



Fort Vancouver
Regional Library
District

BUDGET 2018

December 18, 2017

Fort Vancouver Regional Library District



FVRL Fort Vancouver Regional Library District
www.fvrl.org



Battle Ground



Cascade Park



Goldendale



La Center



North Bonneville



Ridgefield



Stevenson



Three Creeks



Vancouver



Vancouver Mall



Washougal



White Salmon



Woodland



Yacolt



Yale

2016 district-wide statistics

Square miles	4,200	Patron visits	1.6 million
Population	474,749	Programs	5,504
Active registered cardholders	283,373	Program attendance	126,433
Library locations	15	Public service hours	35,224
Square footage	182,112	FTE	224.75
Bookmobiles	2	Volunteer hours	31,435
Collection	~685,000 volumes		
Items circulated	4.5 million	Operating budget (2017)	\$23,523,947

FVRL Board of Trustees

Chair: Jane Higgins (Clark County)
Vice Chair: Rebecca Blaisdell (Clark County)
Secretary: Todd Yuzuriha (Vancouver)

Brian Carrico (Vancouver)
Portia Masterson (Klickitat County)
Chris O'Malley (Clark County)
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Executive Director

Amelia Shelley

Division Directors

Lynne Caldwell, Collections and Technology Services

Justin Keeler, Outreach and Community Partnerships

Tak Kendrick, Communications and Marketing Director

Amy Lee, Public Service Director

Lee Strehlow, Human Resources Director

Christine Witte, Finance Director

Branch Managers

Clark County

Sue Barrows, La Center Community Library

Barbara Jorgenson, Three Creeks Community Library

Sean McGill, Ridgefield Community Library

Kim McNally, Battle Ground Community Library

Barbra Meisenheimer, Vancouver Mall Community Library

Jackie Spurlock, Vancouver Community Library

Teresa Torres, Cascade Park Community Library

Cowlitz County

Jennifer Hauan, Woodland Community Library

Skamania County

Tina Smith, Stevenson Community Library

Klickitat County

Erin Krake, Goldendale Community Library

Ruth Shafer, White Salmon Valley Community Library

Operations Team

Janet Alder, Marketing and Promotions Coordinator

Bob Beck, IT Manager

Attar Bhangal, Finance Coordinator

Sherry Braga, Volunteer Coordinator

Brenda Cameron, Library Systems Coordinator

Lee-Anne Flandreau, Reference Services Coordinator

Jewell Foederer, Circulation Services Coordinator

Jeanne Heikkinen, Graphics Coordinator

Debbie Hose, Executive Assistant

Jan Johnston, Collections and Technical Services Manager

Dave Josephson, Facilities Manager

Blake Kincaid, Staff Development Coordinator

James McCuiston, Assistant Facilities Manager

Amy Scott, Program Services Coordinator

Jennifer Studebaker, Community Partnership and Outreach Coordinator

Sara Teas, Digital Interfaces Coordinator

Sam Wallin, Analyst and Special Projects Coordinator

Meg Zaleski, Collection Management Coordinator

Thank you to all FVRL staff who helped prepare the 2018 budget!



2017 Organizational Update and Activities/Accomplishments



Fort Vancouver
Regional Library District

Organizational Update

We are pleased to present the 2018 Fort Vancouver Regional Library District (FVRL) Budget to our Board of Trustees, staff, communities, and elected officials. The past year has been one of growth and development for the entire library district with a number of changes for us including new organizational mission, vision and values.

Our Mission

To strengthen our communities through knowledge, experiences, and creativity.

Our Vision

Everyone recognizes and values libraries as an essential element of a free society.

Our Values

Community Success: We are an engaged and valued partner.

District-wide Collaboration: We thrive when we all support our common goals.

Exceptional Service: We deliver positive and successful experiences.

Innovation: We believe in imagination and possibilities.

Intellectual Freedom: We ensure confidential and open access to all points of view.

A District-wide team of staff and Board members worked on the mission, vision and values and then moved on to creating our strategic priorities for 2018-2020. Our budget for 2018 reflects those priorities and goals, and we are in the process of creating measurable and attainable results on our efforts in the coming year.

