



Agenda – Board Meeting

Date: October 10, 2024

Time: 3:00 PM

Location: Yale Valley Community Library
11700 Lewis River Road, Ariel, WA 98603

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| 1. Call to Order | |
| 2. Agenda Approval | ACTION |
| 3. Introductions and Welcomes/Chair Announcements | INFORMATION |
| 4. Consent Agenda | ACTION |
| a. Minutes Approval: September 6, 2024 (Special Meeting) | |
| 5. Financial Report | INFORMATION |
| a. August 2024: Catrina Galicz | |
| 6. 2025 Draft Budget & Reserves – 1 st Reading, Catrina Galicz | INFORMATION |
| 7. Well Drilling Project Update: Jennifer Giltrop | INFORMATION |
| 8. Branch Manager Report: Jennifer Huan/Lesley Miller | INFORMATION |
| 9. Public Comments | |
| 10. Board Comments | |
| 11. Adjournment | |

Next Meeting: November 14, 2024

Yale Valley Library District

Special Meeting

September 6, 2024

Yale Valley Community Library

2:00 p.m.

Trustees: Cynthia McAllister, Julie Starr and Kathi Wheeler

FVRL: Jennifer Giltrop and Jennifer Hauan

YVLD: Lesley Miller

Member of the Public: Rob Starr

1. The meeting was called to order at 2:06 p.m. by Vice Chair, Cynthia McAllister.
2. The agenda was approved for the Special Meeting. Wheeler/Starr The motion was approved by all trustees present.
3. Cynthia welcomed everyone to the Special Meeting
4. Consent Agenda
 - a. The minutes of the August 15, 2024 YVLD Board Meeting were approved. Wheeler/Starr The motion was approved by all trustees present.
5. Financial Report: Jennifer Giltrop gave the financial report for the month of July 2024. The expenditures for \$72,500.00 for Professional Services were reported. The total income for July was \$2514.00. The total revenue ending for July 2024 in the non-capital and capital reserves are \$412,942.00. Wheeler suggested discussing at our next meeting establishing a Rainy Day Fund. Jennifer said that such a fund usually has a balance of a 60-90 day for operations. A more detailed discussion will take place next month.
6. Well Drilling Project:
 - a. MOU with the Woodland School District: The MOU was presented by Jennifer Giltrop. There was a motion to approve the terms and conditions under which the YVLD will be permitted to drill a water well on property owned by the Woodland School District which is intended to supply water for the library's uses. Starr/Wheeler The motion was approved by all trustees present.
 - b. Proposed Well Project: There was discussion to accept the bid of Dale McGhee and Sons for drilling the well behind the library on school property. The motion was made to accept the estimate bid of \$32,062.58 for drilling to 300 ft. and the approval of spending up to \$60,000.00 for the well drilling, permitting, electrical connections and a shed for the pump and tank access. Wheeler/Starr The motion was approved by all trustees present.

- c. 2024 Budget Adjustment Resolution: The resolution of the Yale Valley Library District Board of Trustees Authorizing an Amendment to the 2024 budget was discussed. The motion was made to approve the 2024 Budget Resolution, Whereas, based on the cost estimates of the water well project, the capital outlay will be increased to \$60,000.00 to be allocated from the cash reserve, and amend the 2024 budget total to \$205,000.00. Now therefore be it resolved that the Yale Valley Library District adopts Resolution 2024-01 approving the amended 2024 budget of \$205,000.00. Starr/Wheeler The motion was approved by all trustees present.
7. Branch Manager Report Jennifer Hauan and Lesley Miller: Jennifer reported the grand opening of the Woodland Library will be Saturday, October 12, 2024. Time will be from 10-3 p.m. Everyone is invited. The Authors and Illustrators Dinner will be October 17, 2024. Laura Dave, author of **The Things He Told Me** will be guest speaker. Tickets are on sale now at the FVRL Foundation website. Auction items from the Friends groups will need to be turned in before September 20, 2024. Lesley reported that Yale School students will make their first visit of the new school year on October 20, 2024. There are approximately 60 students. There are 15 new kindergarten students which is more than we have had in a long time at Yale. We discussed events that would bring the community to library and encourage new library card holders. Perhaps a pizza party or Night Out.
8. Public Comments Rob Starr reported that the construction on the I-5 Bridge at Woodland is finished! No more long delays!
9. Board Comments None
10. The meeting was adjourned at 2:46 p.m.. McAllister/Wheeler The motion was approved by all trustees present.

