330,106)			138,809	(191,297)	67
2023 Use for Union Gap Tax funds for Bookmobile & New Van	0				0	68
Norman J Lee Donation received 02/22/23	240,070			4,439	244,508	69
Use of Norman J Lee Donation	(10,000)				(10,000)	70
Deferred Maintenance Owned Buildings	559,509			71,001	630,510	71
Use of Deferred Maintenance - Fac Emergency Fund	(20,000)				(20,000)	72
Deferred Maintenance Technology	48,290			35,271	83,561	73
D Galloway Restricted Donation				83,919	83,919	74
Total Reserved Cash - GF	2,741,762	(67,809)	(73,971)	329,150	2,929,132	75
Unreserved Cash - GF						
Wage, Benefits, Comp Absence Liability	283,510				283,510	76
Operating Cash - Working capital	7,677,875				8,332,940	77
Unreserved Cash - GF	7,961,385				8,616,450	78
Total Reserved and Unreserved Cash - General Fund	10,703,147				11,545,582	79
Budget Totals						
Revenues Plus Beginning Cash	20,477,582				21,777,859	80
Expenditures Plus Ending FB	20,477,582				21,777,859	81
Cash Reconciliation						
General Fund Estimated Cash	10,703,147				11,545,582	82
Designated Funds - All	935,000			1,653	936,653	83
Total All Funds	11,638,147				12,482,235	84

2024 Budget Amendment

	2024 Adopted	2023 Carry Forward	2024 New	Adjustments	2024 Amended Budget	Notation
NOTATIONS						
46. Future projects - designated funds						
47. Total deferred funds to transfer to designated funds						
48. Total Transfer Out Funds and Expenditures						
49. Estimated Beginning Cash Balance for January 2024						
50. 2023 carryforward - non completed projects						
51. Estimated current year General Fund Operating Revenues minus Expenditures						
52. 2023 Carry Forward projects (cash not spent 2023) - \$76,150.00 This includes \$6,000 for the new OS van wrap and \$70150 for the SS HVAC and \$67,809 for OS Van						
53. Projected expense cash reserves \$185,525 which includes \$11,200 Mabton Internet buildout, \$125,325.03 UG - Smart Shelf, Circ Desk, Shelving, and Furniture, \$11,500 WV Furniture, \$5000 NWRR cabling, and \$32,500 for Polaris inventory device, \$35,000 additional for SS HVAC, \$8,970.97 for WV Cameras, Less \$11,500 for canceled Mabton Project, and \$8,500 for canceled WV Cubicles						
54. Additional expense carryforward - 20K budgeted in 2023 for State Audit that was moved to 2024, and \$111,668 for Encumbered Collection, and \$45,000 for ELS budgeted in 2023 paid in 2024, plus various other carryforwards						
55. Estimated 2024 ending cash balance for General Fund						
56. General Fund Ending Cash reserved for Boaz Endowment						
57. General Fund 2023 estimated ending cash balance reserved for Fund 04 Owned Capital Expenses. \$2,000 carryforward from exp for WV Cameras, \$43,971 includes \$35,000 for SS HVAC, \$8,970 additional for WV Cameras, and (\$8,500) for WV cubicles project canceled						
58. Use of Fund 04, \$92,650 - 2023 carryforward Van wrap \$6,000 and \$70149.73 SS HVAC, New 2024 \$5000 NWRR Cabling for Microfilm reader move and \$11,500 for WV updates , WV update reduced by \$8,500 for cubicles not going to be purchased, Increased by \$65,000 for SS HVAC and \$2,000 for WV Cameras moved from expense to Capital plus and additional \$8,970 for WV Cameras						
59. Reserve for Collection plus interest earned						
60. General Fund 05 Nonowned YVL Capital Expenses, capital expenses Nonowned adjustments reflects expenses paid in 2023 after budget was completed for 2024						
61. Use of Fund 05 \$11,200 Mabton Internet buildout, carryforward of \$4974.22 TH Carpet, Mabton Internet buildout canceled moved to Spectrum (\$11,200)						
62. General Fund cash balance reserved for Fund 06 Technology Fund, adjustment reflects interest and items purchased after 2024 budget was completed						
63. Use of Fund 06 Technology \$32,500 Polaris inventory device w/surface						
64. Monies moved from Union Gap Tax Revenue for OS Van. Van is supposed to be delivered by 2023 year end see note 64, \$9,012 monies left over for van moved back to the UG reserve						
65. Outreach Van - Supposed to be delivered by and purchased by year end. \$66,834 monies for the van rolled forward paid in 2024						
66. Internal reserve for Union Gap Tax Revenue. All monies except those in line 66 have been moved back in the GF investment account, Adjustment to true up UG current balance						
67. Union Gap startup costs - Capital (\$125,325.03), Plus \$65,792 for 2024 new requested. At year end the balance of UG will be moved back to the Gen Fund investment account.						
68. Bookmobile paid for in 2023. OS van in line 64 & 65						
69. Unrestricted donation from Norman J Lee, Adjustment reflects interest from the end of 2023 and the first 5 months of 2024						
70. Use of Norman J Lees funds \$10K for additional staff training						
71. Unreserved funds - Deferred Maintenance owned buildings. New in 2024 .5% or \$48,289.89 to be moved to IT deferred maintenance, Adjustment reflects interest from the end of 2023 and the first 5 months of 2024. Includes an additional \$65,227 from additional interest line #8						
72. Use of Deferred Maintenance - New in 2024 \$20K for Owned Facilities Emergency Fund - Monies in Facilities department						
73. New in 2024 Technology Deferred Maintenance .5% of annual Deferred Maintenance. Adjustment reflects interest from end of 2023 and first 5 months of 2024. Also includes an additional \$34,773 from additional interest line #8						
74. D Galloway Restricted Donation plus interest earned						
75. General Fund 2024 estimated reserved and unreserved cash balance totals						
76. Unreserved funds - payroll contingency						
77. Unreserved funds - working capital for day to day operations and unfunded property tax months.						
78. Unreserved funds (cash) projected total.						
79. General Fund 2024 reserved and unreserved ending cash balance totals.						
80. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund						
81. Total Expenditures (including capital projects and ending cash balance) for General Fund						
82. General Fund 2024 Estimated Ending Cash Balance (see line 54)						
83. Total All Other Restricted Funds: YVLCF and Plath Fund. Less 2024 tuition + Interest Earned + Estimated Endowment. Adjustment to true up balance as of 04/30/24						
84. Grand total all Funds for Yakima Valley Libraries.						