Our 2018-2020 Strategic Priorities

Supporting Student Success

Building Connected Communities

Fostering Organizational Innovation

These three strategic priorities will be evident in our efforts to help our communities meet the needs identified in the 2016 Ask Survey and Community Conversations as well as state-wide initiatives focused on youth and education. The *Supporting Student Success* priority will focus on helping children and their caregivers in the areas of early literacy and kindergarten readiness, educational success through access to our online resources and support for life after graduation. *Building Connected Communities* focuses on getting to know our neighbors through community partnerships and assisting them with life-long learning, career development and civic engagement. *Fostering Innovation and Excellence* will be focused internally and with improvements to core services and offering to improve the district's capacity to meet the challenges facing our communities. We believe our strategic priorities will lead to a better understanding of our users, a stronger identity in the community for what our libraries have to offer and will foster community partnerships that will help all of our communities grow and succeed.

Sincerely,
Amelia Shelley, Executive Director

2017 Accomplishments and Activities

Public Services

As part of determining the District's strategic priorities, several branch staff participated in the process of determining the strategic plan for the next two years. In addition, surveys were sent out to all employees for feedback on the process. Staff also served on the FVRL Youth Services Advisory Group, Adult Services Advisory Group, Leadership Committee, and the District-wide All Staff Day Committee.

- Youth Services Staff received the Community Partner Award from Educational Opportunities for Children and Families (EOCF)
- Introduced tablets with educational apps to all branches for use by children and their caregivers.
- Received a Washington Rural Heritage Grant for Ridgefield, La Center and Woodland Community Libraries to digitize historical photographs and documents in collaboration with local historical societies
- Distributed hundreds of solar eclipse glasses and hosted three viewing parties on August 21
- Hosted the 2017 Fall Library Journal Design Institute at the Vancouver Community Library

Collections and Technology Services (CATS)

CATS had a busy year with a number of rollouts of new technologies as well as a focus on trying to improve the speed with which a book moves from order to processing to shelf.

- Selected a new pay-for-print and computer reservation system, oversaw training for staff and public
- Installed a new mobile printing solution
- Added readable function to website for sight impaired users
- Migrated our online catalog to the cloud for improved updates and management
- Implemented new cash management system
- Installed high-speed fiber internet at Woodland Community Library
- Assisted with remodel of Stevenson Community Library through IT and collections staff
- Working with Camas Public Library to train their staff to perform their own reports and cataloging

Outreach and Community Partnerships (OCP)

OCP's four departments cover a large variety of activities aimed at support for the branch libraries including programming, outreach, reference, volunteers and community partnerships. Among the many activities, the OCP team played a significant role in determining the strategic direction of FVRL for youth and adults in terms of early education, school-aged students and adult learners.

- Launched the Connect Card initiative with the Lyle and Vancouver Public Schools
- ConnectFVRL web page was developed to curate our eResources by subject and grade
- Launched Grow a Reader: Read While You Wait and Learn Together initiatives
- Trained Library Ambassadors to support Grow a Reader bin maintenance
- Featured author Melinda Lo at Imagined Ink writing contest awards ceremony and workshops
- Developed Outside the Lines "story walks" for branch use, in conjunction with CMD
- Implemented LibAnswers/Chat testing, training and launch
- Added Chinese Conversation Circle at Vancouver
- Coordinated volunteer recruitment and work opportunities for community partners (Autism Awareness, Hewlett-Packard, Partners in Careers, etc.).

Communications and Marketing (CMD)

CMD has been working to integrate FVRL's Strategic Priority work into our branding and messaging, while continuing to support and market over 550 events a month, in addition to high-level district programs and objectives.

- Hired a consultant firm to help develop a new logo and branding that energizes and emphasizes our strengths, while representing the diverse communities we serve throughout SW Washington
- Developed a marketing plan for 2018 that analyzed the public's perceptions of our libraries
- Hired a full-time staff web content manager
- Helped the FVRL Foundation with redesigning and optimizing their website
- Developed new processes to streamline and unify marketing activities across the district
- Developed a brand style and support materials for building campaigns
- Provided communications support to let patrons know about the remodel in Stevenson

Human Resources (HR)

HR has been bargaining new contracts for our two unions in 2017; WPEA for office, clerical and paraprofessional staff and AFSCME for professional employees, including librarians and front line supervisory staff. HR contracted with Pontifex Consulting to conduct a compensation study to see how our salaries and benefits stack up to similar organizations and positions.

