

# **Annual 2019 Final Budget**

Presented  
December 27<sup>th</sup>, 2018



**Timberland Regional Library**

### **Board of Trustees**

Brian Zylstra, Lewis County – President  
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Brenda Lane  
Administrative  
Support Services  
Manager

<b>Grays Harbor County Libraries</b>				
<b>Library</b>	<b>Address</b>	<b>Hours of Operation</b>		<b>Phone</b>
Aberdeen	121 East Market Street Aberdeen, WA 98520	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10 am - 7 pm 10 am - 7 pm 10 am - 6 pm 10 am - 6 pm 10 am - 6 pm 10 am - 5 pm Closed	360-533-2360
Amanda Park	6118 U.S. Highway 101 Amanda Park, WA 98526	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 5 pm 1 pm - 7 pm 10 am - 5 pm Closed 10 am - 4 pm Closed	360-288-2725
Elma	119 N. First Street Elma, WA 98541	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 7 pm 10 am - 7 pm 10 am - 5 pm 10 am - 5 pm 10 am - 5 pm Closed	360-482-3737
Hoquiam	420 7th Street Hoquiam, WA 98550	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 7 pm 10 am - 7 pm 10 am - 7 pm 10 am - 5 pm 10 am - 5 pm Closed	360-532-1710
McCleary	121 S. 4th Street McCleary, WA 98557	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 5 pm 10 am - 5 pm 1 pm - 8 pm Closed 10 am - 4 pm Closed	360-495-3368
Montesano	125 Main Street S. Montesano, WA 98563	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 7 pm 10 am - 7 pm 10 am - 5 pm 10 am - 5 pm 10 am - 5 pm Closed	360-249-4211
Oakville	204 Main Street Oakville, WA 98568	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 5 pm 10 am - 5 pm 1 pm - 7 pm Closed 10 am - 4 pm Closed	360-273-5305
Westport	101 E. Harms Drive Westport, WA 98595	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 6 pm 10 am - 5 pm 10 am - 5 pm 10 am - 5 pm 10 am - 4 pm Closed	360-268-0521

<b>Lewis County Libraries</b>				
<b>Library</b>	<b>Address</b>	<b>Hours of Operation</b>		<b>Phone</b>
Centralia	110 S. Silver Street Centralia, WA 98531	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10 am - 7 pm 10 am - 7 pm 10 am - 6 pm 10 am - 6 pm 10 am - 6 pm 10 am - 5 pm Closed	360-736-0183
Chehalis	400 N. Market Boulevard Chehalis, WA 98532	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 8 pm 10 am - 7 pm 10 am - 7 pm 10 am - 6 pm 10 am - 5 pm Closed	360-748-3301
Mountain View	210 Silverbrook Road Randle, WA 98377	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 6 pm 1 pm - 7 pm 10 am - 6 pm Closed 10 am - 4 pm Closed	360-497-2665
Packwood	109 W. Main Street Packwood, WA 98361	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 12 pm - 7 pm 10 am - 6 pm Closed 10 am - 5 pm 10 am - 4 pm Closed	360-494-5111
Salkum	2480 U.S. Highway 12 Salkum, WA 98582	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 5 pm 1 pm - 8 pm 1 pm - 8 pm 10 am - 5 pm 10 am - 5 pm Closed	360-985-2148
Winlock	322 N.E. First Street Winlock, WA 98596	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 7 pm 10 am - 5 pm 10 am - 6 pm 10 am - 5 pm 10 am - 5 pm Closed	360-785-3461
Morton (Kiosk)	Centralia College East 701 Airport Way Morton, WA 98356	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	8 am - 7 pm 8 am - 5 pm 8 am - 7 pm 8 am - 5 pm 8 am - 5 pm Closed Closed	360-496-5022
Toledo (Kiosk)	241 Cowlitz Street Toledo, WA 98591	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed Closed 10 am - 7 pm 10 am - 5 pm Closed 10 am - 5 pm Closed	360-864-4247

<b>Mason County Libraries</b>				
<b>Library</b>	<b>Address</b>	<b>Hours of Operation</b>		<b>Phone</b>
Hoodspport	40 N. Schoolhouse Hill Road Hoodspport, WA 98548	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 5 pm 10 am - 5 pm 10 am - 6 pm Closed 10 am - 4 pm Closed	360-877-9339
North Mason	23081 N.E. State Route 3 Belfair, WA 98528	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 7 pm 10 am - 7 pm 10 am - 7 pm 10 am - 5 pm 10 am - 5 pm Closed	360-275-3232
Shelton	710 W. Alder Street Shelton, WA 98584	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10 am - 7 pm 10 am - 7 pm 10 am - 6 pm 10 am - 6 pm 10 am - 6 pm 10 am - 5 pm Closed	360-426-1362

<b>Pacific County Libraries</b>				
<b>Library</b>	<b>Address</b>	<b>Hours of Operation</b>		<b>Phone</b>
Ilwaco	158 First Avenue N. Ilwaco, WA 98624	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 6 pm 10 am - 5 pm 10 am - 6 pm 10 am - 5 pm 10 am - 4 pm Closed	360-642-3908
Naselle	4 Parpala Road Naselle, WA 98638	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 11 am - 8 pm 11 am - 8 pm Closed 11 am - 5 pm 11 am - 4 pm Closed	360-484-3877
Ocean Park	1308 265th Place Ocean Park, WA 98640	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 6 pm 10 am - 7 pm 10 am - 5 pm 10 am - 5 pm 10 am - 5 pm Closed	360-665-4184
Raymond	507 Duryea Street Raymond, WA 98577	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 pm - 7 pm 10 am - 5 pm 10 am - 7 pm 10 am - 5 pm 10 am - 5 pm Closed	360-942-2408
South Bend	First & Pacific South Bend, WA 98586	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 5 pm 10 am - 7 pm Closed 10 am - 5 pm 10 am - 4 pm Closed	360-875-5532
North River*	2867 North River Road Cosmopolis, WA 98537	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 4 pm - 8 pm Closed 4 pm - 8 pm Closed Closed Closed	360-532-3079
Shoalwater Bay*	2373 Old Tokeland Road Tokeland, WA 98590	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 6 pm 10 am - 6 pm 10 am - 6 pm 10 am - 6 pm 10 am - 6 pm Closed	360-267-8190

\* Operated by community partners

<b>Thurston County Libraries</b>				
<b>Library</b>	<b>Address</b>	<b>Hours of Operation</b>		<b>Phone</b>
Lacey	500 College Street S.E. Lacey, WA 98503	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10 am - 6 pm 10 am - 6 pm 10 am - 7 pm 10 am - 7 pm 10 am - 6 pm 10 am - 5 pm Closed	360-491-3860
Olympia	313 8th Avenue S.E. Olympia, WA 98501	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11 am - 8pm 11 am - 8 pm 11 am - 7 pm 11 am - 7 pm 10 am - 6 pm 10 am - 5 pm Closed	360-352-0595
Tenino	172 Central Avenue W. Tenino, WA 98589	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 6 pm 10 am - 6 pm 10 am - 5 pm 10 am - 5 pm 10 am - 4 pm Closed	360-264-2369
Tumwater	7023 New Market Street Tumwater, WA 98501	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10 am - 7 pm 10 am - 7 pm 10 am - 6 pm 10 am - 6 pm 10 am - 6 pm 10 am - 5 pm Closed	360-943-7790
Yelm	210 Prairie Park Street Yelm, WA 98597	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 8 pm 10 am - 8 pm 10 am - 8 pm 10 am - 6 pm 10 am - 5 pm Closed	360-458-3374
Administrative Service Center	415 Tumwater Boulevard S.W. Tumwater, WA 98501	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	8 am - 5 pm 8 am - 5 pm 8 am - 5 pm 8 am - 5 pm 8 am - 5 pm Closed Closed	360-943-5001
Hawks Prairie (Kiosk)	3205 Willamette Drive N.E. Lacey, WA 98516	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	6 am - 6 pm 6 am - 6 pm 6 am - 6 pm 6 am - 6 pm 6 am - 6 pm 9 am - 3 pm Closed	360-456-6540
Rochester (Kiosk)	10140 Highway 12 S.W. Rochester, WA 98579	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Closed 10 am - 4 pm Closed 10 am - 4 pm Closed Closed Closed	360-858-7086
Nisqually Tribe (Kiosk)	4820 She-Nah-Num Drive S.E. Olympia, WA 98513	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	9 am - 5 pm 9 am - 5 pm 9 am - 7 pm 9 am - 5 pm 9 am - 5 pm Closed Closed	360-456-5221 ext. 1125

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**Addendum to the 2019 Budget Document:**

As our service priorities are referenced throughout this document; in an effort to be fiscally responsible, as updates are made to the organizational service priorities during this transition year, they will be added to our website. These updates will provide information to the public on the priorities, goals, and initiatives that staff will be focused on in the short and long-term.

## **Part 1 – Overview of Budget**

## Library Director's Message

While community and staff efforts are underway to develop the 2020 – 2022 Strategic Plan in late 2018 and in the first six months of 2019, the 2019 budget continues to support Timberland Regional Library's (TRL) six Service Priorities that make up the *Strong Communities: Building Our Future* 2014-2018 Strategic Plan:

Strengthen Families and Youth  
Support Local Economies  
Support Community Engagement through Culture, History and the Arts  
Promote the Library as a Community Gathering Place  
Enhance Collections & Technology  
Foster a Supportive Work Environment



TRL continues to be fiscally conservative stewards of the public's resources, at a time when:

- property taxes have seen slight increases in most of the five counties;
- timber revenues have fluctuated in all counties (historically TRL has budgeted timber revenue conservatively; this trend will continue. As TRL is a beneficiary of trust lands, TRL continues to monitor Department of Natural Resources Board decisions pertaining to future changes in timber revenue); and,
- salary and benefit costs will increase by approximately \$800,000 in 2019.

Over the past several years, TRL has faced similar challenges – rising staff and operational costs while working within the 1% property tax limit and timber revenue fluctuations. Over the past several years, TRL found areas in the budget to cut, such as \$579,000, a 16% reduction in the materials budget in late 2016.

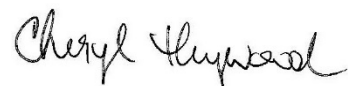
Like previous years' efforts, TRL's 2019 budget process was collaborative and thorough, achieving transparency and accountability. With the 2019 budget, TRL is providing more outcome-based data. Administration will be working with the Board of Trustees and staff to define and develop outcomes that serve the residents in our five counties.

In 2019, to address an almost \$1.5 million increase in expenditures, TRL's fiscal reality is to draw down from its healthy beginning fund balance, which is not sustainable in the long term. TRL continues to look at opportunities to address budget shortfalls.

As TRL enters its' 51<sup>st</sup> year, there are substantial challenges and opportunities ahead. In late 2018, the TRL Board of Trustees will create an ad hoc Committee of the Trustees to address upcoming budget shortfalls and review alternative service models including costs.

TRL's values of service, integrity, collaboration and community focus continue to drive our strategies as an intercounty rural library district providing library service to meet the needs of all 516, 821 residents of Grays Harbor, Lewis, Mason, Pacific and Thurston Counties.

Respectfully,

  
Cheryl Heywood

## Budget in a Page

The 2019 Final Budget is hereby submitted. It was created with a goal of presenting a transparent document that is useful to citizens, the TRL Board of Trustees, and TRL staff. This budget document strives to demonstrate TRL's commitment to responsible stewardship and provide valuable services to the members of the communities it serves.

<b>Timberland Regional Library 2019 Final Budget Condensed - All Funds</b>					
	2016 Actual	2017 Actual	2018 Adopted	2018 Year End Estimate	2019 Final Budget
<b>General Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>8,589,679</b>	<b>8,295,497</b>	<b>9,608,928</b>	<b>9,608,928</b>	<b>10,404,500</b>
Revenues	22,370,120	22,986,972	22,949,000	23,346,080	23,529,950
Expenditures	22,664,301	21,673,542	22,901,760	22,550,507	24,295,717
<b>Ending Fund Balance, Dec 31</b>	<b>8,295,497</b>	<b>9,608,928</b>	<b>9,656,168</b>	<b>10,404,500</b>	<b>9,638,733</b>
<b>Building Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>2,274,891</b>	<b>2,530,377</b>	<b>2,127,845</b>	<b>2,127,845</b>	<b>1,830,345</b>
Revenues	1,049,027	25,456	510,200	64,700	603,650
Expenditures	793,541	427,988	559,200	362,200	432,550
<b>Ending Fund Balance, Dec 31</b>	<b>2,530,377</b>	<b>2,127,845</b>	<b>2,078,845</b>	<b>1,830,345</b>	<b>2,001,445</b>
<b>Automated Circulation Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>697,013</b>	<b>781,825</b>	<b>766,290</b>	<b>766,290</b>	<b>597,290</b>
Revenues	257,402	10,267	6,000	6,000	256,000
Expenditures	172,589	25,802	105,000	175,000	5,000
<b>Ending Fund Balance, Dec 31</b>	<b>781,825</b>	<b>766,290</b>	<b>667,290</b>	<b>597,290</b>	<b>848,290</b>
<b>Unemployment Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>167,148</b>	<b>164,268</b>	<b>158,083</b>	<b>158,083</b>	<b>209,468</b>
Revenues	1,559	1,985	61,385	61,385	61,385
Expenditures	4,439	8,170	10,000	10,000	10,000
<b>Ending Fund Balance, Dec 31</b>	<b>164,268</b>	<b>158,083</b>	<b>209,468</b>	<b>209,468</b>	<b>260,853</b>
<b>Gift Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>1,182,507</b>	<b>1,306,873</b>	<b>1,296,994</b>	<b>1,296,994</b>	<b>1,533,994</b>
Revenues	140,235	65,880	57,000	288,000	57,000
Expenditures	15,869	75,759	345,220	51,000	344,500
<b>Ending Fund Balance, Dec 31</b>	<b>1,306,873</b>	<b>1,296,994</b>	<b>1,008,774</b>	<b>1,533,994</b>	<b>1,246,494</b>
<b>Combined Fund Balances</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>12,911,238</b>	<b>13,078,840</b>	<b>13,958,140</b>	<b>13,958,140</b>	<b>14,575,597</b>
Net of all revs, exps, transfers	167,602	879,299	(337,595)	617,458	(579,782)
<b>Ending Fund Balance, Dec 31</b>	<b>13,078,840</b>	<b>13,958,140</b>	<b>13,620,545</b>	<b>14,575,597</b>	<b>13,995,815</b>

## **Part 2 – General Fund**

## General Fund Budget Summary

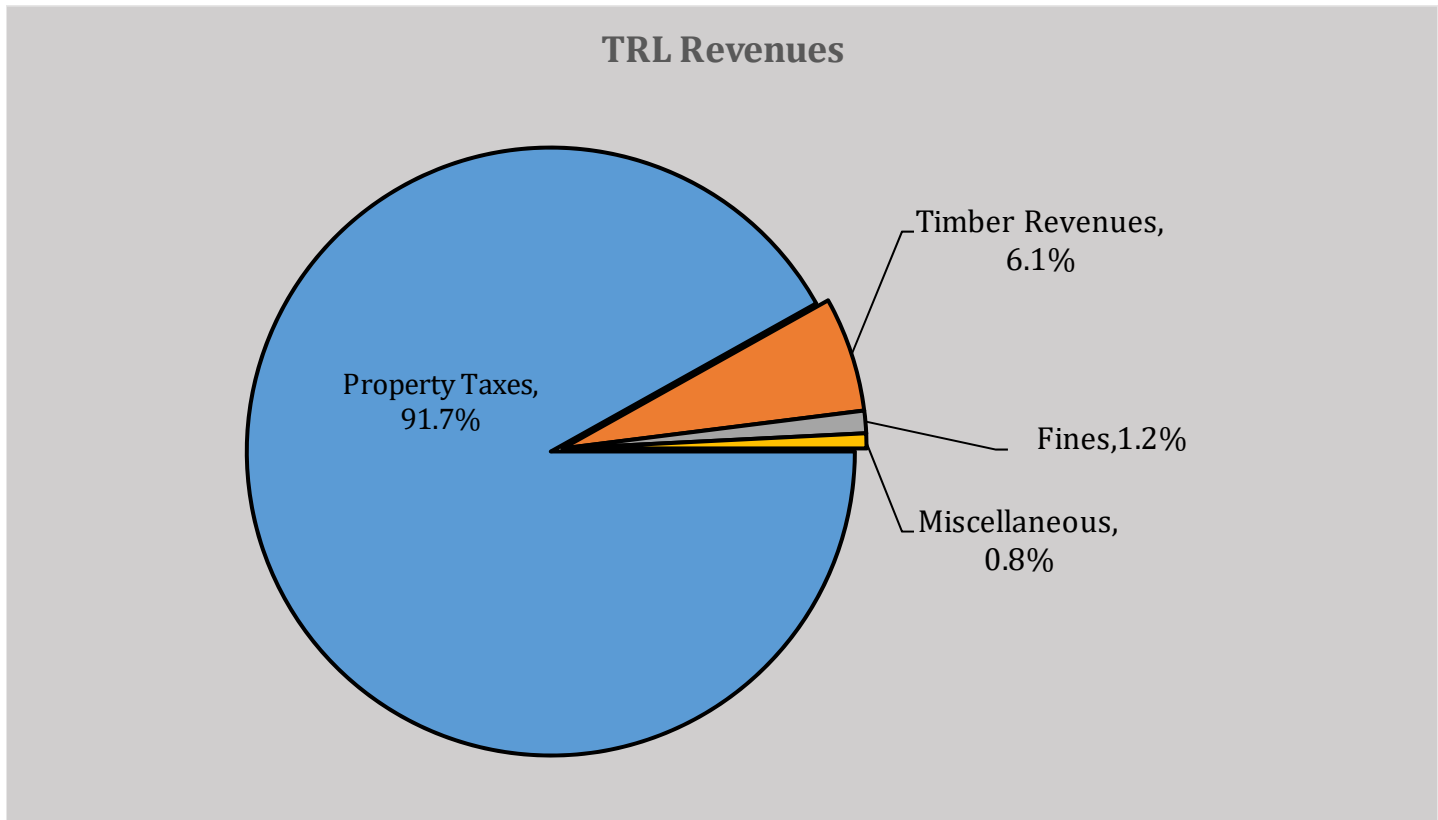
Timberland Regional Library 2019 Final Budget General Fund							
Revenues	2016 Actual	2017 Actual	2018 Adopted	2018 Year End Estimate	2019 Final Budget	18 Adpoted - 19 Final	
						\$ Change	% Change
Property Taxes	\$ 19,882,025	\$ 20,551,995	\$ 21,000,000	\$ 21,155,000	\$ 21,580,000	\$ 580,000	2.8%
Sale of Tax Title Property	340	7,540	-	1,650	-	-	n/a
Leasehold Excise Tax	56,065	55,974	54,000	56,000	53,000	(1,000)	-1.9%
Timber Excise Tax	842,503	636,468	675,000	635,000	565,000	(110,000)	-16.3%
Other Taxes	-	916	-	-	-	-	n/a
In Lieu of Taxes	7,510	7,340	10,000	7,940	6,000	(4,000)	-40.0%
Indirect Federal Grants - Work Study	7,803	6,266	6,000	5,200	6,000	-	0.0%
Local Grant Revenue	-	13,551	10,000	-	13,550	3,550	n/a
Intergovernmental	40,067	40,067	20,800	20,800	20,800	-	0.0%
Sale of Merchandise	133	899	-	1,000	-	-	n/a
Copies & Printing	37,796	32,522	35,000	35,000	30,000	(5,000)	-14.3%
Non-Resident Fees	5,503	4,412	3,500	3,500	3,500	-	0.0%
Other Fees	15,280	14,555	1,000	12,000	5,000	4,000	400.0%
Library Fines	301,216	290,603	300,000	290,000	280,000	(20,000)	-6.7%
Interest on Investments	68,621	87,938	65,000	65,000	85,000	20,000	30.8%
Forest Board Interest	340	(857)	200	450	200	-	0.0%
Forest Board Rentals	7,219	46,626	7,000	6,220	6,400	(600)	-8.6%
Other Rents	2,222	3,675	500	4,000	500	-	0.0%
Gift & Donations	11,922	14,069	5,000	5,000	5,000	-	0.0%
Sale of Salvaged Materials	25,506	9,526	6,000	7,000	6,000	-	0.0%
Cashier's Overages and (Shortages)	(153)	142	-	-	-	-	n/a
Miscellaneous Revenue	4,802	3,471	-	1,000	-	-	n/a
Lost/Damaged Recoveries	70,949	59,592	60,000	60,000	60,000	-	0.0%
Timber Sales/State Forest Board	631,574	549,577	465,000	683,000	510,000	45,000	9.7%
Timber Sales/County	104,627	225,226	100,000	150,000	150,000	50,000	50.0%
DNR In Lieu of Taxes	-	5,925	-	120	-	-	n/a
DNR Other Trust 2	88,955	5,403	45,000	41,200	44,000	(1,000)	-2.2%
DNR Timber Trust 2	157,293	154,551	80,000	100,000	100,000	20,000	25.0%
Transfer In	-	159,000	-	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 22,370,120</b>	<b>\$ 22,986,972</b>	<b>\$ 22,949,000</b>	<b>\$ 23,346,080</b>	<b>\$ 23,529,950</b>	<b>\$ 580,950</b>	<b>2.5%</b>

Expenditures	2016 Actual	2017 Actual	2018 Adopted	2018 Year End Estimate	2019 Final Budget	18 Adpoted - 19 Final	
						\$ Change	% Change
Salaries	\$ 11,186,914	\$ 11,681,970	\$ 12,100,729	\$ 11,988,987	\$ 12,407,430	\$ 306,701	2.5%
Benefits	4,305,204	4,329,613	4,592,340	4,609,270	5,001,388	409,048	8.9%
Supplies	-	-	-	-	-	-	-
General Supplies	298,396	392,035	360,495	349,000	403,050	42,555	11.8%
Books & Collections Materials	3,466,256	3,015,724	3,015,900	3,020,000	3,050,000	34,100	1.1%
Fuel	46,857	55,356	57,000	64,000	67,000	10,000	17.5%
Equipment	61,046	200,871	38,300	198,388	147,750	109,450	285.8%
Professional Services	820,835	1,157,670	926,465	1,021,500	954,820	28,355	3.1%
Communications	285,113	270,523	296,340	222,160	302,690	6,350	2.1%
Mileage	71,729	49,426	54,220	30,535	52,720	(1,500)	-2.8%
Transportation	42,983	8,033	4,200	7,096	3,350	(850)	-20.2%
Lodging	-	23,028	9,850	14,394	8,450	(1,400)	-14.2%
Meals	-	17,073	23,410	34,566	29,535	6,125	26.2%
Advertising	14,361	21,037	39,000	25,000	32,800	(6,200)	-15.9%
Operating Rentals	117,282	107,904	101,855	107,228	139,787	37,932	37.2%
Utilities	124,967	133,004	164,100	146,400	154,160	(9,940)	-6.1%
Insurance	69,842	82,905	80,000	82,500	90,000	10,000	12.5%
Repairs & Maintenance	331,549	56,016	477,775	31,805	405,700	(72,075)	-15.1%
Miscellaneous	94,005	14,656	5,750	2,352	5,750	-	0.0%
Memberships	212	19,514	21,272	32,686	38,682	17,410	81.8%
Registrations	26,298	22,875	71,699	34,735	75,820	4,121	5.7%
Intergovernmental	672	1,539	25,225	27,230	-	(25,225)	-100.0%
Capital	299,779	262,771	197,000	261,840	336,000	139,000	70.6%
Transfer Out	1,000,000	-	238,835	238,835	588,835	350,000	146.5%
<b>Total Expenditures</b>	<b>\$ 22,664,301</b>	<b>\$ 21,923,542</b>	<b>\$ 22,901,760</b>	<b>\$ 22,550,507</b>	<b>\$ 24,295,717</b>	<b>\$ 1,393,957</b>	<b>6.1%</b>

The summarized version of the 2019 Final Budget for the General Fund is presented above as a balanced budget where expenditures match new revenues. A discussion of revenues and expenditures follows.

## General Fund Revenues



The 2019 Final Budget was developed based on recent financials trends. Revenues from property taxes comprises 91.8% of all revenues received by TRL. It is essential for TRL to project these revenues in advance to plan spending for the budget. By state law, the maximum levy limit for library districts is \$0.50 per \$1,000 assessed property valuation. Currently, the levy rate for TRL is \$0.38 per \$1,000 assessed property valuation.

The second largest revenue stream for TRL is timber revenue received from the five counties. This revenue accounts for 6.0% of the TRL budget. Timber revenues can fluctuate considerably from year to year based on actions of the Department of Natural Resources, the market price of lumber, impacts from environmental regulations, and the Endangered Species Act. Due to how volatile timber revenues can be, a conservative budget approach for these revenues is used by TRL.

For 2019, revenues are budgeted to increase by \$580,000 or 2.8% from 2018 budgeted amounts. As discussed earlier, property tax revenue is a majority of total revenues for TRL. Property taxes increase by assessed property values increasing as well as new construction and property improvements. Despite some regions in Washington State experiencing strong increases in property values, a majority of TRL districts are seeing minimal increases in their property values. Likewise, most counties in the TRL district are not seeing great increases in new construction.

Timberland Regional Library 2019 Final Budget General Fund							
Revenues	2016 Actual	2017 Actual	2018 Adopted	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Property Taxes	\$ 19,882,025	\$ 20,551,995	\$ 21,000,000	\$ 21,155,000	\$ 21,580,000	\$ 580,000	2.8%
Sale of Tax Title Property	340	7,540	-	1,650	-	-	n/a
Leasehold Excise Tax	56,065	55,974	54,000	56,000	53,000	(1,000)	-1.9%
Timber Excise Tax	842,503	636,468	675,000	635,000	565,000	(110,000)	-16.3%
Other Taxes	-	916	-	-	-	-	n/a
In Lieu of Taxes	7,510	7,340	10,000	7,940	6,000	(4,000)	-40.0%
Indirect Federal Grants - Work Study	7,803	6,266	6,000	5,200	6,000	-	0.0%
Local Grant Revenue	-	13,551	10,000	-	13,550	3,550	n/a
Intergovernmental	40,067	40,067	20,800	20,800	20,800	-	0.0%
Sale of Merchandise	133	899	-	1,000	-	-	n/a
Copies & Printing	37,796	32,522	35,000	35,000	30,000	(5,000)	-14.3%
Non-Resident Fees	5,503	4,412	3,500	3,500	3,500	-	0.0%
Other Fees	15,280	14,555	1,000	12,000	5,000	4,000	400.0%
Library Fines	301,216	290,603	300,000	290,000	280,000	(20,000)	-6.7%
Interest on Investments	68,621	87,938	65,000	65,000	85,000	20,000	30.8%
Forest Board Interest	340	(857)	200	450	200	-	0.0%
Forest Board Rentals	7,219	46,626	7,000	6,220	6,400	(600)	-8.6%
Other Rents	2,222	3,675	500	4,000	500	-	0.0%
Gift & Donations	11,922	14,069	5,000	5,000	5,000	-	0.0%
Sale of Salvaged Materials	25,506	9,526	6,000	7,000	6,000	-	0.0%
Cashier's Overages and (Shortages)	(153)	142	-	-	-	-	n/a
Miscellaneous Revenue	4,802	3,471	-	1,000	-	-	n/a
Lost/Damaged Recoveries	70,949	59,592	60,000	60,000	60,000	-	0.0%
Timber Sales/State Forest Board	631,574	549,577	465,000	683,000	510,000	45,000	9.7%
Timber Sales/County	104,627	225,226	100,000	150,000	150,000	50,000	50.0%
DNR In Lieu of Taxes	-	5,925	-	120	-	-	n/a
DNR Other Trust 2	88,955	5,403	45,000	41,200	44,000	(1,000)	-2.2%
DNR Timber Trust 2	157,293	154,551	80,000	100,000	100,000	20,000	25.0%
Transfer In	-	159,000	-	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 22,370,120</b>	<b>\$ 22,986,972</b>	<b>\$ 22,949,000</b>	<b>\$ 23,346,080</b>	<b>\$ 23,529,950</b>	<b>\$ 580,950</b>	<b>2.5%</b>

## Revenue by Type

**Property Taxes.....\$21,580,000**

Property Taxes are received from the five counties in TRL's district. By Washington State law, the maximum levy rate that library districts can assess is \$0.50 per \$1,000 of assessed property valuation. Additionally, taxing districts are limited to an increase of 1% per year plus new construction. Currently, the TRL levy rate is at \$0.38 per \$1,000. Property taxes increased 2.8% or \$580,000.

**Leasehold Excise Tax.....\$53,000**

Leasehold Excise Tax is a tax on the use of public property by a private party which is in lieu of the property tax. The 2019 budget for leasehold excise tax decreased 1.9% or \$1,000.

**Timber Excise Tax.....\$565,000**

Timber Excise Tax is a tax on the sale of timber. Due to the volatility of the timber market, TRL budgets all timber revenues conservatively. The 2018 budget for Timber Excise Tax has decreased by 16.3% or \$110,000 due to analysis of recent trends and uncertainty of a decision by the Department of Natural Resources and the upcoming harvest calculation.



**Indirect Federal Grants.....\$6,000**

Indirect Federal Grants are grants that originate from the federal government and are passed through another agency to TRL. Currently, TRL has one work-study indirect federal grant for up to \$6,000 for a staff member at the Centralia Library.

**In Lieu of Taxes.....\$6,000**

In Lieu of Taxes are revenues that are in lieu of property taxes for state forest land leases managed by the Department of Natural Resources. The 2019 budget for In Lieu of Taxes decreased by 40.0% or \$4,000 based on an analysis of recent trends.

**Intergovernmental Revenue.....\$20,800**

Intergovernmental revenue is revenue received through interlocal agreements related to contracted library services. TRL has an agreement with the City of Hoquiam as part of their annexation with TRL.

**Copies & Printing.....\$30,000**

Copies and Printing are charged to patrons for making copies on copiers and printers at the different library branches. The 2019 budget for copies and printing decreased by 14.3% or \$5,000 due to an increase in the number of free copies that are allotted to patrons.

**Non-Resident Fees.....\$3,500**

Non-Resident Fees are charged to patrons who want a library card but are not a resident in the Timberland Regional Library district. The 2019 budget for Non-Resident Fees remains unchanged from 2018.

**Other Fees.....\$5,000**

Other Fees include miscellaneous fees. Other Fees increased by 400% or \$4,000 based on an analysis of recent trends.

**Library Fines.....\$280,000**

Library Fines are charged to cardholders who return items past their due date. The 2019 budget for Library Fines decreased by 6.7% or \$20,000 based on recent trends and an increase in downloadable items.

**Interest on Investments.....\$85,000**

Interest on Investments is revenue received from the Thurston County Treasurer for interest on the fund balance of the General Fund being held in their treasury. The 2019 budget for Interest on Investments increased by 30.8 % or \$20,000 based on increasing investment returns.

**Forest Board Interest.....\$200**

Forest Board Interest is TRL's share of interest revenue received by the Department of Natural Resources. The budget for 2019 remains unchanged from 2018.

**Forest Board Rentals.....\$6,400**

Forest Board Rentals are revenue received for rents and leases of state forest land. The 2019 budget for Forest Board Rentals decreased 8.6% or \$600 due to analysis of recent trends.

**Other Rents.....\$500**

Other Rents are revenue received for rents and leases of forest lands in the five counties in TRL's district. The 2019 budget for Other Rents remains unchanged.

**Gifts and Donations.....\$5,000**

Contributions are miscellaneous gifts given by patrons at the library branches. A good portion of this money is when patrons let us keep the change from their transactions. There is no change in the 2019 budget.

**Sale of Junk or Salvage.....\$6,000**

Sale of Junk or Salvage is revenue received from the sale of books and materials that are removed from the TRL collection. The budget for Sale of Junk or Salvage in 2019 remains unchanged.

**Timber Sales-State Forest Board.....\$510,000**

Timber Sales-State Forest Board is TRL's portion of revenue from timber sales by the State Forest Board. The 2019 budget for Timber Sales-State Forest Board increased by 9.7% or \$45,000.

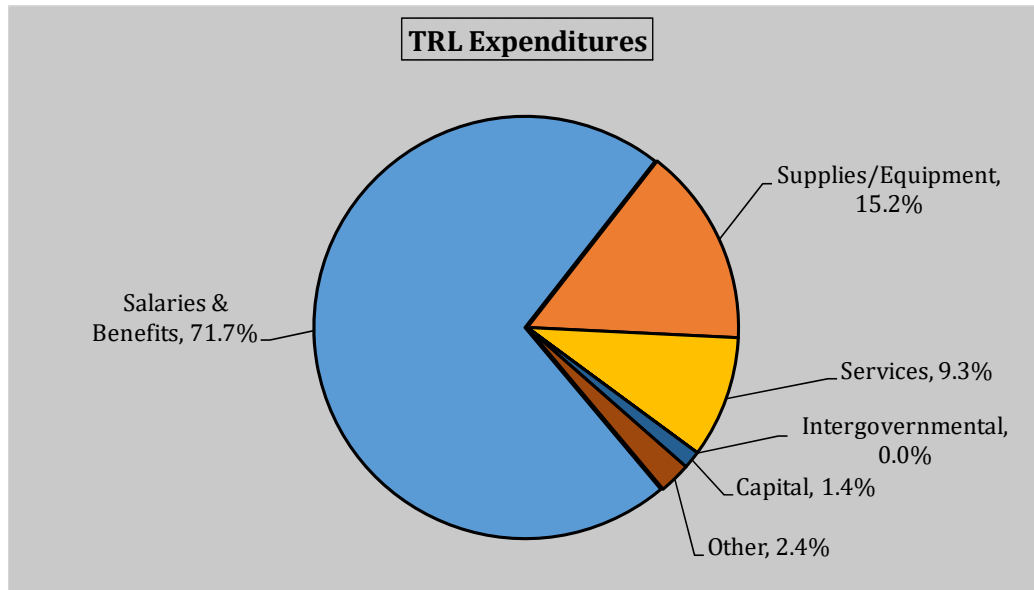
**Timber Sales-County.....\$150,000**

Timber Sales-County is TRL's portion of revenue from timber sales by the counties in the TRL region. The 2019 budget for Timber Sales-County increased by 50.0% or \$50,000 based on analysis of recent trends.

**Compensation for Loss of Fixed Assets.....\$60,000**

Compensation for Loss of Fixes Assets is revenue from patrons for costs related to materials that were lost or damaged while in their possession. The 2019 budget remains unchanged from 2018.

## General Fund Expenditures



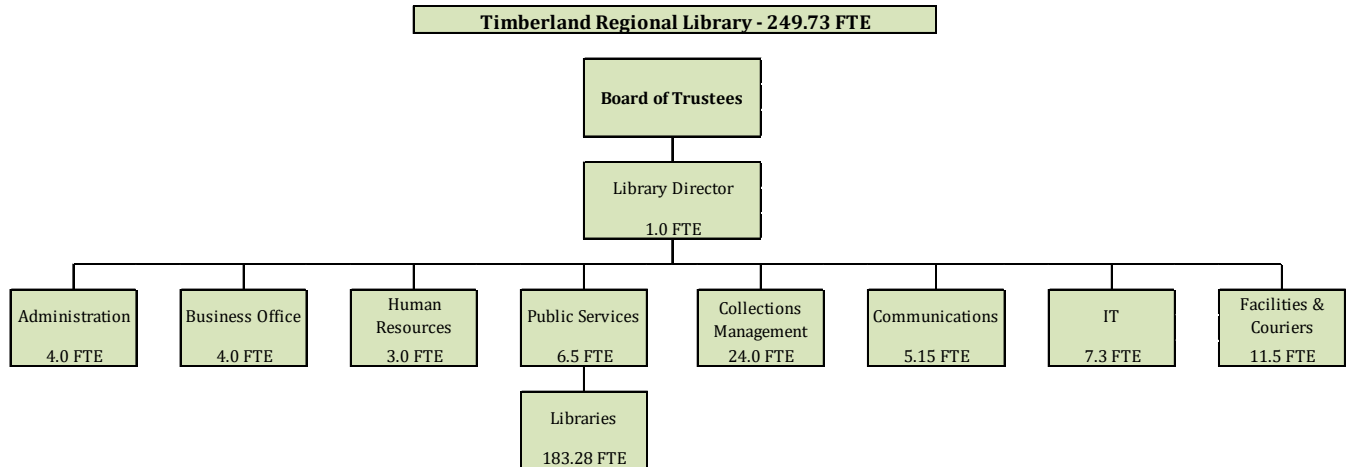
The 2019 budget process was done in a collaborative manner. Managers were given budget worksheets that helped them develop their budget at a detailed level. All budgeted expenditures are included and give a transparent picture of costs for each department and library.

Timberland Regional Library 2019 Final Budget General Fund							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 11,186,914	11,681,970	\$ 12,100,729	\$ 11,988,987	\$ 12,407,430	\$ 306,701	2.5%
Benefits	4,305,204	4,329,613	4,592,340	4,609,270	5,001,388	409,048	8.9%
Supplies							
General Supplies	298,396	392,035	360,495	349,000	403,050	42,555	11.8%
Books & Collections Materials	3,466,256	3,015,724	3,015,900	3,020,000	3,050,000	34,100	1.1%
Fuel	46,857	55,356	57,000	64,000	67,000	10,000	17.5%
Equipment	61,046	200,871	38,300	198,388	179,550	141,250	368.8%
Professional Services	820,835	1,157,670	926,465	1,021,500	930,520	4,055	0.4%
Communications	285,113	270,523	296,340	222,160	302,690	6,350	2.1%
Mileage	71,729	49,426	54,220	30,535	52,720	(1,500)	-2.8%
Transportation	42,983	8,033	4,200	7,096	3,350	(850)	-20.2%
Lodging	-	23,028	9,850	14,394	8,450	(1,400)	-14.2%
Meals	-	17,073	23,410	34,566	29,535	6,125	26.2%
Advertising	14,361	21,037	39,000	25,000	32,800	(6,200)	-15.9%
Operating Rentals	117,282	107,904	101,855	107,228	139,787	37,932	37.2%
Utilities	124,967	133,004	164,100	146,400	154,160	(9,940)	-6.1%
Insurance	69,842	82,905	80,000	82,500	90,000	10,000	12.5%
Repairs & Maintenance	331,549	56,016	477,775	31,805	405,700	(72,075)	-15.1%
Miscellaneous	94,005	14,656	5,750	2,352	5,750	-	0.0%
Memberships	212	19,514	21,272	32,686	38,682	17,410	81.8%
Registrations	26,298	22,875	71,699	34,735	75,820	4,121	5.7%
Intergovernmental	672	1,539	25,225	27,230	-	(25,225)	-100.0%
Capital	299,779	262,771	197,000	261,840	328,500	131,500	66.8%
Transfer Out	1,000,000	-	238,835	238,835	588,835	350,000	146.5%
<b>Total Expenditures</b>	<b>\$ 22,664,302</b>	<b>\$ 21,923,542</b>	<b>\$ 22,901,760</b>	<b>\$ 22,550,507</b>	<b>\$ 24,295,717</b>	<b>\$ 1,393,957</b>	<b>6.1%</b>

## Expenditures by Type

**Salaries.....\$12,407,430**

Salaries increased 2.5% or \$306,701.



