

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2012-05

(Budget Resolution #12/13-02)

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AMENDING THE 2012/13 BUDGET TO \$26,466,194

The regular meeting of the Fort Vancouver Regional Library District Board of Trustees was held July 9, 2012 at White Salmon, Washington, attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, at the November 2011 Board of Trustees' meeting the Board approved the preliminary 2012/13 Budget; and

WHEREAS, at a Special Meeting of the Board of Trustees on May 24, 2012 the Board approved funding for Yacolt Express Library; and

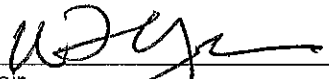
WHEREAS, amendments to the 2012/13 Budget need to be made to more accurately reflect certified revenues, expenditures and year end fund balance; and

WHEREAS, the Board held two public hearings on the budget, one at their June 2012 regular Board of Trustee meeting and the other at the July, 2012 regular Board of Trustee meeting.

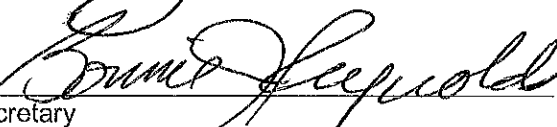
NOW, THEREFORE, BE IT RESOLVED,

That Fort Vancouver Regional Library District Resolution 2012-05, Budget Amendment #12/13-02 be adopted, amending the 2012 Budget to \$26,466,194.

Adopted this 9th day of July, 2012.



Chair



Secretary



FORT VANCOUVER REGIONAL LIBRARY DISTRICT

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

TO: Board of Trustees
FROM: Patty Duitman
SUBJECT: 2012/13 Budget Amendment #2

DATE: June 4, 2012

FOR ACTION: Approval at July 9, 2012 Meeting

The accounting records for the budget year 2011/12 are now closed. After reconciliation of the accounts, the 2012/13 budget has been adjusted to more closely align with the actual 2011/12 expenditures. Below is an explanation for the significant changes in the budget.

Revenue

Beginning Cash Balance

The beginning fund balance reflects additional revenue received during the 2011/12 budget year as well as expenditure savings during that year. We received \$361,371 in State Forest Board (timber) revenue. Although we budgeted \$100,000 in 2011/12, at the suggestion of the Finance Committee the budget will remain at \$50,000.

Property Tax

The amounts shown are the anticipated property tax revenue as certified by the four county assessors.

Expenditures

Personnel

In 2011, a personnel budget was created for the new Vancouver Community Library. Since this facility was so much larger than the previous library, Vancouver managers developed a staffing plan with the intent to constantly evaluating staffing levels. During the 9 months that Vancouver has been open, several positions have been reclassified and others have been eliminated. This resulted in some personnel savings. Also contributing to Vancouver's personnel savings was the minimal use of the substitute budget. Since one-third of the staff was new to the district, they were not eligible for vacation leave.

Also contributing to the difference in the personnel budget was the large number of retirements and staff on Family Medical Leave Act (FMLA). We did not fill the retiree positions right away. Some of them continue to be vacant. We had a higher than normal number of staff on FMLA. Since this is unpaid leave, it did reflect a savings in the personnel budget.

When adjusting the budget for 2012/13, we did take into account the cost of filling the positions, realizing that the replacement would probably be paid less than the long term person who retired. I have also included the 2% raise that all staff received on May 1, 2012.

Library Materials

This budget reflects an increase of \$27,000 to purchase a package called ed2go. This license provides over 300 training courses that would be available to our patrons for free. Currently several of the school districts, Clark College, Portland Community College offers this program. The community colleges do charge their students for the certified programs. We would be able to provide this learning opportunity to all of our patrons for no charge. We have contacted the local subscribers and no one has seen this a problem for them if we have it available through the library. (See report done by Melinda on this topic.)

Professional Services

The increase is primarily for additional janitorial and landscape costs for Vancouver Community Library.

Buildings Non-Owned

Included in this budget is:

- \$150,000 for Vancouver Mall Library Connection
- \$10,000 for White Salmon (additional \$20,000 coming from Friends and donor)
- \$75,000 for Yacolt – amount approved at May 24, 2012 Special Board meeting
- \$80,000 undesignated

Buildings Owned

- \$7,500 for Three Creeks early learning structure
- \$80,000 undesignated

Cash Balance

Revolving Fund

The increased amount reflects the additional beginning cash balance and the reduction in anticipated 2012/13 expenditures.

