

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of)
Amending the 2014 YVL Budget)

RESOLUTION
#14-003

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 2013 Yakima Valley Libraries Fiscal Year has demonstrated changes in actual revenues and expenditures due to cash basis reporting thus impacting the 2014 Budget beginning cash balance and carry forward projects;

THEREFORE, BE IT THEREFORE RESOLVED as follows:

Section 1 - Adoption of the Revised 2014 Budget

The Board of Trustees amends the 2014 Budget, including the General Operating Fund to incorporate revised beginning balance and unexpended projects including the materials collection. A copy of the revised budget is attached hereto as Exhibit A and Exhibit B and incorporated herein by reference. At the conclusion of the budget process, the total District revised expenditure authority for each fund is established as follows:

General Operating Fund - 001 \$8,302,998

Section 2 - Budgeted Ending Cash Balance

Within the 2014 Budget the ending cash balance is classified as follows:

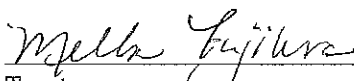
Reserved Cash - restrictions to be removed by Board resolution or motion.

Unreserved Cash - designations for liabilities and contingencies to include three months estimated operating expenditures (working capital).


Section 3 - Effective Date

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

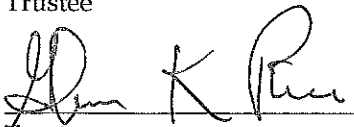
ADOPTED by the Board of Trustees of Yakima Valley Libraries this 19th day of May, 2014.



Trustee



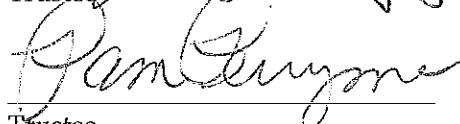
Trustee



Trustee



Trustee



Trustee

YAKIMA VALLEY LIBRARIES

2014 - Budget

Amended April 2014

	<i>2014 Adopted Budget Nov '13</i>	<i>2014 Budget Amended May 2014</i>	<i>Notation</i>
REVENUES			
Tax Revenues			
Property Tax Revenue	6,616,128	6,616,128	1
Other Taxes	33,200	33,200	2
Total Tax Revenues	<u>6,649,328</u>	<u>6,649,328</u>	3
Contract Cities			
Other Contract Cities	66,846	66,596	
Total Contract Cities	<u>66,846</u>	<u>66,596</u>	4
Other Revenue			
Grants and Donations	15,000	19,400	5
Copies	22,000	22,000	6
Fines, Fees, Overdues	65,000	65,000	7
All Other Revenues	36,500	36,000	8
Total Other Revenue	<u>138,500</u>	<u>138,500</u>	9
Total All New Revenues	<u>6,854,674</u>	<u>6,854,424</u>	10
Other Resources			
Transfers in	0	0	
Other Financing Resources	0	0	11
Carry Fwd Proj not completed	0	0	12
Total Other Resources	<u>0</u>	<u>0</u>	13
Total All New Revenues	<u>6,854,674</u>	<u>6,854,424</u>	14

Notations

1. 2014 property tax request is an estimated increase of \$55,947.94 plus \$60,743.03 in new construction
2. 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, and Union Gap
5. Grants and donations - includes McAuliff and Boaz (2013 NEA received 2014 - Amended)
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. Other financing resources
12. Estimated prior year carry forward cash
13. Total Other Resources
14. Total all new Revenues and Resources

YAKIMA VALLEY LIBRARIES

2014 - Budget

Amended April 2014

	2014 Adopted Budget Nov '13	2014 Budget Amended May 2014	Notation
EXPENDITURES			
Salary and Wages	3,509,365	3,509,365	15
Benefits	1,238,367	1,238,367	16
Supplies	241,460	541,460	17
Collection Materials - all	970,600	1,124,565	18
Professional Services	252,007	252,007	19
Communications	143,818	143,818	20
Travel & Training	54,007	54,007	21
Mileage and vehicle	13,100	13,100	22
Advertising	7,500	7,500	23
Rentals - Building Leases	28,101	28,101	24
Rentals - Equipment	6,880	6,880	25
Insurance	39,000	39,000	26
Utilities	115,000	134,500	27
Repairs & Maintenance - all	193,919	193,919	28
Miscellaneous - dues and other	21,050	21,050	29
Intergovernmental Services	20,500	20,500	30
Grant Expenditures	0	0	31
Total Operating Expenditures	<u>6,854,674</u>	<u>7,328,139</u>	32
Capital Projects	620,000	620,000	33
Debt Service	354,849	354,849	34
Total Operational Expenditures and Capital	<u><u>7,829,523</u></u>	<u><u>8,302,988</u></u>	35

