

**BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries**

In the Matter of Amending the 2012 General Fund Budget)

**RESOLUTION
#12-003**

WHEREAS, the 2012 Yakima Valley Libraries Fiscal Year has demonstrated changes in beginning cash after the close of the 2011 fiscal year;

WHEREAS, the Board of Trustees approve budget modifications;

WHEREAS, the following reflects changes from the 2012 Amended Budget as summarized in Attachment A:

General Fund Budgeted Revenues and Other Resources

A decrease in the amount billed for contract cities in the amount of \$8,956 for an ending total of Revenues and Resources in the General Fund of \$6,649,285; and,

General Fund Budgeted Expenditures and Capital

An increase of \$27,000 for collection materials to augment materials for the new library and increase e-resources, an increase \$80,000 in supplies for additional computers and wireless access materials for fiber libraries; and an increase of \$53,275 for other expenditures for change in Total Operating Expenditures from \$6,470,384 to \$6,630,659; and an increase of \$395,000 in Capital outlay for a total change in Operating Expenditures and Capital from \$7,435,506 to \$7,990,781; and,


General Fund Capital, Fund Transfers, and Cash Balances


Due to the fact that the Library operates on a cash basis, and not all projects were completed within the prior fiscal year, the projected ending cash balance for Fiscal Year 2011 was more than anticipated for the 2012 Beginning Cash Balance when the budget was prepared in November of 2011. The carry forward cash will be used to finance the capital remodel of the Yakima Central Library and the debt service expense for the West Valley Community Library; and set aside \$595,521 for unanticipated capital repairs for the three library buildings that are owned by the Library District.

THEREFORE, BE IT THEREFORE RESOLVED that the Board of Trustees amend the 2012 Budget to the amount of \$10,628,196 in revenues, expenditures, and resources for the General Fund.

ADOPTED by the Board of Trustees this 23rd day of April, 2012.


Trustee


Trustee


Trustee


Trustee


Trustee

YAKIMA VALLEY LIBRARIES

2012 Budget - Adopted November 2011
Amended April 2012

	2011 Budget Final April 2012	2012 Budget November 2011	2012 Budget Amended April 2012	Notation	%Change
REVENUES					
Tax Revenues					
Property Tax Revenue	6,249,552	6,362,992	6,362,992	1	0.00
Other Taxes	42,625	20,698	20,698	2	0.00
Total Tax Revenues	<u>6,292,177</u>	<u>6,383,690</u>	<u>6,383,690</u>	3	0.00
Contract Cities					
Other Contract Cities	162,051	162,051	153,095		(5.53)
Total Contract Cities	<u>162,051</u>	<u>162,051</u>	<u>153,095</u>	4	(5.53)
Other Revenue					
Grants and Donations	21,513	7,500	7,500	5	0.00
Copies	26,328	20,000	20,000	6	0.00
Fines, Fees, Overdues	72,731	60,000	60,000	7	0.00
All Other Revenues	69,113	25,000	25,000	8	0.00
Total Other Revenue	<u>189,685</u>	<u>112,500</u>	<u>112,500</u>	9	0.00
Total All New Revenues	<u>6,643,914</u>	<u>6,658,241</u>	<u>6,649,285</u>	10	(0.13)
Other Resources					
Transfers in	-	0	0		0.00
Funds from Loan	-	0	0	11	
Carry Fwd Proj not completed	-	0	0	12	0.00
Total Other Resources	<u>0</u>	<u>0</u>	<u>0</u>	13	0.00
Total All Revenues and Resources	<u>6,643,914</u>	<u>6,658,241</u>	<u>6,649,285</u>	14	(0.13)