Capital Reserve – Buildings

At the May 24, 2012 board meeting, \$75,000 was allocated from this reserve fund for Yacolt Library Express, leaving a balance of \$125,000. The balance is increased by \$375,000 for a total of \$500,000. This money will be used equitably for Woodland and Washougal replacement libraries.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

MAY 2012 - APRIL 2013 BUDGET

REVENUE

	May 2011 - April 2012 APPROVED BUDGET 10/2011	Actual Revenue May 2011 - April 2012	May 2012 - April 2013 APPROVED BUDGET 11/2011	May 2012 - April 2013 PROPOSED BUDGET 06/2012
CASH BALANCE				
Revolving Fund - Unrestricted	\$ 1,471,325	\$ 2,275,167	\$ 2,170,675	\$ 4,706,793
Capital Reserve - buildings	\$ 1,500,000	\$ 1,500,000	\$ 200,000	\$ 125,000
Capital Reserve - equipment	\$ 230,750	\$ 230,750	\$ 230,750	\$ 230,750
Facilities Maintenance Reserve	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Levy Funds	\$ -		\$ 662,250	\$ 662,250
TOTAL CASH - RESTRICTED AND UNRESTRICTED	\$ 3,262,075	\$ 4,065,917	\$ 3,323,675	\$ 5,784,793
Less Encumbered costs	\$ -			\$ (84,883)
TOTAL AVAILABLE CASH May 1	\$ 3,262,075	\$ 4,065,917	\$ 3,323,675	\$ 5,699,910
TAXES				
311.10 Property Taxes/Clark Co	\$ 17,740,143	\$ 17,706,656	\$ 17,542,456	\$ 17,407,787
311.10 Property Taxes/Skamania Co.	\$ 666,128	\$ 658,809	\$ 665,993	\$ 669,787
311.10 Property Taxes/Klickitat Co.	\$ 1,667,600	\$ 1,636,391	\$ 1,649,661	\$ 1,829,855
311.10 Property Taxes/Cowlitz Co.	\$ 290,917	\$ 289,900	\$ 289,877	\$ 288,083
Subtotal Property Taxes	\$ 20,364,788	\$ 20,291,756	\$ 20,147,987	\$ 20,195,512
311.11 Other General Tax	\$ 100,000	\$ 90,003	\$ 100,000	\$ 100,000
318.20 Leasehold Excise Tax	\$ 50,000	\$ 99,076	\$ 50,000	\$ 50,000
TOTAL TAXES	\$ 20,514,788	\$ 20,480,835	\$ 20,297,987	\$ 20,345,512
INTERGOVERNMENTAL				
332.00 Federal In-Lieu of Taxes	\$ 2,500	\$ 6,031	\$ 2,500	\$ 2,500
333.00 Miscellaneous Grants		\$ 27,594	\$ -	\$ -
335.02 State Forest Boards/Lands	\$ 100,000	\$ 361,371	\$ 50,000	\$ 50,000