- Staff attended conferences including ALA, Sirsi Users Group, Computers in Libraries, DefCon, Library Innovation Clinic, ACRL, YALSA, PNLA, Oregon and Washington Library Associations
- Four staff were selected to attend the Pacific Northwest Library Association's Leadership Institute
- Hired Operations and Public Service Managers and Senior Teen Services Librarian at Vancouver Community Library, Branch Managers at La Center, Woodland, White Salmon Valley and Goldendale and the District Finance Director
- Conducted successful internal training opportunities for staff including Youth Services and Adult Services Mini-Conferences and the annual All Staff Day
- Successfully negotiated contracts with our two unions – WPEA and AFSCME

Finance and Purchasing

We were pleased to hire Christine Witte in October as our new Finance Director and have been working to get her up to speed with our financial policies and procedures for budgeting, audit and year-end processes.

- Upgraded Great Plains finance system to the newest version
- Approved and implemented a new Purchase and Procurement Policy
- Joined Management Services and Resource Center (MRSC) for bid management
- Added a new position of Finance Coordinator
- Worked on implementing new Travel and Training policies and procedures
- Purchased furniture and equipment for Stevenson Community Library remodel

Facilities and Fleet

Our Facilities team made substantial progress this year with service improvements and efficiencies reducing costs for the District. Staff have taken on a number of duties that were previously performed by vendors including the landscaping at the Three Creeks Community Library and building and installing casework in several locations. The Facilities team are adept at troubleshooting and solving problems when and where they are encountered.

- Improved efficiencies and schedules for District courier system

- Worked with the City of Vancouver to replace the permeable parking surface at Cascade Park Community Library
- Painted interiors at Woodland and La Center Community Libraries, and exterior at La Center
- Managed transient camping impacts at multiple locations
- Added driveway to the Battle Ground Community Library parking lot
- Managed multiple failures and repairs to HVAC systems throughout the District
- Opened the remodeled Stevenson Community Library, including a new deck, just in time to celebrate the library's 50th Anniversary combined with the Artists of the Gorge exhibit
- Majority of the Facilities staff worked during a snow closure day in January to clear lots and sidewalks in Clark County

Administration

We continued to work on new facilities in Woodland, Ridgefield, and Washougal, as well as for the Yale Valley Library District. Administrative staff led the Strategic Priority workgroups and digitized meeting minutes, budgets and other documents for retention by the Washington State Archives.

- Updated existing policies for Internet Access, Code of Conduct, Travel and Training and Purchasing and Procurement
- Purchased land in Woodland for new facility
- Led negotiations for a mixed-use facility in Washougal
- Worked with the City of Ridgefield on a new library location
- Oversaw the mission/vision/values effort, strategic planning process
- Managed numerous bid processes and contracts for FVRL



2018 Budget



**Fort Vancouver
Regional Library District**

FVRL 2018 Budget Goals

First and foremost, FVRL has identified three areas for focus over the next three years: *Building Connected Communities*, *Supporting Student Success* and *Fostering Organizational Innovation*. Funds have been allocated to support staffing and materials to ensure that these efforts result in both impact and visibility for FVRL.

Building Connected Communities

Fund and build new facilities

FVRL has been working with the communities of Ridgefield, Washougal and Woodland since 2014 on siting and constructing new, larger libraries in those towns. In 2018 we will go to the voters within the unincorporated Woodland School District boundaries (excluding Yale Valley) with a request to form a partial rural library district. We will continue to work with the City of Ridgefield on finding an agreeable location and work with a developer in Washougal on a potential mixed-use opportunity. Simultaneously we will work with our Library Friends and Fort Vancouver Regional Library Foundation to find funding for these projects. We hope for significant progress in all three locations.

Maintain existing facilities

Part of maintaining the public trust is ensuring that we are protecting the taxpayer's investments in our library buildings. Performing regular maintenance and repair helps keep our operations running smoothly, helps prevent accidents or breakdowns and makes our libraries inviting, accessible and comfortable. Based on the 2014 Strategic Facilities Plan, FVRL will be remodeling the historic Carnegie building in Goldendale, and refreshing the La Center Community Library. In Goldendale, we plan to replace failing windows, inefficient lighting, crumbling front steps and other issues to that historic facility. In La Center we will be replacing carpeting, furniture and repainting the upper floors.