Timberland Regional Library Position Inventory								
Location	2018				2019			
	FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Aberdeen	11.63	\$ 548,275	\$ 218,036	\$ 766,312	12.38	\$ 587,742	\$ 259,482	\$ 847,224
Amanda Park	1.55	53,926	19,661	73,587	1.30	49,819	21,389	71,208
Centralia	12.75	588,257	224,481	812,737	13.20	631,933	250,502	882,436
Chehalis	7.70	293,881	123,911	417,792	7.70	320,971	145,412	466,383
Elma	4.25	172,538	72,880	245,418	4.25	189,250	85,403	274,653
Hoquiam	4.40	209,693	77,247	286,940	4.40	218,156	86,384	304,541
Hoodsport	1.70	62,956	27,873	90,828	1.70	64,829	33,226	98,055
Ilwaco	3.10	134,301	52,682	186,984	3.10	141,731	68,248	209,979
Lacey	23.68	973,676	393,821	1,367,496	23.68	1,015,934	452,779	1,468,712
McCleary	1.80	86,525	33,901	120,426	1.80	91,662	36,636	128,298
Montesano	3.50	182,485	68,072	250,557	3.50	179,396	61,334	240,730
Mountain View	1.95	75,515	24,677	100,191	1.95	79,427	28,651	108,078
Naselle	2.63	124,250	45,563	169,813	2.25	114,864	45,254	160,119
North Mason	5.75	271,126	100,662	371,788	5.75	282,945	108,205	391,150
Oakville	1.78	90,701	28,783	119,484	1.78	91,635	30,512	122,147
Olympia	24.60	1,018,086	422,398	1,440,484	23.90	1,040,754	440,931	1,481,686
Ocean Park	3.50	164,827	56,198	221,025	3.50	170,041	59,811	229,852
Packwood	1.78	81,386	33,905	115,291	1.95	90,317	37,632	127,949
Raymond	4.00	195,630	73,767	269,398	4.00	202,202	83,031	285,233
Salkum	2.50	128,984	45,463	174,448	2.30	121,770	44,333	166,103
South Bend	2.60	102,026	38,988	141,014	2.60	107,641	42,976	150,617
Shelton	15.95	700,840	278,107	978,946	15.95	719,330	313,045	1,032,375
Tenino	3.30	121,666	43,769	165,435	3.30	128,568	49,954	178,522
Tumwater	16.65	759,407	308,244	1,067,651	16.65	773,655	340,161	1,113,817
Westport	2.25	76,748	39,486	116,234	1.75	66,144	33,213	99,357
Winlock	3.30	157,048	65,715	222,763	2.30	85,001	43,797	128,797
Yelm	9.50	394,476	160,896	555,372	9.50	408,702	193,093	601,795
Service Center	73.90	4,267,649	1,573,338	5,840,988	73.30	4,351,012	1,665,797	6,016,810
<b>Total</b>	<b>251.98</b>	<b>\$ 12,036,880</b>	<b>\$ 4,652,521</b>	<b>\$ 16,689,402</b>	<b>249.73</b>	<b>\$ 12,325,430</b>	<b>\$ 5,061,193</b>	<b>\$ 17,386,623</b>

**Benefits.....\$5,001,388**

Benefits increased by 8.9% or \$409,048. Most of this increase is due to medical costs which increased 3.3% for Regence Health medical plans and 7.3% for Kaiser Permanente plans.

**Supplies.....\$403,050**

Supplies consist of office supplies which cost less than \$500. The 2019 Supplies budget increased by 11.8% or \$42,555. The increase is mostly due to purchase of new tents and A-board displays for libraries as well as new circulation and user experience pilot projects.

**Books & Collections Materials.....\$3,050,000**

Books & Collections Materials consists of items purchased for the library's collection. The 2019 budget for Books and Collections Materials is 13% of the total budget.

**Fuel.....\$67,000**

Fuel costs are for the courier vans that transport materials between all libraries in the TRL district and the Service Center, as well as for fleet vehicles used by staff to travel to other libraries for coverage and to meetings, trainings, and conferences. The budget has increased 17.5% or \$10,000 due to an increase in fuel costs as well as the number fleet vehicles.

**Equipment.....\$179,550**

Equipment are items that cost between \$500 and \$4,999. The budget for these items show a increase of 368.8% or \$141,250. The increase is for the purchase of new i-Pads to replace the children's AWE stations in the libraries and to replace computer desks and other furniture in libraries.

**Professional Services.....\$930,520**

Professional Services in the 2019 budget largely include landscaping, janitorial, security services, and computer technology maintenance and remains mostly unchanged from the 2018 budget.

**Communications.....\$320,690**

Communications costs are for telephone, internet, and data lines. The 2019 budget for these costs show an increase of 2.1% or \$6,350. This is due to a reduction in e-rate refunds on analog telephone lines.

**Mileage.....\$52,720**

Mileage costs are for reimbursements to staff who use their personal vehicles for TRL-related business purposes. The budget for mileage in 2018 has decreased 2.8% or \$1,500. The decrease is due to additional savings from the 2018 increase in fleet vehicles.

**Transportation.....\$3,350**

Transportation is for costs related to airfare, rental car, and other similar travel costs for conferences and trainings. Transportation costs decreased by 20.2% or \$850 for the 2019 budget. The decrease is due to a reduction in the budget for conferences.

**Lodging.....\$8,450**

Lodging costs are incurred by staff traveling to conferences or trainings. The 2019 budget for these costs decreased by 14.2% or \$1,400 due to a reduction in the 2019 budget for conferences.

**Meals.....\$29,353**

Meals are costs associated with special meetings, trainings, All-Staff Training Day, as well as overnight travel. The 2019 budget for these costs increased by 26.2% or \$6,125 due to costs associated with the Community Engagement Initiative.

**Advertising.....\$32,800**

Advertising covers costs related to advertising TRL events and programs via different outlets, as well as for employment recruitment. The 2019 budget for advertising decreased 15.9% or \$6,200 due to a previous increase in 2018 for the TRL 50<sup>th</sup> Anniversary.

**Operating Rentals.....\$139,787**

Operating Rentals are costs for the Service Center land lease from the Port of Olympia and rent for Mountain View Timberland Library and parking lot as well as equipment leases. The 2019 budget for rentals increased 37.2% or \$37,932, mostly due to the addition of 20 copier leases which will lower overall printing costs.

**Utilities.....\$154,160**

Utilities costs include electricity, sewer, and waste disposal. The 2019 budget for utilities decreased 6.8% or \$9,940 due to an analysis of recent utility trends in TRL.

**Insurance.....\$90,000**

Insurance for TRL property, buildings, and assets is covered through CIAW. The 2019 budget for insurance increased by 12.5% or \$10,000 due to increased premiums.

**Repairs & Maintenance.....\$405,700**

Repairs and Maintenance include those related to facilities and vehicles, as well as costs for software maintenance. The 2019 budget for these items decreased 15.1% or \$72,075. Much of the facilities emergency maintenance was removed. Should an emergency arise, a supplemental budget request will be presented to the Board of Trustees.

**Miscellaneous.....\$5,750**

Miscellaneous costs are related to other staff training costs. The 2019 miscellaneous budget remains unchanged from 2018.

**Memberships.....\$38,682**

Memberships include both professional memberships for some management staff, chamber memberships in the various counties and cities in the TRL region, and membership to AWC. Memberships increased in the 2019 budget by 81.8% or \$17,410. The increase was due to the AWC membership not being included in the previous.

**Registrations.....\$75,820**

Registrations include attendance at various events, trainings, and conferences. These costs increased in the 2019 budget by 5.7% or \$4,121 for additional in-state conferences and trainings for staff.

**Intergovernmental.....\$0**

Intergovernmental costs decreased by 100%. The Washington State Auditor has eliminated this category from financial reporting for all governmental entities in Washington State.

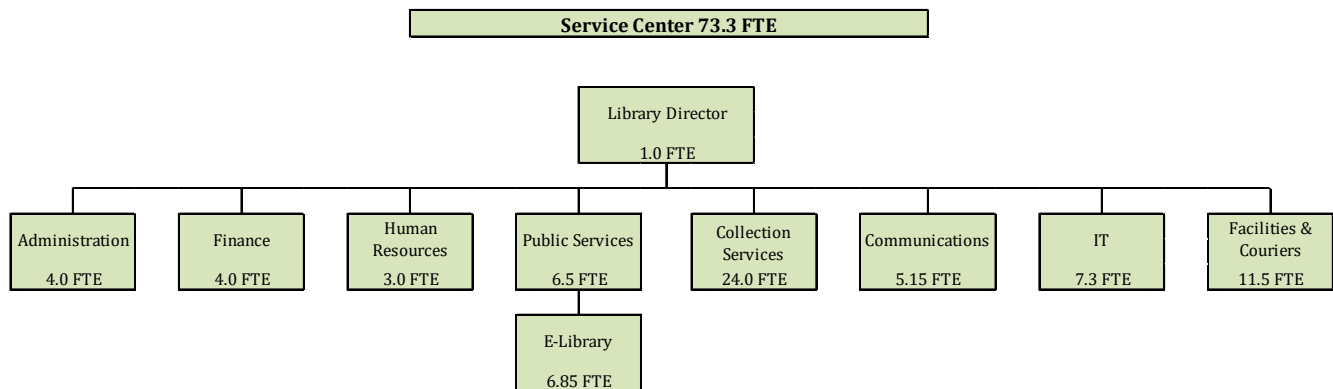
**Capital.....\$328,500**

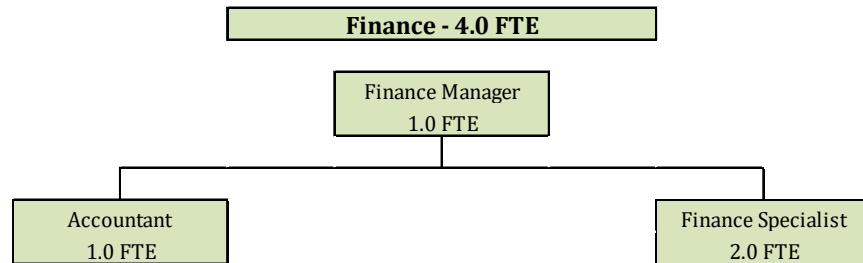
Capital costs are for items that cost \$5,000 or more. The 2019 capital budget increased by 66.8% or \$131,500. The increase is mostly due to the capital leasing of replacement self-checkout stations in 2019.

**Transfers Out.....\$588,835**

Transfers Out are transfers made to the other special purpose fund. Transfers Out increased 146.5% of \$350,000. This increase is due to an increase in transfers to the Building Fund for future furnishing and carpet replacements, and an increase to in transfers to the Automated Circulation Fund for implementation of RFID technology.

# TRL Service Center Department Budgets





Finance Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Finance Manager	Non-Rep	1.00	\$ 94,227	\$ 27,315	\$ 121,542	1.00	\$ 101,465	\$ 32,505	\$ 133,969
Accountant	Local 3758	1.00	76,615	24,442	101,057	1.00	77,765	25,885	103,650
Finance Specialist	Local 3758	1.00	50,651	18,956	69,607	1.00	56,179	21,210	77,388
Finance Specialist	Local 3758	1.00	50,651	18,167	68,818	1.00	45,678	20,635	66,313
<b>Total</b>		<b>4.00</b>	<b>\$ 272,144</b>	<b>\$ 88,880</b>	<b>\$ 361,024</b>	<b>4.00</b>	<b>\$ 281,086</b>	<b>\$ 100,234</b>	<b>\$ 381,320</b>

**Highlighted Changes:**

- Salaries increased by 3.3% or \$8,942 due to step increases and 2019 COLA.
- Benefits increased by 12.8% or \$11,354 due to increased medical insurance costs.
- Supplies decreased by 16.8% or \$15,500 due to printing toner costs being allocated to the individual libraries.
- Professional services increased by 23.3% or \$7,000 due to increased support services for new accounting software system.
- Insurance increased by \$12,5% or \$10,000 due to an increase in rates by CIAW.

Timberland Regional Library 2019 Final Budget General Fund Finance							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 277,485	\$ 267,393	\$ 272,144	\$ 288,566	\$ 281,086	\$ 8,942	3.3%
Benefits	154,568	79,674	88,880	106,570	100,234	11,354	12.8%
Supplies	114,481	168,971	92,500	77,000	77,000	(15,500)	-16.8%
Equipment	-	538	-	-	-	-	n/a
Professional Services	132,672	46,781	30,000	37,000	37,000	7,000	23.3%
Communications	61,570	51,957	70,000	40,000	70,000	-	0.0%
Mileage	876	811	500	35	500	-	0.0%
Lodging	-	591	500	-	500	-	0.0%
Meals	-	123	-	-	-	-	n/a
Operating Rentals	2,472	31	3,100	(990)	3,100	-	0.0%
Insurance	69,842	82,905	80,000	82,500	90,000	10,000	12.5%
Miscellaneous	67,303	12,518	-	26	-	-	n/a
Memberships	-	620	170	280	220	50	29.4%
Registrations	-	325	325	-	325	-	0.0%
Intergovernmental	17	29	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 881,289</b>	<b>\$ 713,268</b>	<b>\$ 638,119</b>	<b>\$ 630,987</b>	<b>\$ 659,965</b>	<b>\$ 21,846</b>	<b>3.4%</b>



## **Finance Department Overview**

**Responsible Manager: Eric Lowell**

The Finance Department provides financial information to management and the Board of Trustees to guide current and future decisions for the district. Finance is tasked with providing timely, accurate, and transparent financial information, complying with laws and regulations, and ensuring proper internal control to safeguard district resources. The primary responsibilities of Finance include accounts payable, payroll, and financial reporting functions.

**2018 Service Priority:** Foster a Supportive Work Environment

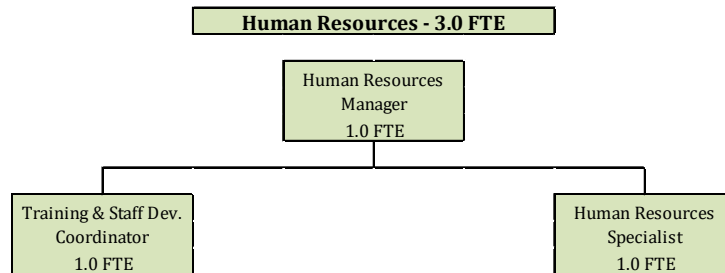
**2018 Notable Activities:**

- Implemented electronic timesheets and employee self-service portal.
- Updated Cash Receipting and Charge Card Management policies and procedures.
- Completed digital archiving of all archived employee timesheets from 1967 to present.
- Began implementation process of migration to new Incode software which will allow ease of access to budgets and other financial data.
- Received clean financial and accountability audits for fiscal year 2016.

**2019 Service Priority:** Foster a Supportive Work Environment

**2019 Anticipated Activities:**

- Transition from pay dates of the 15<sup>th</sup> and last day of month to the 10<sup>th</sup> and 25<sup>th</sup>.
- Complete implementation of new Incode software.
- Transition to new employee self-service portal.
- Develop an Unemployment Self-Insurance policy.
- Develop a Payroll policy.
- Receive clean financial and accountability audits for fiscal year 2017.



Human Resources Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Manager, Human Resources	Non-Rep	1.00	\$ 91,482	\$ 29,419	\$ 120,901	1.00	\$ 104,508	\$ 33,245	\$ 137,753
Training & Staff Dev Coordinator	Non-Rep	1.00	66,088	22,277	88,365	1.00	71,165	24,537	95,702
Human Resources Specialist	Non-Rep	1.00	55,348	19,100	74,449	1.00	59,600	23,437	83,036
<b>Total</b>		<b>3.00</b>	<b>\$ 212,919</b>	<b>\$ 70,796</b>	<b>\$ 283,715</b>	<b>3.00</b>	<b>\$ 235,273</b>	<b>\$ 81,218</b>	<b>\$ 316,491</b>

**Highlighted Changes:**

- Salaries increased by 10.9% or \$23,354 due to step increases and 2019 COLA.
- Benefits increased by 14.7% or \$10,422 due to increased medical insurance costs and benefits associated with step and COLA increases.
- Memberships increased by 1647.1% or \$14,000. This is for TRL's membership fees to AWC which had previously been included under medical expenses.

Timberland Regional Library 2019 Final Budget General Fund Human Resources							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 196,037	\$ 214,086	\$ 214,919	\$ 228,819	\$ 238,273	\$ 23,354	10.9%
Benefits	65,518	68,607	70,796	74,600	81,218	10,422	14.7%
Supplies	9,182	12,810	3,450	5,000	3,450	-	0.0%
Equipment	996	1,407	-	1,000	-	-	n/a
Professional Services	26,365	104,778	126,200	50,000	126,600	400	0.3%
Mileage	-	8,581	9,000	3,500	9,000	-	0.0%
Transportation	42,701	775	1,500	2,500	1,500	-	0.0%
Lodging	-	9,596	2,500	6,000	2,700	200	8.0%
Meals	-	2,844	18,600	17,000	18,600	-	0.0%
Advertising	1,275	1,679	6,000	2,000	5,000	(1,000)	-16.7%
Operating Rentals	14,306	6,130	4,000	4,000	4,000	-	0.0%
Miscellaneous	905	275	5,750	300	5,750	-	0.0%
Memberships	-	455	850	15,020	14,850	14,000	1647.1%
Registrations	9,891	4,524	23,915	10,000	23,600	(315)	-1.3%
Capital	17,362	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 384,537</b>	<b>\$ 436,547</b>	<b>\$ 487,480</b>	<b>\$ 419,739</b>	<b>\$ 534,541</b>	<b>\$ 47,061</b>	<b>9.7%</b>

## **Human Resources Department Overview**

**Responsible Manager: Walter Bracy**

The Human Resources Department plans, coordinates, and manages recruitment, professional development of staff, employee benefits, employee recognition, and wellness programs. Human Resources is tasked with coordinating new and revised HR policies, ensuring compliance with Federal and State laws, and overseeing the labor relations function of the district.

**2018 Service Priority:** Foster a Supportive Work Environment

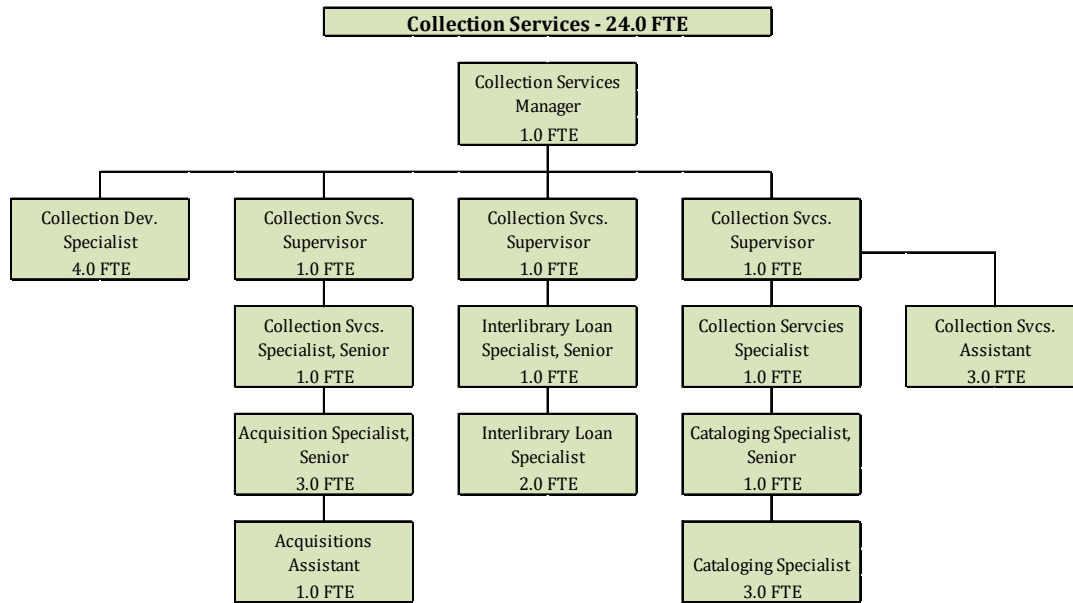
**2018 Notable Activities:**

- Supported Spring closures for staff development and organized All Staff Day.
- Completed all requirements for submission to AWC to become a “Well City” organization to save 2% on medical premiums.
- Implemented micro surveys to get feedback from staff.
- Began class and compensation study led by an outside agency.

**2019 Service Priority:** Foster a Supportive Work Environment

**2019 Anticipated Activities:**

- Complete class and compensation study.
- Negotiate new collective bargaining agreements with both units of AFSCME.
- Receive “Well City” award and receive 2% discount on medical premiums beginning in 2020.
- Implement and manage the new paid leave program mandated by Washington State.



Collection Services Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Collection Services Mgr	Non-Rep	1.00	\$ 86,231	\$ 28,368	\$ 114,600	1.00	\$ 90,150	\$ 29,332	\$ 119,482
CD Specialist	Local 3758	1.00	78,914	26,763	105,677	1.00	80,097	26,390	106,488
CD Specialist	Local 3758	1.00	62,295	21,416	83,711	1.00	67,080	23,571	90,651
CD Specialist	Local 3758	1.00	76,615	24,442	101,057	1.00	80,097	26,390	106,488
CD Specialist	Local 3758	1.00	58,719	20,661	79,380	1.00	63,229	15,254	78,484
CS Supervisor	Local 3758-S	1.00	62,295	21,416	83,711	1.00	63,229	22,737	85,966
CS Specialist, Senior	Local 3758	1.00	52,171	21,112	73,283	1.00	52,953	22,129	75,083
Acq. Specialist, Senior	Local 3758	1.00	50,651	18,956	69,607	1.00	51,411	20,177	71,588
Acq. Specialist, Senior	Local 3758	1.00	37,689	18,052	55,741	1.00	40,584	19,450	60,034
Acq. Specialist, Senior	Local 3758	1.00	50,651	18,956	69,607	1.00	51,411	20,177	71,588
Acquisitions Assistant	Local 3758	1.00	41,184	18,791	59,975	1.00	43,057	19,986	63,042
CS Supervisor	Local 3758-S	1.00	62,295	23,251	85,547	1.00	63,229	24,355	87,584
Cataloging Specialist, Senior	Local 3758	1.00	52,171	21,112	73,283	1.00	52,953	22,129	75,083
Cataloging Specialist	Local 3758	1.00	45,004	19,598	64,601	1.00	45,679	20,553	66,232
Cataloging Specialist	Local 3758	1.00	34,491	15,541	50,032	1.00	37,140	17,086	54,226
Cataloging Specialist	Local 3758	1.00	45,004	19,598	64,601	1.00	45,679	20,553	66,232
CS Specialist	Local 3758	1.00	42,420	17,217	59,637	1.00	37,141	18,785	55,926
Collection Services Assistant	Local 3758	1.00	31,564	14,075	45,639	1.00	33,989	17,889	51,878
Collection Services Assistant	Local 3758	1.00	38,821	18,291	57,112	1.00	41,802	19,714	61,516
Collection Services Assistant	Local 3758	1.00	31,564	14,075	45,639	1.00	33,989	17,889	51,878
CS Supervisor	Local 3758-S	1.00	62,295	21,416	83,711	1.00	63,229	22,737	85,966
ILL Specialist, Senior	Local 3758	1.00	50,651	20,791	71,442	1.00	47,049	19,232	66,281
ILL Specialist	Local 3758	1.00	31,564	14,075	45,639	1.00	32,038	17,467	49,504
ILL Specialist	Local 3758	1.00	34,491	17,436	51,927	1.00	35,008	16,705	51,714
<b>Total</b>		<b>24.00</b>	<b>\$ 1,219,751</b>	<b>\$ 475,408</b>	<b>\$ 1,695,159</b>	<b>24.00</b>	<b>\$ 1,252,225</b>	<b>\$ 500,689</b>	<b>\$ 1,752,914</b>

**Highlighted Changes:**

- Salaries increased by 2.7% or \$32,474 due step increases and 2019 COLA.
- Benefits increased by 5.3% or \$25,281 due to increased medical insurance costs.
- Professional services increased by 12.2% or \$8,300 related to cataloging services.
- Transportation, lodging, and meals all decreased due to conference budget being cut nearly in half.

<b>Timberland Regional Library 2019 Final Budget General Fund Collection Services</b>							
<b>Expenditures</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Year End Estimate</b>	<b>2019 Final Budget</b>	<b>18 Adopted - 19 Final</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries	\$ 1,222,838	\$ 1,190,602	\$ 1,219,751	\$ 1,215,575	\$ 1,252,225	\$ 32,474	2.7%
Benefits	465,645	442,998	475,408	462,000	500,689	25,281	5.3%
Supplies	32,677	3,025,189	3,015,900	3,020,000	3,065,900	50,000	1.7%
Equipment	583	1,052	-	-	12,750	12,750	n/a
Professional Services	75,599	72,518	74,000	82,000	82,300	8,300	11.2%
Mileage	-	818	1,000	-	-	(1,000)	-100.0%
Transportation	282	2,992	2,700	1,000	1,500	(1,200)	-44.4%
Lodging	-	3,774	4,000	2,000	2,000	(2,000)	-50.0%
Meals	-	1,785	2,600	2,500	1,500	(1,100)	-42.3%
Miscellaneous	51	1,436	-	1,000	-	-	n/a
Registrations	198	2,882	1,700	15,000	1,700	-	0.0%
Capital	3,468,011	-	-	16,100	-	-	n/a
<b>Total Expenditures</b>	<b>\$5,265,885</b>	<b>\$4,746,046</b>	<b>\$4,797,059</b>	<b>\$ 4,817,175</b>	<b>\$4,920,564</b>	<b>\$ 123,505</b>	<b>2.6%</b>

**Collection Services Department Overview****Responsible Manager: Andrea Heisel**

Collection Services Department is responsible for the selection, acquisition, cataloguing, processing, maintenance, interlibrary loan, and distribution of library materials. Collections Services is tasked with ensuring selection of materials that meet the needs of patrons, analyzing statistics and data relevant to collections, overseeing changes in services, and exploring and evaluating emerging trends.

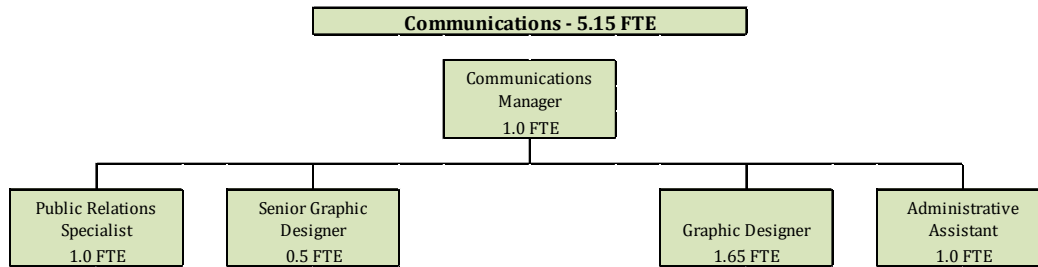
**2018 Service Priority:** Enhance Collections**2018 Notable Activities:**

- Worked with Sirsi Dynix to analyzed workflow, identified areas for streamlining, and conducted training.
- Visited Sno-Isle and Spokane County to analyze and understand processes from another library system.
- Implemented the Lucky Day Collection in district libraries.

**2019 Service Priority:** Enhance Collections

**2019 Anticipated Activities:**

- Continue streamlining and improving processes and workflow.
- Process materials and make them available to the public in a quicker time-frame.
- Conduct a comprehensive online reference database evaluation to ensure TRL is meeting patron needs.
- Reconfiguring the Collection Services area to be more efficient and ergonomic for staff.



Communications Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Communications Mgr	Non-Rep	1.00	\$ 97,053	\$ 28,761	\$ 125,814	1.00	\$ 98,509	\$ 31,728	\$ 130,237
Public Relations Specialist	Local 3758	1.00	47,744	20,177	67,921	1.00	49,913	21,471	71,384
Senior Graphic Designer	Local 3758	0.50	29,360	11,789	41,148	0.50	29,800	12,412	42,211
Administrative Assistant	Non-Rep	0.90	49,813	18,739	68,553	1.00	44,348	18,647	62,995
Graphic Designer	Local 3758	0.85	45,676	18,526	64,202	0.85	46,361	19,556	65,917
Graphic Designer	Local 3758	0.90	35,986	14,970	50,956	0.80	34,445	17,323	51,769
Communications Assistant	Local 3758	1.00	29,752	16,434	46,187	0.00	-	-	-
<b>Total</b>		<b>6.15</b>	<b>\$ 335,384</b>	<b>\$ 129,395</b>	<b>\$ 464,780</b>	<b>5.15</b>	<b>\$ 303,376</b>	<b>\$ 121,137</b>	<b>\$ 424,514</b>

**Highlighted Changes:**

- Salaries decreased 9.5% or \$32,008 due to elimination of Communications Assistant position.
- Benefits decreased by 6.4% or \$8,258 due to elimination of Communications Assistant position.
- Supplies increased by 12.0% or \$4,050 due to purchases of A-board and tents for libraries.
- Advertising decreased by 15.8% or \$5,200 due to 50<sup>th</sup> Anniversary in 2018 not recurring in 2019.
- Operating rentals increased by \$7,000 for the copier lease.

Timberland Regional Library 2019 Final Budget General Fund Communications							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 301,946	\$ 320,856	\$ 335,384	\$ 326,059	\$ 303,376	\$ (32,008)	-9.5%
Benefits	116,927	118,154	129,395	125,500	121,137	(8,258)	-6.4%
Supplies	24,539	13,337	33,650	27,000	37,700	4,050	12.0%
Equipment	602	1,563	-	-	-	-	n/a
Professional Services	30,292	32,817	61,480	40,000	54,480	(7,000)	-11.4%
Mileage	328	394	300	200	300	-	0.0%
Transportation	-	436	-	-	350	350	n/a
Lodging	-	382	-	-	400	400	n/a
Meals	-	345	-	500	125	125	n/a
Advertising	12,836	18,858	33,000	23,000	27,800	(5,200)	-15.8%
Operating Rentals	475	10,050	-	7,000	7,000	7,000	n/a
Repairs & Maintenance	17,852	17	2,000	50	1,000	(1,000)	-50.0%
Miscellaneous	24,459	20	-	30	-	-	n/a
Memberships	-	310	-	-	-	-	n/a
Registrations	542	349	1,004	500	2,050	1,046	104.2%
<b>Total Expenditures</b>	<b>\$ 530,799</b>	<b>\$ 517,888</b>	<b>\$ 596,213</b>	<b>\$ 549,839</b>	<b>\$ 555,719</b>	<b>\$ (40,494)</b>	<b>-6.8%</b>

## **Communications Department Overview**

**Responsible Manager: Jeff Kleingartner**

The Communications Department provides public relations, marketing, and communications for district programs, initiatives, updates, and special events. Communications is tasked with design and production of printed information and publicity materials, writing and communicating news releases, as well as determining methods to publicize and promote library programs and services.

**2018 Service Priority:** Promote the Library as a Community Gathering Place

### **2018 Notable Activities:**

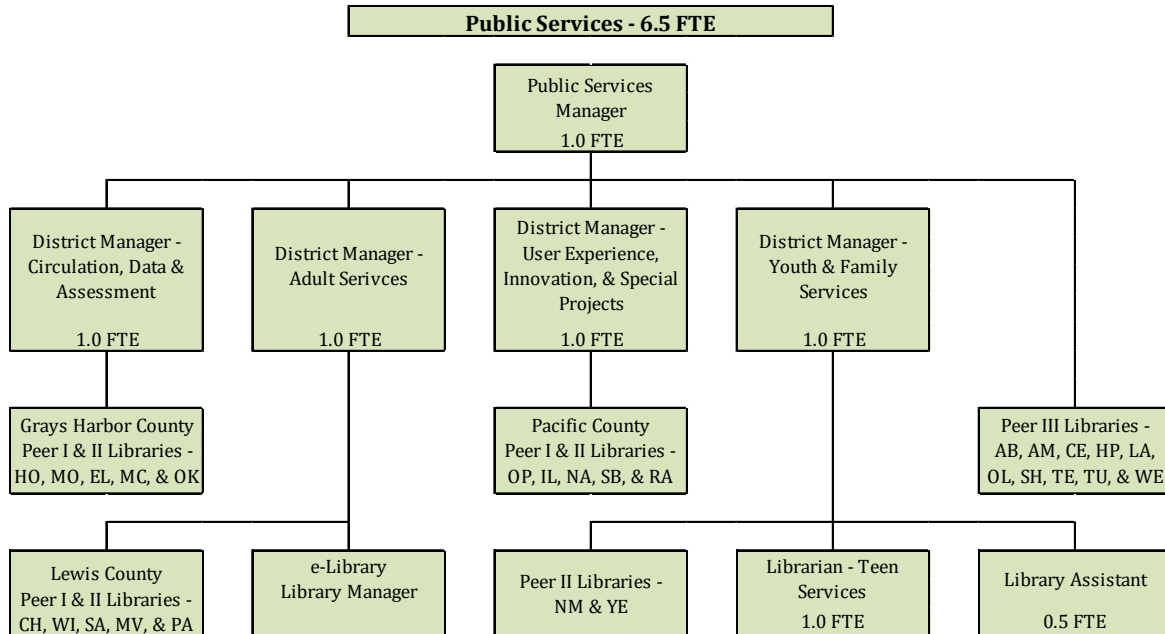
- Re-designed public website.
- Promoted TRL 50<sup>th</sup> Anniversary activities district-wide.
- Transitioned to monthly e-newsletter (previously every other month).
- Produced a Summer Library Program video.
- Created materials and publicity for 2017 Annual Report, Friends & Board Forum, Library in the Parks, and Summer Library Program.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

### **2019 Anticipated Activities:**

- Strengthen social media presence.
- Transition to new online event calendar software.
- Create materials related to 2020-2022 Strategic Plan, Patron Centered Advocacy Campaign, and Community Conversations
- Create materials and publicity for 2018 Annual Report, Friends & Board Forum, Library in the Parks, and Summer Library Program, and Timberland Reads Together.





Public Services Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Manager, Public Services	Non-Rep	1.00	\$ 109,235	\$ 33,170	\$ 142,404	1.00	\$ 90,150	\$ 30,186	\$ 120,336
District Manager	Local 3758-S	1.00	94,227	28,163	122,390	1.00	71,165	26,023	97,188
District Manager	Local 3758-S	1.00	86,231	26,474	112,705	1.00	90,150	28,568	118,717
District Manager	Local 3758-S	1.00	72,217	23,572	95,789	1.00	75,499	25,476	100,974
District Manager	Local 3758-S	1.00	70,114	24,963	95,076	1.00	75,499	27,094	102,593
Librarian	Local 3758	1.00	53,736	21,443	75,179	1.00	71,165	26,074	97,239
Library Assistant	Local 3758	0.50	33,487	17,164	50,651	0.50	16,019	10,747	26,766
<b>Total</b>		<b>6.50</b>	<b>\$ 519,247</b>	<b>\$ 174,949</b>	<b>\$ 694,195</b>	<b>6.50</b>	<b>\$ 489,647</b>	<b>\$ 174,166</b>	<b>\$ 663,813</b>

**Highlighted Changes:**

- Salaries decreased by 10.3% or \$58,460 due to employees entering positions at lower steps than their predecessors.
- Benefits decreased by 11.5% or \$22,580 due to employees entering positions at lower steps than their predecessors.
- Supplies increased by 17.0% or \$7,500 due to circulation and user experience pilot projects.
- Equipment increased by \$50,000 for replacement of library furniture in libraries with greatest need.
- Professional services decreased by 15.9% or \$8,300 due to discontinuation of collection agency services.
- Meals increased by 700.0% or \$7,000 for expenses related to the Community Engagement Initiative.
- Registrations increased 400.0% or \$8,000 for training opportunities for library staff.

<b>Timberland Regional Library 2019 Final Budget General Fund Public Services</b>							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 392,016	\$ 525,671	\$ 565,107	\$ 473,463	\$ 506,647	\$ (58,460)	-10.3%
Benefits	131,914	174,921	196,746	157,600	174,166	(22,580)	-11.5%
Supplies	32,849	28,751	44,000	44,000	51,500	7,500	17.0%
Equipment	3,299	2,216	-	8,500	50,000	50,000	n/a
Professional Services	62,844	75,538	64,500	55,000	56,200	(8,300)	-12.9%
Mileage	15,247	11,151	13,800	5,000	16,000	2,200	15.9%
Transportation	-	1,350	-	700	-	-	n/a
Lodging	-	2,129	-	600	-	-	n/a
Meals	-	1,297	1,000	5,000	8,000	7,000	700.0%
Advertising	250	500	-	-	-	-	n/a
Operating Rentals	45	-	-	300	500	500	n/a
Miscellaneous	350	-	-	-	-	-	n/a
Memberships	24	1,758	-	3,000	-	-	n/a
Registrations	5,420	1,035	2,000	500	10,000	8,000	400.0%
Capital	591	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 644,850</b>	<b>\$ 826,317</b>	<b>\$ 887,153</b>	<b>\$ 753,663</b>	<b>\$ 873,013</b>	<b>\$ (14,140)</b>	<b>-1.6%</b>

**Public Service Department Overview**

**Responsible Manager: Allison Grubbs**

Public Services Department is responsible for development, implementation, delivery, and assessment of programs and services for patrons of the district. Public Services is tasked with providing high quality library programs, developing resources for patrons that respond to current and emerging technologies, and interacting with the public, community groups, and other outside organizations.

**2018 Service Priority:** Foster a Supportive Work Environment

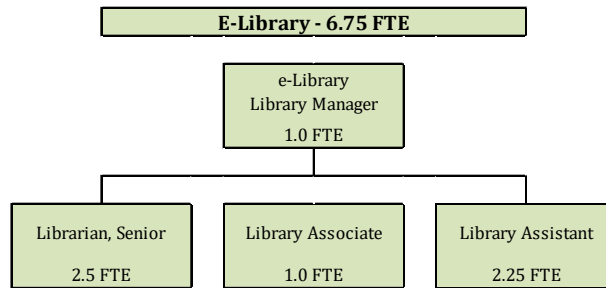
**2018 Notable Activities:**

- Continued and expanded the MyTRL partnership with school districts within ESD113. This provides all students within the school district an e-library card number, so that they may access all TRL digital resources for educational and personal enrichment.

- Conducted the pilot project “Explore/Explorer TRL” to provide free books for youth in spaces books are not normally found such as public transit buses, laundromats, and food banks.
- Prepared for 2019 District-wide focus on early literacy:
  - Created project teams to develop trainings.
  - Recruited staff to act as mentors.
  - Recruited Adult Services staff to participate.

**2019 Service Priority: Strengthen Families and Youth****2019 Anticipated Activities:**

- Continue to offer MyTRL partnership with school districts. Explore opportunity for students to access more than just digital resources with their e-library card.
- Expand “Explore/Explorer TRL” book boxes throughout the district.
- Implement District-wide focus on early literacy:
  - Collaborate with Adult Services staff.
  - Explore new staffing model to create teams of staff that can provide regional programming, rather than branch-specific programming.
  - Educate staff on the intersection of homelessness and youth in our communities, and the programming we can do to have the highest positive impact.
- District-wide focus on relationships with the local tribal nations.



E-Library Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager	Local 3758-S	1.00	\$ 58,719	\$ 20,661	\$ 79,380	1.00	\$ 61,387	\$ 22,338	\$ 83,725
Librarian, Senior	Local 3758	1.00	72,217	23,513	95,730	1.00	73,301	24,918	98,219
Librarian, Senior	Local 3758	0.50	36,109	8,712	44,821	0.50	36,650	9,156	45,806
Librarian, Senior	Local 3758	1.00	72,217	23,513	95,730	1.00	73,301	24,918	98,219
Library Associate	Local 3758	1.00	43,693	19,321	63,014	1.00	45,678	20,553	66,232
Library Associate	Local 3758	0.50	20,592	14,242	34,834	0.00	-	-	-
Library Assistant	Local 3758	0.00	-	-	-	0.60	17,592	10,784	28,375
Library Assistant	Local 3758	0.75	14,876	8,980	23,857	0.75	23,329	13,632	36,961
Library Assistant	Local 3758	1.00	22,984	12,817	35,800	1.00	36,059	18,470	54,529
<b>Total</b>		<b>6.75</b>	<b>\$ 341,408</b>	<b>\$ 131,758</b>	<b>\$ 473,166</b>	<b>6.85</b>	<b>\$ 367,297</b>	<b>\$ 144,769</b>	<b>\$ 512,066</b>

**Highlighted Changes:**

- Salaries increased by 21.0% or \$63,750 due to step increases and 2019 COLA.
- Benefits increased by 31.7% or \$34,808 due to an increase in medical insurance costs.