Notations

1. 2012 property tax request is a .7521% increase or \$47,127.67 plus new construction
2. No estimated change in state taxes - wildlife in lieu, DNR, Utility
3. Estimated total tax revenues
4. Cities contracting for library services: Granger, Mabton, Naches, Tieton, Union Gap/no change 2012
5. Grants and donations - includes McAuliff and Boaz
6. Fees for copies
7. Fines: overdue, lost books-based on actual decrease
8. Investment interest - declining interest rate
9. Total Other Revenues
10. Total All Revenues-new revenues
11. Loan for Debt Service in 2010 - moved to West Valley Building Fund
12. Estimated 2011 Cash from projects not completed over budgeted ending cash - see designated cash
13. Total Other Resources
14. Total all Revenues and Resources - overall increase due to one time grant (see line 8)

YAKIMA VALLEY LIBRARIES
2012 Budget - Adopted November 2011
Amended April 2012

	2011 Budget Final April 2012	2012 Budget November 2011	2012 Budget Amended April 2012	Notation	%Change
EXPENDITURES					
Salary and Wages	2,695,314	3,180,620	3,180,620	15	0.00
Benefits	875,606	1,000,425	1,000,425	16	0.00
Supplies	199,256	309,525	389,525	17	25.85
Collection Materials - all	607,348	973,000	1,000,000	18	2.77
Professional Services	167,603	224,900	238,900	19	6.22
Communications	121,152	166,471	166,471	20	0.00
Travel & Training	23,748	45,550	60,550	21	32.93
Vehicle Expenses	21,824	27,150	27,150	22	0.00
Advertising	7,797	11,000	11,000	23	0.00
Rentals - Building Leases	199,003	150,744	171,439	24	13.73
Rentals - Equipment	6,468	3,800	4,880	25	28.42
Insurance	30,760	30,760	30,760	26	0.00
Utilities	95,102	135,039	135,039	27	0.00
Repairs & Maintenance - all	145,929	161,500	164,000	28	1.55
Miscellaneous - dues and other	13,742	24,900	24,900	29	0.00
Intergovernmental Services	15,004	25,000	25,000	30	0.00
Grant Expenditures	0	0	0	31	0.00
Total Operating Expenditures	5,225,656	6,470,384	6,630,659	32	2.48
Capital Projects	147,031	607,500	1,002,500	33	65.02
Debt Service	357,245	357,623	357,623	34	0.00
Total Operational Expenditures and Capital	5,729,932	7,435,506	7,990,781	35	7.47

NOTATIONS

15. Includes estimated performance merit and restructured positions-no increase in FTE.
16. Proj increase in PERS from 5.15 to 8.45%; benefits for 80% FTE and up
17. Supplies - includes scheduled computer replacements for Yakima Central and West Valley Community Library
18. Collection materials and databases - reduction of under-utilized databases, add e-resources
19. Professional services - State Auditor in 2012
20. Includes all communication: postage, phones, WAN - reduced costs for Liberty Building
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training
22. Vehicle's fuel and repairs includes Outreach van, Facility van, and Courier vehicle
23. Decrease - using YVL web page and social networking sites
24. Summerview, Selah, Southeast, Liberty Building - lease amount and CAM charges
25. Postage meter
26. Districtwide building, vehicle, D&O, and liability insurance
27. Districtwide utilities for all branches - anticipated decrease due to improved HVAC in Yakima, includes janitorial services also
28. Repairs & maintenance includes building and software licensing maintenance - increase Envisionware, Polaris, ArcServe
29. As per BARS category all expenses not covered above - including dues
30. Maintenance payments for designated library buildings
31. Grant projects - Wellness Grant only for 2011
32. Total estimated general operating expenditures - slight decrease of .42%
33. One time large purchases and capital projects: Yakima Central Library, Sunnyside repairs, Sunnyside fiber match, phone sys
34. Debt service principle and interest
34. Total estimated general operating, capital expenditures, and debt service for 2012