Respectfully Submitted,

Kathi Wheeler

YVLD Secretary

Yale Valley Library District

For the Month Ending August 31, 2024 (With Year-to-Date Totals)

Statement of Cash

January 1, 2024 Ending Cash Balance	\$ 372,723
Year-to-date Revenue Received	114,815
Year-to-date Expenditures	<u>(72,500)</u>
Cash Balance August 31, 2024	\$ 415,038

Yale Valley Library District

For the Month Ending August 31, 2024 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance January 1, 2024	\$	271,427
Property Tax Collections (Revenue)		79,618
Other Taxes (Revenue)		1
Professional Expenses (Expenses)		(72,500)
Non Capital Reserve Ending Balance August 31, 2024	<u>\$</u>	<u>278,546</u>
Capital Reserve Beginning Balance January 1, 2024	\$	101,296
Intergovernmental, Grants and Contracts (Revenue)		25,396
Miscellaneous (Revenue)		9,800
Capital Reserve Ending Balance August 31, 2024	<u>\$</u>	<u>136,492</u>
Total Non Capital and Capital Reserves	<u>\$</u>	<u>415,038</u>

Yale Valley Library District

For the Month Ending August 31, 2024 (With Year-to-Date Totals)

Revenue

Description	2024 Budget (Approved 11/2023)	August	Year-to-Date Totals thru August 2024	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 130,000	\$ 408	\$ 79,618	61.24%
Total Property Taxes	130,000	408	79,618	61.24%
Other Taxes				
317.2 Leasehold Excise Tax	-	-	1	0.00%
Total Other Taxes	-	-	1	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000		24,750	70.71%
361.02 DNR - Other Revenue	100	372	646	646.43%
335.02 Federal Grants	\$0		-	0.00%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	372	25,396	72.35%
Miscellaneous				
361.11 Investment Interest	3,500	1,316	9,800	279.99%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
Total Miscellaneous	4,000	1,316	9,800	244.99%
Total Revenue:	\$ 169,100	\$ 2,096	\$ 114,815	67.90%
Transfer from Reserves	\$ 15,900	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 185,000	\$ 2,096	\$ 114,815	62.06%

Expenses

Description	2024 Budget (Approved 11/2023)	August	Year-to-Date Totals thru August 2024	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	\$ 145,000	\$ -	\$ 72,500	50.00%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	-	0.00%
Grand Total Expense:	\$ 185,000	\$ -	\$ 72,500	39.19%

Net Cash Activity	\$ 2,096	\$ 42,315
Jan. 1, 2024 Cash with County Treasurer		\$ 372,723
Ending Cash August 31, 2024		\$ 415,038

Yale Valley Library District

DRAFT 2025 Budget

Schedule of Reserves

	<i>2024</i>		<i>2025</i>
Non Capital Reserve Beginning Balance January 1	\$ 271,427	\$	259,561
Property Tax Collections (Revenue)	133,134		132,600
Professional Expenses (Expenses)	(145,000)		(150,000)
Non Capital Reserve Ending Balance December 31	\$ 259,561	\$	242,161
<i>90 Day Operational Reserves</i>	<i>36,250</i>		<i>37,500</i>
Capital Reserve Beginning Balance January 1	\$ 101,296	\$	87,501
Intergovernmental, Grants and Contracts (Revenue)	35,600		37,600
Miscellaneous (Revenue)	10,605		5,000
Capital Out lay (Expenses)	(60,000)		(70,000)
Capital Reserve Ending Balance December July 31	\$ 87,501	\$	60,101
Total Non Capital and Capital Reserves	\$ 347,062	\$	302,262
Total Expenditures	205,000		220,000
Total Expenditures / 12	17,083		18,333
Total Months Expenditures Covered	20.32		16.49

Yale Valley Library District
DRAFT 2025 Budget

Revenue

		Per FYE FS					
		2022 Actual	2023 Actual	2024 Projected - Actual FVRL	Budget 2024 AMENDED	Proposed Budget 2025	Change
<u>Description</u>							
Property Taxes							
311.10	Property Tax Collections	\$ 122,924	\$ 126,532	\$ 133,134	\$ 130,000	\$ 132,600	2,600
Total Property Taxes		122,924	126,532	133,134	\$ 130,000	\$ 132,600	2,600
Intergovernmental, Grants & Contracts							
335.02	DNR - Timber Revenue	40,023	31,603	35,000	\$ 35,000	\$ 37,000	2,000
335.02	DNR - Other Revenue	4	0	600	\$ 400	\$ 600	200
Total Intergovernmental, Grants & Contracts		40,027	31,603	35,600	\$ 35,400	\$ 37,600	2,200
Miscellaneous							
361.11	Investment Interest	3,626	9,620	10,605	\$ 3,500	\$ 5,000	1,500
367-10	Non-Governmental Contributions	-	50	-	\$ 500	\$ -	(500)
Total Miscellaneous		3,626	9,670	10,605	\$ 4,000	\$ 5,000	1,000
Total Revenue:		\$ 166,577	\$ 167,805	\$ 179,339	\$ 169,400	\$ 175,200	5,800
Transfer from Reserves		\$ -	\$ -	\$ -	\$ 35,600	\$ 44,800	9,200
Total Revenue and Reserves		\$ 166,577	\$ 167,805	\$ 185,764	\$ 205,000	\$ 220,000	15,000

Expenses

572.41	Professional services - FVRL	\$ 124,579	\$ 140,117	\$ 145,000	\$ 145,000	\$ 150,000	5,000
572.41	Professional Services - Other	-	-	-	-	-	-
572.62	Capital Outlay	51,419	-	60,000	60,000	70,000	10,000
Grand Total Expense:		\$ 175,998	\$ 140,117	\$ 205,000	205,000	220,000	15,000