Timberland Regional Library 2019 Final Budget General Fund E-Library							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 286,720	\$ 308,500	\$ 303,547	\$ 343,619	\$ 367,297	\$ 63,750	21.0%
Benefits	96,610	100,256	109,961	122,300	144,769	34,808	31.7%
Supplies	36	2,005	1,200	1,300	1,200	-	0.0%
Equipment	302	2,064	-	-	-	-	n/a
Professional Services	-	7,764	-	200	100	100	n/a
Mileage	1,114	3,823	-	500	600	600	n/a
Transportation	-	735	-	-	-	-	n/a
Lodging	-	631	-	-	-	-	n/a
Meals	-	483	-	-	-	-	n/a
Repairs & Maintenance	55	-	-	-	-	-	n/a
Registrations	-	3,282	700	300	700	-	0.0%
Capital	1,647	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 386,483</b>	<b>\$ 429,540</b>	<b>\$ 415,408</b>	<b>\$ 468,219</b>	<b>\$ 514,666</b>	<b>\$ 99,258</b>	<b>23.9%</b>

## **E-Library Overview**

**Responsible Manager: Carisa Sullivan**

**2018 Service Priority:** Support Community Engagement through Culture, History, and the Arts

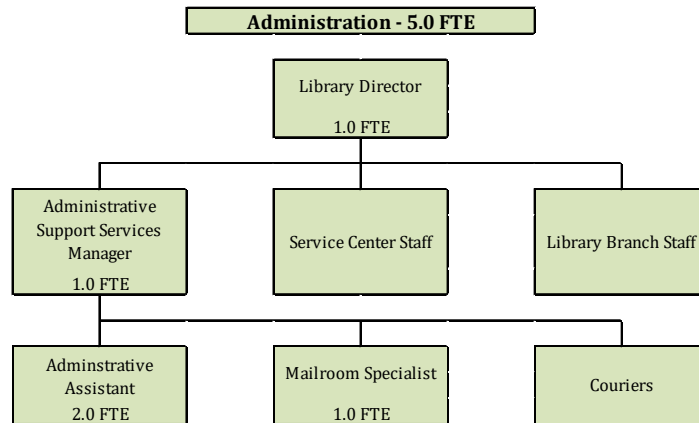
**2018 Notable Activities:**

- Provided outreach at WA State Department of Retirement highlighting ebooks and library apps.
- Participated in the design of the new TRL public website.
- Conducted visits with MyTRL schools and ORLA (Olympia Regional Learning Academy – Homeschooling).
- Participated in Rapid Response events for Thurston County and Workforce Development.
- Participated in TechXpo Fall 2018 in collaboration with Adult Coding Group.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Work in partnership with district wide initiatives for MyTRL and HS 21+.
- Utilize Niche Academy as an additional tool, in conjunction with periodic site visitations, and virtual collaborations to help augment staff trainings with resources and tech.
- Work with smaller branches to provide Book a Librarian services for community.
- Work in conjunction with Public Services to apply best practices and tools for community engagement initiatives and participation in future mobile services.



Administration Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Director	Non-Rep	1.00	\$ 134,477	\$ 36,668	\$ 171,145	1.00	\$ 138,511	\$ 39,043	\$ 177,554
Admin Support Services Mgr	Non-Rep	1.00	66,088	22,218	88,306	1.00	84,975	27,447	112,421
Administrative Assistant	Non-Rep	1.00	45,004	17,822	62,825	1.00	45,679	19,016	64,695
Administrative Assistant	Non-Rep	1.00	41,184	18,791	59,975	1.00	44,348	20,265	64,613
Mailroom Specialist	Local 3758	1.00	42,420	17,217	59,637	1.00	43,057	18,367	61,424
<b>Total</b>		<b>5.00</b>	<b>\$ 329,174</b>	<b>\$ 112,715</b>	<b>\$ 441,889</b>	<b>5.00</b>	<b>\$ 356,569</b>	<b>\$ 124,139</b>	<b>\$ 480,708</b>

**Highlighted Changes:**

- Salaries increased 8.3% or \$27,395 due to step increases and 2018 COLA.
- Benefits increased 10.1% or \$11,424 due to an increase in medical insurance costs.
- Supplies decreased by 13.0% or \$6,570 due to volunteer appreciation and library training day costs being moved to library budgets.
- Meals and operating rentals increased due to costs related to quarterly administrative retreats.
- Memberships increased by 12.2% or \$1,815 due to new Public Libraries of WA memberships.

<b>Timberland Regional Library 2019 Final Budget General Fund Administration</b>							
<b>Expenditures</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Year End Estimate</b>	<b>2019 Final Budget</b>	<b>18 Adopted - 19 Final</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries	\$ 286,231	\$ 325,190	\$ 329,174	\$ 356,143	\$ 356,569	\$ 27,395	8.3%
Benefits	92,306	104,615	112,715	111,700	124,139	11,424	10.1%
Supplies	11,374	23,147	50,370	25,000	43,800	(6,570)	-13.0%
Equipment	4,040	3,880	-	-	-	-	n/a
Professional Services	-	29,604	24,000	25,000	24,000	-	0.0%
Mileage	4,633	2,234	2,700	2,700	2,700	-	0.0%
Transportation	-	659	-	200	-	-	n/a
Lodging	-	727	1,350	3,500	1,350	-	0.0%
Meals	-	5,008	210	7,000	1,210	1,000	476.2%
Operating Rentals	2,875	232	-	700	1,000	1,000	n/a
Repairs & Maintenance	5,821	-	-	-	-	-	n/a
Miscellaneous	-	145	-	500	-	-	n/a
Memberships	137	13,893	14,872	8,500	16,687	1,815	12.2%
Registrations	1,002	2,592	795	1,500	795	-	0.0%
Capital	2,387	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 410,807</b>	<b>\$ 511,926</b>	<b>\$ 536,186</b>	<b>\$ 542,443</b>	<b>\$ 572,250</b>	<b>\$ 36,064</b>	<b>6.7%</b>

**Administration Department Overview**

**Responsible Manager: Cheryl Heywood, Director**

Administration Department is led by the Library Director who reports directly to the Board of Trustees. Administration Department plans, coordinates, and directs TRL's operations, activities, programs, services, and personnel. Administration is tasked with ensuring delivery of high quality programs and services to the communities it serves; directs the planning, development, and implementation of the District's strategic plan and annual action plans; and markets and explains the variety of services provided by TRL.

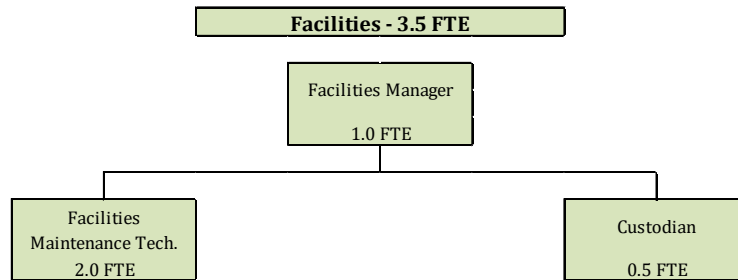
**2018 Notable Activities:**

- Started Community ASK Questionnaire focusing on the 2020-2022 Strategic Plan
- Began implementation of Career Connected Learning grant with PacMtn Workforce Development Council.
- Implemented I-DEA and HS 21+ grants with local community colleges, the State Board of Community and Technical Colleges, and the Washington State Library.

**2019 Anticipated Activities:**

- Continue Career Connected Learning grant with PacMtn Workforce Development Council.
- Continue I-DEA and HS 21+ grants with local community colleges, the State Board of Community and Technical Colleges, and the Washington State Library.
- Partner with Seattle Public Library Foundation and other public library foundations to raise awareness and private donations.





Facilities Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Facilities Manager	Non-Rep	1.00	\$ 83,720	\$ 26,432	\$ 110,151	1.00	\$ 90,150	\$ 31,869	\$ 122,019
Facilities Maintenance Tech	Local 3758	1.00	39,984	16,836	56,820	1.00	43,057	21,532	64,589
Facilities Maintenance Tech	Local 3758	1.00	41,184	17,444	58,628	1.00	43,057	21,668	64,725
Custodian	Local 3758	0.50	14,022	9,233	23,255	0.50	14,660	11,360	26,020
<b>Total</b>		<b>3.50</b>	<b>\$ 178,910</b>	<b>\$ 69,944</b>	<b>\$ 248,854</b>	<b>3.50</b>	<b>\$ 190,923</b>	<b>\$ 86,428</b>	<b>\$ 277,352</b>

**Highlighted Changes:**

- Salaries increased 6.7% or \$12,013 due to step increases and 2019 COLA.
- Benefits increased by 23.6% or \$16,484 due to increases in medical premiums.
- Equipment increased by \$30,000 for new computer desks in libraries.
- Utilities decreases by 13.3% or \$10,000 due to an analysis of utilities costs at the Service Center.
- Repairs and maintenance decreased by 84.0% or \$105,000 due to a reduction emergency repairs budget. Future large emergency repairs will be included in a supplemental budget request.

Timberland Regional Library 2019 Final Budget General Fund Facilities							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 163,499	\$ 175,924	\$ 178,910	\$ 181,703	\$ 190,923	\$ 12,013	6.7%
Benefits	60,856	73,142	69,944	76,300	86,428	16,484	23.6%
Supplies	23,758	41,566	60,000	30,000	40,000	(20,000)	n/a
Equipment	5,211	690	-	2,500	30,000	30,000	n/a
Professional Services	67,423	23,890	31,500	22,000	31,500	-	0.0%
Communications	2,207	-	-	-	-	-	n/a
Mileage	1,661	535	-	100	-	-	n/a
Lodging	-	520	1,500	1,500	1,500	-	0.0%
Meals	-	392	1,000	1,000	100	(900)	-90.0%
Operating Rentals	74,716	68,896	74,040	75,000	74,040	-	0.0%
Utilities	62,259	62,812	75,000	63,000	65,000	(10,000)	-13.3%
Repairs & Maintenance	3,417	279	125,000	3,000	20,000	(105,000)	-84.0%
Miscellaneous	631	40	-	200	-	-	n/a
Memberships	-	145	400	400	400	-	0.0%
Registrations	20	140	60	120	300	240	400.0%
Intergovernmental	399	-	-	300	-	-	n/a
Capital	3,972	5,257	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 470,029</b>	<b>\$ 454,228</b>	<b>\$ 617,354</b>	<b>\$ 457,123</b>	<b>\$ 540,192</b>	<b>\$ (77,162)</b>	<b>-12.5%</b>

**Facilities Department Overview**

**Responsible Manager: LG Nelson**

The Facilities Department is responsible for maintenance of TRL-owned buildings, managing and coordinating facilities-related projects, overseeing grounds maintenance, and managing professional services contracts related to repairs and maintenance of buildings.

**2018 Service Priority:** Foster a Supportive Work Environment

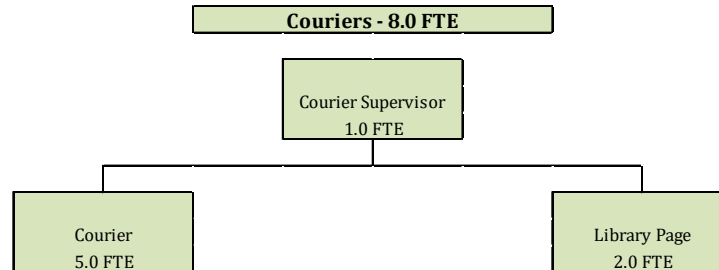
**2018 Notable Activities:**

- Installed new kiosk location in Hawks Prairie.
- Completed North Mason Timberland Library ADA ramp, tree removal, and new electronic sign installation.
- Completed tree removal at Packwood Timberland Library.
- Began space planning at Lacey and Olympia Timberland libraries.
- Completed LED light upgrades and service desk remodel at Naselle Timberland Library.
- Completed Administrative Service Center remodel.
- Installed emergency generator at Administrative Service Center.

**2019 Service Priority:** Foster a Supportive Work Environment

**2019 Anticipated Activities:**

- Repair parking lot at Administrative Service Center.
- Work with Board of Trustees and Administration on updated service points.



Courier Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Courier Supervisor	Local 3758-S	1.00	\$ 52,171	\$ 13,640	\$ 65,811	1.00	\$ 52,953	\$ 13,029	\$ 65,982
Courier	Local 3758	1.00	42,420	17,705	60,125	1.00	43,057	19,853	62,910
Courier	Local 3758	1.00	32,512	16,459	48,971	1.00	35,008	16,624	51,633
Courier	Local 3758	1.00	32,512	18,354	50,865	1.00	33,989	16,484	50,474
Courier	Local 3758	1.00	42,420	18,612	61,033	1.00	43,057	18,449	61,505
Courier	Local 3758	1.00	42,420	20,388	62,809	1.00	43,057	19,986	63,042
Library Page	Local 3758	1.00	31,318	16,207	47,525	1.00	32,038	15,981	48,018
Library Page	Local 3758	0.50	12,643	9,177	21,819	0.50	13,217	10,140	23,357
Library Page	Local 3758	0.50	12,643	8,984	21,627	0.50	13,217	8,901	22,118
<b>Total</b>		<b>8.00</b>	<b>\$ 301,059</b>	<b>\$ 139,526</b>	<b>\$ 440,584</b>	<b>8.00</b>	<b>\$ 309,593</b>	<b>\$ 139,447</b>	<b>\$ 449,040</b>

**Highlighted Changes:**

- Salaries increased by 2.8% or \$8,534 due to step increases and 2019 COLA.
- Fuel increased by 14.6% or \$7,000 due to increases in fuel costs.
- Repairs and maintenance increased by 50.0% or \$5,000.

Timberland Regional Library 2019 Final Budget General Fund Couriers							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 324,875	\$ 323,008	\$ 301,059	\$ 337,023	\$ 309,593	\$ 8,534	2.8%
Benefits	124,469	125,363	139,526	136,000	139,447	(79)	-0.1%
Supplies	503	403	1,900	300	1,900	-	0.0%
Fuel	42,591	45,399	48,000	52,000	55,000	7,000	14.6%
Equipment	54	-	-	-	-	-	n/a
Professional Services	-	298	-	-	-	-	n/a
Mileage	41	9	-	-	-	-	n/a
Repairs & Maintenance	8,459	8,054	10,000	15,000	15,000	5,000	50.0%
Memberships	-	5	1,500	2,155	1,500	-	0.0%
Registrations	15	-	-	-	-	-	n/a
Capital	69,561	96,653	38,000	50,000	35,000	(3,000)	-7.9%
<b>Total Expenditures</b>	<b>\$ 570,569</b>	<b>\$ 599,192</b>	<b>\$ 539,985</b>	<b>\$ 592,478</b>	<b>\$ 557,440</b>	<b>\$ 17,455</b>	<b>3.2%</b>

## **Courier Department Overview**

**Responsible Manager: Brenda Lane**

The Courier Department sorts, delivers, and picks up library books and materials between the Administrative Service Center and the libraries, kiosks, and book drops throughout the district. The Courier Department is tasked with the efficient and safe transportation of library books, materials, equipment and supplies across the district's five-county region.

**2018 Service Priority:** Foster a Supportive Work Environment

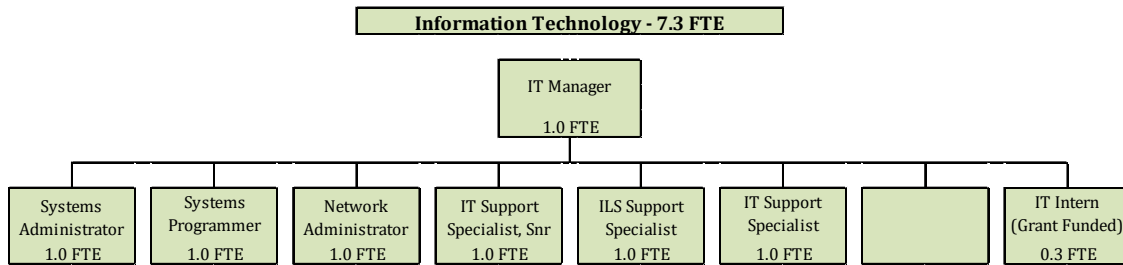
**2018 Notable Activities:**

- Updated process for sorting materials.
- Piloted smaller, fuel-efficient transit vans for Pacific County route.

**2019 Service Priority:** Foster a Supportive Work Environment

**2019 Anticipated Activities:**

- Analyze ergonomics of sorting and transporting functions.
- Redesign courier routes for efficiencies and cost savings.
- Conduct full analysis of sorting process and materials transportation.



Information Technology Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Information Technology Mgr	Non-Rep	1.00	\$ 94,227	\$ 28,163	\$ 122,390	1.00	\$ 98,509	\$ 30,378	\$ 128,887
Systems Administrator	Non-Rep	1.00	81,280	24,225	105,506	1.00	82,500	28,260	110,760
Systems Programmer	Non-Rep	1.00	81,280	25,428	106,708	1.00	82,500	26,911	109,410
Network Administrator	Non-Rep	1.00	81,280	27,263	108,543	1.00	82,500	28,529	111,029
IT Support Specialist, Senior	Non-Rep	1.00	81,280	25,428	106,708	1.00	67,080	24,920	92,000
ILS Analyst/Support Specialist	Non-Rep	1.00	72,217	25,348	97,565	1.00	73,301	26,536	99,837
IT Support Specialist	Non-Rep	1.00	66,088	24,112	90,201	1.00	67,080	25,270	92,350
IT Intern - Grant Funded	Non-Rep	0.00	-	-	-	0.30	11,554	2,764	14,319
<b>Total</b>		<b>7.00</b>	<b>\$ 557,654</b>	<b>\$ 179,967</b>	<b>\$ 737,622</b>	<b>7.30</b>	<b>\$ 565,023</b>	<b>\$ 193,570</b>	<b>\$ 758,592</b>

**Highlighted Changes:**

- Salaries increased by 1.3% or \$7,369 due to 2019 COLA.
- Benefits increase by 7.6% or \$13,603 due to increase in medical premiums.
- Supplies decreased by 78.1% or \$7,150 due to fewer requested IT items by libraries.
- Equipment increased by 126.6% or \$48,500 due to replacement of children's AWE stations with i-Pads.
- Professional services decreased by 18.0% or \$33,800 due to non-renewal of some software services.
- Communications increased by 2.7% or \$5,000 due to increased data network costs and additional cell phone costs.
- Operating rentals increased by \$29,000 for lease of new copiers for libraries.
- Capital expenditures increased by 97.0% or \$144,500 for new leased self-checkout stations.

<b>Timberland Regional Library 2019 Final Budget General Fund Information Technology</b>							
<b>Expenditures</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Year End Estimate</b>	<b>2019 Final Budget</b>	<b>18 Adopted - 19 Final</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries	\$ 532,455	\$ 529,843	\$ 557,654	\$ 543,688	\$ 565,023	\$ 7,369	1.3%
Benefits	173,246	165,855	179,967	178,000	193,570	13,603	7.6%
Supplies	32,570	41,862	9,150	60,000	2,000	(7,150)	-78.1%
Equipment	20,044	158,950	38,300	170,000	86,800	48,500	126.6%
Professional Services	35,305	435,361	187,500	400,000	153,700	(33,800)	-18.0%
Communications	189,113	180,816	185,000	140,000	190,000	5,000	2.7%
Mileage	990	1,944	2,000	200	500	(1,500)	-75.0%
Operating Rentals	-	-	-	-	29,000	29,000	n/a
Repairs & Maintenance	222,437	11,607	334,775	1,500	357,700	22,925	6.8%
Miscellaneous	435	5	-	-	-	-	n/a
Memberships	51	-	-	-	-	-	n/a
Registrations	4,557	-	6,200	160	1,350	(4,850)	-78.2%
Capital	179,021	89,392	149,000	140,000	293,500	144,500	97.0%
<b>Total Expenditures</b>	<b>\$1,390,221</b>	<b>\$1,615,635</b>	<b>\$1,649,546</b>	<b>\$ 1,633,548</b>	<b>\$1,873,142</b>	<b>\$ 223,596</b>	<b>13.6%</b>

**Information Technology Department Overview**

**Responsible Manager: Josh Jordan**

Information Technology Department provides computer services for the entire district and maintains the telecommunications, hardware, software, and internet services. Information Technology is tasked with ensuring high quality computer and internet services, managing the District's integrated library system, providing technical support, and monitoring the security of the District's technology systems.

**2018 Service Priority:** Enhance Technology

**2018 Notable Activities:**

- Implemented IT Security Policy.
- Began replacing public access computers with thin clients and virtual desktops.
- Implemented new just-in-time process for printing toner at all branches.
- Started transition from printers to copiers to save money on printing costs.

- Launched new public website

**2019 Service Priority:** Enhance Technology

**2019 Anticipated Activities:**

- Replace children's AWE stations in libraries with iPads.
- Install new self-checkout stations in libraries.
- Implement new calendar software to replace Evanced.
- Add 20 new cost-saving copiers to replace printers.
- Pilot jet-packs for checkout to allow patrons access to internet at home.

## Fleet

**Highlighted Changes:**

- Fuel increased by 33.3% or \$3,000 due to increase of vehicles added to the fleet in 2018.
- Repairs and maintenance increased by 100.0% or \$6,000 due to increase of vehicles added to the fleet.

Timberland Regional Library 2019 Final Budget General Fund Fleet							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Supplies	-	985	500	1,000	1,000	500	100.0%
Fuel	4,266	9,957	9,000	12,000	12,000	3,000	33.3%
Repairs & Maintenance	4,636	3,253	6,000	8,000	12,000	6,000	100.0%
Miscellaneous	-	-	-	106	-	-	n/a
Memberships	-	-	700	41	1,500	800	114.3%
Capital	5,600	68,457	-	32,000	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 14,501</b>	<b>\$ 82,652</b>	<b>\$ 16,200</b>	<b>\$ 53,147</b>	<b>\$ 26,500</b>	<b>\$ 10,300</b>	<b>63.6%</b>



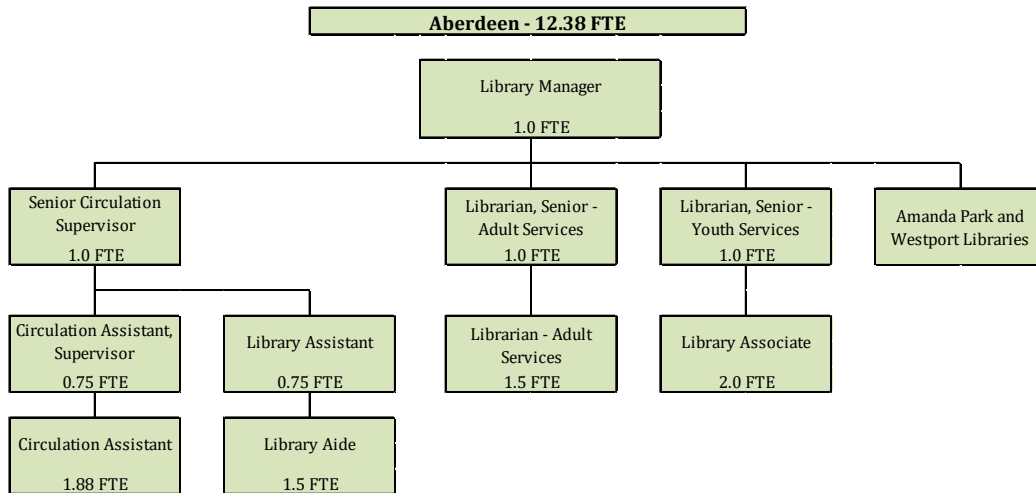
# **TRL Library Branch Budgets**

# Grays Harbor County

## Library Budgets

Timberland Regional Library 2019 Final Budget General Fund Revenues Grays Harbor County Libraries							
Revenue Type	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Property Tax	\$ 2,054,122	\$ 1,964,709	\$ 2,009,900	\$ 1,995,000	\$ 2,040,000	\$ 30,100	1.5%
Sale of Tax Title Property	-	7,095	-	1,600	-	-	n/a
Leasehold Tax	21,366	13,845	11,000	14,000	11,000	-	0.0%
Timber Excise Tax	133,725	184,143	170,000	170,000	170,000	-	0.0%
In Lieu of Taxes	3,312	783	2,000	-	2,000	-	0.0%
DNR Trust	56,561	88,481	80,000	100,000	80,000	-	0.0%
DNR In Lieu of Taxes	-	3,144	-	-	-	-	n/a
Forest Board Interest	-	143	50	100	50	-	0.0%
Forest Board Rentals	9	140	20	120	20	-	0.0%
Other Rentals	-	-	-	-	-	-	n/a
Timber Sales - State	3,724	33,439	60,000	20,000	20,000	(40,000)	-66.7%
Timber Sales - County	120,947	208,651	100,000	150,000	150,000	50,000	50.0%
<b>Total Revenues</b>	<b>\$ 2,393,766</b>	<b>\$ 2,504,574</b>	<b>\$ 2,432,970</b>	<b>\$ 2,450,820</b>	<b>\$ 2,473,070</b>	<b>\$ 40,100</b>	<b>1.6%</b>

Timberland Regional Library 2019 Final Budget General Fund Expenditures Grays Harbor County Libraries							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 1,325,326	\$ 1,376,139	\$ 1,433,891	\$ 1,386,829	\$ 1,487,805	\$ 53,914	3.8%
Benefits	507,856	515,170	558,066	538,100	614,353	56,287	10.1%
Supplies	4,364	13,083	10,400	19,000	23,800	13,400	128.8%
Equipment	6,849	1,987	-	750	-	-	n/a
Professional Services	66,641	68,439	95,705	85,800	107,275	11,570	12.1%
Communications	9,612	13,344	13,190	15,300	15,360	2,170	16.5%
Mileage	10,494	4,878	6,870	4,300	6,870	-	0.0%
Transportation	-	90	-	-	-	-	n/a
Lodging	-	1,161	-	650	-	-	n/a
Meals	-	853	-	-	-	-	n/a
Operating Rentals	556	554	546	802	546	-	0.0%
Utilities	15,057	19,468	22,600	18,500	20,000	(2,600)	-11.5%
Repairs & Maintenance	9,401	3,519	-	25	-	-	n/a
Miscellaneous	-	-	-	-	-	-	n/a
Memberships	-	2,054	455	515	455	-	0.0%
Registrations	475	877	8,500	2,350	8,500	-	0.0%
Intergovernmental	22	-	-	-	-	-	n/a
Capital	2,990	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,959,643</b>	<b>\$ 2,021,616</b>	<b>\$ 2,150,223</b>	<b>\$ 2,072,921</b>	<b>\$ 2,284,964</b>	<b>\$ 134,741</b>	<b>6.3%</b>



Aberdeen Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Senior	Local 3758-S	1.00	\$ 72,217	\$ 25,315	\$ 97,533	1.00	\$ 71,165	\$ 26,074	\$ 97,239
Librarian, Senior - AS	Local 3758-S	1.00	72,217	25,315	97,533	1.00	73,301	26,536	99,837
Librarian, Senior - YS	Local 3758-S	1.00	57,009	22,102	79,111	1.00	61,387	23,956	85,343
Senior Circulation Supervisor	Local 3758-S	1.00	52,171	21,080	73,250	1.00	49,913	21,552	71,465
Librarian - AS	Local 3758	1.00	46,354	18,107	64,460	1.00	49,913	19,934	69,847
Librarian - AS	Local 3758	0.75	31,815	14,742	46,557	0.50	23,524	12,373	35,897
Circulation Assistant, Supervisor	Local 3758	0.50	23,177	5,980	29,157	0.75	33,261	15,784	49,045
Library Associate	Local 3758	1.00	42,420	19,052	61,472	1.00	45,678	20,553	66,232
Library Associate	Local 3758	1.00	46,354	19,883	66,237	1.00	49,913	21,471	71,384
Library Assistant	Local 3758	0.00	-	-	-	0.75	30,438	7,981	38,419
Circulation Assistant	Local 3758	0.63	19,728	5,300	25,028	0.63	21,243	11,911	33,154
Circulation Assistant	Local 3758	0.63	24,263	6,259	30,522	0.63	20,624	13,345	33,969
Circulation Assistant	Local 3758	0.63	24,263	11,908	36,171	0.63	18,874	11,397	30,271
Library Aide	Local 3758	0.75	18,144	11,140	29,284	0.75	18,967	12,688	31,655
Library Aide	Local 3758	0.75	18,144	11,853	29,997	0.75	19,538	13,928	33,466
<b>Total</b>		<b>11.63</b>	<b>\$ 548,275</b>	<b>\$ 218,036</b>	<b>\$ 766,312</b>	<b>12.38</b>	<b>\$ 587,742</b>	<b>\$ 259,482</b>	<b>\$ 847,224</b>

**Highlighted Changes:**

- Salaries increased by 7.4% or \$40,467 due to step increases, 2019 COLA and Library Assistant positions from Amanda Park and Westport being combined into one position at Aberdeen.
- Benefits increased by 19.0% or \$41,446 due to increase in medical premiums and addition of Library Assistant.
- Supplies increased by 150.0% or \$4,200 due to printer toner budget being allocated to library budget.
- Professional services increased by 17.8% or \$10,800 due to increase in security costs.

<b>Timberland Regional Library 2019 Final Budget General Fund Aberdeen</b>							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 505,722	\$ 533,965	\$ 550,275	\$ 506,487	\$ 590,742	\$ 40,467	7.4%
Benefits	190,773	205,709	218,036	211,000	259,482	41,446	19.0%
Supplies	3,372	3,439	2,800	4,800	7,000	4,200	150.0%
Equipment	982	-	-	-	-	-	n/a
Professional Services	44,216	47,606	60,750	62,000	71,550	10,800	17.8%
Communications	828	936	1,050	1,000	900	(150)	-14.3%
Mileage	3,844	958	1,500	1,600	2,000	500	33.3%
Lodging	-	901	-	150	-	-	n/a
Meals	-	648	-	-	-	-	n/a
Repairs & Maintenance	2,428	760	-	-	-	-	n/a
Memberships	-	1,654	-	-	-	-	n/a
Registrations	110	682	1,000	1,000	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 752,275</b>	<b>\$ 797,258</b>	<b>\$ 835,411</b>	<b>\$ 788,037</b>	<b>\$ 932,674</b>	<b>\$ 97,263</b>	<b>11.6%</b>

**Aberdeen Timberland Library Overview**

**Responsible Manager: Stephenie Reece**

**2018 Service Priority:** Support Local Economies

**2018 Notable Activities:**

- In partnership with WorkSource, the library hosted an AmeriCorps volunteer dedicated to assisting patrons with individual basic resume questions and cover letter skills, along with WorkSource website help during the months of May and June.
- Participated at the Aberdeen High School and GHC transition fair for high school students to promote library services and resources for homework, college, and career goals.
- Conducted library tours and presentations for high school student classes to promote how to access library services and resources
- Library Manager attended Business After Hours events to network, assess needs and grow connections with local businesses

**Library Overview Continued:**

**2019 Service Priority:** Enhance Collections and Technology

**2019 Anticipated Activities:**

- Use data from Library Analytics reports to improve circulation of and patron engagement with local collections
- Implement the Aberdeen Library Makerspace project using funds provided by the Marian J. Weatherwax Charitable Trust
- The Aberdeen Library's Marketing team will meet quarterly to assess and coordinate action items to promote and display collections
- TRL will loan Chromebooks to HS 21+ students seeking to earn their High School Diploma through a partnership with Grays Harbor College.

<b>Aberdeen Performance Measures</b>				
<b>Measure</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual*</b>	<b>Target</b>
Average Daily Budget	\$ 3,882	\$ 4,308	\$ 4,295	
Average Daily Circulation	527	463	411	500
Average Daily Borrowers	124	109	103	150
Average Daily Cost per Borrower	\$ 31.31	\$ 39.52	\$ 41.70	\$ 36.00
Average Cost per Circulation	\$ 7.37	\$ 9.30	\$ 10.45	\$ 3.33
Average Daily Overdrive Circulation	55	68	79	
Average Daily Internet Sessions	114	115	130	
Average Programs per Month	14	15	16	

\*Results through 09/30/2018

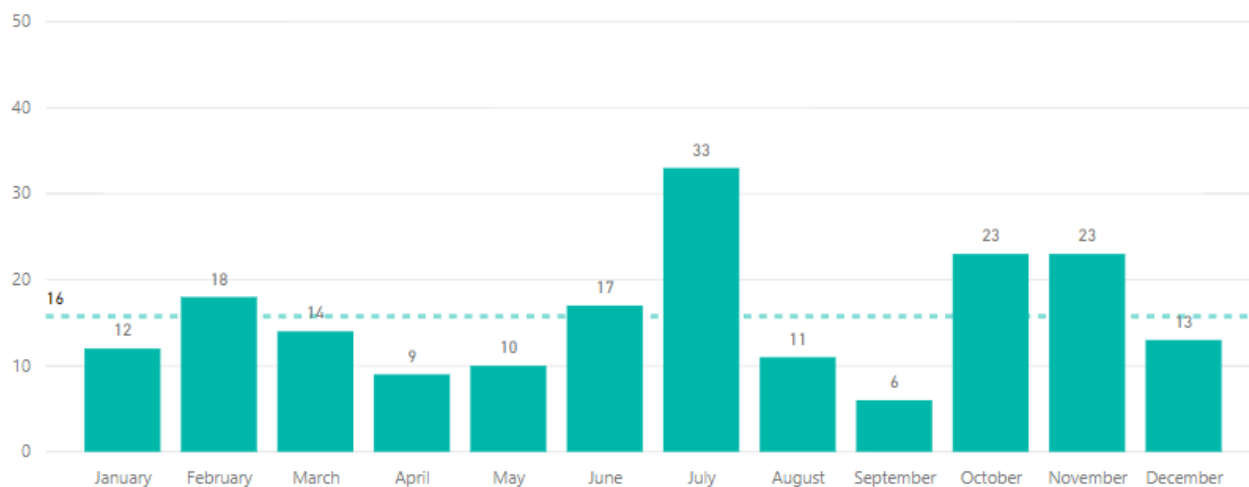
Hours Open per Week

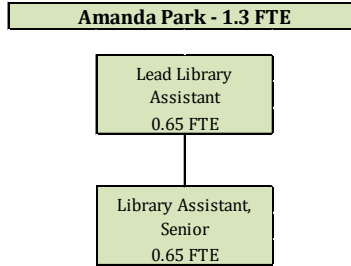
49

Population, Service Area

23,514 2017B Census Est. (Geography: 98520 Aberdeen)

**2018 Aberdeen Programs by Month**





Amanda Park Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Lead Library Assistant	Local 3758	0.65	\$ 24,498	\$ 12,148	\$ 36,646	0.65	\$ 26,380	\$ 14,993	\$ 41,373.04
Library Assistant, Senior	Local 3758	0.65	21,766	5,741	27,507	0.65	23,438	6,397	29,834.98
Library Assistant	Local 3758	0.25	7,661	1,772	9,433	0.00	-	-	-
<b>Total</b>		<b>1.55</b>	<b>\$ 53,926</b>	<b>\$ 19,661</b>	<b>\$ 73,587</b>	<b>1.30</b>	<b>\$ 49,819</b>	<b>\$ 21,389</b>	<b>\$ 71,208</b>

**Highlighted Changes:**

- Salaries decreased by 7.5% or \$4,107 due to Library Assistant position move to Aberdeen.
- Benefits increased by 8.8% or \$1,728 due to increase in medical insurance costs.

Timberland Regional Library 2019 Final Budget General Fund Amanda Park							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 52,824	\$ 54,642	\$ 54,926	\$ 57,233	\$ 50,819	\$ (4,107)	-7.5%
Benefits	18,903	19,329	19,661	21,400	21,389	1,728	8.8%
Supplies	419	1,903	900	2,000	1,600	700	77.8%
Equipment	606	1,987	-	-	-	-	n/a
Professional Services	4,804	4,755	7,275	5,000	7,675	400	5.5%
Communications	1,413	1,283	1,400	1,400	1,400	-	0.0%
Mileage	1,730	543	1,000	200	500	(500)	-50.0%
Lodging	-	260	-	500	-	-	n/a
Meals	-	45	-	-	-	-	n/a
Operating Rentals	114	116	116	116	116	-	0.0%
Utilities	2,914	3,838	5,100	4,500	5,000	(100)	-2.0%
Repairs & Maintenance	966			25		-	n/a
Registrations	-	-	500	300	500	-	0.0%
Intergovernmental	22	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 84,716</b>	<b>\$ 88,701</b>	<b>\$ 90,878</b>	<b>\$ 92,674</b>	<b>\$ 88,999</b>	<b>\$ (1,879)</b>	<b>-2.1%</b>

**Amanda Park Timberland Library Overview**

**Responsible Manager: Stephenie Reece**

**2018 Service Priority:** Support Local Economies

**2018 Notable Activities:**

- Visited the local high school to present information on how to access library services and resources for homework, college, and career goals.
- Staff provided one-on-one aid to patrons who needed help with resumes, and job searches.
- Staff introduced patrons to online resources including databases and government outreach.
- Library Manager attends Grays Harbor Council of Governments meetings to learn about community needs and present information about library resources

**2019 Service Priority:** Enhance Collections and Technology

**2019 Anticipated Activities:**

- Continue to assess and coordinate action items to promote and display collections
- Use data from Library Analytics reports to improve circulation of and patron engagement with local collections
- Analyze TRL's collection assessments for potential improvement of current collections
- Continue to expand opportunities for Youth STEAM activities to include open-ended construction, science, and coding activities.
- Work with TRL User Experience and Adult Services District Managers to improve services at the Amanda Park Library
- TRL will loan Chromebooks to HS 21+ students seeking to earn their High School Diploma through a partnership with Grays Harbor College.

<b>Amanda Park Performance Measures</b>				
<b>Measure</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual*</b>	<b>Target</b>
Average Daily Budget	\$ 499	\$ 514	516	
Average Daily Circulation	52	46	46	55
Average Daily Borrowers	14	13	13	15
Average Daily Cost per Borrower	\$ 35.64	\$ 39.54	\$ 39.69	\$ 34.00
Average Cost per Circulation	\$ 9.60	\$ 11.17	\$ 11.22	\$ 9.38
Average Daily Overdrive Circulation	3	3	4	
Average Daily Internet Sessions	4	4	4	
Average Programs per Month	4	4	6	

\*Results through 09/30/2018

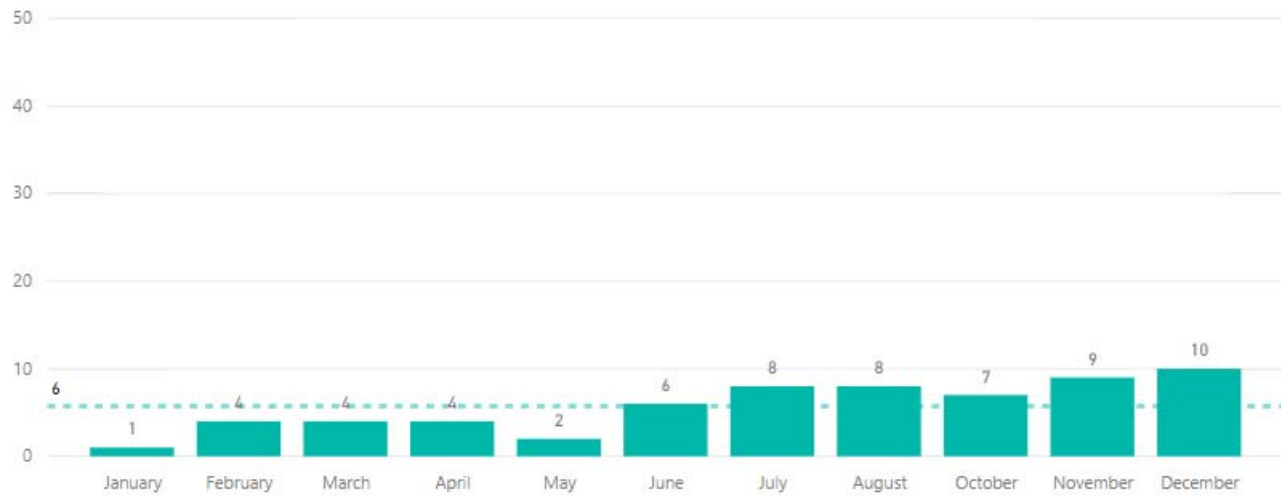
Hours Open per Week

26

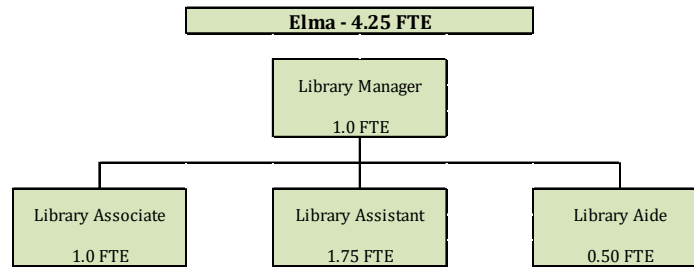
Population, Service Area

1,306 2017B Census Est. (Geography: Neilton, Queets, Qui-nai-elt Village,  
98526 Amanda Park, 98552 Humptulips, 98575 Quinalt)

**2018 Amanda Park Programs by Month**







Elma Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 57,009	\$ 22,194	\$ 79,203	1.00	\$ 67,080	\$ 23,652	\$ 90,732
Library Associate	Local 3758	1.00	43,693	16,342	60,035	1.00	47,049	20,663	67,712
Library Assistant	Local 3758	0.75	29,988	14,271	44,260	0.75	30,438	15,091	45,529
Library Assistant	Local 3758	1.00	29,752	16,434	46,187	1.00	32,038	15,981	48,018
Library Aide	Local 3758	0.50	12,096	3,638	15,734	0.50	12,646	10,016	22,662
<b>Total</b>		<b>4.25</b>	<b>\$ 172,538</b>	<b>\$ 72,880</b>	<b>\$ 245,418</b>	<b>4.25</b>	<b>\$ 189,250</b>	<b>\$ 85,403</b>	<b>\$ 274,653</b>

***Highlighted Changes:***

- Salaries increased 9.6% or \$16,712 due to step increases and 2019 COLA.
- Benefits increased 17.2% or \$12,523 due to medical premium increases.