Market services to new populations

FVRL's new brand and marketing plan will energize us around promoting our services, engaging new users, reconnecting with lapsed patrons and retaining existing people who are already fans. A new logo and message framework are key elements of this effort. Staff will be provided t-shirts and other branded items to help build identity internally for the brand, and pride in FVRL.

Supporting Student Success

Community partnerships

FVRL intends to establish an all-community read for Clark County, continue community conversations, embed librarians in community groups and communities, and create opportunities for partnerships that will raise the visibility and reach of FVRL.

Early literacy/Kindergarten readiness

The Grow a Reader project started in 2016 by placing book bins with high-quality children's books in multiple languages in places where people wait such as at laundromats, doctor's offices and other locations. This program will be expanded in 2018 with a sharper focus on helping caregivers learn the skills they'll need to help their children enter school ready to learn, following the Every Child Ready to Read 2 (ECRR2) initiative from the Public Library Association (PLA).

Connecting school-age students to library services

FVRL is working with school districts all across our service area to provide online resources to students

through their student ID numbers giving them access to a wide variety of educational databases and programs that support learning and career development.

Supporting Lifelong Learners

FVRL intends to continue its support for learners of all ages by connecting lifelong learners with resources and local experts within their community. Within this priority area we will collaborate with community colleges, parks and rec programs, and other lifelong learning support organizations to identify learning gaps for adults in the community to help inform and guide programs and services.

Fostering Organizational Innovation

Focus on staff development and core service improvements

FVRL will work to ensure staff have the knowledge and skills to access our technologies and teach them to our users. We will also work on improving the workflow for materials, patron-led collection development, and digital resources. We will continue to encourage staff to learn new skills and share them with others through continuing education opportunities both internally and externally.

Competitive wages and benefits for our staff

In 2017, FVRL conducted a Compensation Study to compare our wages and benefits with like-sized organizations in our region and the state. Results of this study will be phased in over the next two years with a goal on improving our position as a desirable employer and moving more of our staff toward a living wage.

Develop a 5-year Pro Forma for building capacity

Creating a pro forma for future financial health is essential to understanding our tax collections, rising expenses and help FVRL develop strategies for funding library services for the future.

▼ REVENUES ▼

Statement Of Revenue Budget - Fiscal Year Jan-Dec 2018

	2017 Budget (Amended 12/2017)	2018 Budget (Proposed)	Dollar Difference	Percent Change
Total Property Taxes	<u>\$22,826,305</u>	<u>\$23,547,783</u>	<u>\$721,478</u>	<u>3.16%</u>
Total Other Taxes	<u>\$205,000</u>	<u>\$205,000</u>	<u>\$0</u>	<u>0.00%</u>
Total Intergovernmental, Grants & Contracts	<u>\$351,588</u>	<u>\$284,689</u>	<u>-\$66,899</u>	<u>-19.03%</u>
Total Charges for Services	<u>\$123,000</u>	<u>\$113,000</u>	<u>-\$10,000</u>	<u>-8.13%</u>
Total Miscellaneous	<u>\$636,250</u>	<u>\$806,500</u>	<u>\$170,250</u>	<u>26.76%</u>
2018 Fiscal	<u>\$24,142,143</u>	<u>\$24,956,972</u>	<u>\$814,829</u>	<u>3.38%</u>
Grand Total Revenue				

