



FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Serving Clark, Skamania, Klickitat Counties and Woodland and Yale Precinct in Cowlitz County

TO: Bruce Ziegman, Executive Director

DATE: November 4, 2009

FROM: Patty Duitman, Operations Director

SUBJECT: 2010 Budget Presentation

***ACTION REQUESTED: ADOPTION OF THE
2010 BUDGET***

At the October Board meeting a public hearing was held to discuss the preliminary 2010 budget. At that time the revenue figures that were presented reflected the decrease in the Implicit Price Deflator (IPD) and very preliminary revenue numbers for new construction revenue, utilities and administrative refunds. Since October we have received additional information from the counties and an additional \$25,772 has been added to property tax revenue. However, this number could change, when the property tax revenue is certified in January.

The following comparison is made between the 2009 budget and the 2010 budget:

Revenue

Property Tax Revenue

- Base property tax revenue reduced by \$168,143 due to a negative IPD
- New construction estimated at \$126,300 as compared to \$313,874 in 2009
- Utility tax and administrative refund estimated at \$45,000 as compared to \$115,818 in 2009
- No allowance for uncollected taxes reflected in 2009 budget

Other Revenue

- No longer showing revenue for Gates Foundation/ESD grant
- No longer showing funding from the Early Learning grant
- No longer showing any pass-thru funds from the City of Vancouver
- No longer expecting revenue from the Foundation for personnel costs
- Investment interest decreased by \$100,000
- No longer will be receiving rent for 38th & Main street building
- Showing the remaining revenue from the sale of the Battle Ground building
- Not showing any revenue from the sale of the Cascade Park building

Expenditures Reductions

Personnel

- \$300,000 reduction for PERS contributions
- Foundation staff not included

- Eliminated 4 Administrative FTE and added 3.6 FTE for Cascade Park, resulting in a net cost reduction

Other Expenditures

- Supplies budget reduced by \$141,228
- Machinery and Equipment – not expecting any capital expenditures
- Battle Ground building fund – transfer of funds completed in 2009
- Cascade Park debt service – retired in 2009
- Pass-thru from the City of Vancouver – no expenses anticipated in 2010

Cash Balance

- Revolving Fund is reduced from September 2009 budget
- Facilities Reserve – New Buildings is increased by the amount remaining from the Battle Ground building sale
- Total Fund Balance slightly less than the September 2009 budget

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2009-6

(Budget Resolution #10-01)

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE DECREASE IN REGULAR PROPERTY TAX REVENUES AND ADOPTING THE 2010 BUDGET.

WHEREAS, the Fort Vancouver Regional Library District Board of Trustees held a public hearing on October 12, 2009 to consider the Library's budget for the calendar year 2010; and

NOW, THEREFORE, BE IT RESOLVED by the Fort Vancouver Regional Library District Board of Trustees, that a decrease in the regular property tax levy is hereby authorized for the 2010 levy in the amount of \$140,668, which is a percent decrease of .848% from the previous year.

This decrease is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional amounts resulting from annexations that have occurred and refunds made.

BE IT FURTHER RESOLVED that the Fort Vancouver Regional Library District Board of Trustees adopts the 2010 budget in the amount of \$22,213,914.

Adopted this 9th day of November, 2009.