Timberland Regional Library 2019 Final Budget General Fund Elma							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 150,711	\$ 155,146	\$ 173,538	\$ 179,333	\$ 190,250	\$ 16,712	9.6%
Benefits	65,530	61,062	72,880	74,900	85,403	12,523	17.2%
Supplies	2	3,937	2,200	2,200	2,600	400	18.2%
Equipment	544	-	-	-	-	-	n/a
Professional Services	1,780	2,077	4,000	4,000	4,040	40	1.0%
Communications	1,225	1,210	1,300	1,200	1,200	(100)	-7.7%
Mileage	326	410	400	200	400	-	0.0%
Operating Rentals	130	116	116	350	116	-	0.0%
Repairs & Maintenance	1,488	-	-	-	-	-	n/a
Memberships	-	-	50	50	50	-	0.0%
Registrations	365	-	1,500	100	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 222,102</b>	<b>\$ 223,958</b>	<b>\$ 255,984</b>	<b>\$ 262,333</b>	<b>\$ 285,559</b>	<b>\$ 29,575</b>	<b>11.6%</b>

**Elma Timberland Library Overview**

**Responsible Manager: Dee Depoe**

**2018 Service Priority:** Strengthen Families & Youth

**2018 Notable Activities:**

- Provided monthly book displays geared at stimulating the community in art, culture and history.
- Presented 3 “Make it @ the Library” programs.
- Hosted a “Teen Art Contest”.
- Hosted a maritime history program.
- Hosted a successful owl rescue program, providing intergenerational community engagement.
- Attended community meetings to promote and advocate for the library.
- Provided STEM outreach programming for afterschool program.
- Attended monthly meetings with senior community group for community engagement.

**2019 Service Priority:** Strengthen Families & Youth

**2019 Anticipated Activities:**

- Present outdoor outreach storytimes at local agriculture businesses.
- Provide weekly year round early literacy storytimes and activities.
- Conduct monthly outreach visits to Head Start.
- Provide appealing teen programs.

<b>Elma Performance Measures</b>				
<b>Measure</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual*</b>	<b>Target</b>
Average Daily Budget	\$ 1,274	\$ 1,458	1,434	
Average Daily Circulation	211	213	213	220
Average Daily Borrowers	49	47	45	50
Average Daily Cost per Borrower	\$ 26.00	\$ 31.02	\$ 31.87	\$ 30.82
Average Cost per Circulation	\$ 6.04	\$ 6.85	\$ 6.73	\$ 6.68
Average Daily Overdrive Circulation	19	21	28	
Average Daily Internet Sessions	38	30	30	
Average Programs per Month	12	9	12	

\*Results through 09/30/2018

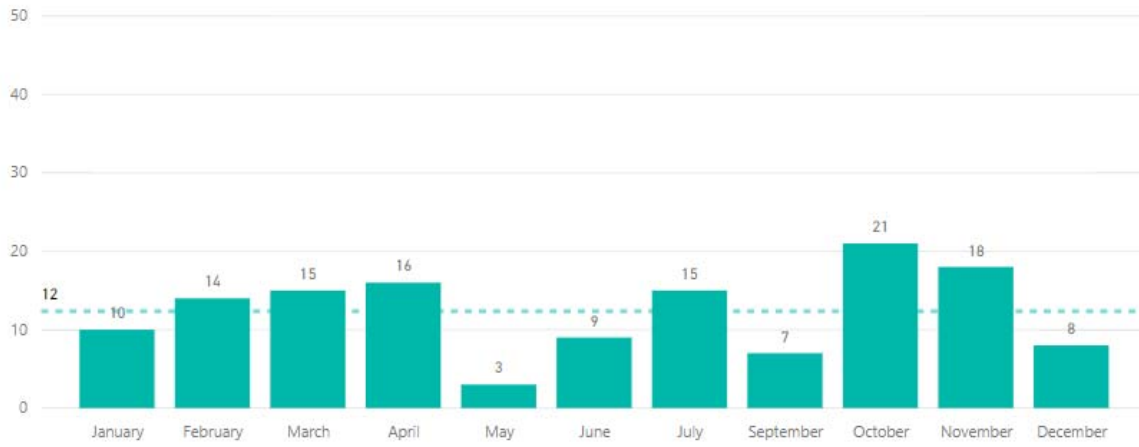
Hours Open per Week

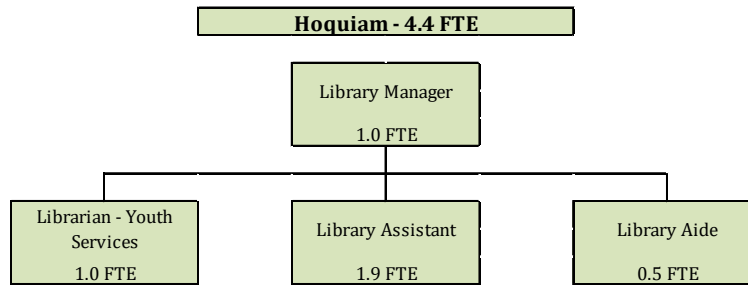
39

Population, Service Area

10,200 2017B Census Est. (Geography: 98541 Elma)

**2018 Elma Programs by Month**





Hoquiam Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 76,615	\$ 26,277	\$ 102,893	1.00	\$ 77,765	\$ 27,503	\$ 105,268
Librarian - YS	Local 3758	1.00	50,651	18,956	69,607	1.00	54,542	20,855	75,397
Library Assistant	Local 3758	1.00	38,821	15,608	54,429	1.00	39,402	19,062	58,464
Library Assistant	Local 3758	0.50	15,782	9,172	24,954	0.50	16,500	10,851	27,351
Library Assistant	Local 3758	0.40	14,211	3,215	17,426	0.40	15,302	3,642	18,944
Library Aide	Local 3758	0.50	13,614	4,018	17,632	0.50	14,646	4,471	19,117
<b>Total</b>		<b>4.40</b>	<b>\$ 209,693</b>	<b>\$ 77,247</b>	<b>\$ 286,940</b>	<b>4.40</b>	<b>\$ 218,156</b>	<b>\$ 86,384</b>	<b>\$ 304,541</b>

***Highlighted Changes:***

- Salaries increased by 4.0% or \$8,463 due to step increases and 2019 COLA.
- Benefits increased by 11.8% or \$9,137 due to increase in medical insurance costs.
- Supplies increased by 240% or \$2,400 due to printer toner budget being moved to library budget.

Timberland Regional Library 2019 Final Budget General Fund Hoquiam							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 198,625	\$ 206,583	\$ 212,693	\$ 217,854	\$ 221,156	\$ 8,463	4.0%
Benefits	75,597	75,382	77,247	81,400	86,384	9,137	11.8%
Supplies	185	714	1,000	2,000	3,400	2,400	240.0%
Professional Services	2,582	1,799	4,000	4,000	4,000	-	0.0%
Communications	1,106	3,128	3,400	3,400	3,400	-	0.0%
Mileage	985	465	900	100	900	-	0.0%
Meals	-	63	-	-	-	-	n/a
Repairs & Maintenance	1,550	-	-	-	-	-	n/a
Registrations	-	-	1,500	250	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 280,630</b>	<b>\$ 288,134</b>	<b>\$ 300,740</b>	<b>\$ 309,004</b>	<b>\$ 320,741</b>	<b>\$ 20,001</b>	<b>6.7%</b>

## Hoquiam Timberland Library Overview

**Responsible Manager: Mary Thornton**

**2018 Service Priority:** Promote the Library as a Community Gathering Space

### 2018 Notable Activities:

- Completed Space Planning for library renovation.
- Anticipate library renovation to be completed by end of 2018.

**2019 Service Priority:** Promote the Library as a Community Gathering Space

### 2019 Anticipated Activities:

- Increase in programming to meet new district guidelines.
- Continue to work on making the library a sought after meeting space utilizing new seating areas and User Experience principles.

Hoquiam Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 1,540	\$ 1,564	1,583	
Average Daily Circulation	248	247	260	250
Average Daily Borrowers	64	61	61	75
Average Daily Cost per Borrower	\$ 24.06	\$ 25.64	\$ 25.95	
Average Cost per Circulation	\$ 6.21	\$ 6.33	\$ 6.09	\$ 6.33
Average Daily Overdrive Circulation	22	24	28	
Average Daily Internet Sessions	41	41	43	
Average Programs per Month	13	11	9	

\*Results through 09/30/2018

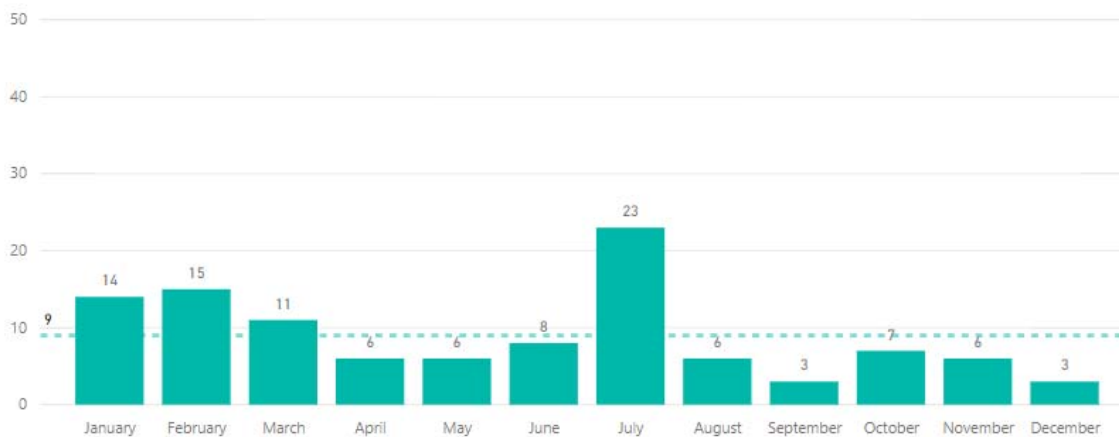
Hours Open per Week

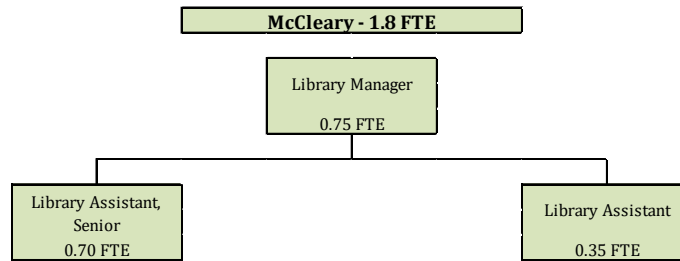
41

Population, Service Area

11,128 2017B Census Est. (Geography: 98550 Hoquiam)

## 2018 Hoquiam Programs by Month





McCleary Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Small	Local 3758-S	0.75	\$ 48,123	\$ 18,128	\$ 66,251	0.75	\$ 50,310	\$ 19,395	\$ 69,705
Library Assistant, Senior	Local 3758	0.70	27,989	13,379	41,368	0.70	30,139	14,518	44,657
Library Assistant	Local 3758	0.35	10,413	2,393	12,807	0.35	11,213	2,723	13,936
<b>Total</b>		<b>1.80</b>	<b>\$ 86,525</b>	<b>\$ 33,901</b>	<b>\$ 120,426</b>	<b>1.80</b>	<b>\$ 91,662</b>	<b>\$ 36,636</b>	<b>\$ 128,298</b>

***Highlighted Changes:***

- Salaries increased by 5.9% or \$5,137 due to step increases and 2019 COLA.
- Benefits increased by 8.1% or \$2,735 due to increase in medical insurance costs.

Timberland Regional Library 2019 Final Budget General Fund McCleary							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 79,032	\$ 83,409	\$ 87,525	\$ 88,721	\$ 92,662	\$ 5,137	5.9%
Benefits	29,889	29,705	33,901	32,600	36,636	2,735	8.1%
Supplies	-	590	1,500	2,000	2,100	600	40.0%
Professional Services	1,453	396	2,600	300	2,600	-	0.0%
Communications	1,093	1,073	1,200	1,200	1,200	-	0.0%
Mileage	789	668	750	500	750	-	0.0%
Operating Rentals	114	116	116	138	116	-	0.0%
Repairs & Maintenance	80	-	-	-	-	-	n/a
Memberships	-	-	50	-	50	-	0.0%
Registrations	-	-	1,000	100	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 112,449</b>	<b>\$ 115,957</b>	<b>\$ 128,642</b>	<b>\$ 125,559</b>	<b>\$ 137,114</b>	<b>\$ 8,472</b>	<b>6.6%</b>

### McCleary Timberland Library Overview

**Responsible Manager: Karen Kienenberger**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Promoted the library as a gathering place for teens, highlighting their new area and new activities.
- Worked with the Historical Society in presenting a program and display relating to the McCleary local history.
- Scheduled two upcoming programs for Fall based on requests from patrons.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Working with the newly formed McCleary Renewal Council to provide a library presence at their events.
- Contacting the local senior facility to provide a library presence monthly or twice monthly in their gathering space.

McCleary Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 633	\$ 652	663	
Average Daily Circulation	95	89	85	90
Average Daily Borrowers	24	23	22	23
Average Daily Cost per Borrower	\$ 26.38	\$ 28.35	\$ 30.14	
Average Cost per Circulation	\$ 6.66	\$ 7.33	\$ 7.80	
Average Daily Overdrive Circulation	11	11	12	
Average Daily Internet Sessions	12	11	11	
Average Programs per Month	9	8	8	

\*Results through 09/30/2018

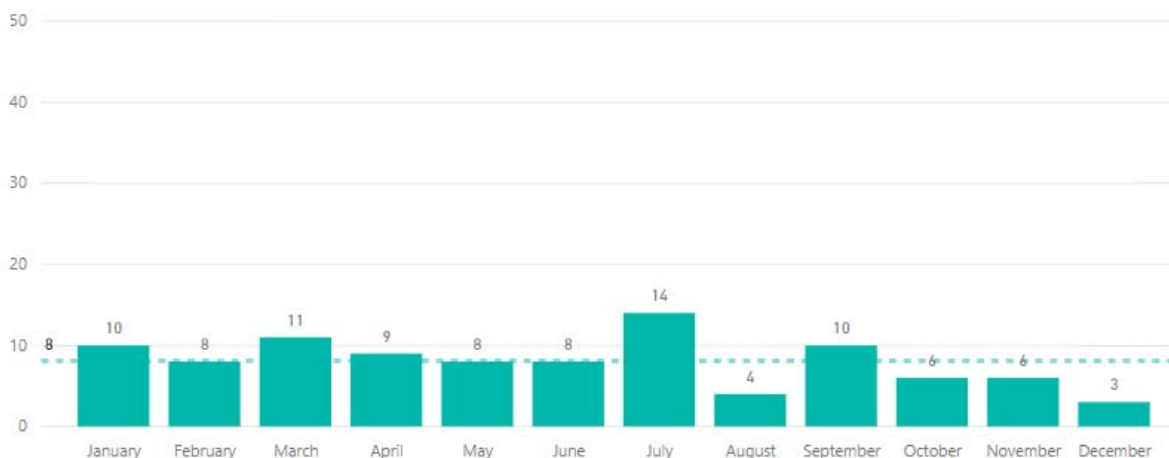
Hours Open per Week

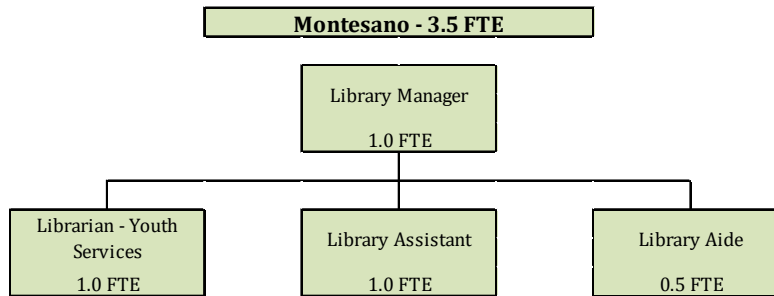
27

Population, Service Area

3,791 2017B Census Est. (53027000600, 98557 McCleary)

### 2018 McCleary Programs by Month





Montesano Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 76,615	\$ 24,442	\$ 101,057	1.00	\$ 77,765	\$ 25,885	\$ 103,650
Library Associate	Local 3758	1.00	55,348	21,784	77,132	1.00	56,178	22,828	79,006
Library Assistant	Local 3758	1.00	37,689	18,052	55,741	1.00	32,038	8,498	40,536
Library Aide	Local 3758	0.50	12,833	3,794	16,627	0.50	13,415	4,123	17,538
<b>Total</b>		<b>3.50</b>	<b>\$ 182,485</b>	<b>\$ 68,072</b>	<b>\$ 250,557</b>	<b>3.50</b>	<b>\$ 179,396</b>	<b>\$ 61,334</b>	<b>\$ 240,730</b>

**Highlighted Changes:**

- Salaries decreased by 1.7% or \$3,089 due to new employee entering position at lower step than previous employee.
- Benefits decreased by 9.9% or \$6,738 due to new employee not opting for medical coverage.
- Supplies increased by 300.0% or \$2,400 due to printer toner being moved to library budget.

Timberland Regional Library 2019 Final Budget General Fund Montesano							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 175,113	\$ 177,716	\$ 184,485	\$ 169,800	\$ 181,396	\$ (3,089)	-1.7%
Benefits	64,699	62,356	68,072	55,800	61,334	(6,738)	-9.9%
Supplies	19	234	800	3,000	3,200	2,400	300.0%
Equipment	4,418	-	-	750	-	-	n/a
Professional Services	8,860	11,528	11,920	9,000	12,220	300	2.5%
Communications	1,548	1,336	1,740	1,100	1,140	(600)	-34.5%
Mileage	488	386	520	300	520	-	0.0%
Meals	-	10	-	-	-	-	n/a
Utilities	12,143	15,630	17,500	14,000	15,000	(2,500)	-14.3%
Repairs & Maintenance	2,739	2,759	-	-	-	-	n/a
Memberships	-	80	80	80	80	-	0.0%
Registrations	-	20	1,500	100	1,500	-	0.0%
Capital	2,990	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 273,018</b>	<b>\$ 272,055</b>	<b>\$ 286,617</b>	<b>\$ 253,930</b>	<b>\$ 276,390</b>	<b>\$ (10,227)</b>	<b>-3.6%</b>



**Montesano Timberland Library Overview****Responsible Manager: Valerie Jester****2018 Service Priority:** Strengthen Families and Youth**2018 Notable Activities:**

- Offered 8 Legos club programs.
- Offered a Tech Toys for Kids program and Coding for Kids program.
- Provided the After School Program at Simpson Elementary with a Book Bingo program and a free paperback book for each child.
- Offered a Dr. Seuss birthday party program featuring magician Jeff Evans.
- Provided outreach at Simpson Elementary by helping with their Scholastic Book Fair.
- Provided the After School Program with four Connect boxes.
- Hosted 2 week-long teen craft programs for winter and spring break: 3-D Doodler and perler beads

**2019 Service Priority:** Strengthen Families and Youth**2019 Anticipated Activities:**

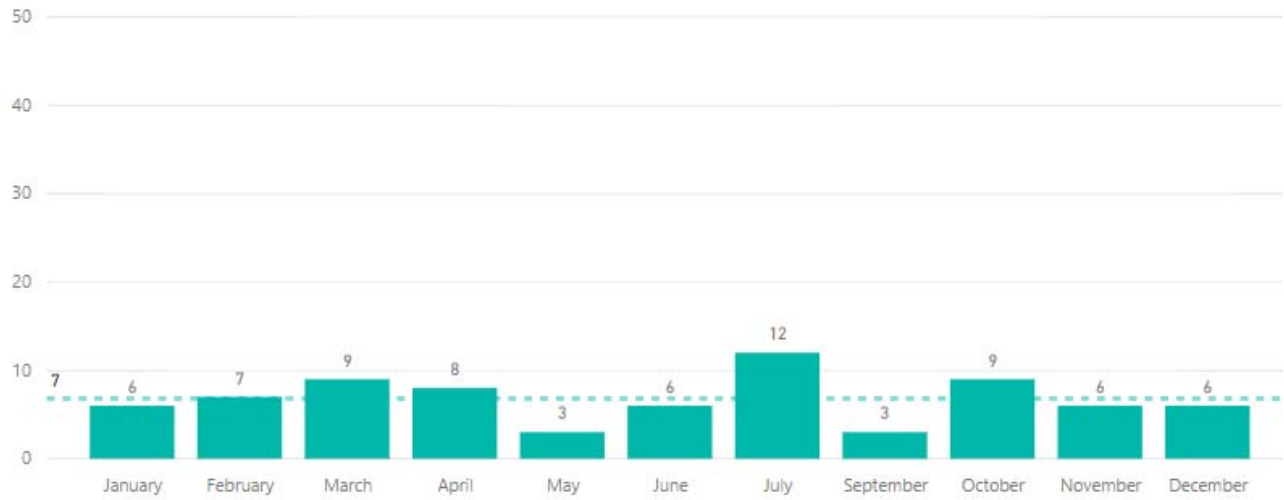
- Provide all of 2018 activities
- Host a Mr. Lemoncello scavenger hunt.
- Provide a special Science Hatch program with science experiments for elementary age children.

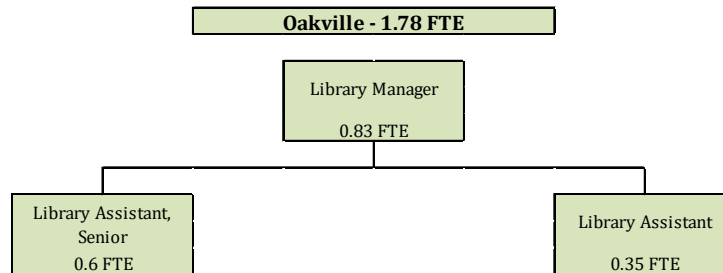
Montesano Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 1,344	\$ 1,369	1,389	
Average Daily Circulation	194	190	191	200
Average Daily Borrowers	51	51	50	
Average Daily Cost per Borrower	\$ 26.35	\$ 26.84	\$ 27.78	
Average Cost per Circulation	\$ 6.93	\$ 7.21	\$ 7.27	
Average Daily Overdrive Circulation	21	26	30	
Average Daily Internet Sessions	20	19	18	
Average Programs per Month	8	7	7	

\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area39  
6,718 2017B Census Est. (53027000400, Brady, Montesano)

**2018 Montesano Programs by Month**





Oakville Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Small	Local 3758-S	0.83	\$ 54,523	\$ 19,764	\$ 74,287	0.83	\$ 55,341	\$ 20,990	\$ 76,330
Library Assistant, Senior	Local 3758	0.60	25,452	6,559	32,012	0.60	25,081	6,799	31,880
Library Assistant	Local 3758	0.35	10,726	2,459	13,185	0.35	11,213	2,723	13,936
<b>Total</b>		<b>1.78</b>	<b>\$ 90,701</b>	<b>\$ 28,783</b>	<b>\$ 119,484</b>	<b>1.78</b>	<b>\$ 91,635</b>	<b>\$ 30,512</b>	<b>\$ 122,147</b>

**Highlighted Changes:**

- Benefits increased by 6.0% or \$1,729 due to increase in medical insurance costs.
- Supplies increased by 200.0% or \$1,200 due to printer toner being moved to library budget.
- Communications increased by 185.9% or \$2,960 due to upgrading to high speed internet.

Timberland Regional Library 2019 Final Budget General Fund Oakville							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 91,317	\$ 91,493	\$ 92,701	\$ 93,900	\$ 93,635	\$ 934	1.0%
Benefits	26,447	25,739	28,783	27,500	30,512	1,729	6.0%
Supplies	8	1,027	600	1,000	1,800	1,200	200.0%
Professional Services	1,218	24	2,530	500	2,530	-	0.0%
Communications	1,463	2,948	1,600	4,500	4,560	2,960	185.0%
Mileage	1,170	688	800	600	800	-	0.0%
Transportation	-	74	-	-	-	-	n/a
Repairs & Maintenance	27	-	-	-	-	-	n/a
Memberships	-	60	95	100	95	-	0.0%
Registrations	-	-	1,000	-	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 121,649</b>	<b>\$ 122,053</b>	<b>\$ 128,109</b>	<b>\$ 128,100</b>	<b>\$ 134,932</b>	<b>\$ 6,823</b>	<b>5.3%</b>

## Oakville Timberland Library Overview

**Responsible Manager: Deborah Baker**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Hosted Volunteer Dinner for all volunteers in the community with crafts and a Holiday Pot Luck for Staff, FOTL, and City Employees.
- Promote the library at Health & Benefits Fair at Lucky Eagle Casino.
- Promote the library at Health & Wellness Fair to Chehalis Tribe.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Notable Activities:**

- Promote the library through outreach at the Chehalis Tribal Center Health Fair, Lucky Eagle Employee Fair and Oakville Harvest Festival.

Oakville Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 663	\$ 654	658	
Average Daily Circulation	49	45	40	50
Average Daily Borrowers	14	13	12	
Average Daily Cost per Borrower	\$ 47.36	\$ 50.31	\$ 54.83	
Average Cost per Circulation	\$ 13.53	\$ 14.53	\$ 16.45	
Average Daily Overdrive Circulation	4	4	5	
Average Daily Internet Sessions	11	9	8	
Average Programs per Month	9	6	8	

\*Results through 09/30/2018

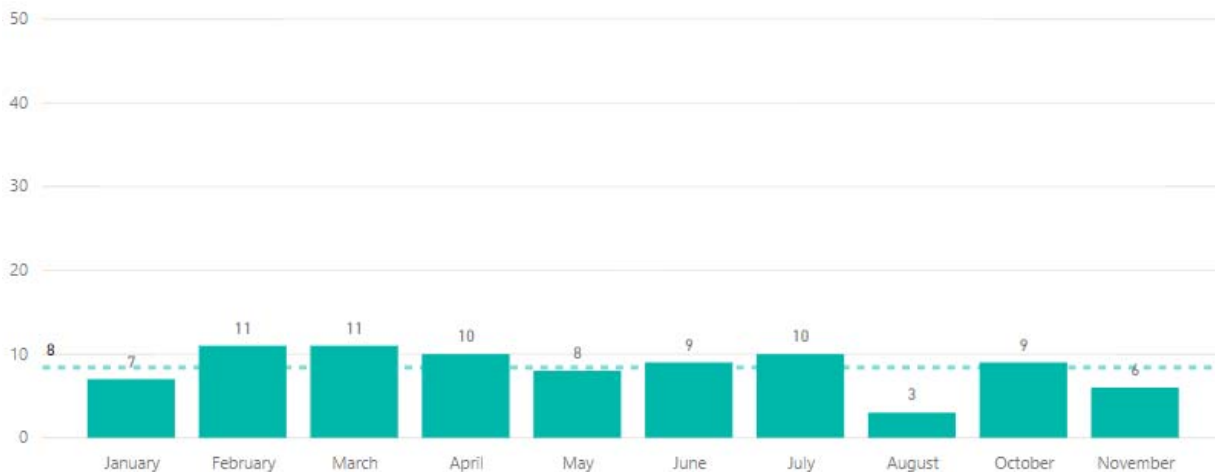
Hours Open per Week

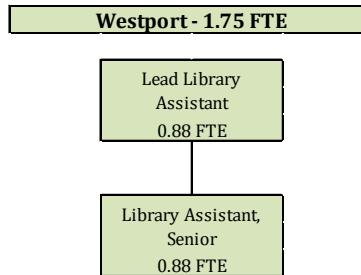
26

Population, Service Area

2,349 2017B Census Est. (Geography: 98568 Oakville)

## 2018 Oakville Programs by Month





Westport Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Lead Library Assistant	Local 3758	0.88	\$ 32,978	\$ 16,137	\$ 49,115	0.88	\$ 35,511	\$ 17,541	\$ 53,052
Library Assistant, Senior	Local 3758	0.88	28,448	14,274	42,722	0.88	30,633	15,672	46,305
Library Assistant	Local 3758	0.50	15,322	9,075	24,397	0.00	-	-	-
<b>Total</b>		<b>2.25</b>	<b>\$ 76,748</b>	<b>\$ 39,486</b>	<b>\$ 116,234</b>	<b>1.75</b>	<b>\$ 66,144</b>	<b>\$ 33,213</b>	<b>\$ 99,357</b>

**Highlighted Changes:**

- Salaries decreased by 13.6% or \$10,604 due to moving Library Assistant position to Aberdeen.
- Benefits decreased by 15.9% or \$6,273 due to moving Library Assistant position to Aberdeen.
- Supplies increased by 250.0% or \$1,500 due to printer toner being moved to library budget.

Timberland Regional Library 2019 Final Budget General Fund Westport							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 71,982	\$ 73,186	\$ 77,748	\$ 73,500	\$ 67,144	\$ (10,604)	-13.6%
Benefits	36,019	35,888	39,486	33,500	33,213	(6,273)	-15.9%
Supplies	359	1,239	600	2,000	2,100	1,500	250.0%
Equipment	300	-	-	-	-	-	n/a
Professional Services	1,729	254	2,630	1,000	2,660	30	1.1%
Communications	935	1,430	1,500	1,500	1,560	60	4.0%
Mileage	1,161	760	1,000	800	1,000	-	0.0%
Transportation	-	16	-	-	-	-	n/a
Meals	-	87	-	-	-	-	n/a
Operating Rentals	198	206	198	198	198	-	0.0%
Repairs & Maintenance	123	-	-	-	-	-	n/a
Memberships	-	260	180	285	180	-	0.0%
Registrations	-	175	500	500	500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 112,805</b>	<b>\$ 113,501</b>	<b>\$ 123,842</b>	<b>\$ 113,283</b>	<b>\$ 108,555</b>	<b>\$ (15,287)</b>	<b>-12.3%</b>

## Westport Timberland Library Overview

**Responsible Manager: Stephenie Reece**

**2018 Service Priority:** Support Local Economies

**2018 Notable Activities:**

- Visited the local high school to present information on how to access library services and resources for homework, college, and career goals.
- Lead Library Assistant collaborates with TRL's Workforce Development Team at the district level
- Staff provided one-on-one aid to patrons who needed help with resumes, and job searches.
- Staff introduced patrons to online resources including databases and government outreach.
- Library Manager attends Grays Harbor Council of Governments meetings to learn about community needs and present information about library resources

**2019 Service Priority:** Enhance Collections and Technology

**2019 Anticipated Activities:**

- Continue to assess and coordinate action items to promote and display collections
- Use data from Library Analytics reports to improve circulation of and patron engagement with local collections
- Continue to expand opportunities for Youth STEAM activities to include open-ended construction, science, and coding activities.
- Work with TRL User Experience and Adult Services District Managers to improve services at the Westport Library
- TRL will loan Chromebooks to HS 21+ students seeking to earn their High School Diploma through a partnership with Grays Harbor College.

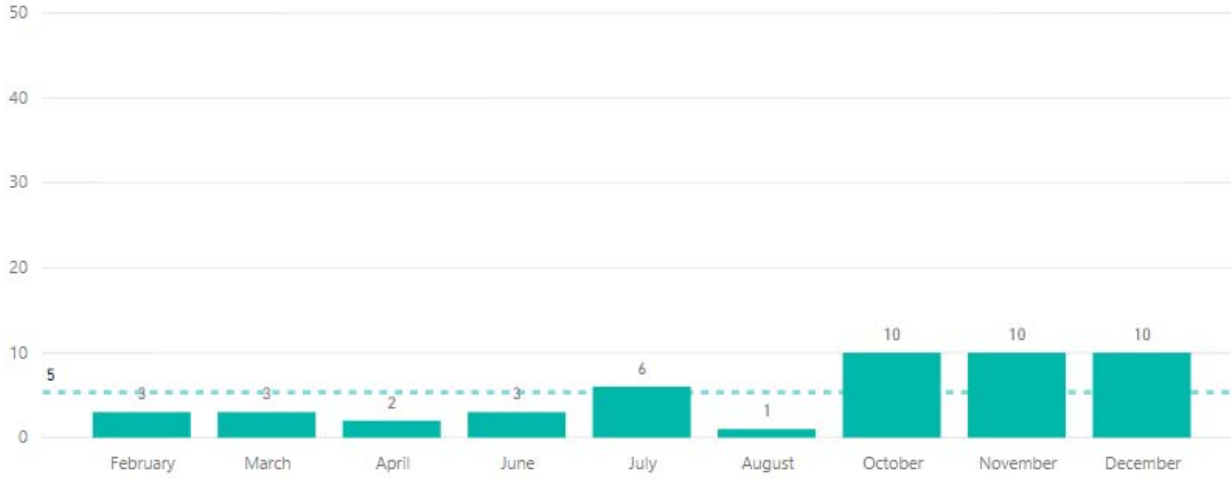
Westport Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 705	\$ 721	727	
Average Daily Circulation	115	117	119	105
Average Daily Borrowers	33	31	30	35
Average Daily Cost per Borrower	\$ 21.36	\$ 23.26	\$ 24.23	\$ 20.77
Average Cost per Circulation	\$ 6.13	\$ 6.16	\$ 6.11	\$ 6.92
Average Daily Overdrive Circulation	11	12	14	
Average Daily Internet Sessions	15	16	16	
Average Programs per Month	3	3	5	

\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

35  
7,193 2017B Census Est. (Geography: 53027001600,  
98547 Grayland, 98595 Westport)

**2018 Westport Programs by Month**

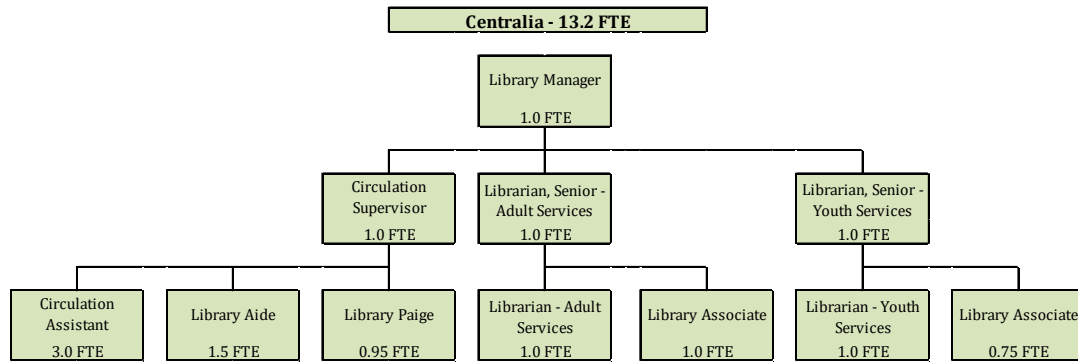


# Lewis County Library Budgets

Timberland Regional Library 2019 Final Budget General Fund Revenues Lewis County Libraries							
Revenue Type	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Property Tax	\$ 2,816,640	\$ 2,862,420	\$ 2,666,400	\$ 2,900,000	\$ 2,750,000	\$ 83,600	3.1%
Sale of Tax Title Property	-	-	-	-	-	-	n/a
Leasehold Tax	7,797	8,112	9,000	9,000	9,000	-	0.0%
Timber Excise Tax	214,001	224,352	150,000	190,000	150,000	-	0.0%
In Lieu of Taxes	51	-	-	-	-	-	n/a
State Forest Land	2,158	8,055	3,000	7,000	4,000	1,000	33.3%
DNR In Lieu of Taxes	-	66	-	-	-	-	n/a
Forest Board Interest	-	186	50	120	50	-	0.0%
Forest Board Rentals	209	257	80	50	80	-	0.0%
Timber Sales - State	145,574	241,420	140,000	220,000	160,000	20,000	14.3%
<b>Total Revenues</b>	<b>\$ 3,186,430</b>	<b>\$ 3,344,867</b>	<b>\$ 2,968,530</b>	<b>\$ 3,326,170</b>	<b>\$ 3,073,130</b>	<b>\$ 104,600</b>	<b>3.5%</b>

Timberland Regional Library 2019 Final Budget General Fund Lewis County Libraries							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 1,249,181	\$ 1,300,033	\$ 1,339,071	\$ 1,356,900	\$ 1,343,418	\$ 4,347	0.3%
Benefits	474,943	485,699	518,152	520,500	550,327	32,175	6.2%
Supplies	1,542	13,345	11,400	17,500	24,500	13,100	114.9%
Equipment	5,538	17,275	-	-	-	-	n/a
Professional Services	45,426	31,611	37,090	28,600	37,375	285	0.8%
Communications	5,443	7,932	10,260	9,200	9,250	(1,010)	-9.8%
Mileage	8,551	3,217	4,600	4,400	5,100	500	10.9%
Transportation	-	335	-	-	-	-	n/a
Meals	-	1,062	-	300	-	-	n/a
Operating Rentals	18,668	20,005	19,195	19,468	19,587	392	2.0%
Utilities	11,286	11,767	21,300	19,000	22,560	1,260	5.9%
Repairs & Maintenance	1,062	-	-	-	-	-	n/a
Miscellaneous	(130)	-	-	-	-	-	n/a
Memberships	-	74	-	525	525	525	n/a
Registrations	1,399	763	8,000	650	8,000	-	0.0%
Intergovernmental	127	1,041	135	190	-	(135)	-100.0%
Capital	1,260	-	10,000	11,600	-	(10,000)	-100.0%
<b>Total Expenditures</b>	<b>\$ 1,824,295</b>	<b>\$ 1,894,159</b>	<b>\$ 1,979,203</b>	<b>\$ 1,988,833</b>	<b>\$ 2,020,641</b>	<b>\$ 41,438</b>	<b>2.1%</b>





Centralia Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Large	Local 3758-S	1.00	\$ 72,217	\$ 22,310	\$ 94,528	1.00	\$ 77,764	\$ 27,235	\$ 104,998
Librarian, Senior - AS	Local 3758-S	1.00	57,009	19,097	76,105	1.00	61,387	23,687	85,075
Librarian, Senior - YS	Local 3758-S	1.00	72,217	23,513	95,730	1.00	73,301	24,918	98,219
Circulation Supervisor	Local 3758-S	1.00	46,354	16,845	63,199	1.00	48,460	20,887	69,347
Librarian - YS	Local 3758	1.00	49,176	17,796	66,972	1.00	51,411	21,663	73,074
Librarian - AS	Local 3758	1.00	50,651	17,812	68,463	1.00	54,542	22,286	76,828
Library Associate	Local 3758	0.50	23,177	10,793	33,970	0.50	21,528	5,880	27,409
Library Associate	Local 3758	0.75	30,888	13,833	44,721	0.50	22,174	6,020	28,194
Library Associate	Local 3758	0.50	21,210	10,143	31,353	0.75	33,261	16,901	50,162
Circulation Assistant	Local 3758	1.00	36,592	17,879	54,471	1.00	39,403	19,062	58,465
Circulation Assistant	Local 3758	1.00	36,592	16,044	52,636	1.00	39,403	17,657	57,060
Circulation Assistant	Local 3758	1.00	38,821	18,291	57,112	1.00	39,403	19,194	58,597
Library Aide	Local 3758	0.50	12,833	8,313	21,146	0.50	13,818	8,950	22,768
Library Aide	Local 3758	0.50	15,782	4,417	20,199	0.50	16,019	4,687	20,706
Library Aide	Local 3758	0.50	12,096	3,638	15,734	0.50	12,646	3,956	16,602
Library Page	Local 3758	0.50	12,643	3,754	16,397	0.50	13,417	4,123	17,540
Library Page - Grant Funded	Non-Rep	0.00	-	-	-	0.45	13,997	3,395	17,392
<b>Total</b>		<b>12.75</b>	<b>\$ 588,257</b>	<b>\$ 224,481</b>	<b>\$ 812,737</b>	<b>13.20</b>	<b>\$ 631,933</b>	<b>\$ 250,502</b>	<b>\$ 882,436</b>

**Highlighted Changes:**

- Salaries increased by 7.4% or \$43,676 due to step increases and 2019 COLA.
- Benefits increased by 11.6% or \$26,021 due to increase in medical insurance costs.
- Supplies increase by 240.0% or \$7,200 due to printer toner being allocated to library budget.

