

Before the Board of Trustees of
Yakima Valley Libraries

In the matter of)
Approving the 2017 YVL Budget)

RESOLUTION
#16-011

BE IT RESOLVED by the Board of Trustees of Yakima Rural County Library District doing business as the Yakima Valley Libraries, Yakima County, Washington as follows:

WHEREAS, Yakima Rural County Library District, Yakima County, Washington is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.050 provides for libraries to establish and maintain library service for the district by making a tax levy on the property in the district of not more than fifty cents per thousand dollars of assessed value per year sufficient for library service as shown to be required by submission of a budget;

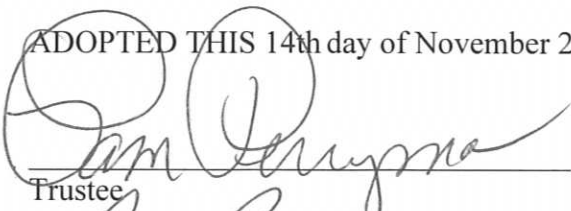
WHEREAS the Board of Trustees has been provided with expenditure estimates for operation of the Library for 2017 that demonstrate a need for the maximum levy rate as allowed by law;

WHEREAS, the Board of Library Trustees expects to have revenues and resources in the amount of \$12,926,681 including an estimated beginning cash balance of \$5,500,528 for the General Fund as outlined in Attachment A;

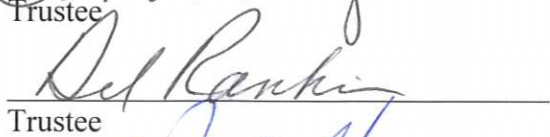
WHEREAS, estimated 2017 expenditures for the General Fund are expected to be \$8,549,661 in wages and benefits, operation, maintenance, capital projects, debt service, and remaining estimated ending cash balance of \$4,377,019 for the General Fund as outlined in Attachment A;

BE IT THEREFORE RESOLVED that the Board of Trustees adopts the 2017 budget for \$12,926,681 in revenues, expenditures, resources, capital, debt service and beginning and ending cash balance for the General Fund.

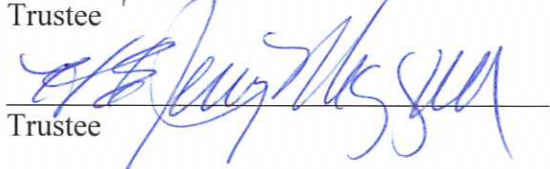
ADOPTED THIS 14th day of November 2016.


Trustee


Trustee


Trustee

Trustee


Trustee

YAKIMA VALLEY LIBRARIES

Attachment A

2017 Budget - Draft

	2016 Budget Adopted 11-2015	2016 Budget Amended 05-2016	2017 Budget Draft	Notation
REVENUES				
Tax Revenues				
Property Tax Revenue	6,939,085	6,939,085	7,131,323	1
Other Taxes	36,100	36,100	36,100	2
Total Tax Revenues	6,975,185	6,975,185	7,167,423	3
Contract Cities				
Other Contract Cities	71,676	71,676	76,602	
Total Contract Cities	71,676	71,676	76,602	4
Other Revenue				
Grants and Donations	41,610	41,610	41,610	5
Copies	27,000	27,000	27,000	6
Fines, Fees, Overdues	69,000	69,000	69,000	7
All Other Revenues	38,000	38,000	44,516	8
Total Other Revenue	175,610	175,610	182,126	9
Total All New Revenues	7,222,471	7,222,471	7,426,151	10
Other Resources				
Transfers in	0	0	0	
Other Financing Resources	0	0	0	11
Other Funding	0	0	0	12
Total Other Resources	0	0	0	13
Total All New Revenues	7,222,471	7,222,471	7,426,151	14