338.72 State Grants - Gates Foundation/ESD		\$ 6,754	\$ -	\$ -
338.72 State Grants - LSTA		\$ 937	\$ -	\$ -
338.72 Contract - Yale Valley Library District	\$ 56,606	\$ 56,606	\$ 57,172	\$ 57,172
338.72 PEG funds	\$ 61,000	\$ 61,119	\$ 61,000	\$ 61,000
338.72 Contract/Clark County Jail	\$ 500	\$ 500	\$ 500	\$ 500
338.72 Contract/City of Camas	\$ 15,000	\$ -	\$ -	\$ -
338.72 Pass-thru/City of Camas	\$ 7,100	\$ 7,888	\$ 7,100	\$ 7,100
338.72 Contract/SW WA Medical Center	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
338.72 Pass-thru SW WA Medical Center	\$ 4,700	\$ 185	\$ -	\$ -
338.72 Pass-thru VLCFA	\$ 200,000	\$ 225,427	\$ -	\$ -
Pass-thru City of Vancouver	\$ 250,000	\$ 250,000	\$ -	\$ -
CHARGE TOTAL INTERGOVERNMENTAL	\$ 702,406	\$ 1,009,412	\$ 183,272	\$ 183,272
341.60 Equipment Use Fees	\$ 25,000	\$ 30,420	\$ 15,000	\$ 15,000
347.21 Non-Resident Borrower Fees	\$ 3,000	\$ 6,474	\$ 1,000	\$ 1,000
347.90 Lost/Damaged Material Fees	\$ 30,000	\$ 52,614	\$ 24,000	\$ 24,000
347.50 Collection Agency Fees	\$ 17,000	\$ -	\$ 10,000	\$ 10,000
MISCELL TOTAL CHARGES FOR SERVICES	\$ 75,000	\$ 89,508	\$ 50,000	\$ 50,000
361.11 Investment Interest	\$ 50,000	\$ 43,147	\$ 25,000	\$ 25,000
362.00 Rental Income	\$ -	\$ 14,470	\$ -	\$ -
367.10 Gifts/Contributions	\$ 2,500	\$ 3,860	\$ 2,500	\$ 2,500
369.90 Library Friends Groups' Reimbursements	\$ -	\$ 22,246	\$ -	\$ -
369.90 Foundation - grants/donations	\$ 15,000	\$ 24,430	\$ 15,000	\$ 15,000
369.40 Insurance Reimbursements	\$ -	\$ 2,554	\$ -	\$ -
369.90 Other Miscellaneous	\$ 10,000	\$ 4,638	\$ 10,000	\$ 10,000
395.00 Other Miscellaneous - E-Rate	\$ 130,000	\$ 147,562	\$ 130,000	\$ 130,000
395.00 Sale of Assets	\$ 5,000	\$ 12,724	\$ 5,000	\$ 5,000
395.00 Sale of Assets - Property	\$ -	\$ 86,589	\$ -	\$ -
TOTAL MISCELLANEOUS	\$ 212,500	\$ 362,220	\$ 187,500	\$ 187,500
GRAND TOTAL NEW REVENUE	\$ 21,504,694	\$ 21,941,975	\$ 20,718,759	\$ 20,766,284
TOTAL REVENUES AND ESTIMATED BEGINNING FUND BALANCE	\$ 24,766,769	\$ 26,007,892	\$ 24,042,434	\$ 26,466,194