<b>Timberland Regional Library 2019 Final Budget General Fund Centralia</b>							
<b>Expenditures</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Year End Estimate</b>	<b>2019 Final Budget</b>	<b>18 Adopted - 19 Final</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries	\$ 571,345	\$ 561,320	\$ 591,257	\$ 598,000	\$ 634,933	\$ 43,676	7.4%
Benefits	218,876	212,036	224,481	228,000	250,502	26,021	11.6%
Supplies	213	7,342	3,000	5,000	10,200	7,200	240.0%
Equipment	1,068	12,347	-	-	-	-	n/a
Professional Services	18,146	3,975	2,700	2,900	2,920	220	8.1%
Communications	854	889	900	900	900	-	0.0%
Mileage	1,242	900	900	600	900	-	0.0%
Meals	-	641	-	-	-	-	n/a
Operating Rentals	-	930	-	238	-	-	n/a
Repairs & Maintenance	294	-	-	-	-	-	n/a
Memberships	-	74	-	475	475	475	n/a
Registrations	1,114	430	1,500	400	1,500	-	0.0%
Capital	669	-	10,000	10,000	-	(10,000)	n/a
<b>Total Expenditures</b>	<b>\$ 813,819</b>	<b>\$ 800,884</b>	<b>\$ 834,738</b>	<b>\$ 846,513</b>	<b>\$ 902,331</b>	<b>\$ 67,593</b>	<b>8.1%</b>

**Centralia Timberland Library Overview**

**Responsible Manager: Susan Faubion**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Increased community engagement by joining and working closely with the Centralia Downtown Association, becoming a partner in Centralia's celebration of its founder, speaking regularly at City Council meetings, and bringing information about library resources to a variety of meetings, events, and organizations throughout the year.
- Prioritized posting and interaction on Facebook, which has resulted in a more than 19% increase in followers in 2018 thus far, as well as increased reach and engagement with the community at large.
- Improved the browsing experience for our patrons by creating eye-level display shelves throughout the library's collections, and by weeding outdated materials.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Increase access to early learning programs by offering Saturday programs and continuing storytimes through more of the year.
- Prepare the staff and the building for switching to a one-desk service model.

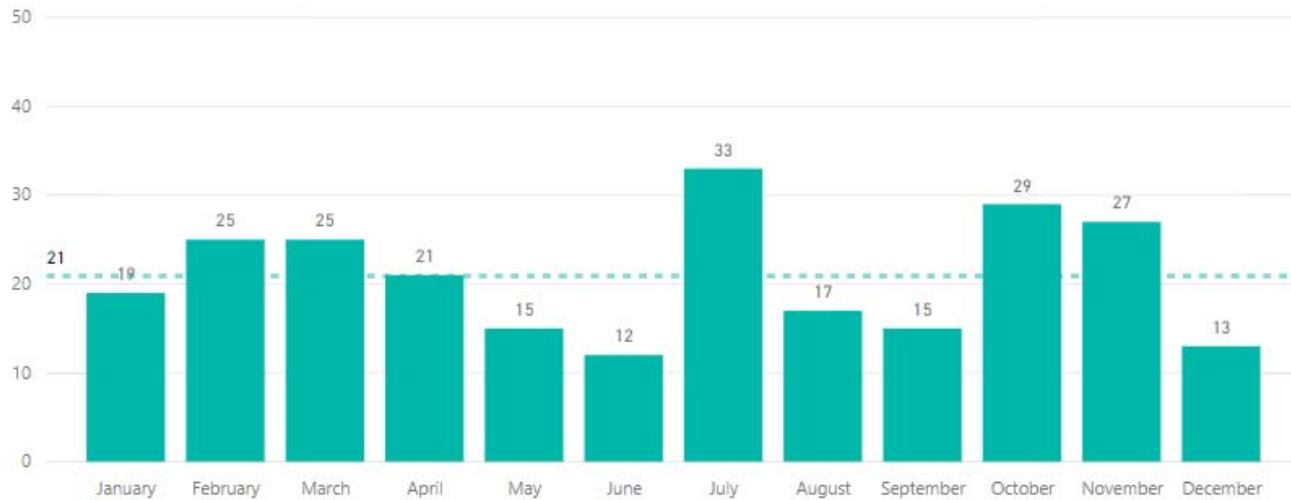
Centralia Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 4,469	\$ 4,447	4,486	
Average Daily Circulation	570	531	535	
Average Daily Borrowers	137	129	126	
Average Daily Cost per Borrower	\$ 32.62	\$ 34.47	\$ 35.60	
Average Cost per Circulation	\$ 7.84	\$ 8.37	\$ 8.39	
Average Daily Overdrive Circulation	81	93	114	
Average Daily Internet Sessions	119	118	123	
Average Programs per Month	19	21	21	

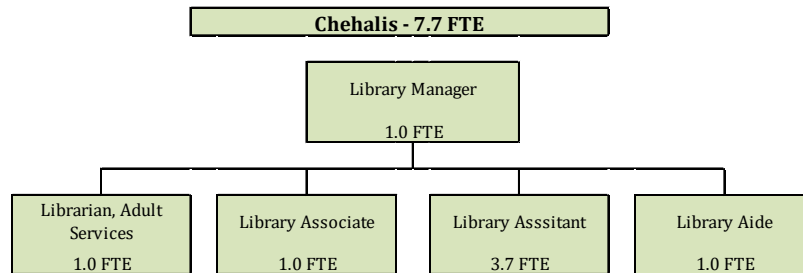
\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

49  
18,669 2017B Census Est. (Geography: Centralia, Fords Prairie)

### 2018 Centralia Programs by Month





Chehalis Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 57,009	\$ 20,358	\$ 77,367	1.00	\$ 61,387	\$ 22,419	\$ 83,806
Librarian - AS	Local 3758	1.00	46,354	11,074	57,428	1.00	61,387	23,824	85,211
Library Associate	Local 3758	1.00	41,184	18,850	60,034	1.00	43,057	20,067	63,123
Library Assistant	Local 3758	1.00	37,689	18,052	55,741	1.00	33,989	17,753	51,742
Library Assistant	Local 3758	1.00	31,564	16,817	48,381	1.00	33,989	18,103	52,092
Library Assistant	Local 3758	1.00	32,512	15,182	47,694	1.00	38,255	17,327	55,582
Library Assistant	Local 3758	0.70	21,451	12,080	33,532	0.70	21,139	12,650	33,789
Library Aide	Local 3758	0.50	12,096	7,451	19,547	0.50	12,665	8,782	21,447
Library Aide	Local 3758	0.50	14,022	4,045	18,068	0.50	15,102	4,488	19,591
<b>Total</b>		<b>7.70</b>	<b>\$ 293,881</b>	<b>\$ 123,911</b>	<b>\$ 417,792</b>	<b>7.70</b>	<b>\$ 320,971</b>	<b>\$ 145,412</b>	<b>\$ 466,383</b>

**Highlighted Changes:**

- Salaries increased by 9.1% or \$27,090 due to step increases and 2019 COLA.
- Benefits increased by 17.4% or \$21,501 due to increase in medical insurance costs.

Timberland Regional Library 2019 Final Budget General Fund Chehalis							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 259,284	\$ 299,539	\$ 296,881	\$ 312,000	\$ 323,971	\$ 27,090	9.1%
Benefits	103,394	116,197	123,911	129,000	145,412	21,501	17.4%
Supplies	165	1,333	5,400	4,500	4,800	(600)	-11.1%
Equipment	482	-	-	-	-	-	n/a
Professional Services	1,788	1,150	2,650	500	2,680	30	1.1%
Communications	944	1,066	960	1,000	1,050	90	9.4%
Mileage	823	182	500	500	500	-	0.0%
Operating Rentals	298	313	320	338	340	20	6.3%
Repairs & Maintenance	147	-	-	-	-	-	n/a
Registrations	285	-	1,500	100	1,500	-	0.0%
Capital	591	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 368,201</b>	<b>\$ 419,780</b>	<b>\$ 432,122</b>	<b>\$ 447,938</b>	<b>\$ 480,253</b>	<b>\$ 48,131</b>	<b>11.1%</b>

## Chehalis Timberland Library Overview

**Responsible Manager: Lily Grant**

**2018 Service Priority:** Strengthen Families and Youth

**2018 Notable Activities:**

- Developed a monthly ELL Family Night event, which has brought increased patronage by Spanish speaking members of our community.
- Visited Green Hill School to share library resources with incarcerated youth, and developed partnership that allowed them to easily take part in our Summer Library Program.
- Continued partnership with Fostering Together group resulting in the successful presentation of a Foster Parent Information Night at the library, which will be a regular event.
- Began fall quarter IDEA courses at the library in partnership with Centralia College.

**2019 Service Priority:** Strengthen Families and Youth

**2019 Anticipated Activities:**

- Partner with Parents as Teachers to create a library based playgroup that will teach parents and children early literacy skills.
- Continue to host winter and spring quarter IDEA courses in partnership with Centralia College.
- Offer more outreach to local schools throughout the school year to keep a strong connection in between SLP visits.

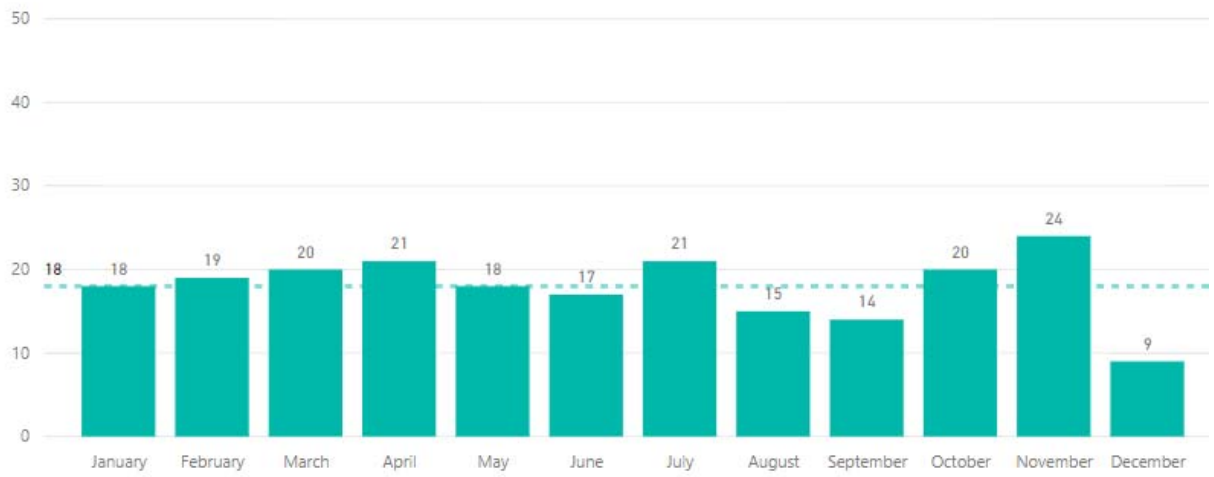
Chehalis Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 2,467	\$ 2,482	2,512	
Average Daily Circulation	609	575	532	395
Average Daily Borrowers	150	137	134	135
Average Daily Cost per Borrower	\$ 16.45	\$ 18.12	\$ 18.75	\$ 19.30
Average Cost per Circulation	\$ 4.05	\$ 4.32	\$ 4.72	\$ 6.35
Average Daily Overdrive Circulation	70	84	110	
Average Daily Internet Sessions	73	64	63	
Average Programs per Month	12	16	18	

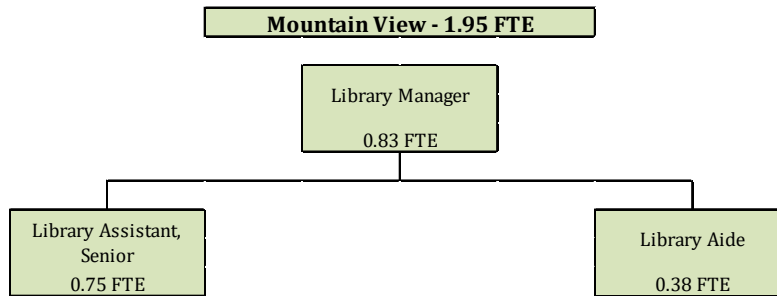
\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

43  
7,372 2017B Census Est. (Geography: Chehalis)

**2018 Chehalis Programs by Month**





Mountain View Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Small	Local 3758-S	0.83	\$ 41,787	\$ 10,040	\$ 51,828	0.83	\$ 43,687	\$ 10,902	\$ 54,588
Library Assistant, Senior	Local 3758	0.75	24,384	12,459	36,843	0.75	26,256	15,384	41,640
Library Aide	Local 3758	0.38	9,344	2,177	11,521	0.38	9,484	2,365	11,849
<b>Total</b>		<b>1.95</b>	<b>\$ 75,515</b>	<b>\$ 24,677</b>	<b>\$ 100,191</b>	<b>1.95</b>	<b>\$ 79,427</b>	<b>\$ 28,651</b>	<b>\$ 108,078</b>

***Highlighted Changes:***

- Salaries increased by 5.1% or \$3,912 due to step increases and 2019 COLA.
- Benefits increased by 16.1% or \$3,974 due to increase in medical insurance costs.
- Supplies increased by 110.0% or \$1,100 due to printer toner costs allocated to library budget.
- Communications decreased by 20.0% or \$ due to installation of high speed internet in 2017.

Timberland Regional Library 2019 Final Budget General Fund Mountain View							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 73,561	\$ 75,579	\$ 76,515	\$ 82,900	\$ 80,427	\$ 3,912	5.1%
Benefits	22,962	23,250	24,677	25,700	28,651	3,974	16.1%
Supplies	152	691	1,000	2,000	2,100	1,100	110.0%
Equipment	507	-	-	-	-	-	n/a
Professional Services	4,505	4,031	5,540	5,000	5,590	50	0.9%
Communications	929	1,576	3,000	2,500	2,400	(600)	-20.0%
Mileage	1,534	835	1,000	1,200	1,500	500	50.0%
Transportation	-	335	-	-	-	-	n/a
Meals	-	421	-	300	-	-	n/a
Operating Rentals	18,150	18,530	18,655	18,660	19,015	360	1.9%
Utilities	2,638	2,721	6,000	4,000	6,600	600	10.0%
Repairs & Maintenance	430	-	-	-	-	-	n/a
Miscellaneous	(130)	-	-	-	-	-	n/a
Memberships	-	-	-	50	50	50	n/a
Registrations	-	333	1,000	-	1,000	-	0.0%
Capital	-	-	-	1,600	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 125,237</b>	<b>\$ 128,302</b>	<b>\$ 137,387</b>	<b>\$ 143,910</b>	<b>\$ 147,333</b>	<b>\$ 9,946</b>	<b>7.2%</b>

## Mountain View Timberland Library Overview

**Responsible Manager: Mary Proffit**

**2018 Service Priority:** Strengthen Families and Youth

**2018 Notable Activities:**

- Joined East Lewis County Chamber of Commerce in Morton and was a featured presenter.
- Established a partnership between Mountain View Timberland Library and the US Forest Service Cowlitz Valley Ranger District.
- Created the TRLStoryTrail, an interactive children's picture book installed along a trail in the Gifford Pinchot National Forest (in partnership with the USFS).
- Created 4 hiking backpacks (in partnership with the USFS and the Packwood Friends of the Library) that include a Northwest Forest Pass, removing barriers to the popular viewpoints and trails in the National Forest.
- Worked closely with Kayl Flint of ResCare to refer local youth to her WEX program, directly facilitating internships for several teens in our area.
- Joined the effort to restore the High Rock Lookout, attending meetings with the White Pass Country Historical Society and the USFS.

**2019 Service Priority:** Support Local Economies

**2019 Anticipated Activities:**

- Assume the seat (for departing WI manager) at the Lewis County Thrives table to develop more partnerships with local organizations.
- Become a pilot library site for WA Serves, the one-stop Veteran assistance organization.
- Further develop partnership with the USFS to expand the backpack program and add other activities such as using forest service products in library programs.
- Continue to work closely with ResCare to provide workforce development assistance to local youth.
- Provide library space to the I-DEA/HS21+ program in coordination with Centralia College East.

Mountain View Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 627	\$ 704	713	
Average Daily Circulation	115	113	112	76
Average Daily Borrowers	31	30	29	29
Average Daily Cost per Borrower	\$ 20.23	\$ 23.47	\$ 24.59	\$ 24.70
Average Cost per Circulation	\$ 5.45	\$ 6.23	\$ 6.37	\$ 9.32
Average Daily Overdrive Circulation	8	10	12	
Average Daily Internet Sessions	11	10	12	
Average Programs per Month	7	9	9	

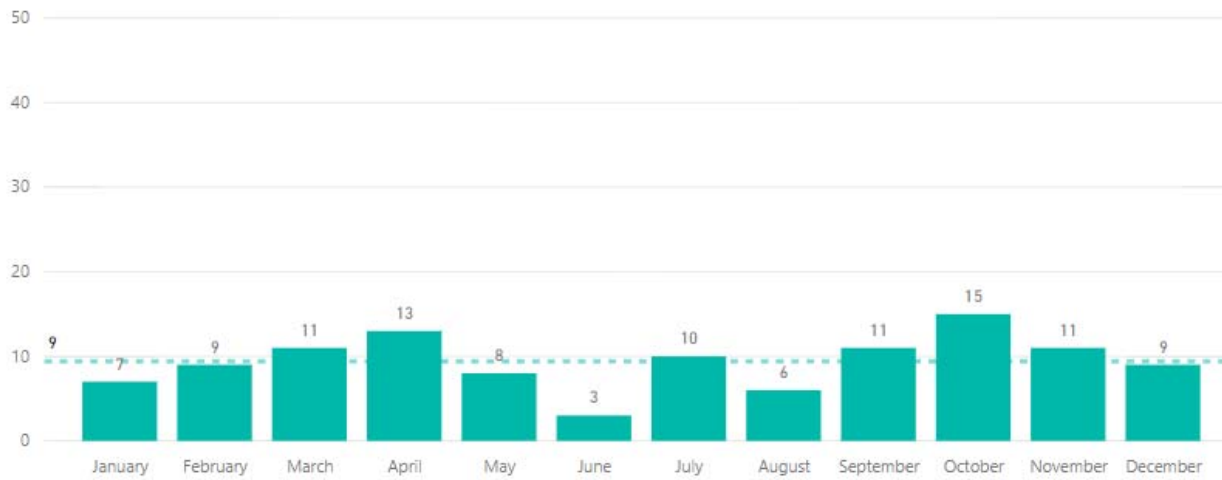
\*Results through 09/30/2018

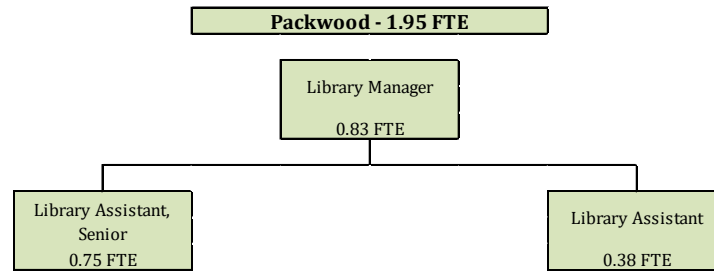
Hours Open per Week  
Population, Service Area

28  
2,597 2017B Census Est. (530419720001, 530419720002,  
98336 Glenoma)



**2018 Mountain View Programs by Month**





Packwood Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Small	Local 3758-S	0.83	\$ 51,393	\$ 19,499	\$ 70,893	0.83	\$ 55,341	\$ 21,247	\$ 76,588
Sr. Library Assistant	Local 3758	0.75	24,384	13,087	37,471	0.75	25,492	14,020	39,511
Library Aide	Local 3758	0.20	5,609	1,319	6,928	0.38	9,484	2,365	11,849
<b>Total</b>		<b>1.78</b>	<b>\$ 81,386</b>	<b>\$ 33,905</b>	<b>\$ 115,291</b>	<b>1.95</b>	<b>\$ 90,317</b>	<b>\$ 37,632</b>	<b>\$ 127,949</b>

***Highlighted Changes:***

- Salaries increased by 10.8% or \$8,931 due to step increases, 2019 COLA, and increase in Library Aide hours.
- Benefits increased by 11.0% or \$3,727 due to increase in medical premiums and increase in Library Aide hours.
- Supplies increased by 250.0% or \$1,500 for printer toner costs being moved to library budget.

Timberland Regional Library 2019 Final Budget General Fund Packwood							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 80,268	\$ 83,108	\$ 82,386	\$ 84,000	\$ 91,317	\$ 8,931	10.8%
Benefits	31,099	30,168	33,905	33,100	37,632	3,727	11.0%
Supplies	310	258	600	1,000	2,100	1,500	250.0%
Professional Services	10,115	15,240	14,360	11,000	14,055	(305)	-2.1%
Communications	930	2,007	2,900	2,400	2,400	(500)	-17.2%
Mileage	2,494	625	1,000	1,000	1,000	-	0.0%
Utilities	4,534	4,852	6,400	6,000	6,000	(400)	-6.3%
Repairs & Maintenance	60	-	-	-	-	-	n/a
Registrations	-	-	1,000	-	1,000	-	0.0%
Intergovernmental	22	-	25	85	-	(25)	-100.0%
<b>Total Expenditures</b>	<b>\$ 129,831</b>	<b>\$ 136,258</b>	<b>\$ 142,576</b>	<b>\$ 138,585</b>	<b>\$ 155,504</b>	<b>\$ 12,928</b>	<b>9.1%</b>

**Packwood Timberland Library Overview**

**Responsible Manager: Elizabeth Squires**

**2018 Service Priority:** Strengthen Families and Youth

**2018 Notable Activities:**

- Offered Teen Zone programing, youth driven collaborative programs.
- Provided a community-oriented activity during the Annual Community Picnic.
- Provided a teen SRP program based on interests of the areas teens.
- Promoted and planned the Annual Summer in the Park Concert, with emphasis on Celebrating TRL's 50<sup>th</sup> Anniversary.
- Partnered with the Americorp program to provide homework help for community youth.
- Participating in monthly Packwood Business Owners Committee (PBOC) meetings.
- Hosted the 10k, 5k, 1k Fun Runs during the Mountain Festival in collaboration with the White Pass Historical Society and Museum.
- Partnered with Mt. View, the Forest Service, and Friends of the Packwood Timberland Library to provide 2 backpacks for each building with NW Forest Passes and various outdoor guides and equipment for nature experiences for youth.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Continue to provide teen programming based on their interests.
- Continue to be involved with the community Businesses and develop lasting partnerships with those involved.
- Provide and plan the Annual Concert in the Park.
- Continue to provide SLP for area youth.
- Continue to find partnerships within and without our local community to promote the library as a safe place for kids and teens, and to promote the library as a community center.
- Offer outreach activities for children at the Packwood Farmer's Market
- Continue to work with the White Pass Country Historical Society and Museum with activities for the annual Mountain Festival.
- Expand Adult Programs to a more regular basis.
- Continue Nature Backpacks with updated NW Forest Passes.
- Continue providing technical assistance to Destination Packwood and other community organizations in the facilitation of a Community Economic Development Strategy (CEDS).

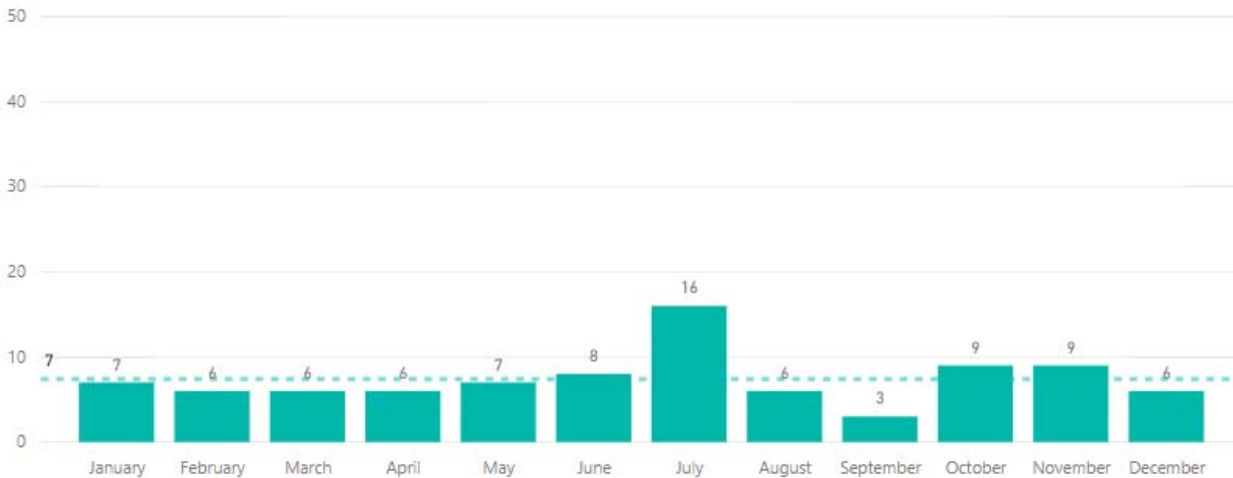
Packwood Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 636	\$ 685	698	
Average Daily Circulation	52	40	42	28
Average Daily Borrowers	16	13	13	11
Average Daily Cost per Borrower	\$ 39.75	\$ 52.69	\$ 53.69	\$ 60.82
Average Cost per Circulation	\$ 12.23	\$ 17.13	\$ 16.62	\$ 27.20
Average Daily Overdrive Circulation	6	8	9	
Average Daily Internet Sessions	9	7	8	
Average Programs per Month	4	4	7	

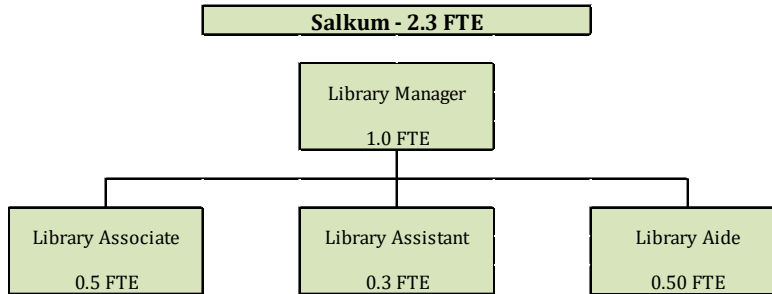
\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

28  
971 2017B Census Est. (Geography: Custom Geography  
based on Fire District)

### 2018 Packwood Programs by Month





Salkum Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 76,615	\$ 26,277	\$ 102,893	1.00	\$ 77,765	\$ 25,885	\$ 103,650
Library Associate	Local 3758	0.50	24,588	6,278	30,866	0.50	21,528	5,961	27,490
Library Assistant	Local 3758	0.50	15,322	4,379	19,702	0.30	9,061	2,222	11,284
Library Aide	Local 3758	0.50	12,459	8,529	20,988	0.50	13,415	10,264	23,680
<b>Total</b>		<b>2.50</b>	<b>\$ 128,984</b>	<b>\$ 45,463</b>	<b>\$ 174,448</b>	<b>2.30</b>	<b>\$ 121,770</b>	<b>\$ 44,333</b>	<b>\$ 166,103</b>

**Highlighted Changes:**

- Salaries decreased by 5.5% or \$7,214 due to decrease in hours for Library Assistant position.
- Benefits decreased by 2.5% or \$1,130 due to decrease in hours for Library Assistant position.
- Supplies increased by 400.0% or \$2,400 due to printer toner costs being moved to library budget.

Timberland Regional Library 2019 Final Budget General Fund Salkum							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 120,298	\$ 123,982	\$ 131,984	\$ 122,500	\$ 124,770	\$ (7,214)	-5.5%
Benefits	38,827	42,212	45,463	42,500	44,333	(1,130)	-2.5%
Supplies	606	134	600	1,000	3,000	2,400	400.0%
Equipment	3,417	4,307	-	-	-	-	n/a
Professional Services	9,648	6,179	9,220	7,000	9,330	110	1.2%
Communications	457	1,016	1,100	1,000	1,100	-	0.0%
Mileage	1,994	504	800	800	800	-	0.0%
Operating Rentals	110	116	110	116	116	6	5.5%
Utilities	4,115	4,194	8,900	9,000	9,960	1,060	11.9%
Repairs & Maintenance	69	-	-	-	-	-	n/a
Registrations	-	-	1,500	150	1,500	-	0.0%
Intergovernmental	105	1,041	110	105	-	(110)	-100.0%
<b>Total Expenditures</b>	<b>\$ 179,648</b>	<b>\$ 183,685</b>	<b>\$ 199,787</b>	<b>\$ 184,171</b>	<b>\$ 194,909</b>	<b>\$ (4,878)</b>	<b>-2.4%</b>

## **Salkum Timberland Library Overview**

**Responsible Manager: Cherie Rusk**

**2018 Service Priority:** Strengthen Families and Youth

**2018 Notable Activities:**

- Delivered a full slate of weekly Family Storytimes from January through May.
- Delivered Monthly Outreach Storytimes to Onalaska, Salkum, and Morton preschools.
- Offered a Monthly Kids Educational/Craft program on Wednesday afternoon (local school's half-day) and/or Saturday afternoon, including taking full advantage of State Library offerings (e.g. Makey-Make Kits, Ozobots) and TRL resource kits (e.g. Blockplay).
- Participated in the initial planning for the Young Adult area refresh with Lewis County Youth Services staff.
- Attended Onalaska School District Community Dinners, bringing a theme-appropriate craft to each.
- Started a Teen Book Discussion Group at Onalaska High School.
- Hosted first Teen Movie and Pizza Night at the Library.
- Assisted the Salkum Head Start with its Annual Assessment.

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Continued a monthly hosting of WorkSource with high visibility publicity posters and our Facebook page and highway 12 reader-board sign; our first event had four attendees
- Continued to offer one-on-one computer classes by appointment, as well as resume and cover letter assistance. Several patrons have found jobs, and have kept in touch
- Hosted monthly Ask a Master Gardener 4-hour sessions
- Continued to Host the Weekly Knitting Circle, and involved the participants in community events, such as making baby hats for the Morton General Hospital Foundation's "Mommy and Me" shower and the Friends of the Salkum Timberland Library Silent Auction.
- Spoke about library services and resources to various community groups, such as a local PEO chapter wanting to learn more about downloadable resources.
- Partnered with the Onalaska Alliance for their Farm and Garden Tour—we will be open Noon to 4 on Sunday October 7th for this event
- Celebrated TRL's 50th in June, and Salkum's 25th year in this building, both with live music.
- Promoted our public meeting room especially to social service groups. We now have A.A., N.A., ACOA, NAMI, TOPS, PTA, four 4-H groups (Rabbits, STEM, Photography and Sewing) all meeting regularly—our room is used 7 days/week!
- Hosted partner education ventures starting with Gravity and HS 21+.

**2019 Service Priority:** Strengthen Families and Youth

**2019 Anticipated Activities:**

- Continue all of the above, plus add year-round early literacy programs starting in summer.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Continue all of the above, plus add additional events for adults.

Salkum Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 916	\$ 965	979	
Average Daily Circulation	163	155	165	130
Average Daily Borrowers	36	36	37	40
Average Daily Cost per Borrower	\$ 25.44	\$ 26.81	\$ 26.46	\$ 27.00
Average Cost per Circulation	\$ 5.62	\$ 6.23	\$ 5.93	\$ 7.80
Average Daily Overdrive Circulation	22	28	36	
Average Daily Internet Sessions	13	14	14	
Average Programs per Month	11	9	11	

\*Results through 09/30/2018

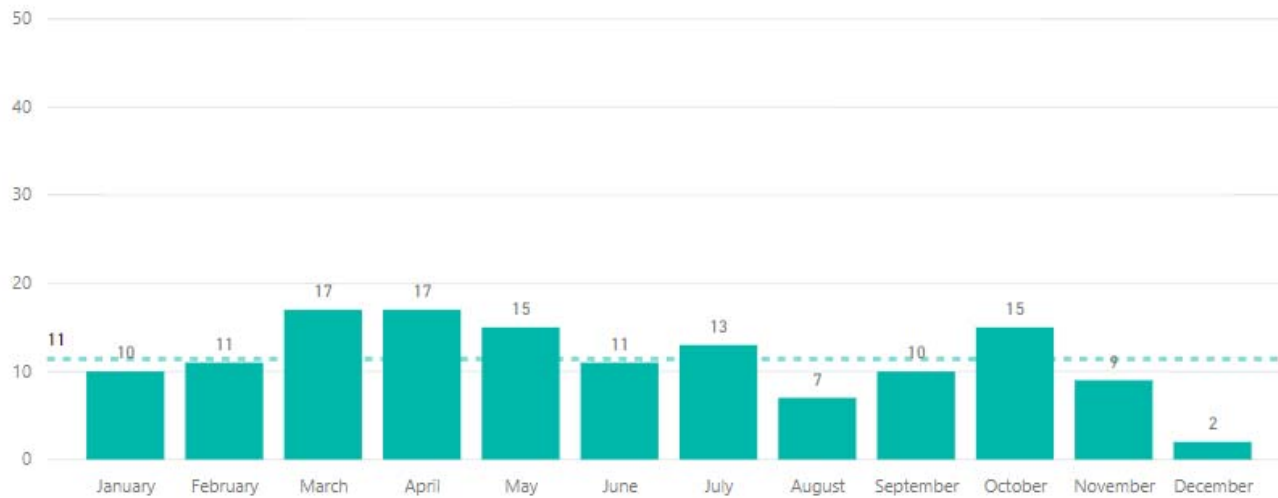
Hours Open per Week

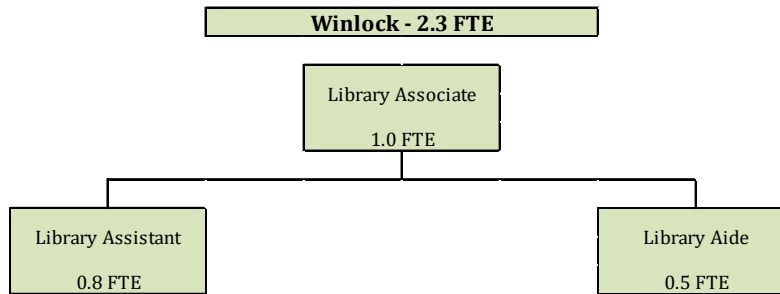
35

Population, Service Area

8,716 2017B Census Est. (Geography: 98533 Cinebar, 98542 Ethel, 98564 Mossyrock, 98570 Onalaska, 98582 Salkum, 98585 Silver Creek)

### 2018 Salkum Programs by Month





Winlock Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 76,615	\$ 26,277	\$ 102,893	0.00	\$ -	\$ -	\$ -
Library Associate	Local 3758	1.00	41,184	17,015	58,199	1.00	44,348	18,728	63,076
Library Assistant	Local 3758	0.80	26,789	13,894	40,684	0.80	28,007	15,052	43,059
Library Aide	Local 3758	0.50	12,459	8,529	20,988	0.50	12,646	10,016	22,662
<b>Total</b>		<b>3.30</b>	<b>\$ 157,048</b>	<b>\$ 65,715</b>	<b>\$ 222,763</b>	<b>2.30</b>	<b>\$ 85,001</b>	<b>\$ 43,797</b>	<b>\$ 128,797</b>

***Highlighted Changes:***

- Salaries decreased by 45.0% or \$72,047 due to elimination of Library Manager position.
- Benefits decreased by 33.4% or \$21,918 due to elimination of Library Manager position.
- Supplies increased by 187.5% or \$1,500 due to printer toner costs being moved to library budget.

Timberland Regional Library 2019 Final Budget General Fund Winlock							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 144,425	\$ 156,505	\$ 160,048	\$ 157,500	\$ 88,001	\$ (72,047)	-45.0%
Benefits	59,785	61,836	65,715	62,200	43,797	(21,918)	-33.4%
Supplies	96	3,587	800	4,000	2,300	1,500	187.5%
Equipment	64	621	-	-	-	-	n/a
Professional Services	1,225	1,036	2,620	2,200	2,800	180	6.9%
Communications	1,329	1,378	1,400	1,400	1,400	-	0.0%
Mileage	464	171	400	300	400	-	0.0%
Operating Rentals	110	116	110	116	116	6	5.5%
Repairs & Maintenance	62	-	-	-	-	-	n/a
Registrations	-	-	1,500	-	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 207,559</b>	<b>\$ 225,250</b>	<b>\$ 232,593</b>	<b>\$ 227,716</b>	<b>\$ 140,313</b>	<b>\$ (92,280)</b>	



## Winlock Timberland Library Overview

**Responsible Manager: Christopher Charzan – Interim Manager**

**2018 Service Priority:** Enhance Technology

**2018 Notable Activities:**

- Provide formal STEAM programs and on-demand access to STEAM resources.
- Encourage patrons to use the library's technology resources on a drop-in basis.
- Brought technology out into the community for a variety of outreach events.
- Offered a variety of adult programs that will promote interaction, such as an adult game night, coloring night, and a coding workshop.
- Worked with Lewis County Thrives, the Capital Region STEAM Network and Washington STEM to enhance and expand the library's role as a key player in STEAM and Coding education.

**2019 Service Priority:** Enhance Collections

- Design and implement procedures for ongoing weeding including catching returns and in-transit items and ongoing maintenance of the collection.
- Maintain visual merchandising standards throughout the collection and on displays.
- Explore options for relocating collections to improve browse-ability and discovery of popular and in-demand items. Possibilities including purchasing furniture for rotating displays, expanding Juvenile Fiction, re-evaluating magazine subscriptions.
- Replace all NF shelf dividers with durable alternatives and ensure that all signage and endcap range signs are accurate.
- Explore options for improved computer furniture and/or reducing number of catalog computers to provide additional space for displays and in-demand items (e.g. Lucky Day Collection).