2024 Capital Budget Amendment

Account Number	Description	2024 Approved Budget	2024 Amendment Requested	2023 Additional Carry Forward	2024 Proposed Budget Total	Total Adjustments	Notes	Director's Notes
01-60-594-65-62-01	Capital-Facility nonowned bldg	\$ 11,200.00	\$ (11,200.00)	\$ 4,974.22	\$ 4,974.22	\$ (6,225.78)	Mabton build for Jnet internet - Project canceled moved to Spectrum, \$4,974.22 TH	
01-60-594-65-62-02	Capital - Yakima Building	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	Remodel 2023 carpet paid for in 2024 A second network port has to be installed in the OPAC section of the NWRR for the micromin readers	
01-60-594-65-62-03	Capital - Facility - Sunnyside	\$ 70,149.73	\$ 65,000.00	\$ -	\$ 135,149.73	\$ 65,000.00	Carry forward 2023 HVAC \$70,149.73 - Additional monies for HVAC system \$35,000 and additional \$30,000 for installation costs due to additional structural work needed	
01-60-594-65-62-04	Capital - West Valley	\$ 11,500.00	\$ 470.97	\$ 2,000.00	\$ 13,970.97	\$ 2,470.97	Standalone desks/Cubicle/ (\$8,500) cubicals canceled/ cameras \$2,000 moved from expense and additional \$6,970.97 for camera system	
01-60-594-65-62-05	Capital - Selah Building	\$ -	\$ -	\$ -	\$ -	\$ -		
01-60-594-65-62-06	Capital - Service Center	\$ -	\$ -	\$ -	\$ -	\$ -		
01-60-594-65-62-07	Capital - Granger - Nonowned	\$ -	\$ -	\$ -	\$ -	\$ -		
01-60-594-65-62-08	Capital - Special Projects	\$ -	\$ -	\$ -	\$ -	\$ -		
01-60-594-65-62-09	Capital-Yakima Central Library	\$ -	\$ -	\$ -	\$ -	\$ -		
01-60-594-65-62-10	Capital - Union Gap	\$ 125,325.03	\$ -	\$ -	\$ 125,325.03	\$ -	Smart Shelf, Circ Desk, Reg stand and various tables and chairs, shelving	
01-60-594-66-65-01	Capital - Facilities-Vehicles	\$ 6,000.00	\$ -	\$ 60,834.33	\$ 66,834.33	\$ 60,834.33	\$6,000 was a carry forward 2023 for van wrap. Van purchase budgeted in 2023 paid in 2024	
01-60-594-66-66-01	Capital - Technology	\$ 32,500.00	\$ -	\$ -	\$ 32,500.00	\$ -	Polaris inventory device/surface	
01-60-594-66-66-02	Capital Technology-Springbrook	\$ -	\$ -	\$ -	\$ -	\$ -		
01-60-594-66-66-03	Capital-Facility Inv, Asst& Impr	\$ -	\$ -	\$ -	\$ -	\$ -		
01-60-594-66-66-10	Capital-Deferred Maint Owned	\$ 138,869.69	\$ 100,000.00	\$ -	\$ 238,869.69	\$ 100,000.00	2024 was increased to 1.5% with 5% going to IT reserves in the amount of \$48,289.69	2023 was 1.16% of total revenues
		\$ 400,544.45	\$ 154,270.97	\$ 67,808.55	\$ 622,623.97	\$ 222,079.52		
		Total Capital less Deferred Revenue				\$ 383,754.28		

Capital Fund Allocations

Fund 04 - Owned	\$ 154,120.70
Fund 05 - Nonowned	\$ 4,974.22
YVL Fleet	\$ 66,834.33
Technology	\$ 32,500.00
Union Gap	\$ 125,325.03
General Fund Inv	\$ 238,869.69
Deferred Maintenance	\$ 622,623.97