▼ EXPENDITURES ▼

Statement of Expenditure Budget - Fiscal Year 2018

	2017 Budget (Amended 12/2017)	2018 Budget (Proposed)	Dollar Difference	Percent Change
Personnel Subtotal:	<u>\$15,714,798</u>	<u>\$16,372,187</u>	<u>\$657,389</u>	<u>4.18%</u>
Supplies, Small Equipmt/Technology Subtotal:	<u>\$860,752</u>	<u>\$920,050</u>	<u>\$59,298</u>	<u>6.89%</u>
Library Materials Subtotal:	<u>\$3,400,000</u>	<u>\$3,100,000</u>	<u>-\$300,000</u>	<u>-8.82%</u>
Other Charges & Services Subtotal:	<u>\$3,380,997</u>	<u>\$3,388,681</u>	<u>\$7,684</u>	<u>0.23%</u>
Capital Outlay Subtotal:	<u>\$385,000</u>	<u>\$955,908</u>	<u>\$570,908</u>	<u>148.29%</u>
Reserved Amount Subtotal:	<u>\$400,596</u>	<u>\$220,146</u>	<u>-\$180,450</u>	<u>-45.05%</u>
Subtotal-Operating Expenditures	<u>\$24,142,143</u>	<u>\$24,956,972</u>	<u>\$814,829</u>	<u>3.38%</u>

▼ RESERVED ▼

Reserved Projects Subtotal:	<u>\$3,126,920</u>	<u>\$2,123,530</u>	<u>-\$1,003,390</u>	<u>-32.09%</u>
Grand Total All Expenditures:	<u>\$27,269,063</u>	<u>\$27,080,502</u>	<u>-\$188,561</u>	<u>-0.69%</u>

2018 Budget Highlights

Public Services

Our libraries are focusing on accessibility as part of the 2018-2020 Strategic Plan, in particular looking to assistive technologies, support for non-English speaking patrons and improvements to our sensitivity to diverse populations and welcoming them to the library.

- Site License for software JAWS and Zoomtext - to enhance user experience for blind and low vision users for the whole district without adding extra equipment to tight space
- Accessibility toolkits - adaptive tools available at branches to help low vision users to use library collection, assist reading and writing
- Better promotion of telephone translation for non-English speakers and ASL interpreters for deaf patrons to enjoy programs and use of our services
- Enhance accessibility and user experience for blind and low vision patrons

Collections and Technology Services

We will be releasing a RFP for materials to ensure that we are getting the best possible price from our vendors. This will include vendors providing print, media, and periodicals.

- Explore ways in which to make our online catalog more user friendly (discovery).
- Incorporate LEAN methodology in order to improve the timeline for patrons to receive new materials
- IT will work with select branches to install 3-D printers and carts
- Work with Public Services on Accessibility devices and/or software

Outreach and Community Partnerships

We will focus on creating additional Connect Card partnerships with more school districts. Staff will focus on developing program promotion and training materials for school districts to communicate goals, scope and process.

- Establish Connect Card projects with Evergreen and Woodland Schools, others as time allows
- Create Cultural Pass program with Quipu software
- Expand Grow a Reader and other early learning initiatives to help FVRL refine strategies to support K-Readiness
- Initiate Grow a Reader: Learn Together early literacy development curriculum to be shared with WIC clients by VA staff
- Clark County Stories grant partnership with Washington State University-Vancouver, the Clark County Historical Society and FVRL

Communications and Marketing

Our primary focus will be the launch of our new logo and brand in March of 2018, simultaneously kicking off a year-long marketing campaign designed to increase visibility and use of library services. These activities will better promote FVRL and our resources throughout the district with the end goal of the public gaining full knowledge of everything we have to offer.

- Updating and recreating all of our publicity materials, library cards, name badges, branded signage and other items that use our old logo and branding
- Updates to website design and structure (March), including the new events calendar (April)
- Improvements to the type and amount of promotion we give to different kinds of programs and events

- Better use of data and evaluation will be emphasized as we match our programming efforts to the District's strategic priorities
- Work with the Programming Coordinator and youth services to make improvements to the existing summer reading program
- Create event templates for both branch and Friends activities to expedite the process of event promotion and help offset some of the load of over 550 monthly programs from the Graphics staff

Finance and Purchasing

We will look to make improvements in workflow for accounts payable, move to an automated payroll system and analysis of systems and software.

- Implement online payroll/timekeeping system
- Create new purchasing card policy and procedures
- Work with Purchasing and Facilities to improve systems
- Work with Circulation and Supervisors to improve cash handling procedures

Human Resources

We will be working to identify and plan for areas we need to improve our overall compensation plan to stay competitive in the labor market.