Winlock Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 1,173	\$ 1,197	1,206	
Average Daily Circulation	210	197	183	150
Average Daily Borrowers	47	44	41	42
Average Daily Cost per Borrower	\$ 24.96	\$ 27.20	\$ 29.41	\$ 29.50
Average Cost per Circulation	\$ 5.59	\$ 6.08	\$ 6.59	\$ 8.20
Average Daily Overdrive Circulation	24	30	30	
Average Daily Internet Sessions	23	18	20	
Average Programs per Month	11	11	13	

\*Results through 09/30/2018

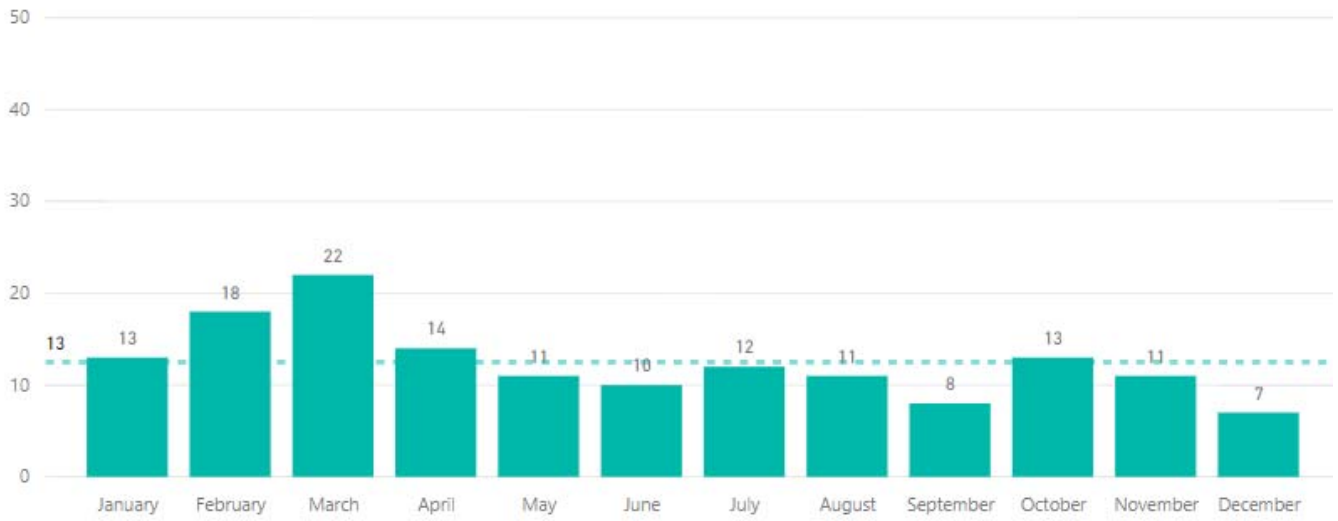
Hours Open per Week

38

Population, Service Area

6,624 2017B Census Est. (Geography: 98596 Winlock)

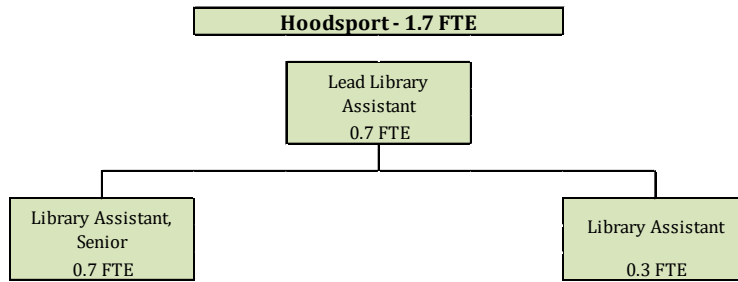
## 2018 Winlock Programs by Month



# Mason County Library Budgets

<b>Timberland Regional Library 2019 Final Budget General Fund Revenues Mason County Libraries</b>							
Revenue Type	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Property Tax	\$ 2,851,791	\$ 2,788,034	\$ 2,923,950	\$ 2,900,000	\$ 3,000,000	\$ 76,050	2.6%
Leasehold Tax	8,285	9,016	9,000	8,000	8,000	(1,000)	-11.1%
Timber Excise Tax	102,799	84,657	63,000	110,000	80,000	17,000	27.0%
In Lieu of Taxes	1,218	-	-	3,740	-	-	n/a
DNR Trust	21	1,123	250	1,200	1,000	750	300.0%
DNR In Lieu of Taxes	21	24	-	120	-	-	n/a
Forest Board Interest	-	107	-	130	-	-	n/a
Forest Board Rentals	5,140	7,935	5,600	4,800	5,000	(600)	-10.7%
Other Rentals	-	53	-	-	-	-	n/a
Timber Sales - State	250,852	135,025	141,000	290,000	200,000	59,000	41.8%
Miscellaneous	-	9	-	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 3,220,126</b>	<b>\$ 3,025,983</b>	<b>\$ 3,142,800</b>	<b>\$ 3,317,990</b>	<b>\$ 3,294,000</b>	<b>\$ 151,200</b>	<b>4.8%</b>

<b>Timberland Regional Library 2019 Final Budget General Fund Mason County Libraries</b>							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 924,346	\$ 962,586	\$ 1,041,922	\$ 1,017,500	\$ 1,074,104	\$ 32,182	3.1%
Benefits	354,208	368,366	406,642	404,400	454,477	47,835	11.8%
Supplies	7,877	7,475	5,800	12,000	18,200	12,400	213.8%
Equipment	2,091	2,000	-	9,300	-	-	n/a
Professional Services	136,107	87,140	50,420	58,000	53,060	2,640	5.2%
Communications	5,556	5,846	5,860	5,760	5,860	-	0.0%
Mileage	3,982	2,186	2,700	3,000	1,700	(1,000)	-37.0%
Operating Rentals	1,403	1,257	310	334	340	30	9.7%
Utilities	25,755	28,238	32,900	34,300	34,500	1,600	4.9%
Repairs & Maintenance	19,908	1,272	-	510	-	-	n/a
Memberships	-	-	480	480	480	-	0.0%
Registrations	441	1,973	3,500	1,400	3,500	-	0.0%
Intergovernmental	107	35	70	60	-	(70)	-100.0%
Capital	1,130	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,482,912</b>	<b>\$ 1,468,538</b>	<b>\$ 1,550,604</b>	<b>\$ 1,547,794</b>	<b>\$ 1,646,221</b>	<b>\$ 95,617</b>	<b>6.2%</b>



Hoodsport Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Lead Library Assistant	Local 3758	0.70	\$ 32,447	\$ 13,788	\$ 46,236	0.70	\$ 32,934	\$ 16,528	\$ 49,462
Library Assistant, Senior	Local 3758	0.70	22,095	12,134	34,229	0.70	23,099	14,534	37,633
Library Aide	Local 3758	0.30	8,413	1,951	10,364	0.30	8,796	2,165	10,961
<b>Total</b>		<b>1.70</b>	<b>\$ 62,956</b>	<b>\$ 27,873</b>	<b>\$ 90,828</b>	<b>1.70</b>	<b>\$ 64,829</b>	<b>\$ 33,226</b>	<b>\$ 98,055</b>

***Highlighted Changes:***

- Salaries increased by 2.9% or \$1,873 due to 2019 COLA.
- Benefits increased by 19.2% or \$5,353 due to increase in medical insurance.
- Supplies increased by 166.7% or \$1,000 due to printing toner costs allocated to library budget.

Timberland Regional Library 2019 Final Budget General Fund Hoodsport							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 61,213	\$ 60,509	\$ 63,956	\$ 65,500	\$ 65,829	\$ 1,873	2.9%
Benefits	23,043	25,254	27,873	30,500	33,226	5,353	19.2%
Supplies	8	3,303	600	1,000	1,600	1,000	166.7%
Equipment	617	583	-	-	-	-	n/a
Professional Services	26,528	12,213	14,830	17,000	15,460	630	4.2%
Communications	1,982	2,065	2,100	2,000	2,100	-	0.0%
Mileage	508	374	300	2,000	300	-	0.0%
Operating Rentals	66	776	70	72	75	5	7.1%
Utilities	6,178	6,899	8,900	7,800	8,000	(900)	-10.1%
Repairs & Maintenance	478	313	-	-	-	-	n/a
Registrations	-	-	500	100	500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 120,620</b>	<b>\$ 112,289</b>	<b>\$ 119,129</b>	<b>\$ 125,972</b>	<b>\$ 127,090</b>	<b>\$ 7,961</b>	<b>6.7%</b>

## Hoodsport Timberland Library Overview

**Responsible Manager: Donna Feddern**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

### 2018 Notable Activities:

- Presented library craft program series (alcohol ink, rock painting, etc.)
- Sponsored and staffed monthly Pageturners book discussion group which doubled attendance.
- Encouraged reading books about characters unlike you whether through race, religion, gender, geography, class, ability through the Reading Without Walls challenge and display.
- Created beautifully themed displays through the use of origami paper creations.
- Encouraged patrons to explore Mason County with a waterfalls hiking presentation by Mason County Journal writer Mark Woytowich.
- Presented family storytime series which saw increased regular attendance and received positive feedback.
- Partnered the Hardware Distillery to present Trivia Night.
- Provided outreach to Skokomish Head Start and Hood Canal School.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

### 2019 Anticipated Activities:

- Present new craft series programming.
- Use results of Community Engagement project to inform programming.
- Strengthen connections with Hood Canal schools and Skokomish community.

Hoodsport Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 576	\$ 614	620	
Average Daily Circulation	102	92	98	100
Average Daily Borrowers	28	26	28	30
Average Daily Cost per Borrower	\$ 20.57	\$ 23.62	\$ 22.14	\$ 3.60
Average Cost per Circulation	\$ 5.65	\$ 6.67	\$ 6.33	\$ 6.33
Average Daily Overdrive Circulation	12	12	13	
Average Daily Internet Sessions	13	12	13	
Average Programs per Month	5	6	8	

\*Results through 09/30/2018

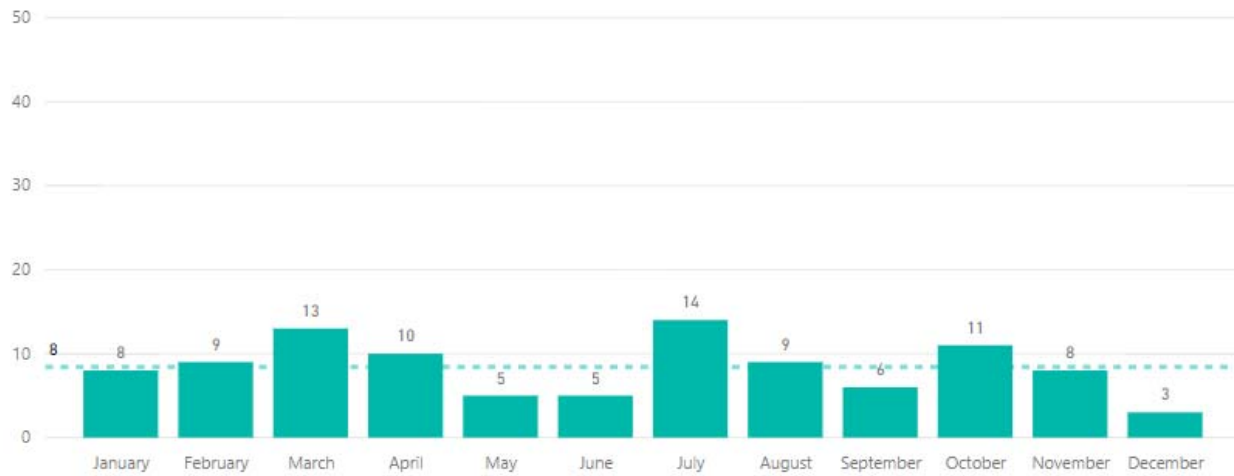
Hours Open per Week

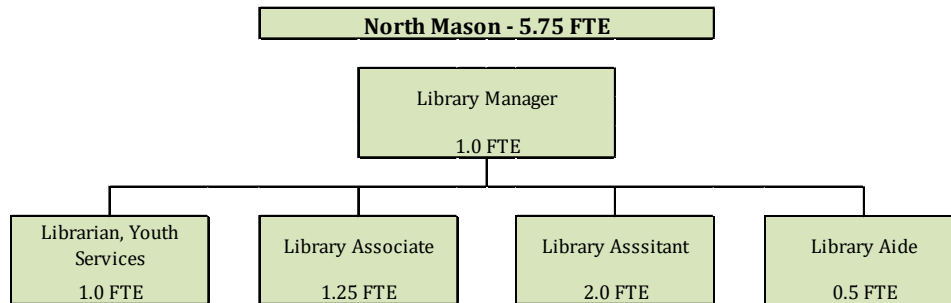
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Population, Service Area

6,215 2017B Census Est. (53045960200, 98548 Hoodsport, 98555 Lilliwaup)

**2018 Hoodsport Programs my Month**





North Mason Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 72,217	\$ 23,513	\$ 95,730	1.00	\$ 77,764	\$ 25,885	\$ 103,649
Librarian - YS	Local 3758	1.00	45,004	17,762	62,766	1.00	47,049	19,232	66,281
Library Associate	Local 3758	0.63	34,593	8,441	43,034	0.63	35,111	8,908	44,019
Library Associate	Local 3758	0.63	34,593	14,090	48,683	0.63	35,111	14,833	49,944
Library Assistant	Local 3758	0.50	14,876	8,745	23,621	0.50	15,552	9,326	24,878
Library Assistant	Local 3758	0.50	19,992	9,826	29,818	0.50	20,292	10,353	30,645
Library Assistant	Local 3758	0.50	17,763	4,836	22,599	0.50	19,127	5,360	24,488
Library Assistant	Local 3758	0.50	19,992	9,809	29,802	0.50	20,292	10,353	30,645
Library Aide	Local 3758	0.50	12,096	3,638	15,734	0.50	12,646	3,956	16,602
<b>Total</b>		<b>5.75</b>	<b>\$ 271,126</b>	<b>\$ 100,662</b>	<b>\$ 371,788</b>	<b>5.75</b>	<b>\$ 282,945</b>	<b>\$ 108,205</b>	<b>\$ 391,150</b>

**Highlighted Changes:**

- Salaries increased by 4.3% or \$11,819 due to step increases and 2019 COLA.
- Benefits increased by 7.5% or \$7,543 due to increase in medical insurance costs.
- Supplies increased by 257.1% or \$3,600 due to printing toner costs allocated to library budget.
- Professional services increased by 5.7% or \$1,800 due to an increase in landscaping costs.
- Utilities increased by 10.4% or \$2,500 due to increased electricity costs.

Timberland Regional Library 2019 Final Budget General Fund North Mason							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 263,323	\$ 268,161	\$ 274,126	\$ 282,000	\$ 285,945	\$ 11,819	4.3%
Benefits	91,801	93,590	100,662	100,900	108,205	7,543	7.5%
Supplies	7,869	2,808	1,400	4,000	5,000	3,600	257.1%
Equipment	400	-	-	-	-	-	n/a
Professional Services	67,932	38,064	31,340	35,000	33,140	1,800	5.7%
Communications	2,677	2,779	2,800	2,800	2,800	-	0.0%
Mileage	2,646	1,149	1,400	800	900	(500)	-35.7%
Lodging	-	124	-	-	-	-	n/a
Meals	-	40	-	250	-	-	n/a
Operating Rentals	1,337	481	240	262	265	25	10.4%
Utilities	19,578	21,339	24,000	26,500	26,500	2,500	10.4%
Repairs & Maintenance	17,649	959	-	-	-	-	n/a
Memberships	-	-	105	105	105	-	0.0%
Registrations	-	1,415	1,500	700	1,500	-	0.0%
Intergovernmental	107	-	70	60	-	(70)	-100.0%
<b>Total Expenditures</b>	<b>\$ 475,320</b>	<b>\$ 430,909</b>	<b>\$ 437,643</b>	<b>\$ 453,877</b>	<b>\$ 464,360</b>	<b>\$ 26,717</b>	<b>6.1%</b>

## North Mason Timberland Library Overview

**Responsible Manager: Jenny Grenfell**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Installation of an ADA walkway from the road/sidewalk to the front entrance.
- Installation of an electronic monument sign at the driveway entrance.
- Initiation of a makerspace “Discovery Zone” and the presentation of several artist-in-residence type programs utilizing that space.
- Began a weekly Play & Learn group on Saturday mornings.

**2019 Service Priority:** Support Community Engagement Through Culture, History, and the Arts

**2019 Anticipated Activities:**

- Move to a “One Desk” model of patron service.
- Continue development of the Discovery Zone.
- Initiate library outreach to the communities of Grapeview and Tahuya.

North Mason Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 2,187	\$ 2,217	2,191	
Average Daily Circulation	290	262	263	209
Average Daily Borrowers	76	69	70	
Average Daily Cost per Borrower	\$ 28.78	\$ 32.13	\$ 31.30	
Average Cost per Circulation	\$ 7.54	\$ 8.46	\$ 8.33	
Average Daily Overdrive Circulation	68	71	79	
Average Daily Internet Sessions	48	43	48	
Average Programs per Month	12	12	17	

\*Results through 09/30/2018

Hours Open per Week

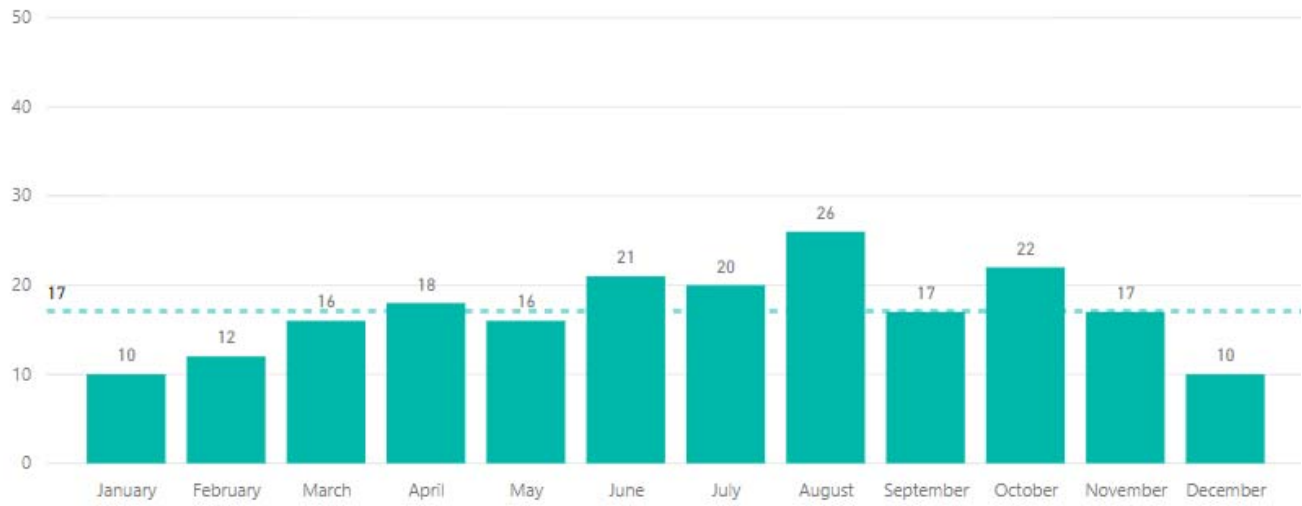
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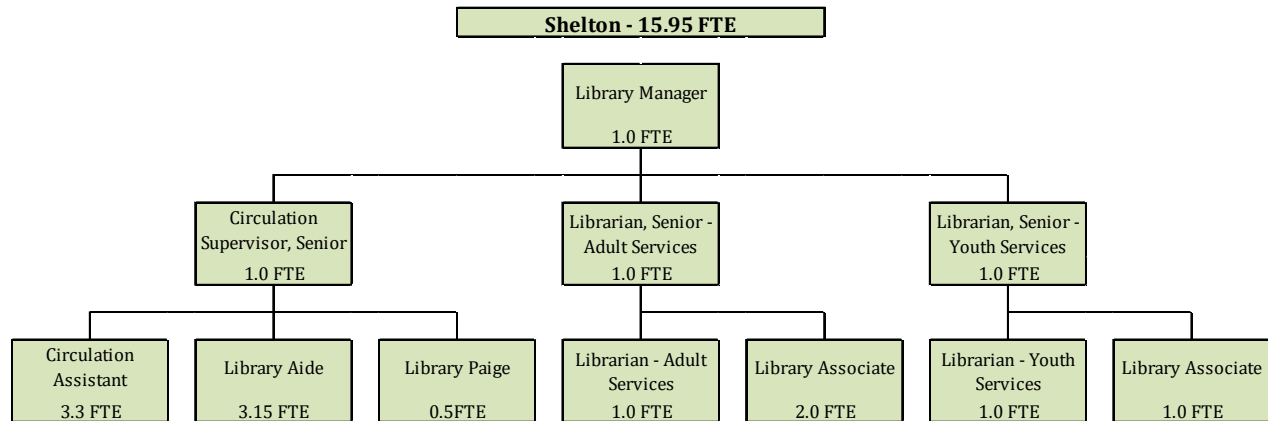
Population, Service Area

18,003 2017B Census Est. (Geography: 98524 Allyn, 98528 Belfair,  
98546 Grapeview, 98588 Tahuya)



**2018 North Mason Programs by Month**





Shelton Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Senior	Local 3758-S	1.00	\$ 74,383	\$ 23,970	\$ 98,354	1.00	\$ 77,765	\$ 25,885	\$ 103,650
Librarian, Senior - AS	Local 3758-S	1.00	70,114	23,127	93,241	1.00	73,301	24,999	98,300
Librarian, Senior - YS	Local 3758-S	1.00	53,736	19,667	73,403	1.00	56,178	21,291	77,469
Circulation Supervisor, Senior	Local 3758-S	1.00	49,176	20,539	69,714	1.00	59,600	23,650	83,250
Librarian - AS	Local 3758	1.00	60,480	21,092	81,572	1.00	48,460	20,887	69,347
Librarian - YS	Local 3758	1.00	45,004	19,657	64,660	1.00	47,049	20,850	67,899
Library Associate	Local 3758	1.00	42,420	17,217	59,637	1.00	43,057	18,449	61,505
Library Associate	Local 3758	0.50	20,592	5,434	26,026	0.50	22,174	6,020	28,194
Library Associate	Local 3758	0.50	20,592	9,953	30,545	0.50	21,528	11,940	33,469
Library Associate	Local 3758	1.00	49,176	17,796	66,972	1.00	51,411	21,663	73,074
Circulation Assistant	Local 3758	0.50	15,782	9,231	25,013	0.53	17,844	11,544	29,388
Circulation Assistant	Local 3758	0.55	21,351	5,549	26,901	0.50	15,099	10,629	25,728
Circulation Assistant	Local 3758	0.65	25,233	6,533	31,766	0.65	25,612	6,948	32,560
Circulation Assistant	Local 3758	0.50	16,256	9,037	25,292	0.50	17,504	9,749	27,253
Circulation Assistant	Local 3758	0.50	19,410	5,243	24,654	0.53	20,687	5,779	26,466
Circulation Assistant	Local 3758	0.60	22,613	11,383	33,996	0.60	23,642	12,176	35,817
Library Aide	Local 3758	0.50	12,459	3,774	16,233	0.50	12,646	4,037	16,683
Library Aide	Local 3758	0.50	12,096	8,452	20,548	0.50	13,025	10,180	23,205
Library Aide	Local 3758	0.50	12,096	8,393	20,489	0.50	12,646	10,016	22,662
Library Aide	Local 3758	0.50	12,096	8,393	20,489	0.50	12,646	10,016	22,662
Library Aide	Local 3758	0.50	12,833	3,794	16,627	0.50	13,415	4,123	17,538
Library Aide	Local 3758	0.65	19,919	11,226	31,145	0.65	20,825	11,992	32,817
Library Page	Local 3758	0.50	13,022	8,648	21,670	0.50	13,217	10,221	23,438
<b>Total</b>		<b>15.95</b>	<b>\$ 700,840</b>	<b>\$ 278,107</b>	<b>\$ 978,946</b>	<b>15.95</b>	<b>\$ 719,330</b>	<b>\$ 313,045</b>	<b>\$ 1,032,375</b>

**Highlighted Changes:**

- Salaries increased by 2.6% or \$18,490 due to step increases and 2019 COLA.
- Benefits increased by 12.6% or \$34,938 due to increase in medical insurance costs.
- Supplies increased by 205.3% or \$7,800 due to printing toner costs allocated to library budget.

<b>Timberland Regional Library 2019 Final Budget General Fund Shelton</b>							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 599,810	\$ 633,916	\$ 703,840	\$ 670,000	\$ 722,330	\$ 18,490	2.6%
Benefits	239,365	249,522	278,107	273,000	313,045	34,938	12.6%
Supplies	-	1,364	3,800	7,000	11,600	7,800	205.3%
Equipment	1,074	1,417	-	9,300	-	-	n/a
Professional Services	41,646	36,863	4,250	6,000	4,460	210	4.9%
Communications	896	1,002	960	960	960	-	0.0%
Mileage	828	663	1,000	200	500	(500)	-50.0%
Repairs & Maintenance	1,781	-	-	510	-	-	n/a
Memberships	-	-	375	375	375	-	0.0%
Registrations	441	558	1,500	600	1,500	-	0.0%
Intergovernmental	-	35	-	-	-	-	n/a
Capital	1,130	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 886,972</b>	<b>\$ 925,340</b>	<b>\$ 993,832</b>	<b>\$ 967,945</b>	<b>\$1,054,770</b>	<b>\$ 60,938</b>	<b>6.1%</b>

**Shelton Timberland Library Overview**

**Responsible Manager: Donna Feddern**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Received \$288,000 from the state legislature via the City of Shelton to renovate the exterior of the building.
- Participated in the pilot Patron Experience Project.
- Moved picture book shelving to create a better, more open browsing experience for young children.
- Began community engagement process by completing as many ASK exercise interviews as possible.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Work with the City of Shelton and project architect to finalize design plans for exterior renovation and new landscaping.
- Complete Patron Experience Project and work on no- and low-cost changes to the interior space.
- Hire a space planner to begin planning for interior renovations.
- Use feedback from Community Engagement Project to plan future library spaces.

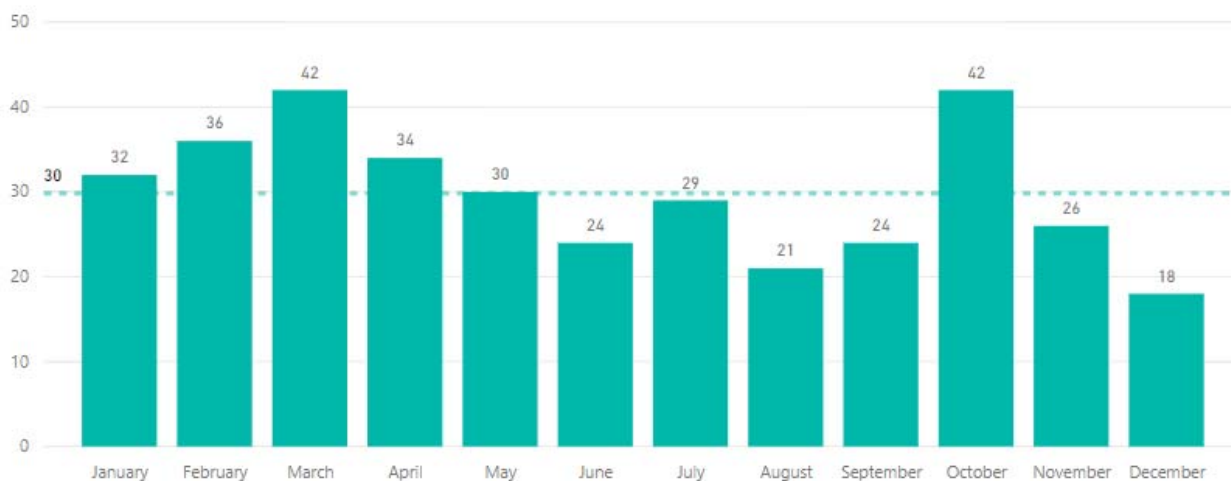
Shelton Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 5,399	\$ 5,495	5,474	
Average Daily Circulation	740	674	614	675
Average Daily Borrowers	177	162	151	165
Average Daily Cost per Borrower	\$ 30.50	\$ 33.92	\$ 36.25	\$ 4.12
Average Cost per Circulation	\$ 7.30	\$ 8.15	\$ 8.92	\$ 8.24
Average Daily Overdrive Circulation	103	136	159	
Average Daily Internet Sessions	117	98	100	
Average Programs per Month	13	22	30	

\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

49  
37,391 2017B Census Est. (Geography: 98560 Matlock,  
98584 Shelton)

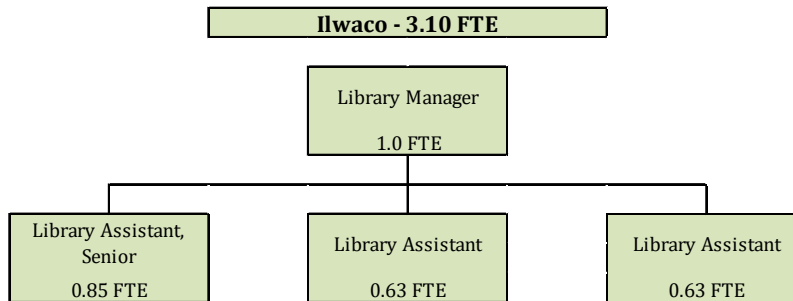
### 2018 Shelton Programs by Month



# Pacific County Library Budgets

Timberland Regional Library 2019 Final Budget General Fund Revenues Pacific County Libraries							
Revenue Type	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Property Tax	\$ 897,881	\$ 952,551	\$ 969,600	\$ 960,000	\$ 1,000,000	\$ 30,400	3.1%
Leasehold Tax	4,891	5,396	7,000	6,000	6,000	(1,000)	-14.3%
Timber Excise Tax	143,350	78,162	200,000	100,000	100,000	(100,000)	-50.0%
In Lieu of Taxes	4,335	3,136	8,000	4,200	4,000	(4,000)	n/a
DNR Trust	324	18,520	9,000	14,000	9,000	-	0.0%
DNR In Lieu of Taxes	-	1,592	-	-	-	-	n/a
Forest Board Rentals	-	35,719	200	150	200	-	0.0%
Other Rentals	-	15	-	-	-	-	n/a
Timber Sales - State	23,527	46,608	4,500	63,000	40,000	35,500	788.9%
Miscellaneous	-	916	-	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 1,074,309</b>	<b>\$ 1,142,616</b>	<b>\$ 1,198,300</b>	<b>\$ 1,147,350</b>	<b>\$ 1,159,200</b>	<b>\$ (39,100)</b>	<b>-3.3%</b>

Timberland Regional Library 2019 Final Budget General Fund Pacific County Libraries							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 705,690	\$ 720,632	\$ 732,034	\$ 729,600	\$ 747,479	\$ 15,445	2.1%
Benefits	257,283	251,541	267,198	276,300	299,701	32,503	12.2%
Supplies	330	5,810	11,650	7,900	16,000	4,350	37.3%
Equipment	1,252	3,650	-	3,130	-	-	n/a
Professional Services	41,755	44,831	42,270	37,900	41,090	(1,180)	-2.8%
Communications	5,819	5,643	6,010	6,000	6,020	10	0.2%
Mileage	8,818	5,219	5,750	3,800	5,900	150	2.6%
Meals	-	898	-	196	-	-	n/a
Operating Rentals	532	633	548	498	558	10	1.8%
Utilities	10,610	10,719	12,300	11,600	12,100	(200)	-1.6%
Repairs & Maintenance	7,903	2,618	-	3,720	-	-	n/a
Memberships	-	75	235	210	385	150	63.8%
Registrations	435	1,336	6,500	-	6,500	-	0.0%
Intergovernmental	-	434	-	1,660	-	-	n/a
Capital	3,517	3,012	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,043,944</b>	<b>\$ 1,058,858</b>	<b>\$ 1,084,495</b>	<b>\$ 1,082,848</b>	<b>\$ 1,135,733</b>	<b>\$ 51,238</b>	<b>4.8%</b>



Ilwaco Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Small	Local 3758-S	1.00	\$ 58,719	\$ 13,687	\$ 72,407	1.00	\$ 63,229	\$ 24,185	\$ 87,414
Library Assistant, Senior	Local 3758	0.85	36,057	16,494	52,551	0.85	36,598	17,343	53,942
Library Assistant	Local 3758	0.63	20,929	11,497	32,427	0.63	21,880	13,558	35,439
Library Assistant	Local 3758	0.63	18,595	11,004	29,599	0.63	20,024	13,161	33,185
<b>Total</b>		<b>3.10</b>	<b>\$ 134,301</b>	<b>\$ 52,682</b>	<b>\$ 186,984</b>	<b>3.10</b>	<b>\$ 141,731</b>	<b>\$ 68,248</b>	<b>\$ 209,979</b>

**Highlighted Changes:**

- Salaries increased by 5.5% or \$7,430 due to step increases and 2019 COLA.
- Benefits increased by 30.3% or \$15,946 due to employee adding medical insurance.
- Supplies increased by 257.1% or \$1,800 due to printing toner allocated to library budget.

Timberland Regional Library 2019 Final Budget General Fund Ilwaco							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 128,078	\$ 133,862	\$ 136,301	\$ 140,000	\$ 143,731	\$ 7,430	5.5%
Benefits	55,839	52,575	52,682	65,200	68,628	15,946	30.3%
Supplies	3	-	700	1,000	2,500	1,800	257.1%
Professional Services	1,650	1,289	2,600	600	2,600	-	0.0%
Communications	947	547	600	600	600	-	0.0%
Mileage	2,026	1,662	1,600	1,000	1,600	-	0.0%
Lodging	-	76	-	-	-	-	n/a
Meals	-	77	-	-	-	-	n/a
Operating Rentals	198	206	206	208	210	4	1.9%
Repairs & Maintenance	103	-	-	-	-	-	n/a
Memberships	-	-	100	125	218	118	117.5%
Registrations	-	571	1,000	-	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 188,843</b>	<b>\$ 190,865</b>	<b>\$ 195,789</b>	<b>\$ 208,733</b>	<b>\$ 221,087</b>	<b>\$ 25,298</b>	<b>12.9%</b>

## Ilwaco Timberland Library Overview

**Responsible Manager: Susan Carney**

### 2018 Service Priority: Promote the Library as a Community Gathering Place

#### 2018 Notable Activities:

- In conjunction with Pacific Mountain Workforce Development, Work Source and Thurston County Chamber, hosted a Job Fair for youth in Pacific County.
- Launched Knitfiti, a three month fiber arts project that included patrons under 8 years of age to over 80, concluding in a month long exhibition on site.
- Hosted Pacific County's BeachCon.
- Participated in Ilwaco Art Walk, Friday Farmer's Market, and Movies in the Park.
- Established a partnership with the Alternative High School now located on site.

### 2019 Service Priority: Promote the Library as a Community Gathering Place

#### 2019 Anticipated Activities:

- Provide programming for children and families: playgroup, storytime, STEAM activities, movies and outreach to Boys & Girls Club and public schools.
- Continue relationship building with teens: hands-on activities, Teen Tech Tutors, hosting and visiting Ilwaco High/Middle/Alt. Schools and promote our teen area.
- Provide adult classes, activities, movies and book discussion opportunities.
- Strengthen Work Source/Job Assist collaboration as our TRL role is refined.
- Continue working to market TRL services: within the City of Ilwaco at public events- Children's Parade, Slo-Drag, Tall Ships and PPR Triathlon, as well as with peninsula-wide community events-Health Fair, Pack2School, Homeless Connect, Loyalty Days and Books @ the Beach.

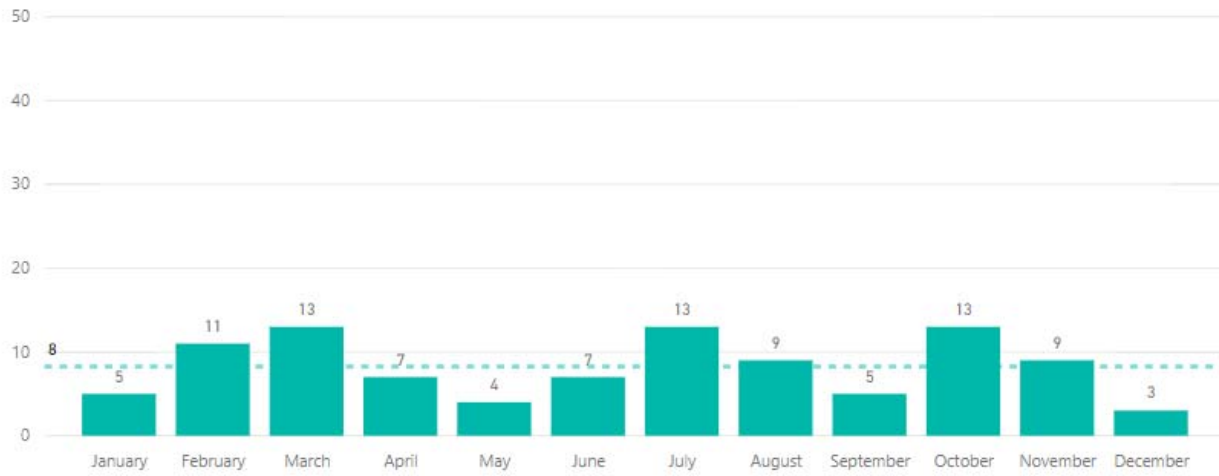
Ilwaco Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 1,078	\$ 1,092	1,071	
Average Daily Circulation	151	139	146	
Average Daily Borrowers	37	37	39	
Average Daily Cost per Borrower	\$ 29.14	\$ 29.51	\$ 27.46	
Average Cost per Circulation	\$ 7.14	\$ 7.86	\$ 7.34	
Average Daily Overdrive Circulation	20	24	26	
Average Daily Internet Sessions	24	21	21	
Average Programs per Month	4	6	8	

\*Results through 09/30/2018

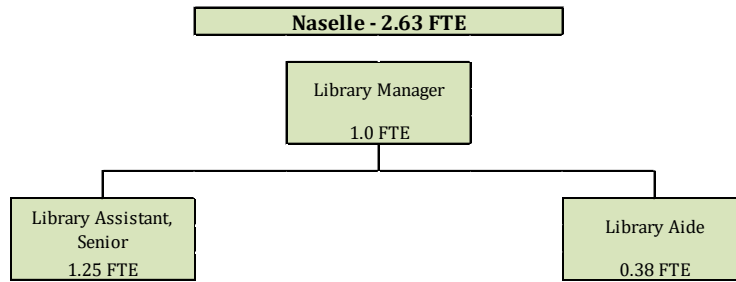
Hours Open per Week  
Population, Service Area

36  
4,001 2017B Census Est. (53049950500, 53049950600,  
98624 Ilwaco)

**2018 Ilwaco Programs by Month**







Naselle Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Small	Local 3758-S	1.00	\$ 66,088	\$ 24,053	\$ 90,141	1.00	\$ 67,080	\$ 25,189	\$ 92,269
Library Assistant, Senior	Local 3758	0.75	25,115	13,242	38,357	0.75	26,256	14,185	40,442
Library Assistant, Senior	Local 3758	0.50	21,210	5,564	26,774	0.50	21,528	5,880	27,409
Library Aide	Local 3758	0.38	11,837	2,704	14,540	0.00	-	-	-
<b>Total</b>		<b>2.63</b>	<b>\$ 124,250</b>	<b>\$ 45,563</b>	<b>\$ 169,813</b>	<b>2.25</b>	<b>\$ 114,864</b>	<b>\$ 45,254</b>	<b>\$ 160,119</b>

**Highlighted Changes:**

- Benefits decreased by 7.5% or \$9,386 due to elimination of Library Aide position.
- Professional services decreased by 13.8% or \$1,700 due to removal of HVAC costs.

Timberland Regional Library 2019 Final Budget General Fund Naselle							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 127,547	\$ 123,946	\$ 125,250	\$ 121,800	\$ 115,864	\$ (9,386)	-7.5%
Benefits	43,796	40,193	45,563	43,500	45,254	(309)	-0.7%
Supplies	168	1,875	2,600	2,600	2,400	(200)	-7.7%
Equipment	488	-	-	1,880	-	-	n/a
Professional Services	12,037	14,927	12,300	12,300	10,600	(1,700)	-13.8%
Communications	491	878	900	900	900	-	0.0%
Mileage	3,924	1,819	2,000	1,200	1,500	(500)	-25.0%
Lodging	-	803	-	-	-	-	n/a
Meals	-	264	-	-	-	-	n/a
Operating Rentals	110	201	116	116	116	-	0.0%
Utilities	3,636	3,514	4,300	4,300	4,800	500	11.6%
Repairs & Maintenance	3,585	2,352	-	-	-	-	n/a
Registrations	245	25	1,500	-	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 196,026</b>	<b>\$ 190,797</b>	<b>\$ 194,529</b>	<b>\$ 188,596</b>	<b>\$ 182,935</b>	<b>\$ (11,594)</b>	<b>-6.0%</b>

## Naselle Timberland Library Overview

**Responsible Manager: Michelle Zilli**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Host a spring Kid's STEAM series with activities designed for children to explore aspects of Science, Technology, Engineering, Art, and Math.
- Hosted an increasingly successful 'Music on the Lawn' series, taking advantage of the Library's outdoor space.
- Offered a variety of adult Make It events, such as Rock Painting, Mosaics, Author Talks, Pressed Flowers, Alcohol Ink Cards and Centerpieces.
- Hosted showings of recently-released movies for youth and adults.
- Increased teen presence with our new teen space and programs.
- Held consistent Play Group and outreach Storytimes.
- Attended monthly Coding Club at the local school, introducing new TRL tools and toys to students.
- Implemented a new library layout, including a new service desk, more and improved patron seating areas, and patron computer use areas.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Continue offering events that facilitate community, such as movie nights, workshops and classes, the Community Potluck, and Music on the Lawn series.
- Continue weekly storytimes and occasional monthly programs for youth.
- Increase outreach to and partnership with the Naselle-Grays River School, in particular promoting internet cards for every student.
- Work toward engaging teens, particularly with designing library activities and events, through a Teen Advisory Group.