Chair

Secretary

**FORT VANCOUVER REGIONAL LIBRARY
2010 BUDGET REVENUES**

	2008 APPROVED REGULAR BUDGET 11/2007	2008 APPROVED REGULAR BUDGET 08/2008	2009 APPROVED REGULAR BUDGET 11/2008	2009 APPROVED REGULAR BUDGET 02/2009	2009 APPROVED REGULAR BUDGET 09/2009	2010 PROPOSED REGULAR BUDGET 11/2009
CASH BALANCE JANUARY 1	\$ 5,558,713	\$ 7,152,659	\$ 4,800,000	\$ 4,726,811	\$ 4,726,811	\$ 4,800,000
2009 Carry-forward (materials)			\$ 170,940	\$ 233,154	\$ 233,154	\$ 459,100
TOTAL ESTIMATED BEGINNING ASSIGNED EQUITY	5,558,713	7,152,659	4,970,940	4,959,965	4,959,965	5,259,100
TAXES						
311.10 Property Taxes/Clark Co	14,950,636	14,803,342	15,253,372	15,019,898	15,019,898	14,969,029
311.10 Property Taxes/Cowlitz Co.	163,566	165,912	178,017	190,148	190,148	191,074
311.10 Property Taxes/Klickitat Co.	709,893	686,864	764,374	959,552	959,552	1,010,165
311.10 Property Taxes/Skamania Co.	405,728	405,315	426,016	446,092	446,092	448,577
Subtotal Property Taxes	16,229,823	16,061,433	16,621,779	16,615,690	16,615,690	16,618,845
311.11 Other General Tax	100,000	100,000	100,000	100,000	100,000	100,000
318.20 Leasehold Excise Tax	32,500	50,000	50,000	50,000	50,000	50,000
Allowance for uncollected taxes						(332,377)
TOTAL TAXES	16,362,323	16,211,433	16,771,779	16,765,690	16,765,690	16,436,468
INTERGOVERNMENTAL						
332.00 Federal In-Lieu of Taxes	1,000	2,500	2,500	2,500	2,500	2,500
335.02 State Forest Boards/Lands	300,000	350,000	50,000	50,000	50,000	50,000
338.72 State Grants - Gates Foundation/ESD			30,000	30,000	30,000	-
338.72 Dept. of Early Learning Grant				120,000	120,000	-
338.72 Contract - Three Creeks LCFA	-	-	-	-	-	-
338.72 Contract - Yale Valley Library District	55,965	55,965	56,525	56,525	56,525	56,046
338.72 PEG funds	40,000	40,000	40,000	40,000	40,000	40,000
338.72 Contract/Clark County Jail	500	500	500	500	500	500
338.72 Contract - City of White Salmon	-	-	-	-	-	-
338.72 Contract/City of Camas	15,000	15,000	15,000	15,000	15,000	15,000
338.72 Pass-thru/City of Camas	7,100	7,100	7,100	7,100	7,100	7,100
338.72 Contract/SW WA Medical Center	5,000	5,000	5,000	5,000	5,000	5,000
338.72 Pass-thru SW WA Medical Center	4,700	4,700	4,700	4,700	4,700	4,700
338.72 Pass-thru VLCFA	-	200,000	126,000	126,000	-	-
338.72 Pass-thru City of Vancouver					50,000	-
338.72 Library Foundation - Personnel	275,000	275,000	286,000	286,000	286,000	-
TOTAL INTERGOVERNMENTAL	704,265	955,765	623,325	743,325	667,325	180,846
CHARGES FOR SERVICES						
341.60 Equipment Use Fees	25,000	25,000	25,000	25,000	25,000	25,000
347.21 Non-Resident Borrower Fees	3,000	3,000	3,000	3,000	3,000	3,000
347.90 Lost/Damaged Material Fees	30,000	30,000	30,000	30,000	30,000	30,000
347.50 Collection Agency Fees	17,000	17,000	17,000	17,000	17,000	17,000
TOTAL CHARGES FOR SERVICES	75,000	75,000	75,000	75,000	75,000	75,000
MISCELLANEOUS						
361.11 Investment Interest	250,000	250,000	200,000	200,000	200,000	100,000
367.00 Rental Revenue from 38th & Main St.					4,200	
367.10 Gifts/Contributions	2,500	2,500	2,500	2,500	2,500	2,500
369.90 Foundation - grants/donations	15,000	15,000	15,000	15,000	15,000	15,000
369.90 Other Miscellaneous	10,000	10,000	10,000	10,000	10,000	10,000
395.00 Other Miscellaneous - E-Rate	50,000	50,000	50,000	50,000	50,000	50,000
395.00 Sale of Assets	5,000	5,000	5,000	5,000	5,000	5,000
395.00 Sale of Battle Ground Building					60,000	80,000
395.00 Sale of Cascade Park Building					444,617	-
	332,500	332,500	282,500	282,500	791,317	262,500
GRAND TOTAL REVENUE	17,474,088	17,574,698	17,752,604	17,866,515	18,299,332	16,954,814
TOTAL REVENUES AND ESTIMATED BEGINNING FUND BALANCE	23,032,801	24,727,357	22,723,544	22,826,480	23,259,297	22,213,914