- Results of the 2017 Market Study will be used as a basis for determining any revisions to our existing pay grades
- Improve employee recognition program
- Provide diversity and harassment training for all staff
- Update and standardize safety training program District-wide

Facilities

We have another very busy year starting off with the remodel of Goldendale to oversee as well as La Center and possibly Washougal. Winter will bring support for snow and ice removal throughout the District, maintenance on systems as needed, continued improvements to lighting and HVAC systems as well as looking for cost savings where possible.

- Refresh La Center Community Library with new carpet, furnishings and a new space for teens
- Goldendale Community Library remodel and set up transitional services during branch closure
- Explore feasibility of turning North Bonneville Community Library into a self-service model which will increase access to collection and use of space
- Explore remote service location with local partnership at Dallesport

Administration

We will be working on creating outcome-based evaluation metrics that will be shared through monthly dashboards to staff, the Board and the public to examine our efforts at improving services. Additional areas of focus will be maintaining strategic alignment, funding new facilities, building strategic partnerships and promoting library services.

- Work on Washougal and Ridgefield Library projects
- Support ballot initiative for Woodland
- Explore options for self-service rural outlets
- Implement Tableau dashboard software for statistical reporting
- Finish digitizing library administration archives

▼ REVENUES ▼

Statement Of Revenue Budget - Fiscal Year 2018
Proposed 2018 Revenue

	2017 Budget (Amended 12/2017)	2018 Budget (Proposed)	Dollar Difference	Percent Change
Property Taxes				
Property Taxes - Clark	\$20,517,100	\$21,163,484	\$646,384	3.15%
Property Taxes - Skamania	\$598,050	\$643,126	\$45,076	7.54%
Property Taxes - Klickitat	\$1,447,012	\$1,444,524	-\$2,488	-0.17%
Property Taxes - Cowlitz	\$264,143	\$296,649	\$32,506	12.31%
Total Property Taxes	<u>\$22,826,305</u>	<u>\$23,547,783</u>	<u>\$721,478</u>	<u>3.16%</u>
Other Taxes				
Other General Tax	\$135,000	\$70,000	-\$65,000	-48.15%
Leasehold Excise Tax	\$70,000	\$135,000	\$65,000	92.86%
Total Other Taxes	<u>\$205,000</u>	<u>\$205,000</u>	<u>\$0</u>	<u>0.00%</u>
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	\$5,000	\$5,000	\$0	0.00%
State Forest Boards	\$200,000	\$150,000	-\$50,000	-25.00%
Yale Valley Library Dist	\$60,088	\$60,689	\$601	1.00%
INET City of Vancouver (PEG)	\$61,000	\$61,000	\$0	0.00%
Contracts - Clark County Jail	\$500	\$500	\$0	0.00%
Pass-Thru - City of Camas	\$25,000	\$7,500	-\$17,500	-70.00%
Total Intergovernmental, Grants & Contracts	<u>\$351,588</u>	<u>\$284,689</u>	<u>-\$66,899</u>	<u>-19.03%</u>
Charges for Services				
Equipment Use Fees	\$33,000	\$33,000	\$0	0.00%
Non-Resident Borrower Fee	\$6,000	\$6,000	\$0	0.00%
Lost / Damaged Material Fee	\$57,000	\$57,000	\$0	0.00%
Collection Agency Referral Fee	\$27,000	\$17,000	-\$10,000	-37.04%
Total Charges for Services	<u>\$123,000</u>	<u>\$113,000</u>	<u>-\$10,000</u>	<u>-8.13%</u>
Miscellaneous				
Investment Interest	\$165,000	\$58,000	-\$107,000	-64.85%
Rental Income	\$16,500	\$20,000	\$3,500	21.21%
Restricted contribution - Goldendale	\$180,450	\$0	-\$180,450	-100.00%
Gifts/Contributions	\$3,000	\$3,000	\$0	0.00%
Library Friends Groups' Reimbursements	\$25,000	\$525,000	\$500,000	2000.00%
Library Foundation Reimbursements	\$50,000	\$50,000	\$0	0.00%
Insurance Reimbursements	\$0	\$0	\$0	0.00%
Miscellaneous	\$8,500	\$8,500	\$0	0.00%
Postage Contributions	\$0	\$0	\$0	0.00%
Other Miscellaneous - E-Rate	\$175,800	\$130,000	-\$45,800	-26.05%
Sale of Assets	\$12,000	\$12,000	\$0	0.00%
Total Miscellaneous	<u>\$636,250</u>	<u>\$806,500</u>	<u>\$170,250</u>	<u>26.76%</u>
Grand Total Revenue	<u>\$24,142,143</u>	<u>\$24,956,972</u>	<u>\$814,829</u>	<u>3.38%</u>