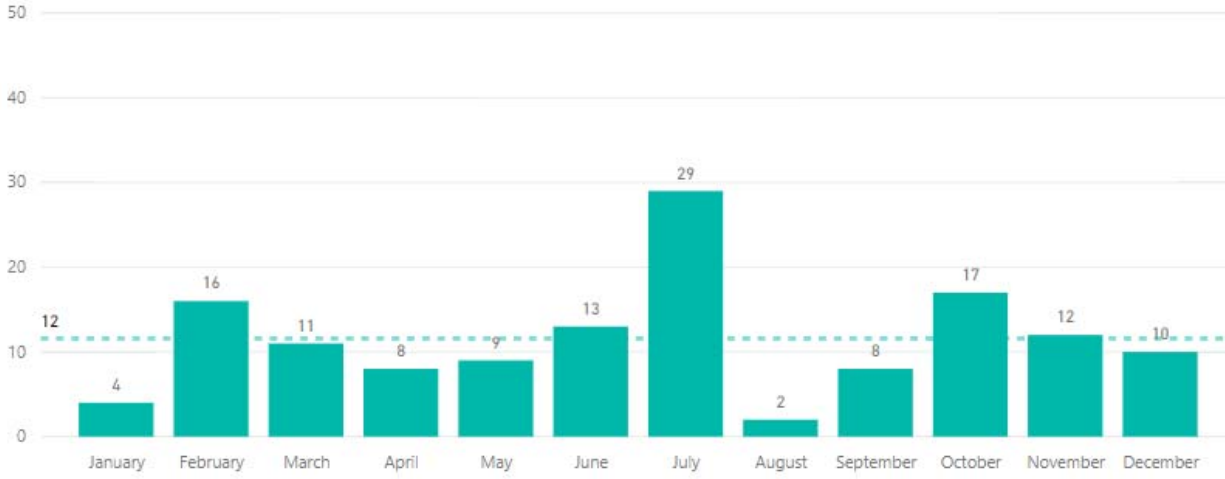
Naselle Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 972	\$ 987	987	
Average Daily Circulation	76	73	78	85
Average Daily Borrowers	21	20	21	25
Average Daily Cost per Borrower	\$ 46.29	\$ 49.35	\$ 47.00	\$ 45.00
Average Cost per Circulation	\$ 12.79	\$ 13.52	\$ 12.65	\$ 11.00
Average Daily Overdrive Circulation	6	7	9	
Average Daily Internet Sessions	7	6	6	
Average Programs per Month	7	11	12	

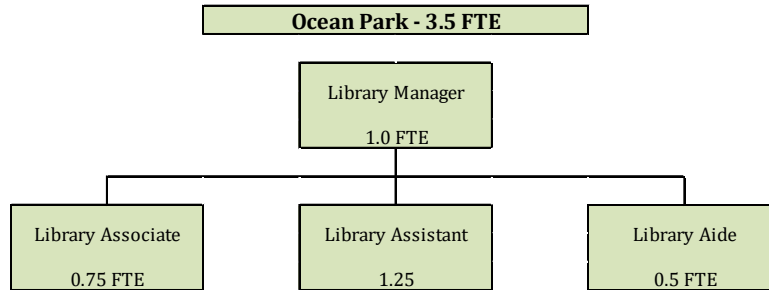
\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

29  
1,689 2017B Census Est. (Geography: 98638 Naselle)

**2018 Naselle Programs by Month**





Ocean Park Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 76,615	\$ 26,277	\$ 102,893	1.00	\$ 77,765	\$ 27,503	\$ 105,268
Library Associate	Local 3758	0.75	30,888	7,708	38,596	0.75	33,261	8,592	41,854
Library Assistant	Local 3758	0.75	29,988	14,271	44,260	0.75	30,438	15,091	45,529
Library Assistant	Local 3758	0.50	14,876	4,226	19,102	0.50	15,552	4,586	20,138
Library Aide	Local 3758	0.50	12,459	3,715	16,174	0.50	13,025	4,039	17,064
<b>Total</b>		<b>3.50</b>	<b>\$ 164,827</b>	<b>\$ 56,198</b>	<b>\$ 221,025</b>	<b>3.50</b>	<b>\$ 170,041</b>	<b>\$ 59,811</b>	<b>\$ 229,852</b>

***Highlighted Changes:***

- Salaries increased by 3.1% or \$5,214 due to step increases and 2019 COLA.
- Benefits increased by 6.4% or \$3,613 due to increase in medical insurance costs.
- Supplies increased by 450.0% or \$3,600 due to printing toner costs allocated to library budget.

Timberland Regional Library 2019 Final Budget General Fund Ocean Park							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 160,187	\$ 166,941	\$ 167,827	\$ 171,000	\$ 173,041	\$ 5,214	3.1%
Benefits	52,052	53,046	56,198	56,800	59,811	3,613	6.4%
Supplies	48	576	800	2,000	4,400	3,600	450.0%
Equipment	765	-	-	1,250	-	-	n/a
Professional Services	23,475	23,281	20,970	21,000	21,460	490	2.3%
Communications	1,343	1,326	1,320	1,300	1,320	-	0.0%
Mileage	1,101	1,434	1,350	1,500	2,000	650	48.1%
Lodging	-	201	-	144	-	-	n/a
Meals	-	91	-	136	-	-	n/a
Operating Rentals	114	110	110	116	116	6	5.5%
Utilities	6,973	7,205	8,000	7,300	7,300	(700)	-8.8%
Repairs & Maintenance	2,767	266	-	-	-	-	n/a
Memberships	-	75	85	85	118	33	n/a
Registrations	-	-	1,500	-	1,500	-	0.0%
Intergovernmental	-	434	-	1,660	-	-	n/a
Capital	3,371	3,012	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 252,195</b>	<b>\$ 257,998</b>	<b>\$ 258,160</b>	<b>\$ 264,291</b>	<b>\$ 271,066</b>	<b>\$ 12,906</b>	<b>5.0%</b>

**Ocean Park Timberland Library**

**Responsible Manager: Iver Matheson**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Hosted gardening programs.
- Hosted music concerts in the main part of the library.
- Hosted adult craft programs.
- Hosted the tax assistance program.
- Participated in Loyalty Days parades, Project Homeless Connect, and Pack to School programs.
- Partnered with Lions Club to provide free reading glasses to our customers.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Continue music in the library programs.
- Continue adult craft programs.
- Offer more author visits.

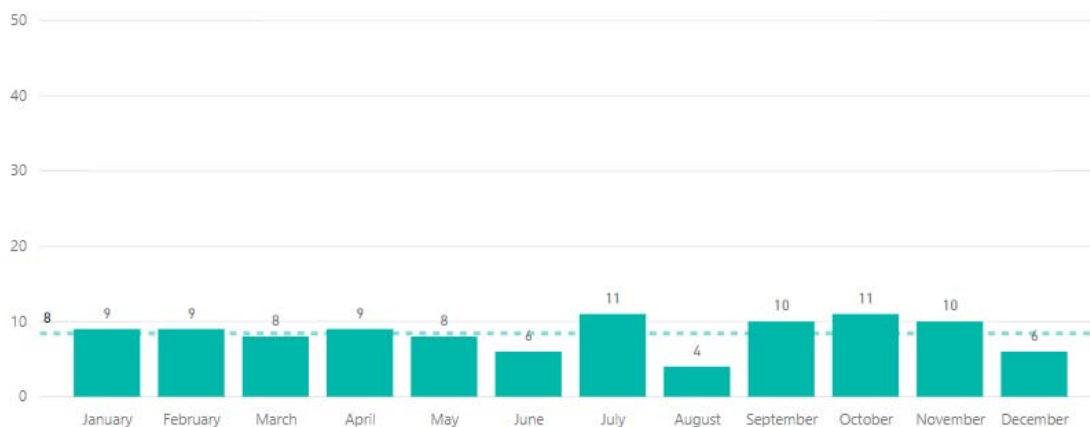
Ocean Park Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 1,234	\$ 1,323	1,311	
Average Daily Circulation	254	249	261	264
Average Daily Borrowers	67	65	65	67
Average Daily Cost per Borrower	\$ 18.42	\$ 20.35	\$ 20.17	\$ 20.00
Average Cost per Circulation	\$ 4.86	\$ 5.31	\$ 5.02	\$ 3.70
Average Daily Overdrive Circulation	29	35	42	
Average Daily Internet Sessions	30	29	30	
Average Programs per Month	7	7	8	

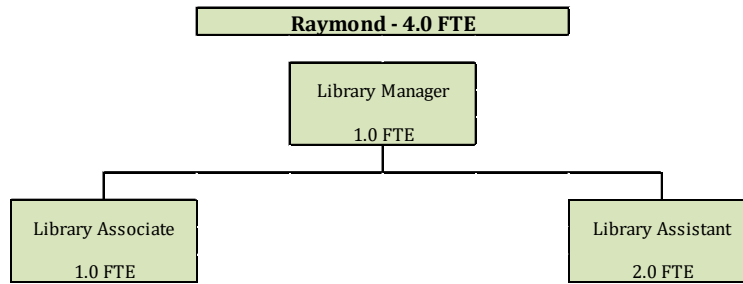
\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

38  
5,191 2017B Census Est. (Geography: 53049950700,  
53049950800)

**2018 Ocean Park Programs by Month**





Raymond Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 76,615	\$ 26,277	\$ 102,893	1.00	\$ 77,765	\$ 27,503	\$ 105,268
Library Associate	Local 3758	1.00	53,736	21,443	75,179	1.00	56,178	22,828	79,006
Library Assistant	Local 3758	1.00	35,526	17,595	53,122	1.00	37,141	18,704	55,845
Library Assistant	Local 3758	0.50	14,876	4,226	19,102	0.50	15,099	9,309	24,408
Library Assistant	Local 3758	0.50	14,876	4,226	19,102	0.50	16,019	4,687	20,706
<b>Total</b>		<b>4.00</b>	<b>\$ 195,630</b>	<b>\$ 73,767</b>	<b>\$ 269,398</b>	<b>4.00</b>	<b>\$ 202,202</b>	<b>\$ 83,031</b>	<b>\$ 285,233</b>

**Highlighted Changes:**

- Salaries increased by 3.3% or \$6,572 due to step increases and 2019 COLA.
- Benefits increased by 12.6% or \$9,264 due to increase in medical insurance costs.
- Supplies increased by 428.6% or \$3,000 due to printing toner costs allocated to library budget.

Timberland Regional Library 2019 Final Budget General Fund Raymond							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 193,666	\$ 193,575	\$ 198,630	\$ 199,100	\$ 205,202	\$ 6,572	3.3%
Benefits	70,729	69,005	73,767	76,200	83,031	9,264	12.6%
Supplies	102	2,694	700	1,000	3,700	3,000	428.6%
Equipment	-	3,650	-	-	-	-	n/a
Professional Services	2,300	3,407	3,840	3,000	3,850	10	0.3%
Communications	1,704	1,605	1,750	1,800	1,800	50	2.9%
Mileage	868	271	300	-	300	-	0.0%
Lodging	-	727	-	-	-	-	n/a
Meals	-	390	-	-	-	-	n/a
Repairs & Maintenance	1,397	-	-	3,720	-	-	n/a
Memberships	-	-	50	-	50	-	n/a
Registrations	190	740	1,500	-	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 270,955</b>	<b>\$ 276,064</b>	<b>\$ 280,537</b>	<b>\$ 285,010</b>	<b>\$ 299,433</b>	<b>\$ 18,896</b>	<b>6.7%</b>

## Raymond Timberland Library Overview

**Responsible Manager: Emily Popovich**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Offered maker programs for adults to explore new mediums, including rock painting, Mosaics, and container gardening.
- Offered week-long Valentine making station for all ages.
- Conducted a series of genealogy classes for adults.
- Provided programs with music and comedy for all ages.
- Worked closely with TAC (Teen Advocacy Coalition) to provide positive activities for teens, such as self-care Saturdays.
- Provided a writing workshop focusing on family stories.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Host Gravity for people ages 16-24 to continue their education.
- Provide musical programs for all to attend.
- Offer more maker programs, including pressed flowers, healing balms, and jewelry making.
- Honor Veterans on the 100<sup>th</sup> Anniversary of Armistice (Veteran's) Day.
- Conduct pumpkin carving for families.
- Provide seasonal crafts and activities for children, teens and adults.
- Provide crafts and activities on school closure days.
- Conduct outreach game playing at the local high school during lunch and after school.

Raymond Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 1,423	\$ 1,455	1,459	
Average Daily Circulation	206	201	186	210
Average Daily Borrowers	50	45	42	47
Average Daily Cost per Borrower	\$ 28.46	\$ 32.33	\$ 34.74	
Average Cost per Circulation	\$ 6.91	\$ 7.24	\$ 7.84	
Average Daily Overdrive Circulation	16	19	21	
Average Daily Internet Sessions	23	21	21	
Average Programs per Month	10	13	12	

\*Results through 09/30/2018

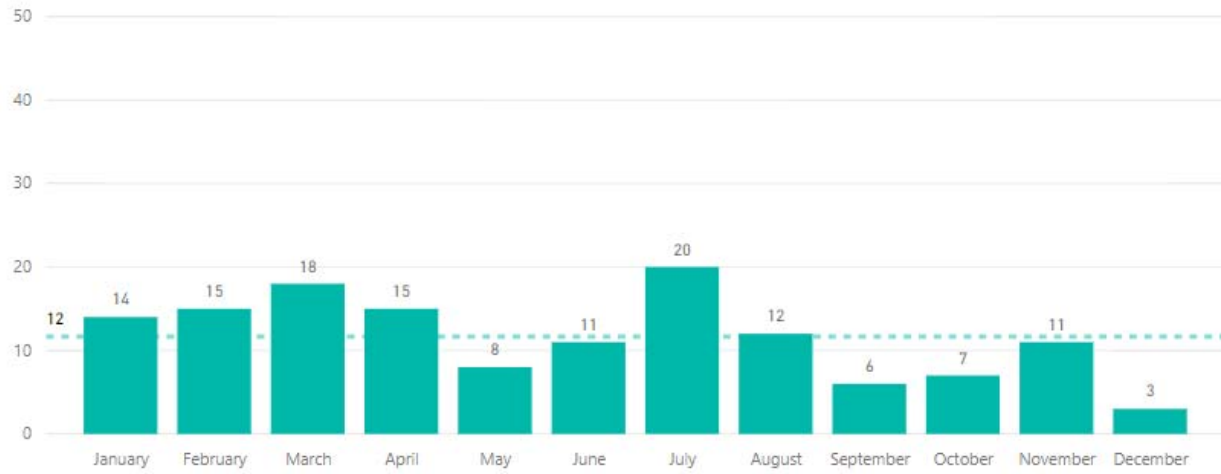
Hours Open per Week

39

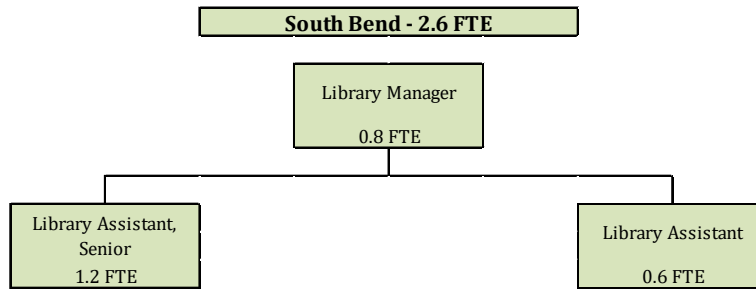
Population, Service Area

6,296 2017B Census Est. (Geography: 98577 Raymond)

**2018 Raymond Programs by Month**







South Bend Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Small	Local 3758-S	0.80	\$ 42,989	\$ 17,258	\$ 60,247	0.80	\$ 46,291	\$ 19,033	\$ 65,324
Library Assistant, Senior	Local 3758	0.70	24,868	12,246	37,115	0.70	25,998	13,702	39,701
Library Assistant	Local 3758	0.50	15,782	4,417	20,199	0.50	15,552	4,586	20,138
Library Assistant	Local 3758	0.60	18,387	5,066	23,453	0.60	19,799	5,655	25,455
<b>Total</b>		<b>2.60</b>	<b>\$ 102,026</b>	<b>\$ 38,988</b>	<b>\$ 141,014</b>	<b>2.60</b>	<b>\$ 107,641</b>	<b>\$ 42,976</b>	<b>\$ 150,617</b>

**Highlighted Changes:**

- Salaries increased by 5.4% or \$5,615 due to step increases and 2019 COLA.
- Benefits increased by 10.2% or \$3,988 due to increase in medical insurance costs.
- Supplies decreased by 56.2% or \$3,850 due to one-time purchases of computer workstations and multi-media spinners in 2018 budget.

Timberland Regional Library 2019 Final Budget General Fund South Bend							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 96,213	\$ 102,308	\$ 104,026	\$ 97,700	\$ 109,641	\$ 5,615	5.4%
Benefits	34,867	36,722	38,988	34,600	42,976	3,988	10.2%
Supplies	10	665	6,850	1,300	3,000	(3,850)	-56.2%
Equipment	-	-	-	-	-	-	n/a
Professional Services	2,293	1,927	2,560	1,000	2,580	20	0.8%
Communications	1,335	1,287	1,440	1,400	1,400	(40)	-2.8%
Mileage	899	33	500	100	500	-	0.0%
Meals	-	76	-	60	-	-	n/a
Operating Rentals	110	116	116	58	116	-	0.0%
Repairs & Maintenance	52	-	-	-	-	-	n/a
Registrations	-	-	1,000	-	1,000	-	0.0%
Capital	146	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 135,924</b>	<b>\$ 143,134</b>	<b>\$ 155,480</b>	<b>\$ 136,218</b>	<b>\$ 161,213</b>	<b>\$ 5,733</b>	<b>3.7%</b>

## **South Bend Timberland Library Overview**

**Responsible Manager: Jenny Penoyar**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

### **2018 Notable Activities:**

- 10 outreach visits to SBHS English classes.
- Received grant for \$200 from Willapa Community Network to provide refreshments and supplies for teen programs.
- Received a grant for \$300 to develop all ages arts based programs based on Art Smart curriculum in use at South Bend elementary.
- Tabled for Know and Grow and TRL at Teen Advocacy Coalition community night.
- Provided regular teen anime nights throughout the school year.
- Hosted Pacific County Youth Alliance monthly board meetings.
- Continued to develop Spanish language collection, including adding a significant number of young adult and juvenile titles.
- Presented 3 Friends of the Library scholarships to graduating seniors at SBHS class day.
- Planned 3 teens “after hours” programs in July and August.
- Planned 5 weeks of hands on activities for 6th grade and up in July – August.
- Created teen space with 2 Chromebooks for use by teens, grade 6 and up.
- Selected by Road2Resiliency coalition (funded by Community Wellness and Prevention Initiative to build resiliency in South Bend students) as July’s “Resiliency Rockstar” for our work with local youth and families.
- Started weekly hands on, STEM based after school program at South Bend Elementary for 5<sup>th</sup> and 6<sup>th</sup> graders.
- Started monthly visits to SB school library “Genius Hour” for 7<sup>th</sup> and 8 grades.
- Introduced myTRL program SB students 7<sup>th</sup>-11<sup>th</sup> grades.
- Provided STEM activities to Big Brothers, Big Sisters at SB, Raymond, Willapa Valley and Naselle schools throughout the month of August.

**2019 Service Priority:** Strengthen Families and Youth

### **2019 Anticipated Activities:**

- Continue increased outreach to South Bend schools during building closure.
- Partner with school library to give students access to TRL materials during building closure.
- Partner with local businesses and organizations to offer library programs and services during building closure.
- Provide outreach to Willapa Valley and Raymond schools while Raymond Youth Services position remains vacant.

South Bend Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 841	\$ 851	874	
Average Daily Circulation	79	75	89	96
Average Daily Borrowers	22	22	23	25
Average Daily Cost per Borrower	\$ 38.23	\$ 38.68	\$ 38.00	\$ 34.96
Average Cost per Circulation	\$ 10.65	\$ 11.35	\$ 9.82	\$ 9.10
Average Daily Overdrive Circulation	8	8	12	
Average Daily Internet Sessions	9	11	11	
Average Programs per Month	10	8	6	

\*Results through 09/30/2018

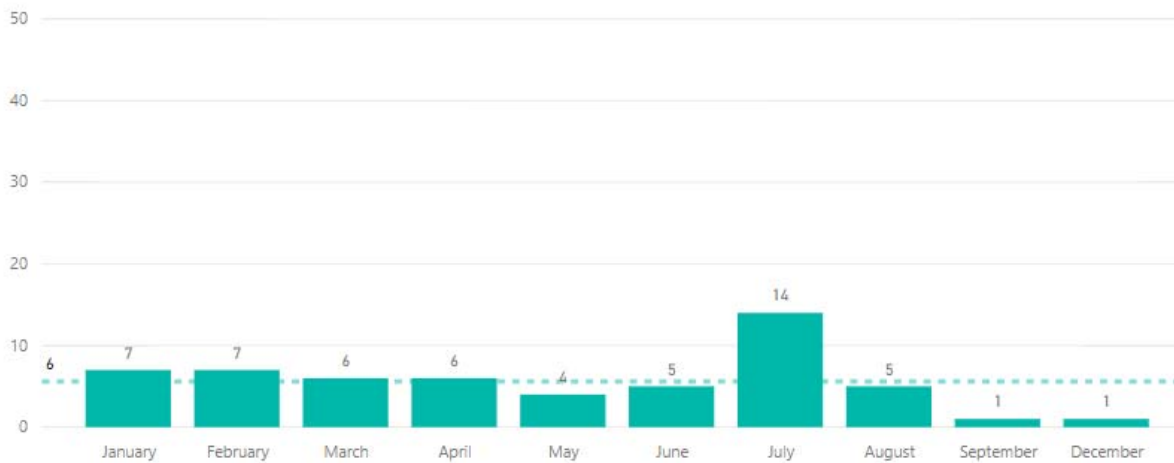
Hours Open per Week

29

Population, Service Area

2,307 2017B Census Est. (Geography: 98586 South Bend)

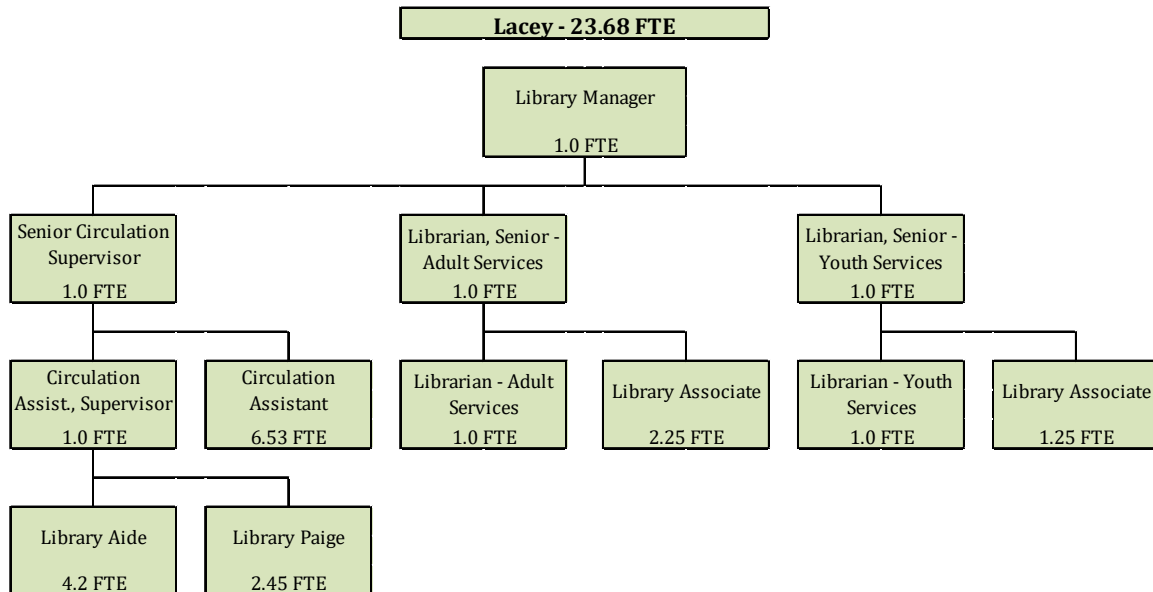
### 2018 South Bend Programs by Month



# Thurston County Library Budgets

<b>Timberland Regional Library 2019 Final Budget General Fund Revenues Thurston County Libraries</b>							
Revenue Type	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Property Tax	\$ 11,240,195	\$ 11,984,312	\$ 12,430,150	\$ 12,400,000	\$ 12,850,000	\$ 419,850	3.4%
Sale of Tax Title Property	-	445	-	50	-	-	n/a
Leasehold Tax	19,662	19,606	18,000	19,000	19,000	1,000	5.6%
Timber Excise Tax	66,866	65,153	92,000	65,000	65,000	(27,000)	-29.3%
In Lieu of Taxes	3,583	3,420	-	-	-	-	n/a
DNR Trust	57,977	45,384	32,750	19,000	30,000	(2,750)	-8.4%
Forest Board Interest	-	137	100	100	100	-	n/a
Forest Board Rentals	2,843	2,518	1,100	1,100	1,100	-	0.0%
Timber Sales - State	89,305	117,100	119,500	90,000	90,000	(29,500)	-24.7%
<b>Total Revenues</b>	<b>\$ 11,480,432</b>	<b>\$ 12,238,073</b>	<b>\$ 12,693,600</b>	<b>\$ 12,594,250</b>	<b>\$ 13,055,200</b>	<b>\$ 361,600</b>	<b>2.8%</b>

<b>Timberland Regional Library 2019 Final Budget General Fund Thurston County Libraries</b>							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 2,998,270	\$ 3,141,506	\$ 3,276,162	\$ 3,203,500	\$ 3,383,613	\$ 107,451	3.3%
Benefits	1,228,853	1,255,252	1,329,129	1,319,400	1,476,918	147,789	11.1%
Supplies	2,312	9,020	24,525	22,000	45,100	20,575	83.9%
Equipment	10,184	3,599	-	3,208	-	-	n/a
Professional Services	100,405	96,300	101,800	100,000	125,840	24,040	23.6%
Communications	5,793	4,985	6,020	5,900	6,200	180	3.0%
Mileage	14,996	3,626	5,000	2,800	3,550	(1,450)	-29.0%
Transportation	-	661	-	2,196	-	-	n/a
Operating Rentals	1,234	116	116	116	116	-	0.0%
Repairs & Maintenance	30,600	25,397	-	-	-	-	n/a
Miscellaneous	1	217	-	-	-	-	n/a
Registrations	1,904	2,798	8,500	2,255	8,500	-	0.0%
Intergovernmental	-	-	25,020	25,020	-	(25,020)	-100.0%
Capital	8,984	-	-	12,140	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 4,403,536</b>	<b>\$ 4,547,131</b>	<b>\$ 4,777,882</b>	<b>\$ 4,700,915</b>	<b>\$ 5,051,517</b>	<b>\$ 273,635</b>	<b>5.7%</b>



Lacey Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Senior	Local 3758-S	1.00	\$ 76,615	\$ 24,442	\$ 101,057	1.00	\$ 82,500	\$ 26,911	\$ 109,410
Librarian, Senior - YS	Local 3758-S	1.00	66,088	22,218	88,306	1.00	71,165	24,456	95,620
Librarian, Senior - AS	Local 3758-S	1.00	62,295	21,475	83,770	1.00	67,080	23,652	90,732
Circulation Supervisor, Senior	Local 3758-S	1.00	53,736	19,608	73,344	1.00	57,864	21,575	79,439
Librarian - YS	Local 3758	1.00	58,719	22,555	81,274	1.00	59,600	23,650	83,250
Librarian - AS	Local 3758	1.00	45,004	9,959	54,962	1.00	48,460	11,349	59,809
Library Associate	Local 3758	0.75	40,302	15,882	56,184	0.75	42,134	18,904	61,038
Library Associate	Local 3758	0.50	24,588	10,856	35,444	0.50	26,477	11,773	38,250
Library Associate	Local 3758	0.75	31,815	14,683	46,498	0.75	32,293	15,493	47,785
Library Associate	Local 3758	0.75	41,511	16,731	58,243	0.75	42,134	17,624	59,758
Library Associate YS	Local 3758	0.75	33,753	14,498	48,250	0.75	35,287	17,421	52,707
Circulation Supervisor, Assist.	Local 3758-S	1.00	43,693	16,342	60,035	1.00	47,049	20,663	67,712
Circulation Assistant	Local 3758	1.00	33,487	15,329	48,816	1.00	36,059	16,852	52,910
Circulation Assistant	Local 3758	0.75	25,868	13,485	39,354	0.75	27,044	14,437	41,481
Circulation Assistant	Local 3758	1.00	38,821	16,456	55,277	1.00	32,999	16,270	49,269
Circulation Assistant	Local 3758	0.40	14,637	3,305	17,942	0.40	15,761	3,742	19,503
Circulation Assistant	Local 3758	1.00	38,821	16,515	55,336	1.00	39,403	17,657	57,060
Circulation Assistant	Local 3758	0.75	23,673	13,021	36,695	0.75	21,989	13,261	35,250
Circulation Assistant	Local 3758	0.63	22,204	5,824	28,028	0.63	23,909	6,481	30,390
Circulation Assistant	Local 3758	1.00	33,487	14,481	47,968	1.00	35,009	18,110	53,119
Library Aide	Local 3758	0.50	12,096	2,932	15,028	0.50	12,646	3,250	15,895
Library Aide	Local 3758	0.60	14,951	4,340	19,291	0.60	15,175	11,844	27,019
Library Aide	Local 3758	0.50	11,917	8,162	20,080	0.50	13,025	10,099	23,124
Library Aide	Local 3758	0.50	12,096	8,393	20,489	0.50	12,646	10,016	22,662
Library Aide	Local 3758	0.50	12,096	8,393	20,489	0.50	15,630	11,943	27,573
Library Aide	Local 3758	0.50	12,096	2,808	14,904	0.50	12,646	8,777	21,423
Library Aide	Local 3758	0.60	14,951	9,704	24,655	0.60	12,646	4,037	16,683
Library Aide	Local 3758	0.50	12,096	2,932	15,028	0.50	12,646	8,777	21,423
Library Page	Local 3758	0.75	19,533	12,087	31,620	0.75	20,125	13,919	34,044
Library Page	Local 3758	1.00	26,044	15,592	41,635	1.00	26,833	16,472	43,305
Library Page	Local 3758	0.70	16,684	10,812	27,496	0.70	17,703	13,365	31,068
<b>Total</b>		<b>23.68</b>	<b>\$ 973,676</b>	<b>\$ 393,821</b>	<b>\$ 1,367,496</b>	<b>23.68</b>	<b>\$ 1,015,934</b>	<b>\$ 452,779</b>	<b>\$ 1,468,712</b>

**Highlighted Changes:**

- Salaries increased by 4.3% or \$42,258 due to step increases and 2019 COLA.
- Benefits increased by 15.0% or \$58,958 due to increase in medical insurance costs.
- Supplies increase by 62.1% or \$5,325 due to printing toner costs allocated to library budget.

<b>Timberland Regional Library 2019 Final Budget General Fund Lacey</b>							
<b>Expenditures</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Year End Estimate</b>	<b>2019 Final Budget</b>	<b>18 Adopted - 19 Final</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries	\$ 892,613	\$ 938,851	\$ 978,676	\$ 980,000	\$ 1,020,934	\$ 42,258	4.3%
Benefits	367,847	373,713	393,821	407,500	452,779	58,958	15.0%
Supplies	138	927	8,575	5,000	13,900	5,325	62.1%
Equipment	2,562	-	-	-	-	-	n/a
Professional Services	4,060	4,352	5,150	4,000	5,150	-	0.0%
Communications	1,499	1,556	1,500	1,500	1,680	180	12.0%
Mileage	2,943	596	900	600	900	-	0.0%
Transportation	-	30	-	-	-	-	n/a
Lodging	-	171	-	-	-	-	n/a
Meals	-	692	-	100	-	-	n/a
Repairs & Maintenance	2,603	-	-	-	-	-	n/a
Miscellaneous	1	217	-	-	-	-	n/a
Memberships	-	-	860	915	920	60	n/a
Registrations	382	1,597	2,500	500	2,500	-	0.0%
Capital	1,446	-	-	6,070	-	-	n/a
<b>Total Expenditures</b>	<b>\$1,276,093</b>	<b>\$1,322,702</b>	<b>\$1,391,982</b>	<b>\$ 1,406,185</b>	<b>\$1,498,762</b>	<b>\$ 106,780</b>	<b>7.7%</b>

**Lacey Timberland Library Overview**

**Responsible Manager:** Holly Paxson

**2018 Service Priority:** Support Community Engagement Through Culture, History, and the Arts.

**2018 Notable Activities:**

- Presented 162 programs that showcased the library as a community gathering place including Community Conversations, Lacey Rock Camp, Wonderworks 4-H Science, & book discussion groups for kids, teen, and adults.
- Registered over 2,500 community members for Summer Library Program. Increased all-ages and joint Adult/Youth programs to encourage family engagement with library programs.
- Presented outreach at 48 community sites including Lacey Ethnic Celebration, 3<sup>rd</sup> of July Festival, Children's Day, & all 22 North Thurston schools throughout the year.
- Completed initial space planning project to improve service point access in library.

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Engage with community for TRL Strategic Planning & Lacey remodel planning.
- Increase accessible service points via roving staff and modified one-desk service point.
- Add Kids Makerspace in children's area, relocate J Non-Fiction to Youth Services area. Increase adult collections marketing with new display spaces.

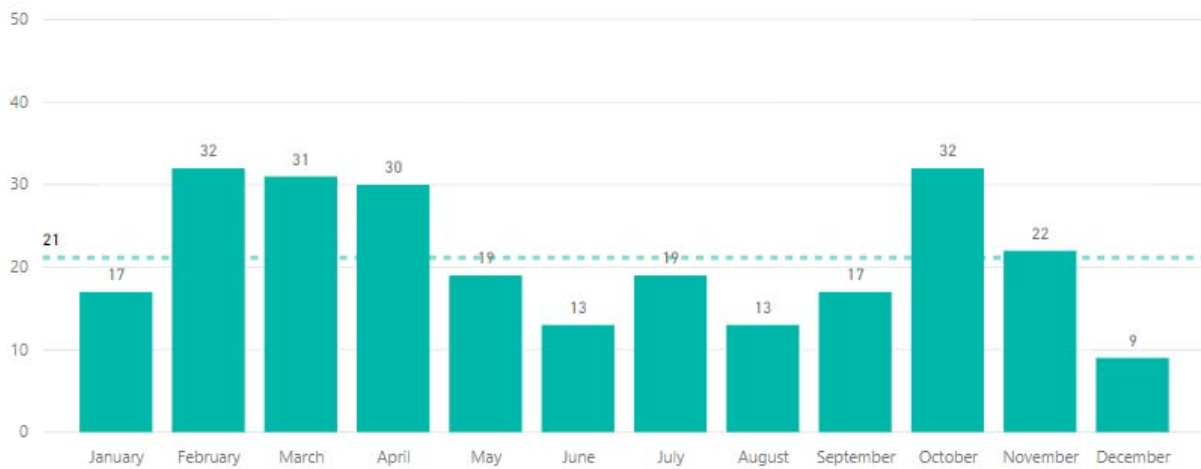
<b>Lacey Performance Measures</b>				
<b>Measure</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual*</b>	<b>Target</b>
Average Daily Budget	\$ 7,861	\$ 7,747	7,812	
Average Daily Circulation	1,896	1,727	1,692	1,550
Average Daily Borrowers	441	404	399	400
Average Daily Cost per Borrower	\$ 17.83	\$ 19.18	\$ 19.58	\$ 19.80
Average Cost per Circulation	\$ 4.15	\$ 4.49	\$ 4.62	\$ 5.11
Average Daily Overdrive Circulation	362	436	513	
Average Daily Internet Sessions	235	238	245	
Average Programs per Month	19	20	21	

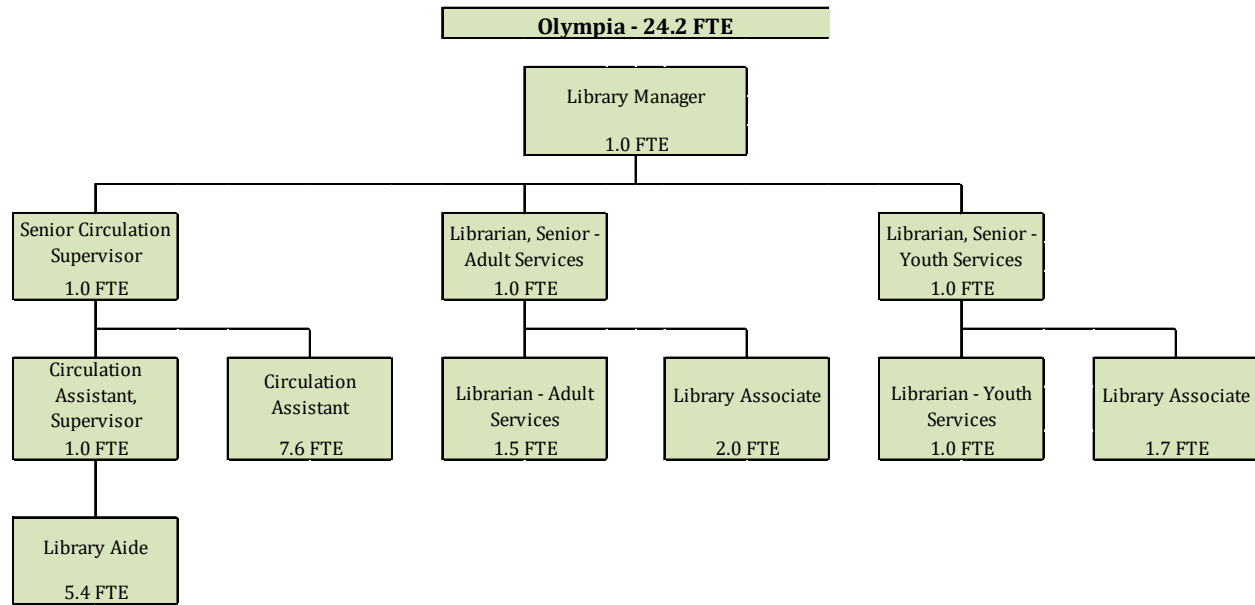
\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

49  
72,409 2017B Census Est. (53067011610, 53067012310,  
53067012330, Lacey, Tanglewilde)

### 2018 Lacey Programs by Month





Olympia Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Senior	Local 3758-S	1.00	\$ 70,114	\$ 23,127	\$ 93,241	1.00	\$ 73,301	\$ 24,999	\$ 98,300
Librarian, Senior - AS	Local 3758-S	1.00	72,217	23,513	95,730	1.00	73,301	24,918	98,219
Librarian, Senior - YS	Local 3758-S	1.00	70,114	23,068	93,182	1.00	73,301	24,918	98,219
Circulation Supervisor, Senior	Local 3758-S	1.00	50,651	18,956	69,607	1.00	52,953	20,511	73,464
Librarian - Adult Services	Local 3758	1.00	47,744	18,401	66,145	1.00	51,411	20,258	71,669
Librarian - Adult Services	Local 3758	0.50	23,872	10,705	34,577	0.80	41,129	17,894	59,023
Librarian - Youth Services	Local 3758	1.00	53,736	19,608	73,344	1.00	56,178	21,210	77,388
Circulation Supervisor, Assistant	Local 3758-S	1.00	43,693	17,486	61,178	1.00	47,049	19,232	66,281
Library Associate	Local 3758	1.00	43,693	19,321	63,014	1.00	45,678	20,366	66,044
Library Associate	Local 3758	1.00	45,004	19,598	64,601	1.00	48,460	21,156	69,616
Library Associate	Local 3758	1.00	49,176	20,479	69,655	1.00	51,411	21,795	73,206
Library Associate	Local 3758	0.50	21,210	5,564	26,774	0.70	31,044	8,078	39,122
Circulation Assistant	Local 3758	0.90	25,997	13,707	39,704	0.90	27,179	14,860	42,039
Circulation Assistant	Local 3758	0.80	31,057	14,737	45,793	0.70	20,523	12,435	32,959
Circulation Assistant	Local 3758	0.60	22,613	11,606	34,219	0.00	-	-	-
Circulation Assistant	Local 3758	1.00	31,564	16,758	48,322	1.00	30,199	17,201	47,399
Circulation Assistant	Local 3758	0.90	25,997	12,859	38,856	0.90	27,179	16,082	43,261
Circulation Assistant	Local 3758	1.00	38,821	16,456	55,277	1.00	39,403	17,576	56,979
Circulation Assistant	Local 3758	1.00	38,821	18,291	57,112	1.00	39,403	19,194	58,597
Circulation Assistant	Local 3758	0.70	27,174	6,904	34,078	0.70	27,582	7,328	34,910
Circulation Assistant	Local 3758	0.80	31,057	14,737	45,793	0.80	31,522	15,732	47,255
Library Aide	Local 3758	0.90	21,773	12,814	34,587	0.70	17,704	5,189	22,893
Library Aide	Local 3758	1.00	31,564	13,720	45,284	0.80	24,884	15,252	40,136
Library Aide	Local 3758	0.60	18,387	5,007	23,394	1.00	32,038	17,330	49,368
Library Aide	Local 3758	0.80	19,354	11,416	30,769	0.80	20,233	13,389	33,622
Library Aide	Local 3758	0.70	16,934	10,163	27,097	0.70	18,235	12,773	31,008
Library Aide	Local 3758	0.70	16,934	9,301	26,236	0.60	19,223	5,449	24,672
Library Aide	Local 3758	0.60	14,515	4,189	18,704	0.80	20,233	5,805	26,038
Library Page	Local 3758	0.60	14,301	9,908	24,209	0.00	-	-	-
<b>Total</b>		<b>24.60</b>	<b>\$ 1,018,086</b>	<b>\$ 422,398</b>	<b>\$ 1,440,484</b>	<b>23.90</b>	<b>\$ 1,040,754</b>	<b>\$ 440,931</b>	<b>\$ 1,481,686</b>



**Highlighted Changes:**

- Salaries increased by 2.2% or \$22,668 due to step increases and 2019 COLA.
- Benefits increased by 4.4% or \$18,533 due to increases in medical insurance costs.
- Supplies increased by 144.8% or \$8,400 due to printing toner costs allocated to library budget.