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
MAY 2012 - APRIL 2013 BUDGET
EXPENDITURES

	May 2011 - April 2012 APPROVED BUDGET 10/2011	Actual Revenue May 2011 - April 2012	May 2012 - April 2013 APPROVED BUDGET 11/2011	May 2012 - April 2013 PROPOSED BUDGET 06/2012
PERSONAL SERVICES				
572.00 Personnel	\$ 13,642,280	\$ 12,153,188	\$ 13,262,858	\$ 12,696,251
572.28 Unemployment	\$ 5,000	\$ 14,776	\$ 10,000	\$ 15,000
TOTAL PERSONAL SERVICES	\$ 13,647,280	\$ 12,167,964	\$ 13,272,858	\$ 12,711,251
SUPPLIES/SMALL EQUIPMENT				
572.30 Supplies	\$ 408,690	\$ 366,097	\$ 400,481	\$ 403,877
572.35 & 38 Small Equipment	\$ 410,665	\$ 431,372	\$ 428,665	\$ 428,000
572.37 Professional supplies & equipment	\$ -	\$ -	\$ 95,500	\$ 95,500
TOTAL SUPPLIES/SMALL EQUIPMENT	\$ 819,355	\$ 797,469	\$ 924,646	\$ 927,377
LIBRARY MATERIALS				
572.34 Library Books/Materials	\$ 2,304,200	\$ 2,179,818	\$ 2,654,200	\$ 2,654,200
572.39 Electronic Resources	\$ 688,200	\$ 821,117	\$ 688,200	\$ 715,200
Materials - Donor Funded	\$ -	\$ -	\$ 15,000	\$ 15,000
TOTAL LIBRARY MATERIALS	\$ 2,992,400	\$ 3,000,935	\$ 3,357,400	\$ 3,384,400
OTHER SERVICES/CHARGES				
572.41 Professional Services	\$ 785,325	\$ 707,873	\$ 722,250	\$ 821,522
572.42 Communications	\$ 467,120	\$ 353,290	\$ 473,565	\$ 451,785
572.43 Training	\$ 65,000	\$ 56,607	\$ 109,000	\$ 95,500
572.44 Advertising	\$ 16,900	\$ 9,725	\$ 10,400	\$ 12,400
572.45 Rentals/Leases	\$ 409,937	\$ 363,787	\$ 298,700	\$ 357,300
572.46 Insurance	\$ 140,800	\$ 149,649	\$ 170,810	\$ 170,810
572.47 Utilities	\$ 366,240	\$ 358,719	\$ 412,930	\$ 426,655
572.48 Repairs/Maintenance	\$ 488,700	\$ 460,604	\$ 504,800	\$ 495,509
572.49 Miscellaneous	\$ 129,365	\$ 121,200	\$ 222,975	\$ 114,972
572.50 Intergovernmental Services	\$ 16,400	\$ 4,213	\$ 18,652	\$ 18,900
Inflation allowance	\$ -	\$ -	\$ 77,375	\$ 77,855
TOTAL OTHER SERVICES/CHARGES	\$ 2,885,787	\$ 2,585,667	\$ 3,021,457	\$ 3,043,208
CAPITAL OUTLAY				
572.62 Buildings/Non-Owned	\$ 98,431	\$ 31,648	\$ 90,000	\$ 315,000
594.62 Buildings/Owned	\$ 137,116	\$ 119,854	\$ 80,000	\$ 87,500
594.64 Machinery/Equipment	\$ -	\$ -	\$ -	\$ -
572.62 HQ remodel	\$ 1,300,000	\$ 1,215,117	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 1,535,547	\$ 1,366,619	\$ 170,000	\$ 402,500
SUB TOTAL OPERATING EXPENDITURES w/o contract pass-thru	\$ 21,880,369	\$ 19,918,654	\$ 20,746,361	\$ 20,468,736
CONTRACT SERVICES				
572.51 Contract libraries' pass-thru	\$ 11,500	\$ 2,196	\$ 7,100	\$ 7,100
Contract with the City of Vancouver	\$ 250,000	\$ 302,249	\$ -	\$ -
TOTAL CONTRACT SERVICES	\$ 261,500	\$ 304,445	\$ 7,100	\$ 7,100
TOTAL OPERATING EXPENDITURES	\$ 22,141,869	\$ 20,223,099	\$ 20,753,461	\$ 20,475,836
TOTAL NEW REVENUE	\$ 21,504,694	\$ 21,941,975	\$ 20,718,759	\$ 20,766,284
Difference between expenditures and anticipated new revenue	\$ (637,175)	\$ 1,718,876	\$ (34,702)	\$ 290,448
Beginning Fund Balance	\$ 3,262,075	\$ 4,065,917	\$ 3,323,675	\$ 5,699,910
Less Encumbrances		\$ (84,883)		
ESTIMATED ENDING CASH BALANCE	\$ 2,624,900	\$ 5,699,910	\$ 3,288,973	\$ 5,990,358

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
MAY 2012 - APRIL 2013 BUDGET
CASH BALANCE

This represents the anticipated cash balance on April 30

	May 2011 - April 2012 APPROVED BUDGET 10/2011	May 2011 - April 2012 ACTUAL 4/30/12	May 2012 - April 2013 APPROVED BUDGET 11/2011	May 2012 - April 2013 PROPOSED BUDGET 06/2012
REVOLVING FUND - Unrestricted	\$ 1,124,900	\$ 4,199,910	\$ 3,088,973	\$ 5,490,358
CAPITAL RESERVE - BUILDINGS	\$ 1,500,000	\$ 1,500,000	\$ 200,000	\$ 500,000
CAPITAL RESERVE - EQUIPMENT ILS replacement \$140,000	\$ 230,750	\$ 230,750	\$ 230,750	\$ 230,750
FACILITIES' MAINTENANCE RESERVE	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
LEVY FUNDS	\$ 662,250	\$ 662,250	\$ 662,250	\$ 662,250
TOTAL YEAR-END CASH BALANCE	\$ 2,624,900	\$ 5,699,910	\$ 3,288,973	\$ 5,990,358