Notations

1. 2017 property tax request is an estimated increase of \$69,647.77 over previous (.6575% increase) plus \$94,352.34 in new construction
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, Tieton, and Union Gap (All at 6% per contracts except Mabton & UG.)
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. Other financing resources
12. Other Funding
13. Total Other Resources
14. Total all new Revenues and Resources

YAKIMA VALLEY LIBRARIES

Attachment A

2017 Budget - Draft

	2016 Budget Adopted 11-2015	2016 Budget Amended 05-2016	2017 Budget Draft	Notation
EXPENDITURES				
Salary and Wages	3,564,592	3,564,592	3,802,704	15
Benefits	1,326,976	1,326,976	1,403,014	16
Supplies	238,520	238,520	213,025	17
Collection Materials - all	1,175,863	1,175,863	1,153,599	18
Professional Services	303,416	303,416	376,656	19
Communications	171,276	171,276	180,596	20
Travel & Training	70,972	70,972	85,972	21
Mileage and vehicle	16,960	16,960	18,877	22
Advertising	9,800	9,800	18,800	23
Rentals - Building Leases	8,401	8,401	8,401	24
Rentals - Equipment	6,120	6,120	6,120	25
Insurance	43,000	43,000	43,000	26
Utilities	132,340	132,340	132,340	27
Repairs & Maintenance - all	211,584	211,584	220,584	28
Miscellaneous - dues and other	23,971	23,971	24,471	29
Intergovernmental Services	11,500	11,500	11,500	30
Grant Expenditures	3,000	3,000	0	31
Total Operating Expenditures	7,318,291	7,318,291	7,699,659	32
Capital Projects	538,575	538,575	850,002	33
Debt Service	356,796	356,796	0	34
Total Operational Expenditures and Capital	8,213,663	8,213,663	8,549,661	35
	0			

NOTATIONS

15. Includes estimated performance merit and restructured positions and reserve for leave payouts and Comp and Class
16. Proj increase in payroll benefits; and medical benefits at 10.76% increase.
17. Supplies.
18. Collection materials and databases.
19. Professional services - includes increase in outsourcing of processing and collection development tools - Collection HQ.
20. Includes all communication: postage, phones, WAN, and County fiber connctions 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, theater advertising, promotional events.
24. Southeast and Zillah (\$1) building rents, 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.
28. Repairs & maintenance includes building and software licensing maintenance.
29. As per BARS category all expenses not covered above including dues and library memberships
30. Maintenance payments for designated library buildings-governmental only.
31. Grant projects - ALA Latino Grant, Wellness.
32. Total estimated general operating expenditures.
33. One time expenditures & capital projects - replacement of self-checks due to outdated operating system.
34. Debt service principle and interest - retired 2016.
35. Total estimated general operating, capital expenditures, and debt service for 2017.