<b>Timberland Regional Library 2019 Final Budget General Fund Olympia</b>							
<b>Expenditures</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Year End Estimate</b>	<b>2019 Final Budget</b>	<b>18 Adopted - 19 Final</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries	\$ 901,712	\$ 982,020	\$ 1,023,086	\$ 990,000	\$ 1,045,754	\$ 22,668	2.2%
Benefits	375,774	392,216	422,398	397,000	440,931	18,533	4.4%
Supplies	1,034	856	5,800	6,000	14,200	8,400	144.8%
Equipment	2,189	475	-	-	-	-	n/a
Professional Services	73,759	75,378	76,100	75,000	75,100	(1,000)	-1.3%
Communications	932	726	1,000	1,000	1,000	-	0.0%
Mileage	1,828	301	300	500	500	200	66.7%
Transportation	-	594	-	1,646	-	-	n/a
Lodging	-	1,415	-	-	-	-	n/a
Meals	-	613	-	320	-	-	n/a
Repairs & Maintenance	1,329	762	-	-	-	-	n/a
Memberships	-	125	200	125	125	(75)	n/a
Registrations	699	1,136	2,500	1,000	2,500	-	0.0%
Capital	6,467	-	-	6,070	-	-	n/a
<b>Total Expenditures</b>	<b>\$1,365,721</b>	<b>\$1,456,617</b>	<b>\$1,531,384</b>	<b>\$ 1,478,661</b>	<b>\$1,580,111</b>	<b>\$ 48,727</b>	<b>3.2%</b>

**Olympia Timberland Library Overview**

**Responsible Manager: Morgan Sohl**

**2018 Service Priority:** Promote the Library as a Community Gathering Place

**2018 Notable Activities:**

- Pilot branch for Patron Experience Audit. Completed initial visual decluttering project. In process of evaluating patron and staff assessment results and creating report for next steps
- Held multiple meetings with Space Planning Project group (space planner, City of Olympia, and Olympia branch supervisors).
- Installed Space Planning Magnet board for staff to visualize and explore different options for upcoming space plan project
- Had new parking lot signage installed

**2019 Service Priority:** Promote the Library as a Community Gathering Place

**2019 Anticipated Activities:**

- Finalize recommendation for new floor layout of collections, staff work spaces, service desks, and public seating.
- Create timeframe for implementation of final space plan recommendation with City of Olympia.
- Submit 2020 budget request to the City of Olympia.
- Implement initial phases of space plan redesign.

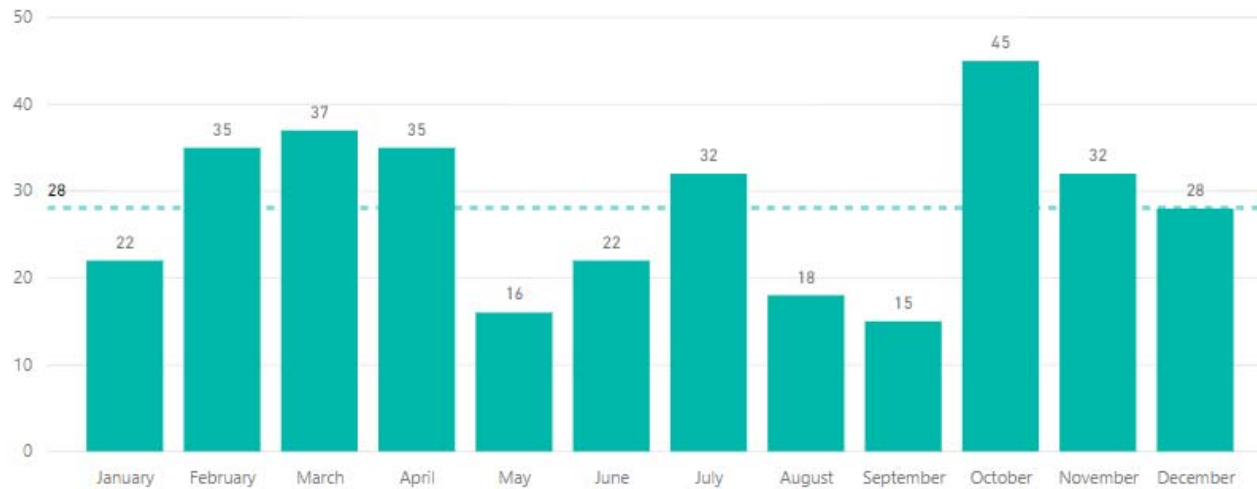
Olympia Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 8,324	\$ 8,552	8,439	
Average Daily Circulation	1,742	1,564	1,464	1,450
Average Daily Borrowers	452	412	395	400
Average Daily Cost per Borrower	\$ 18.42	\$ 20.76	\$ 21.36	\$ 21.00
Average Cost per Circulation	\$ 4.78	\$ 5.47	\$ 5.76	\$ 5.90
Average Daily Overdrive Circulation	318	395	462	
Average Daily Internet Sessions	252	239	252	
Average Programs per Month	23	28	28	

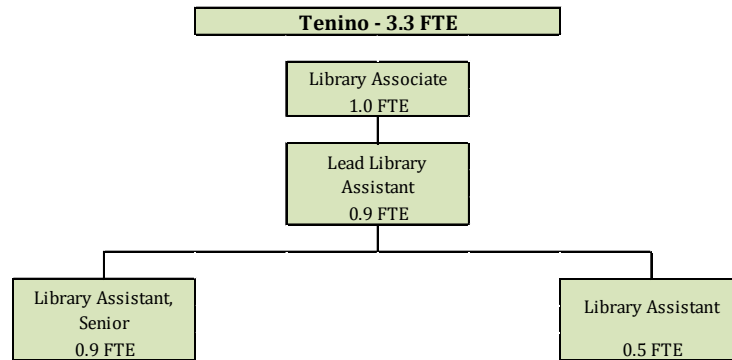
\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

49  
73,088 2017B Census Est. (Geography: Olympia, 98502 Olympia,  
98505 Olympia, 98506 Olympia)

### 2018 Olympia Programs by Month





Tenino Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Associate	Local 3758	1.00	\$ 45,004	\$ 10,789	\$ 55,793	1.00	\$ 47,049	\$ 11,750	\$ 58,798
Lead Library Assistant	Local 3758	0.90	32,932	15,232	48,164	0.90	34,429	16,511	50,940
Library Assistant, Senior	Local 3758	0.90	28,408	13,368	41,776	0.90	30,590	16,821	47,411
Library Assistant	Local 3758	0.50	15,322	4,379	19,702	0.50	16,500	4,872	21,372
<b>Total</b>		<b>3.30</b>	<b>\$ 121,666</b>	<b>\$ 43,769</b>	<b>\$ 165,435</b>	<b>3.30</b>	<b>\$ 128,568</b>	<b>\$ 49,954</b>	<b>\$ 178,522</b>

**Highlighted Changes:**

- Salaries increased by 5.6% or \$6,902 due to step increases and 2019 COLA.
- Benefits increased by 14.1% or \$6,185 due to increases in medical premiums.
- Supplies increased by 187.5% or \$1,500 due to printing toner costs allocated to library budget.
- Mileage decreased by 75.0% or \$1,500 due to increased number of fleet vehicles at Service Center.

Timberland Regional Library 2019 Final Budget General Fund Tenino							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 80,307	\$ 117,915	\$ 122,666	\$ 125,500	\$ 129,568	\$ 6,902	5.6%
Benefits	33,569	42,319	43,769	46,400	49,954	6,185	14.1%
Supplies	989	554	800	2,000	2,300	1,500	187.5%
Equipment	1,711	-	-	608	-	-	n/a
Professional Services	1,575	1,606	2,600	3,000	2,600	-	0.0%
Communications	746	971	1,000	1,000	1,000	-	0.0%
Mileage	6,283	1,037	2,000	200	500	(1,500)	-75.0%
Meals	-	171	-	100	-	-	n/a
Operating Rentals	1,234	116	116	116	116	-	0.0%
Repairs & Maintenance	550	-	-	-	-	-	n/a
Memberships	-	-	25	25	25	-	n/a
Registrations	-	-	500	200	500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 126,965</b>	<b>\$ 164,689</b>	<b>\$ 173,476</b>	<b>\$ 179,149</b>	<b>\$ 186,563</b>	<b>\$ 13,087</b>	<b>7.5%</b>

### Tenino Timberland Library Overview

**Responsible Manager: Bernard Weathersbee – Interim Manager**

**2018 Service Priority:** Support Community Engagement through Culture, History, and the Arts

**2018 Notable Activities:**

- Provided programs to include Crafternoons utilizing some of the new craft boxes.
- Offered programs such as Books and Bites, movie nights, music programs, and Learning Circles.

**2019 Service Priority:** Support Community Engagement through Culture, History, and the Arts

**2019 Anticipated Activities:**

- Provide Movies in the Park to include Stem activities, dance and music exhibits.
- Offer programs such as Container Gardening, Raising Backyard Chickens, and Watercolor Painting.

Tenino Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 709	\$ 902	1,044	
Average Daily Circulation	123	111	102	
Average Daily Borrowers	34	31	29	
Average Daily Cost per Borrower	\$ 20.85	\$ 29.10	\$ 36.00	
Average Cost per Circulation	\$ 5.76	\$ 8.13	\$ 10.24	
Average Daily Overdrive Circulation	17	19	23	
Average Daily Internet Sessions	15	16	16	
Average Programs per Month	13	10	10	

\*Results through 09/30/2018

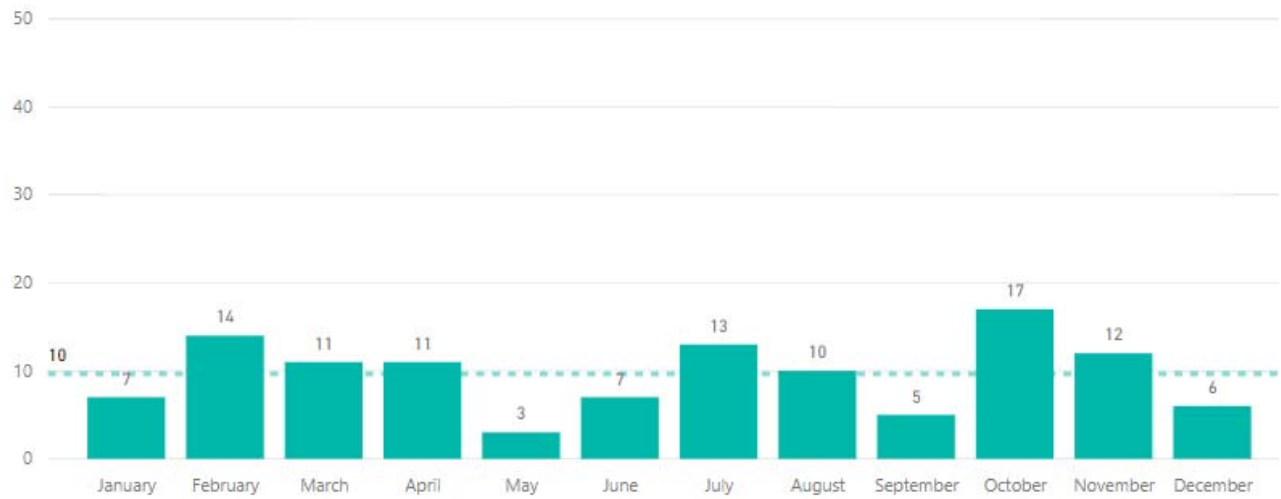
Hours Open per Week

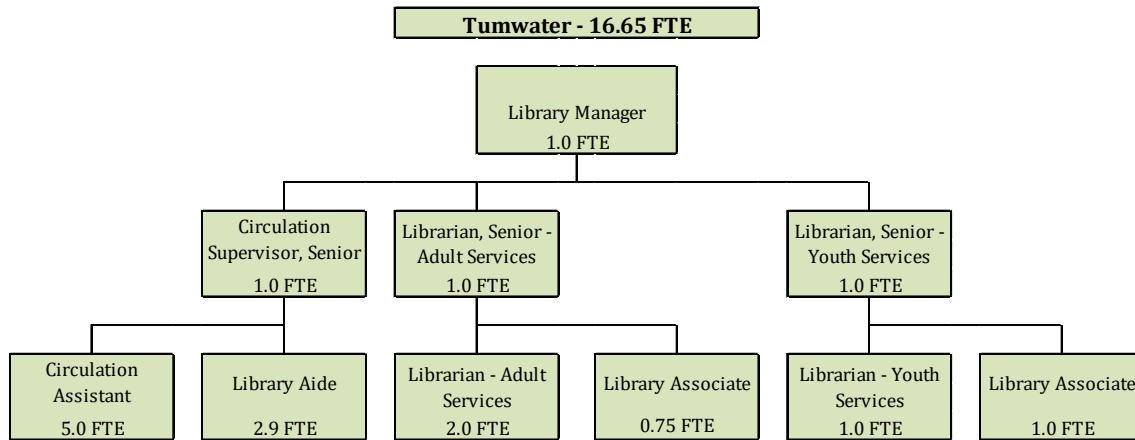
36

Population, Service Area

8,824 2017B Census Est. (Geography: 98589 Tenino)

**2018 Tenino Programs by Month**





Tumwater Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Senior	Local 3758-S	1.00	\$ 68,071	\$ 24,531	\$ 92,602	1.00	\$ 69,092	\$ 25,625	\$ 94,717
Librarian, Senior - YS	Local 3758-S	1.00	72,217	25,348	97,565	1.00	73,301	26,617	99,918
Librarian, Senior - AS	Local 3758-S	1.00	72,217	25,407	97,625	1.00	73,301	26,536	99,837
Circulation Supervisor, Senior	Local 3758-S	1.00	49,176	17,855	67,031	1.00	52,953	22,078	75,031
Librarian - Adult Services	Local 3758	1.00	60,480	20,185	80,665	1.00	48,460	21,156	69,616
Librarian - Adult Services	Local 3758	1.00	49,176	17,796	66,972	1.00	51,411	20,177	71,588
Librarian - Youth Services	Local 3758	1.00	60,480	20,185	80,665	1.00	61,387	23,824	85,211
Library Associate	Local 3758	1.00	43,693	19,380	63,073	1.00	47,049	20,931	67,980
Library Associate	Local 3758	0.75	37,988	15,987	53,975	0.75	40,907	17,358	58,265
Circulation Assistant	Local 3758	0.75	21,664	11,884	33,549	0.75	23,328	14,749	38,078
Circulation Assistant	Local 3758	0.75	22,314	12,675	34,989	0.75	23,328	6,441	29,769
Circulation Assistant	Local 3758	1.00	38,821	16,515	55,336	1.00	39,403	17,657	57,060
Circulation Assistant	Local 3758	1.00	38,821	18,351	57,171	1.00	39,403	19,194	58,597
Circulation Assistant	Local 3758	0.75	23,673	12,309	35,982	0.75	23,328	13,551	36,879
Circulation Assistant	Local 3758	0.75	26,645	12,996	39,641	0.75	28,691	15,992	44,683
Library Aide	Local 3758	0.60	14,951	4,281	19,232	0.60	17,592	10,784	28,375
Library Aide	Local 3758	0.60	16,336	9,977	26,313	0.60	15,630	12,024	27,654
Library Aide	Local 3758	0.60	14,951	4,281	19,232	0.60	16,098	4,773	20,871
Library Aide	Local 3758	0.50	13,217	8,689	21,906	0.50	15,175	10,342	25,516
Library Aide	Local 3758	0.60	14,515	9,612	24,127	0.60	13,818	10,351	24,169
<b>Total</b>		<b>16.65</b>	<b>\$ 759,407</b>	<b>\$ 308,244</b>	<b>\$ 1,067,651</b>	<b>16.65</b>	<b>\$ 773,655</b>	<b>\$ 340,161</b>	<b>\$ 1,113,817</b>

**Highlighted Changes:**

- Salaries increased by 2.8% or \$21,397 due to step increases and 2019 COLA.
- Benefits increased by 10.4% or \$31,917 due to an increase in medical premiums.
- Supplies increased by 120.0% or \$4,800 due to printing tone costs allocated to library budget.

<b>Timberland Regional Library 2019 Final Budget General Fund Tumwater</b>							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 766,844	\$ 712,848	\$ 754,258	\$ 711,000	\$ 775,655	\$ 21,397	2.8%
Benefits	301,691	288,596	308,244	297,500	340,161	31,917	10.4%
Supplies	54	1,166	4,000	4,000	8,800	4,800	120.0%
Equipment	3,722	737	-	-	-	-	n/a
Professional Services	4,653	1,416	2,750	1,000	2,750	-	0.0%
Communications	829	928	900	800	900	-	0.0%
Mileage	2,544	1,266	1,400	700	900	(500)	-35.7%
Transportation	-	21	-	550	-	-	n/a
Meals	-	198	-	-	-	-	n/a
Repairs & Maintenance	1,084	-	-	-	-	-	n/a
Memberships	-	-	375	460	460	85	n/a
Registrations	823	50	1,500	500	1,500	-	0.0%
Capital	1,071	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$1,083,316</b>	<b>\$1,007,226</b>	<b>\$1,073,427</b>	<b>\$ 1,016,510</b>	<b>\$1,131,127</b>	<b>\$ 57,700</b>	<b>5.4%</b>

**Tumwater Timberland Library Overview**

**Responsible Manager: Bernard Weathersbee – Interim Manager**

**2018 Service Priority:** Strengthen Families and Youth

**2018 Notable Activities:**

- Concentrated on promoting Chromebook use among Tumwater students.
- Established relationship with New Market Skills Center staff and students.
- Issued and trained students in using digital library cards.

**2019 Service Priority:** Strengthen Families and Youth

**2019 Anticipated Activities:**

- Provide programs to include Wonderworks that explore activities that build math, science, and creative thinking skills.
- Offer programs such as FULLSTEAMAHEAD, Mini Golf at the Library, and Summer Library Program.

Tumwater Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 6,148	\$ 5,974	5,813	
Average Daily Circulation	1,197	1,116	1,079	1,000
Average Daily Borrowers	273	250	249	
Average Daily Cost per Borrower	\$ 22.52	\$ 23.90	\$ 23.35	
Average Cost per Circulation	\$ 5.14	\$ 5.35	\$ 5.39	
Average Daily Overdrive Circulation	198	240	287	
Average Daily Internet Sessions	112	107	115	
Average Programs per Month	28	30	32	

\*Results through 09/30/2018

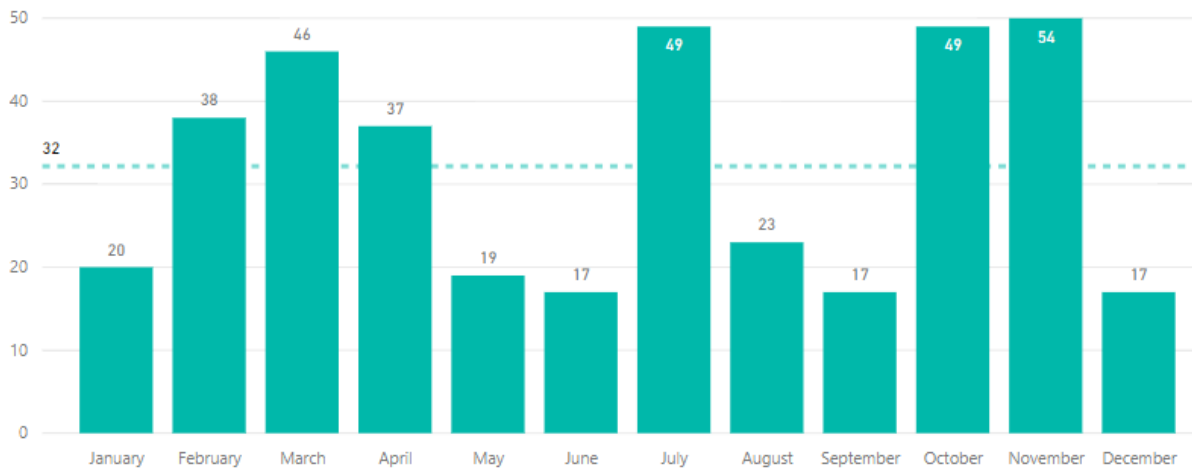
Hours Open per Week

49

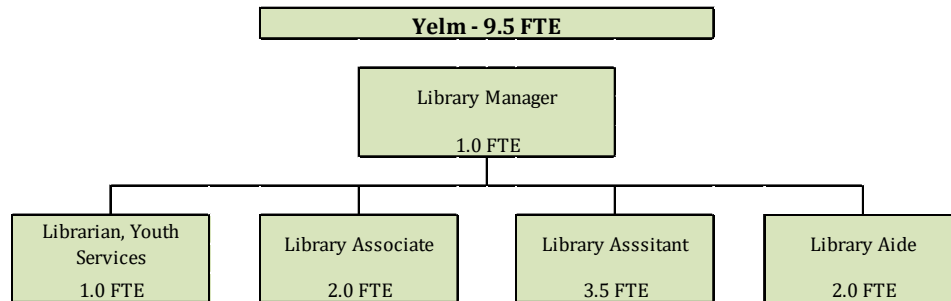
Population, Service Area

32,523 2017B Census Est. (Geography: 53067010800, 53067010910, 53067010920, 53067011000, 53067011821, 53067011822)

### 2018 Tumwater Programs by Month







Yelm Position Inventory									
Position Title	Group	2018				2019			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager, Medium	Local 3758-S	1.00	\$ 68,071	\$ 21,789	\$ 89,860	1.00	\$ 73,300	\$ 26,404	\$ 99,704
Librarian, Youth Services	Local 3758	1.00	45,004	19,657	64,660	1.00	48,460	21,237	69,697
Library Associate	Local 3758	1.00	49,176	17,796	66,972	1.00	51,411	21,663	73,074
Library Associate	Local 3758	1.00	55,348	19,948	75,297	1.00	56,178	21,210	77,388
Library Assistant	Local 3758	0.75	23,673	11,954	35,627	0.75	40,584	19,450	60,034
Library Assistant	Local 3758	0.75	25,868	11,402	37,270	0.75	22,649	14,466	37,115
Library Assistant	Local 3758	0.50	14,876	3,395	18,272	0.50	23,329	14,694	38,023
Library Assistant	Local 3758	0.50	15,782	4,477	20,259	0.50	15,552	4,586	20,138
Library Assistant	Local 3758	1.00	39,984	18,537	58,522	1.00	15,102	9,310	24,412
Library Assistant	Local 3758	0.50	14,876	8,788	23,664	0.50	18,571	11,300	29,870
Library Aide	Local 3758	0.75	18,144	10,845	28,989	0.75	19,538	13,873	33,411
Library Aide	Local 3758	0.75	23,673	12,309	35,982	0.75	24,028	14,901	38,929
<b>Total</b>		<b>9.50</b>	<b>\$ 394,476</b>	<b>\$ 160,896</b>	<b>\$ 555,372</b>	<b>9.50</b>	<b>\$ 408,702</b>	<b>\$ 193,093</b>	<b>\$ 601,795</b>

**Highlighted Changes:**

- Salaries increased by 3.6% or \$14,226 due to step increases and 2019 COLA.
- Benefits increased by 20.0% or \$32,196 due to increase in medical insurance costs.
- Professional services increased by 164.7% or \$25,040 due to costs being transferred from discontinued Intergovernmental cost category by Washington State Auditor.

Timberland Regional Library 2019 Final Budget General Fund Yelm							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Salaries	\$ 356,794	\$ 389,872	\$ 397,476	\$ 397,000	\$ 411,702	\$ 14,226	3.6%
Benefits	149,972	158,408	160,897	171,000	193,093	32,196	20.0%
Supplies	97	5,517	5,350	5,000	5,900	550	10.3%
Equipment	-	2,387	-	2,600	-	-	n/a
Professional Services	16,359	13,548	15,200	17,000	40,240	25,040	164.7%
Communications	1,788	804	1,620	1,600	1,620	-	0.0%
Mileage	1,397	426	400	800	750	350	87.5%
Transportation	-	16	-	-	-	-	n/a
Meals	-	269	-	300	-	-	n/a
Repairs & Maintenance	25,034	24,635	-	-	-	-	n/a
Memberships	-	-	150	35	150	-	n/a
Registrations	-	15	1,500	55	1,500	-	0.0%
Intergovernmental	-	-	25,020	25,020	-	(25,020)	-100.0%
<b>Total Expenditures</b>	<b>\$ 551,441</b>	<b>\$ 595,897</b>	<b>\$ 607,613</b>	<b>\$ 620,410</b>	<b>\$ 654,955</b>	<b>\$ 47,342</b>	<b>7.8%</b>

## **Yelm Timberland Library Overview**

**Responsible Manager: Nicole Thode**

**2018 Service Priorities:** Support Community Engagement through Culture, History, and the Arts

### **2018 Notable Activities:**

- Continued to diversify programming by adding interactive music programming: such as Fireside Jams and Creating a Didgeridoo.
- Strengthen our ties with Yelm Community Schools by increasing outreach, partnering in Career Connected Learning, and implementing MyTRL.
- Hosted the Homeschool Open House as well as offering multiple tours and Homeschool opportunities.
- Hosted Humanities Washington speakers.
- Outreach at the Yelm Farmer's market.
- Increased Adult Technology programming; such as "Appy" Hour, Tech-Knowledge, and Book-a-Librarian
- Added inclusive programming, such as our English Conversation Circle.
- Increased outreach to senior communities by expanding our efforts to include the Nisqually Senior Center and Sophie's Choice senior community. We now visit 3 senior communities on a bi-weekly basis and SeaMar Community Health.
- Focused on positive patron experiences with all staff through meetings, trainings and coaching.
- Secured space at the Yelm Farmer's Market for the summer to provide library and FOYL information to the community.
- Offered continually diversified programming to appeal to all members of the community, including Relaxation Yoga, Chair Yoga, Movies that Matter, Zentagles, Resume Rescue, One-on-One Computer Classes, an ongoing Yelm Writer's Circle and a Tarot Card Series.
- Diversified youth programming with Dungeons and Dragons Programs, cultivating a Teen Council and incorporating a broad array of technology toys and tools into our children's programming. Added a Teen Book Club and Teen Writers Group.
- Partnered with Thurston County Elections to provide assisted voting through Automark and encouraging voting through displays, coloring books and pamphlets.
- Partnered with Connect Hearing and SHIBA to provide free hearing screenings and Medicare 101.

**2019 Service Priorities:** Strengthen Families and Youth

### **2018 Anticipated Activities:**

- Continue to diversify programming by continuing youth STEAM programming and coding opportunities.
- Hosting Humanities Washington speakers.
- Outreach at the Yelm Farmer's Market.
- Outreach at Chamber and other community events.
- Increasing Adult Technology programming; such as "Appy" Hour, Tech-Knowledge, and Book-a-Librarian.
- Providing a variety of engaging programs for each and all of the age groups we serve, such as our English Conversation Circle.
- Continue with Pageturners, Relaxation and Chair Yoga, Preschool Storytimes, Toddler Times, Builders and Tinkerers and the other ongoing programs.
- Continue to assess and improve services at every turn and opportunity.

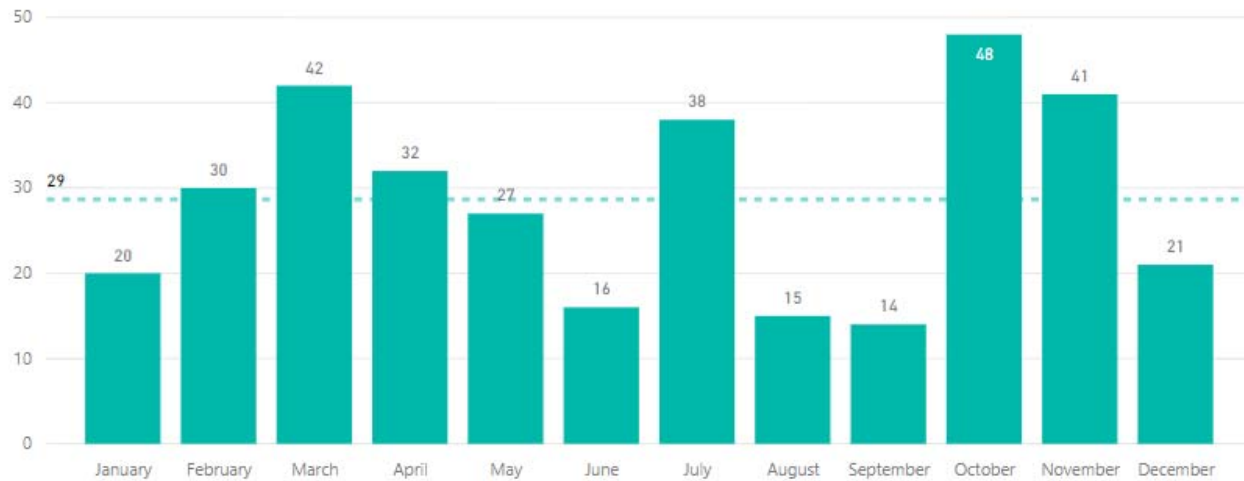
Yelm Performance Measures				
Measure	2016 Actual	2017 Actual	2018 Actual*	Target
Average Daily Budget	\$ 3,210	\$ 3,294	3,303	
Average Daily Circulation	584	561	532	418
Average Daily Borrowers	138	128	123	124
Average Daily Cost per Borrower	\$ 23.26	\$ 25.73	\$ 26.85	\$ 3.40
Average Cost per Circulation	\$ 5.50	\$ 5.87	\$ 6.21	\$ 7.91
Average Daily Overdrive Circulation	56	71	80	
Average Daily Internet Sessions	98	80	82	
Average Programs per Month	17	30	29	

\*Results through 09/30/2018

Hours Open per Week  
Population, Service Area

45  
29,103 2017B Census Est. (Geography: 98576 Rainier,  
98597 Yelm)

### 2018 Yelm Programs by Month



## **Part 3 – Automated Circulation Fund**

## Automated Circulation Fund

The Automated Circulation Fund is used to accumulate and expend funds to be used for one-time information technology purchases and projects.

### Highlights of Changes:

- Overall expenditures for the Automated Circulation Fund decreased by 95.2% or \$100,000. There are no planned purchases from the fund in 2019.
- There is a transfer of \$250,000 from the General Fund to the Automated Circulation Fund to build reserves for transition to a RFID system to streamline the circulation of books and materials at several branches and the Administrative Service Center.

Timberland Regional Library 2019 Final Budget Automated Circulation Fund							
Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Investment Interest	\$ 7,402	\$ 10,267	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
Transfers In	250,000	-	-	-	250,000	250,000	n/a
<b>Total Revenues</b>	<b>\$ 257,402</b>	<b>\$ 10,267</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 256,000</b>	<b>\$ 250,000</b>	<b>2435.0%</b>

Timberland Regional Library 2019 Final Budget Automated Circulation Fund							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Supplies	\$ 84,288	\$ -	\$ 55,000	\$ 40,000	\$ -	\$ (55,000)	-100.0%
Professional Services	-	25,802	35,000	-	-	(35,000)	-100.0%
Capital	88,301	-	15,000	135,000	5,000	(10,000)	-66.7%
<b>Total Expenditures</b>	<b>\$ 172,589</b>	<b>\$ 25,802</b>	<b>\$ 105,000</b>	<b>\$ 175,000</b>	<b>\$ 5,000</b>	<b>\$ (100,000)</b>	<b>-95.2%</b>

## **Part 4 – Unemployment Fund**

## Unemployment Fund

The Unemployment Fund is to accumulate funds to be used to pay future unemployment costs paid to employees that have terminated employment with TRL. Instead of paying into the State unemployment, TRL has opted to reserve funds and reimburse the Employment Security Department for unemployment benefits they pay out to employees who have terminated employment.

### Highlighted Changes:

- Unemployment costs budget remains unchanged for 2019.

Timberland Regional Library 2019 Final Budget Unemployment Fund							
Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Investment Interest	\$ 1,559	\$ 1,985	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
Transfer In	\$ -	\$ -	\$ 60,185	\$ 60,185	\$ 60,185	\$ -	n/a
<b>Total Expenditures</b>	<b>\$ 1,559</b>	<b>\$ 1,985</b>	<b>\$ 61,385</b>	<b>\$ 61,385</b>	<b>\$ 61,385</b>	<b>\$ -</b>	<b>0.0%</b>

Timberland Regional Library 2019 Final Budget Unemployment Fund							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Unemployment costs	\$ 4,439	\$ 8,170	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 4,439</b>	<b>\$ 8,170</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>0.0%</b>

## **Part 5 – Gift Fund**



## Gift Fund

The Gift Fund is used to account for donations and bequests given to the various libraries and the Administrative Service Center. In some instances, restrictions are placed on use of the gifted funds. Gift funds are used for one-time expenditures, therefore the budget varies each year.

### Highlighted Changes:

- Contributions cannot be predicted each year and can vary greatly so a conservative amount of \$50,000 is budgeted.
- Centralia has budgeted \$6,000 to purchase new holds shelving.
- Lacey has budgeted \$7,400 to purchase new chairs for their teen area and slat-wall shelving.
- Naselle has budgeted \$400 to purchase biography and history titles for their collection.
- Olympia has budgeted \$11,300 to purchase new book carts, chairs, magazine boxes, and an indoor book drop.
- Raymond has budgeted \$8,000 to install new flooring in the kitchen and meeting room area.
- Westport has budgeted \$6,200 for new chairs and a space planner.
- Transfers to the Building Fund have been budgeted in the amounts of \$120,000 and \$185,000 for Lacey and Olympia respectively for their remodel projects.

Timberland Regional Library 2019 Final Budget Gift Fund							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Contributions	\$ 128,588	\$ 49,321	\$ 50,000	\$ 280,000	\$ 50,000	\$ -	0.0%
Interest	11,647	16,559	7,000	8,000	7,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 140,235</b>	<b>\$ 65,880</b>	<b>\$ 57,000</b>	<b>\$ 288,000</b>	<b>\$ 57,000</b>	<b>\$ -</b>	<b>0.0%</b>

Timberland Regional Library 2019 Final Budget Gift Fund							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Location							
Aberdeen	\$ 6,439	\$ 24,699	\$ 600	\$ 7,000	\$ -	\$ (600)	-100.0%
Amanda Park	-	-	-	-	-	-	n/a
Centralia	965	979	6,000	1,100	6,000	-	0.0%
Chehalis	-	2,984	-	-	-	-	n/a
Elma	-	150	-	-	-	-	n/a
Hoodspport	-	100	-	-	-	-	n/a
Hoquiam	-	1,500	-	-	-	-	n/a
Ilwaco	-	150	770	-	-	(770)	-100.0%
Lacey	-	1,000	-	-	7,400	-	n/a
McCleary	-	-	750	-	-	(750)	-100.0%
Mountain View	-	200	-	-	-	-	n/a
Naselle	-	1,101	-	400	600	600	n/a
North Mason	-	500	-	-	-	-	n/a
Oakville	-	200	-	-	-	-	n/a
Ocean Park	-	150	-	-	-	-	n/a
Olympia	-	1,505	-	-	11,300	11,300	n/a
Packwood	-	100	-	-	-	-	n/a
Raymond	7,465	277	-	-	8,000	8,000	n/a
Salkum	-	-	1,650	-	-	(1,650)	-100.0%
Service Center	200	16,083	15,000	-	-	(15,000)	-100.0%
Shelton	-	1,870	-	-	-	-	n/a
South Bend	-	200	-	-	-	-	n/a
Tenino	-	50	-	-	-	-	n/a
Tumwater	-	3,900	1,000	-	-	(1,000)	-100.0%
Westport	800	17,861	2,900	800	6,200	3,300	113.8%
Winlock	-	200	-	-	-	-	n/a
Yelm	-	-	-	-	-	-	n/a
Transfer to Building Fund							
Centralia	-	-	-	32,700	-	-	n/a
Lacey	-	-	125,000	5,000	120,000	(5,000)	-4.0%
Olympia	-	-	191,550	4,000	185,000	(6,550)	-3.4%
<b>Total Expenditures</b>	<b>\$ 15,869</b>	<b>\$ 75,759</b>	<b>\$ 345,220</b>	<b>\$ 51,000</b>	<b>\$ 344,500</b>	<b>\$ (8,120)</b>	<b>-2.4%</b>

## **Part 6 – Building Fund**

## Building Fund

The Building Fund is used for capital projects on TRL buildings as well as stipulated amounts for specified expenditures at non-TRL buildings. Budgeted expenditures are for one-time items, so the overall Building Fund budget will vary from year to year depending on needs of TRL and available funds.

### Highlighted Changes:

- \$307,550 is being transferred from the Gift Fund for remodel costs at Lacey and Olympia libraries.
- \$278,650 is being transferred from the General Fund to build up reserves for future major repairs on buildings.
- The 2019 projects in the Building Fund are:
  - \$125,000 to repair and resurface the Administrative Service Center parking lot
  - \$120,000 is the carry-forward balance of the Lacey Timberland Library remodel project.
  - \$187,550 is the carry-forward balance of the Olympia Timberland Library remodel project.

Timberland Regional Library 2019 Final Budget Building Fund							
Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Investment Interest	\$ 19,027	\$ 25,456	\$ 15,000	\$ 23,000	\$ 20,000	\$ 5,000	33.3%
Contributions	280,000	-	-	-	-	-	n/a
Transfers In	750,000	-	495,200	41,700	583,650	88,450	17.9%
<b>Total Revenues</b>	<b>\$1,049,027</b>	<b>\$ 25,456</b>	<b>\$ 510,200</b>	<b>\$ 64,700</b>	<b>\$ 603,650</b>	<b>\$ 93,450</b>	<b>367.1%</b>

Timberland Regional Library 2019 Final Budget Building Fund							
Expenditures	2016 Actual	2017 Actual	2018 Budget	2018 Year End Estimate	2019 Final Budget	18 Adopted - 19 Final	
						\$ Change	% Change
Capital							
Signage	\$ 6,423	\$ -	\$ 15,000	\$ -	\$ -	\$ (15,000)	-100.0%
Service Center	83,945	71,207	140,000	135,000	125,000	(15,000)	-10.7%
Aberdeen	-	-	-	-	-	-	n/a
Amanda Park	552,722	33,594	-	-	-	-	n/a
Centralia	4,150	40,299	-	32,700	-	-	n/a
Hoodsport	18,136	112,904	35,000	-	-	(35,000)	-100.0%
Lacey	11,326	-	125,000	5,000	120,000	(5,000)	-4.0%
Montesano	2,197	-	-	18,200	-	-	n/a
Mountain View	3,456	-	19,200	-	-	(19,200)	n/a
Naselle	66,746	9,094	5,000	15,500	-	(5,000)	-100.0%
North Mason	8,244	-	3,000	151,800	-	(3,000)	-100.0%
Oakville	-	-	-	-	-	-	n/a
Ocean Park	17,586	-	6,000	-	-	(6,000)	n/a
Olympia	-	1,000	191,550	4,000	187,550	(4,000)	-2.1%
Salkum	11,682	-	-	-	-	-	n/a
Packwood	-	768	19,450	-	-	(19,450)	n/a
Raymond	-	122	-	-	-	-	n/a
Tenino	944	-	-	-	-	-	n/a
Westport	5,985	-	-	-	-	-	n/a
Transfer Out	-	159,000	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 793,541</b>	<b>\$ 427,988</b>	<b>\$ 559,200</b>	<b>\$ 362,200</b>	<b>\$ 432,550</b>	<b>\$ (126,650)</b>	<b>-22.6%</b>