

# 2020 Final Budget

Presented

December 18, 2019



Timberland Regional **LIBRARY**

**Board of Trustees**

Vacant, Thurston County – President  
Jenna Noll, Thurston County – President Elect  
Corby Varness, Grays Harbor County  
Hal Blanton, Lewis County  
Brian Zylstra, Lewis County  
Brenda Hirschi, Mason County  
Bob Hall, Pacific County

**Budget Prepared by**

Cheryl Heywood  
Executive Director

Eric Lowell  
Director, Finance & IT

**With Assistance From**

Andrea Heisel  
Director, Collection  
Services

Kendra Jones  
Interim Deputy  
Director, Public  
Services

Brenda Lane  
Director,  
Operations

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

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

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

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

\* Operated by community partners

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

## Table of Contents

<b>Part 1 – Overview of the Budget.....</b>	<b>10</b>
Budget Message.....	11
Budget in a Page.....	13
<b>Part 2 – General Fund.....</b>	<b>14</b>
General Fund Budget Summary.....	15
General Fund Revenues.....	16
General Fund Expenditures.....	20
<b>TRL Service Center Department Budgets.....</b>	<b>24</b>
Finance.....	25
Human Resources.....	26
Collection Services.....	27
Creative Services.....	29
Public Services.....	30
Community Engagement.....	32
Administration.....	33
Facilities.....	34
Couriers.....	35
Information Technology.....	36
Fleet.....	38
<b>TRL Library Branch Budgets.....</b>	<b>39</b>
<b>Grays Harbor County Library Budgets.....</b>	<b>40</b>
Aberdeen.....	43
Amanda Park.....	46
Elma.....	48
Hoquiam.....	50
McCleary.....	52
Montesano.....	54
Oakville.....	56
Westport.....	58
<b>Lewis County Library Budgets.....</b>	<b>60</b>
Centralia.....	63
Chehalis.....	65
Mountain View.....	67
Packwood.....	69
Salkum.....	71
Winlock.....	73
<b>Mason County Library Budgets.....</b>	<b>75</b>
Hoodsport.....	77
North Mason.....	79
Shelton.....	81
<b>Pacific County Library Budgets.....</b>	<b>84</b>
Ilwaco.....	87
Naselle.....	89
Ocean Park.....	91
Raymond.....	93
South Bend.....	95



**Thurston County Library Budgets.....97**  
    Lacey.....100  
    Olympia.....103  
    Tenino.....106  
    Tumwater.....108  
    Yelm.....110

**Part 3 – Technology Fund.....112**

**Part 4 – Unemployment Fund.....114**

**Part 5 – Gift Fund.....116**

**Part 6 – Building Fund.....118**

# **Part 1 – Overview of Budget**

## Library Executive Director's Message

2019 has been a year of change for Timberland Regional Library (TRL) as the organization transitioned between the 2014-2018 Strategic Plan and the new 2020-2022 Strategic Direction. Throughout this major planning year there has been strong community outreach and enthusiastic staff engagement. Our IT, HR, Facilities, Youth & Adult, Collection, Creative, and Public Services departments have concentrated their planning for all 27 Timberland libraries across the district. Essential input from Grays Harbor, Lewis, Mason, Pacific, and Thurston county patrons and residents will continue to focus our direction over the next three years.



Three key areas were reviewed in detail with a focus on efficiencies:

- Sustainable Staffing:
  - A soft hiring freeze was implemented in January 2019, with a \$595,000 savings to date, with additional savings anticipated by the end of the year.
  - The first Classification and Compensation Study (since 2005) was conducted by Segal Waters Consulting and is under review along with contract negotiations.
- Administrative Reorganization:
  - With the attrition of three Administrative managers, we have looked at the restructuring of the Administrative Team.
  - Replacement of management positions with department coordinators (subject matter experts in their respective fields).
- Fiscally Responsible Tools:
  - Update of technology-related products (checkout machines, computer systems).
  - Efficient software upgrades (website, event calendars).

TRL continues to be a financially conservative steward of public resources, balancing the annual 1% property tax limit with fluctuating timber revenues across the five counties that we serve. As a beneficiary of trust lands, TRL continues to monitor the Department of Natural Resources Board decisions pertaining to future changes in timber revenue.