YAKIMA VALLEY LIBRARIES

Attachment A

2017 Budget - Draft

	2016 Budget Adopted 11-2015	2016 Budget Amended 05-2016	2017 Budget Draft	Notation
Transfers Out - General Fund				
Future Designated Funds	0	0	0	36
Total Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	37
Total Expenses & Transfer Out	<u>8,033,724</u>	<u>8,213,663</u>	<u>8,549,661</u>	38
Cash Reconciliation - General Fund (GF)				
Estimated Balance January	4,767,128	6,241,720	5,500,528	39
Estimated Operating Revenues Minus Expenditures	9,444	(95,820)	(273,508)	40
Debt Service and Capital Projects	(820,696)	(895,372)	(850,002)	41
Estimated Ending Cash for GF	<u>3,955,876</u>	<u>5,250,528</u>	<u>4,377,019</u>	42
Reserved Cash - General Fund				
Boaz Endowment for Books	42,979	42,979	53,284	43
Carry Forward Fund (04)	429,757	429,728	429,728	44
Facility Fund (05)	262,565	262,549	262,549	45
Technology Fund (06)	683,968	683,921	683,921	46
YCL Reserve Building Maintenance (roof)	0	300,000	300,000	47
Reserve for Strategic Plan Implementation	0	100,000	100,000	48
Reserve for fleet replacement	0	100,000	200,000	49
West Valley Debt Service	0	0	0	50
Total Reserved Cash - GF	<u>1,419,269</u>	<u>1,919,177</u>	<u>2,029,482</u>	51
Unreserved Cash - GF				
Wage, Benefits, Comp Absence Liability	247,513	247,513	247,513	52
Capital and/or Facility Contingency (deferred maint)	107,508	450,000	200,000	53
Operating Cash - Working capital	2,181,586	2,633,839	1,900,024	54
Unreserved Cash - GF	<u>2,536,607</u>	<u>3,331,352</u>	<u>2,347,537</u>	55
Total Reserved and Unreserved Cash - General Fund	<u>3,955,876</u>	<u>5,250,528</u>	<u>4,377,019</u>	56
Budget Totals				
Revenues Plus Beginning Cash	11,989,600	13,464,192	12,926,681	57
Expenditures Plus Ending FB	11,989,600	13,464,192	12,926,681	58
Cash Reconciliation				
General Fund Estimated Cash	3,955,876	5,250,528	4,377,019	59
Designated Funds - All	880,454	889,662	893,271	60
Total All Funds	<u>4,836,330</u>	<u>6,140,190</u>	<u>5,270,290</u>	61

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 2017 includes unspent 2016 capital (self checks)
40. Estimated current year General Fund Operating Revenues minus Expenditures - use unreserved cash to fund.
41. Capital Project and Debt Service one time expenditures funded by unreserved-cash carry forward.
42. Estimated 2017 ending cash balance for General Fund.
43. General Fund Ending Cash reserved for Boaz Endowment.
44. General Fund 2017 ending cash balance reserved for Fund 04 Carry Forward.
45. General Fund 2017 ending cash balance reserved for Fund 05 Facility Fund.
46. General Fund 2017 ending cash balance reserved for Fund 06 Technology Fund.
47. New reserve for Yakima Building maintenance - pending roof repair/replacement.
48. New reserve for Strategic Plan Implementation - to be determined.
49. New reserve to replace aging fleet vehicles including Courier Van - 2016 emergency expenditure.
50. General Fund 2016 ending cash balance reserved for debt service retired 2016.
51. General Fund 2016 reserved ending cash balance totals.
52. Unreserved funds - payroll contingency moved to payroll budget.
53. Unreserved funds - funds moved to line 51 for future distribution.
54. Unreserved funds - working capital for day to day operations and unfunded property tax months.
55. Unreserved funds (cash) projected total.
56. General Fund 2016 reserved and unreserved ending cash balance totals.
57. Total Resources (revenues, transfers in, and beginning cash balance) for General Fund
58. Total Expenditures (including capital projects, debt service, and ending cash balance) for General Fund
59. General Fund 2016 Estimated Ending Cash Balance (see lines 48, 52, and 53).
60. Total All Other Restricted Funds: West Valley and Plath Fund
61. Grand total all Funds for Yakima Valley Libraries - reduced by Selah Building purchase and Sunnyside Building remodel in 2015.

Yakima Valley Libraries
Board Designated Funds
Estimated Balances for Fiscal Year 2017

	West Valley Fund 002¹	Plath Fund 003²	Totals
Estimated Beginning Cash	803,678.90	80,096.44	883,775.34
Interest	6,816.00	680.00	7,496.00
Donation-Distribution	0.00	12,000.00	12,000.00
Transfer in From GF	0.00	0.00	0.00
Total Resources	<u>810,494.90</u>	<u>92,776.44</u>	<u>903,271.34</u>
Direct Expenditure	0.00	10,000.00	10,000.00
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>10,000.00</u>	<u>10,000.00</u>
Estimated Ending Cash	<u>810,494.90</u>	<u>82,776.44</u>	<u>893,271.34</u>

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

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

Funds 004, 005, 006 moved to General Fund Reporting