NOTATIONS

15. Includes estimated performance merit and restructured positions and reserve for leave payouts and increase in FTE to 83.2
16. Proj increase in payroll benefits; and medical benefits for 80% FTE and up
17. Supplies - (add 2014 replacement computers - Amended)
18. Collection materials and databases (2013 carryforward and encumbered funds @ \$153,965 - Amended)
19. Professional services - State Auditor in 2014 (2012/2013 FY) includes all janitorial and facility services.
20. Includes all communication: postage, phones, WAN - holds & overdue mailing moved to Unique Collection under Prof Svs.
21. Training and travel for staff: ALA (CA), PLA (PA), PUG, WLA and other training (Staff and Trustees)
22. Mileage only - fuel for library vehicles now classified under supplies
23. Advertising: local newspapers, theater advertising, promotional events
24. Selah, Southeast, and Moxee (\$1), and storage unit
25. Postage meter and bank card machine rentals
26. Districtwide building, vehicle, D&O, and liability insurance
27. Districtwide utilities for all branches, and Yakima Central Library and Service Center (increase in utility cost - Amended)
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 and library memberships
30. Maintenance payments for designated library buildings
31. Grant projects - no grants anticipated for 2014
32. Total estimated general operating expenditures - slight increase of 1.81%
33. One time large purchases and capital projects: telephone system, technology projects, Sunnyside facility
34. Debt service principle and interest - to retire debt in December 2016
35. Total estimated general operating, capital expenditures, and debt service for 2014

YAKIMA VALLEY LIBRARIES

2014 - Budget

Amended April 2014

	2014 Adopted Budget Nov '13	2014 Budget Amended May 2014	Notation
Transfers from General Fund	0	0	36
Total Transfers Out	<u>0</u>	<u>0</u>	37
Total Expenses & Transfer Out	<u>7,829,523</u>	<u>8,302,988</u>	38
Cash Reconciliation - General Fund			
Estimated Balance January	5,094,594	6,456,225	39
Est. Revenues - Expenses	0	(473,715)	40
Capital Projects		(620,000)	41
Debt Service	(974,849)	(354,849)	42
Estimated Ending Cash for General Fund	<u>4,119,745</u>	<u>5,007,661</u>	43
Reserved Cash - Library Operations			
Boaz Endowment for books	50,000	45,359	44
Carry Forward Fund (04)	402,631	423,781	45
Facility Fund (05)	258,222	258,923	45
Technology Fund (06)	672,610	674,444	45
West Valley Debt Service	710,159	710,159	46
Total Reserved Cash - Library Operations	<u>2,093,621</u>	<u>2,112,666</u>	47
Unreserved Cash - Library Operations			
Wage,Benefits, Comp Absence Liability	0	349,692	48
Capital and/or Facility Contingency (deferred maint)	0	469,556	49
Operating Cash-Working Capital	2,026,124	2,075,747	50
Total Unreserved Cash - Library Operations	<u>2,026,124</u>	<u>2,894,995</u>	51
Total Reserved and Unreserved Cash	<u>4,119,745</u>	<u>5,007,661</u>	52
Budget Totals			
Revenues Plus Beginning Cash	<u>11,949,269</u>	<u>13,310,650</u>	53
Expenditures Plus Ending FB	<u>11,949,269</u>	<u>13,310,650</u>	54
Cash Reconciliation			
General Fund Estimated Cash	4,119,745	5,007,661	55
Designated Funds - All	882,092	874,092	56
Total All Funds	<u>5,001,837</u>	<u>5,881,753</u>	57

Notations

36. Transfers from General Fund
37. Total deferred funds to transfer to designated funds
38. Total Transfer Out Funds and Current Expenditures
39. Beginning Cash Balance (actual)
40. Estimated current year Operating Revenues minus Expenditures (add collection/computers)
41. Budgeted capital projects
42. Debt Service
43. Estimated ending Cash Balance year end
44. Reserved Fund Balance for Boaz Endowment Fund
45. Resolution #06-013 - (Capital \$402,630, Facility \$258,221, Technology \$672,610)
46. Reserved for West Valley debt service
47. Total Reserved Cash
48. Unreserved Cash - Wage, Benefits, Compensated Absences
49. Unreserved Cash - deferred maintenance/contingency
50. Unreserved Cash - Operating Cash - 3 month working capital
51. Total Unreserved Cash
52. Total Cash - Reserved and Unreserved General Fund
53. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund
54. Total Expenditures (including capital projects, debt service, and ending cash balance) for General Fund
55. General Fund Estimated Ending Cash Balance (see line 43 & 49)
56. Total All Other Restricted Funds: West Valley and Plath Fund
57. Grand total all Funds for Yakima Valley Libraries

Yakima Valley Libraries
Board Designated Funds
Estimated Balances for Fiscal Year 2014

	West Valley Fund 002¹	Plath Fund 003²	Totals
Estimated Beginning Cash	784,640.25	79,801.95	864,442.20
Interest	5,000.00	650.00	5,650.00
Donation-Distribution	0.00	12,000.00	12,000.00
Transfer in From GF	0.00	0.00	0.00
Total Resources	<u>789,640.25</u>	<u>92,451.95</u>	<u>882,092.20</u>
Direct Expenditure	0.00	8,000.00	8,000.00
Capital Expenditures	0.00	0.00	0.00
Capital Transfers to General Fund	0.00	0.00	0.00
Total Expenditures and Transfers	<u>0.00</u>	<u>8,000.00</u>	<u>8,000.00</u>
Estimated Ending Cash	<u>789,640.25</u>	<u>84,451.95</u>	<u>874,092.20</u>

¹ Restricted funds for the Richard E Ostrander West Valley Community Library and Yakima Central Library Buildings

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

Funds 004, 005, 006 moved to General Fund Reporting