Jan.-Dec. 2018 Fiscal Year

▼ EXPENDITURES ▼

Statement of Expenditure Budget - Fiscal Year 2018
Proposed 2018 Expenditures

Operating Budget	2017 Budget (Amended 12/17)	2018 Budget (Proposed)	Dollar Difference Between 2018 & 2017	Percentage Increase or Decrease
<u>Description</u>				
Personnel				
Wages	10,340,511	10,715,800	375,289	3.63%
Benefit - Medical	2,813,883	3,003,135	189,252	3.00%
Benefit - Dental	302,798	302,798	0	0.00%
Benefit - Life, LTD, STD	113,212	113,212	0	0.00%
Benefit - PERS	1,224,644	1,249,137	24,493	2.00%
Benefit - FICA	794,874	830,475	35,601	4.48%
Benefit - L & I - Workers Comp	114,876	147,630	32,754	28.51%
Unemployment Expense	10,000	10,000	0	0.00%
Personnel Subtotal:	15,714,798	16,372,187	657,389	4.18%
Supplies / Sm Equipment /				
Supplies	401,752	352,050	-49,702	-12.37%
Small Equipmt (FFE)	56,000	61,000	5,000	8.93%
Technology	288,000	365,000	77,000	26.74%
Professional Collection	115,000	142,000	27,000	23.48%
Supplies, Small Equipmt/Technology Subtotal:	860,752	920,050	59,298	6.89%
Library Books / Materials				
Library Books & Materials	2,350,000	2,000,000	-350,000	-14.89%
Electronic Resources	1,050,000	1,100,000	50,000	4.76%
Library Materials Subtotal:	3,400,000	3,100,000	-300,000	-8.82%
Other Services / Charges				
Professional Services	987,146	909,840	-77,306	-7.83%
Communications	374,596	403,855	29,259	7.81%
Training / Travel	105,000	105,000	0	0.00%
Advertising	24,500	20,500	-4,000	-16.33%
Rentals / Leases	409,423	453,224	43,801	10.70%
Insurance	172,000	172,000	0	0.00%
Utilities	457,235	428,855	-28,380	-6.21%
Repairs & Maintenance	728,473	759,757	31,284	4.29%
Misc / Dues / Printing / Other	108,724	123,850	15,126	13.91%
Intergovernmental Services	13,900	11,800	-2,100	-15.11%
Other Charges & Services Subtotal:	3,380,997	3,388,681	7,684	0.23%
Capital Outlay				
Buildings / Non-Owned	300,000	685,908	385,908	128.64%
Buildings / Owned	50,000	200,000	150,000	300.00%
Machinery & Equipment	35,000	70,000	35,000	100.00%
Capital Outlay Subtotal:	385,000	955,908	570,908	148.29%
Reserved-Library Development				
Transfer to Reserve	180,450		-180,450	-100.00%
Reserved amount	220,146	220,146	0	-
Reserved amount Subtotal:	400,596	220,146	-180,450	-45.05%
Subtotal-Operating Expenditures	24,142,143	24,956,972	814,829	3.38%
Reserved Projects-2016				
FF&E (Sm. Equipment)	300,000	300,000	0	0.00%
Capital Outlay-Existing Buildings	700,000	580,450	-119,550	-17.08%
Capital-Machinery Equipment (vehicles)	316,920	183,080	-133,840	-42.23%
Library Books & Materials	150,000	300,000	150,000	100.00%
Capital-Alternative/Rural Svc Deliv	60,000	60,000	0	0.00%
Land Acquisition & New NE/HQ	950,000		-950,000	-100.00%
New Facilities (WD, WA, RI)	550,000	600,000	50,000	9.09%
Strategic Service Delivery Projects	100,000	100,000	0	0.00%
Reserved Projects Subtotal:	3,126,920	2,123,530	-1,003,390	-32.09%
Grand Total All	27,269,063	\$ 27,080,502	-\$ 188,561	-0.69%