YAKIMA VALLEY LIBRARIES

2012 Budget - Adopted November 2011

Amended April 2012

	2011 Budget Final April 2012	2012 Budget November 2011	2012 Budget Amended April 2012	Notation %Change
Transfers Out - General Fund				
Capital Projects Carry Forward	0	0	0	36
Facility Maintenance Fund	0	0	0	37
Technology Fund	0	0	0	38
Total Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	39
Total Expenses & Transfer Out	<u>5,729,932</u>	<u>7,435,506</u>	<u>7,990,781</u>	40
Cash Balance - General Fund (GF)				
Estimated Balance January	3,064,929	2,819,159	3,978,911	41
Estimated Operating Revenues Minus Expenditures	1,418,258	187,858	18,626	42
Debt Service and Capital Projects	(504,276)	(965,123)	(1,360,123)	43
Less transfers out	0	0	0	44
Estimated Ending FB for GF	<u>3,978,911</u>	<u>2,041,894</u>	<u>2,637,415</u>	45
Designated Cash for GF				
For Boaz Fund	76,031	76,031	76,031	46
Designated Benefits	(47)	0	0	47
Designated Ongoing Capital Carry Fwd	1,937,064	0	595,521	48
Operating Cash-Revolving Funds	1,965,863	1,965,863	1,965,863	49
Total Designated Funds GF	<u>3,978,911</u>	<u>2,041,894</u>	<u>2,637,415</u>	50
Estimated Ending Unrestricted Fund Balance for GF	<u>0</u>	<u>0</u>	<u>(0)</u>	51
Budget Totals				
Revenues Plus Beginning Cash	9,708,844	9,477,402	10,628,196	52
Expenditures Plus Ending FB	9,708,844	9,477,402	10,628,196	53
Cash Reconciliation				
General Fund Estimated Cash	3,978,911	2,041,894	2,637,415	54
Designated Funds - All	3,462,724	1,889,870	2,148,917	55
Total All Funds	<u>7,441,635</u>	<u>3,931,764</u>	<u>4,786,332</u>	56

NOTATIONS

36. Future projects - designated funds
37. Funds for deferred and current district wide facility needs (owned buildings-Yakima and Sunnyside)
38. Funds for deferred and future technology
39. Total deferred funds to transfer to designated funds
40. Total Transfer Out Funds and Expenditures
41. Estimated Beginning Fund Balance (beginning cash)-includes additional unspent funds from 2011 to use for 2012 expenditures
42. Estimated Operating Revenues minus Expenditures
43. Capital Project and Debt Service funded by prior year unexpended resources
44. Cash transfers out of General Fund
45. Estimated ending Fund Balance (cash)
46. Cash reserved for restricted Boaz Fund
47. Cash reserved for capital facility projects
48. Funds reserved for West Valley Building Fund
49. Funds designated by Board of Trustees for operating cash between property tax collections
50. Total designated General Fund (cash)
51. Estimated ending Fund Balance that is Undesignated at December 31 for General Fund
52. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund
53. Total Expenditures (including capital projects and ending cash balance) for General Fund
54. General Fund Estimated Ending Cash Balance (see line 44)
55. Total All Other Designated Funds: Cumulative Reserve, Plath, Carry Forward, Facility, & Technology
56. Grand total all Funds for Yakima Valley Libraries

Yakima Valley Libraries
Board Designated Funds
Estimated Balances for Fiscal Year 2012

	West Valley Fund 002¹	Plath Fund 003²	Carry Forward Fund 004	Facility Fund 005	Technology Fund 006	Totals
Estimated Beginning						
Cash	2,061,348.25	65,448.44	417,159.60	254,879.52	663,888.38	3,462,724.19
Interest	10,000.00	500.00	3,000.00	2,000.00	5,000.00	20,500.00
Donation-Distribution	0.00	0.00	0.00	0.00	0.00	0.00
Transfer in From GF	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources	2,071,348.25	65,948.44	420,159.60	256,879.52	668,888.38	3,483,224.19
Direct Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures	1,334,306.84	0.00	0.00	0.00	0.00	1,334,306.84
Capital Transfers to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures and Transfers	1,334,306.84	0.00	0.00	0.00	0.00	1,334,306.84
Estimated Ending Cash	737,041.41	65,948.44	420,159.60	256,879.52	668,888.38	2,148,917.35

¹ Restricted funds for the Richard E Ostrander West Valley Community Library Building

² Funds restricted per donor for advanced training (degree) for librarians