**FORT VANCOUVER REGIONAL LIBRARY
2010 BUDGET EXPENDITURES**

	2008 APPROVED BUDGET 11/2007	2008 APPROVED BUDGET 08/2008	2009 APPROVED BUDGET 11/2008	2009 APPROVED BUDGET 02/2009	2009 APPROVED BUDGET 09/2009	2010 PROPOSED BUDGET 11/2009
PERSONAL SERVICES						
572.00 Personnel **	12,160,651	11,984,589	11,923,947	11,927,758	11,927,758	11,235,185
572.28 Unemployment	5,000	1,000	10,000	10,000	10,000	35,000
TOTAL PERSONAL SERVICES	12,165,651	11,985,589	11,933,947	11,937,758	11,937,758	11,270,185
SUPPLIES/SMALL EQUIPMENT						
572.30 Supplies	508,532	558,532	470,664	470,664	470,664	325,000
572.35 & 3 Small Equipment	414,838	720,128	555,795	495,564	495,564	500,000
TOTAL SUPPLIES/SMALL EQUIPMENT	923,370	1,278,660	1,026,459	966,228	966,228	825,000
LIBRARY MATERIALS						
572.34 Library Books/Materials	1,641,000	1,694,160	1,708,000	1,708,000	1,708,000	1,710,000
572.39 Electronic Resources	301,500	301,500	273,175	310,491	310,491	310,500
TOTAL LIBRARY MATERIALS	1,942,500	1,995,660	1,981,175	2,018,491	2,018,491	2,020,500
OTHER SERVICES/CHARGES						
572.41 Professional Services	704,333	614,333	684,970	795,070	830,070	800,000
572.42 Communications	753,160	753,160	624,867	624,867	624,867	625,000
572.43 Training	189,457	139,457	84,023	84,023	84,023	60,000
572.44 Advertising	39,000	39,000	32,400	32,400	32,400	32,500
572.45 Rentals/Leases	382,539	382,539	399,860	399,860	399,860	400,000
572.46 Insurance	110,000	110,000	113,300	113,300	113,300	113,300
572.47 Utilities	275,025	275,025	309,260	309,260	309,260	350,000
572.48 Repairs/Maintenance	392,698	392,698	393,730	478,859	478,859	475,000
572.49 Miscellaneous	174,025	174,025	166,660	166,660	166,660	178,900
572.50 Intergovernmental Services	14,400	14,400	4,300	4,300	4,300	7,200
TOTAL OTHER SERVICES/CHARGES	3,034,637	2,894,637	2,813,370	3,008,599	3,043,599	3,041,900
CAPITAL OUTLAY						
572.62 Buildings/Non-Owned	27,300	87,300	-	-	-	15,000
594.62 Buildings/Owned	5,000	5,000	-	-	-	15,000
594.64 Machinery/Equipment	20,000	167,950	67,950	67,950	107,950	
Battle Ground Building Fund		986,000			50,000	
TOTAL CAPITAL OUTLAY	52,300	1,246,250	67,950	67,950	157,950	30,000
DEBT SERVICE						
591.70 Debt Service Principal	59,671	59,671	59,671	59,671	453,638	
592.80 Debt Service Interest	29,472	29,472	29,472	29,472	29,472	
TOTAL DEBT SERVICE	89,143	89,143	89,143	89,143	483,110	-
GRAND TOTAL OPERATING EXPENDITURES	18,207,601	19,489,939	17,912,044	18,088,169	18,607,136	
572.51 Contract libraries' pass-thru	11,500	11,500	11,500	11,500	11,500	11,500
Contract with the City of Vancouver					50,000	
TOTAL CONTRACT SERVICES					61,500	11,500
GRAND TOTAL EXPENDITURES	18,219,101	19,501,439	17,923,544	18,099,669	18,668,636	17,199,085
Anticipated new revenue	17,474,088	17,574,698	17,752,604	17,866,515	18,299,332	16,954,814
Difference between expenditures and anticipated new revenue		(85,751)				(244,271)
572.34/39 2009 Carry-forward (materials)						\$ 459,100
572.34/39 Year Round Materials Spending						(459,100)
Intended amount to be expended against beginning fund balance	(745,013)	(705,290)	(170,940)	(233,154)	(369,304)	(214,871)
ESTIMATED ENDING CASH BALANCE 12/31	4,813,700	5,225,918	4,800,000	4,726,811	4,590,661	4,555,729

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
2010 YEAR-END UNRESTRICTED CASH BALANCE**

This represents the anticipated cash balance on December 31, 2009. Its purpose is to meet ongoing operating expenses until tax collection for 2010 begins again in the second quarter of 2010.

	2008 APPROVED BUDGET 11/2007	2008 APPROVED BUDGET 08/2008	2009 APPROVED BUDGET 11/2008	2009 APPROVED BUDGET 02/2009	2009 APPROVED BUDGET 09/2009	2010 PROPOSED BUDGET 11/2009
REVOLVING FUND	\$ 3,590,409	\$ 4,388,627	\$ 4,698,000	\$ 4,624,811	\$ 4,518,661	\$ 4,403,729
The Board has set a goal of a year end revolving fund balance equivalent to four months of operating expenditures to meet ongoing expenses and a minimum balance equivalent to one month's operating expenditures at any one time during the year.						
PETTY CASH - Branches	2,000	2,000	2,000	2,000	2,000	2,000
UNRESTRICTED YEAR END CASH BALANCE	<u>\$ 3,592,409</u>	<u>\$ 4,390,627</u>	<u>\$ 4,700,000</u>	<u>\$ 4,626,811</u>	<u>\$ 4,520,661</u>	<u>\$ 4,405,729</u>

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
2010 YEAR-END RESTRICTED CASH BALANCE**

	2008 APPROVED BUDGET 11/2007	2008 APPROVED BUDGET 08/2008	2009 APPROVED BUDGET 11/2008	2009 APPROVED BUDGET 02/2009	2009 APPROVED BUDGET 09/2009	2010 PROPOSED BUDGET 11/2009
FACILITIES' RESERVE - NEW BUILDINGS	1,221,291	735,291	-	-	10,000	90,000
FACILITIES' MAINTENANCE RESERVE		100,000	100,000	100,000	60,000	60,000
RESTRICTED YEAR END CASH BALANCE	<u>\$ 1,221,291</u>	<u>\$ 835,291</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 70,000</u>	<u>\$ 150,000</u>

TOTAL YEAR-END UNRESTRICTED & RESTRICTED CASH	<u>\$4,813,700</u>	<u>\$ 5,225,918</u>	<u>\$ 4,800,000</u>	<u>\$ 4,726,811</u>	<u>\$ 4,590,661</u>	<u>\$ 4,555,729</u>
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