TRL's 2020 budget development is a collaborative, comprehensive, and ongoing process; with the intent of achieving increased accountability. The Timberland Board of Trustees voted

to amend the Beginning Fund Balance Policy and allocate the excess fund balance to one-time expenditures in the Building Fund (this distribution will not be used for salaries or benefits). To provide better public access to our records and increased transparency, additional information will continue to be posted on [TRL.org/about-timberland-regional-library](http://TRL.org/about-timberland-regional-library):

- Budget (Draft, Preliminary, and Final versions - along with any revisions)
- 2020-2022 Strategic Direction (Timeline, Draft documents, Planning summaries)
- 2019 Action Plan (Service priorities during the transition year)
- Open Data Portal (including “20 Years of Budget History at TRL” & “10 Year Property Tax Forecast”)
- You can also find Annual Reports, Policies, and Newsletters under “About TRL” online.

As your intercounty rural library district; our values of service, integrity, collaboration, and community focus will continue to guide how we provide library services to our more than 500,000 residents of Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties.

Respectfully,



Cheryl Heywood

### Budget in a Page

The 2020 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 2020 Final Budget Condensed - All Funds</b>					
	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Year End Estimate</b>	<b>2020 Final Budget</b>
<b>General Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>\$ 9,018,246</b>	<b>\$ 9,955,365</b>	<b>\$ 11,755,953</b>	<b>\$ 11,755,953</b>	<b>\$ 13,148,997</b>
Revenues	22,986,972	23,711,616	23,624,950	24,400,220	24,326,000
Expenditures	22,049,853	21,911,028	24,294,717	23,007,176	30,177,197
<b>Ending Fund Balance, Dec 31</b>	<b>9,955,365</b>	<b>11,755,953</b>	<b>11,086,187</b>	<b>13,148,997</b>	<b>7,297,800</b>
<b>Building Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>2,530,367</b>	<b>2,127,845</b>	<b>1,907,873</b>	<b>1,907,873</b>	<b>1,974,278</b>
Revenues	25,456	186,819	510,200	402,887	5,328,973
Expenditures	427,978	406,790	432,550	336,483	330,000
<b>Ending Fund Balance, Dec 31</b>	<b>2,127,845</b>	<b>1,907,873</b>	<b>1,985,523</b>	<b>1,974,278</b>	<b>6,973,251</b>
<b>Technology</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>989,098</b>	<b>973,563</b>	<b>823,417</b>	<b>823,417</b>	<b>959,417</b>
Revenues	10,267	13,509	256,000	266,000	264,000
Expenditures	25,802	163,655	5,000	130,000	400,000
<b>Ending Fund Balance, Dec 31</b>	<b>973,563</b>	<b>823,417</b>	<b>1,074,417</b>	<b>959,417</b>	<b>823,417</b>
<b>Unemployment Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>195,094</b>	<b>188,909</b>	<b>243,736</b>	<b>243,736</b>	<b>308,721</b>
Revenues	1,985	62,824	61,385	64,985	63,185
Expenditures	8,170	7,997	10,000	-	10,000
<b>Ending Fund Balance, Dec 31</b>	<b>188,909</b>	<b>243,736</b>	<b>295,121</b>	<b>308,721</b>	<b>361,906</b>
<b>Gift Fund</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>1,588,820</b>	<b>1,578,941</b>	<b>1,836,503</b>	<b>1,836,503</b>	<b>1,916,423</b>
Revenues	65,880	283,119	57,000	142,000	80,000
Expenditures	75,759	25,557	344,500	62,080	13,050
<b>Ending Fund Balance, Dec 31</b>	<b>1,578,941</b>	<b>1,836,503</b>	<b>1,549,003</b>	<b>1,916,423</b>	<b>1,983,373</b>
<b>Combined Fund Balances</b>					
<b>Beginning Fund Balance, Jan 1</b>	<b>14,321,625</b>	<b>14,824,623</b>	<b>16,567,482</b>	<b>16,567,482</b>	<b>18,307,836</b>
Net of all revs, exps, transfers	502,998	1,742,859	(577,232)	1,740,354	(868,089)
<b>Ending Fund Balance, Dec 31</b>	<b>14,824,623</b>	<b>16,567,482</b>	<b>15,990,251</b>	<b>18,307,836</b>	<b>17,439,747</b>

## **Part 2 – General Fund**

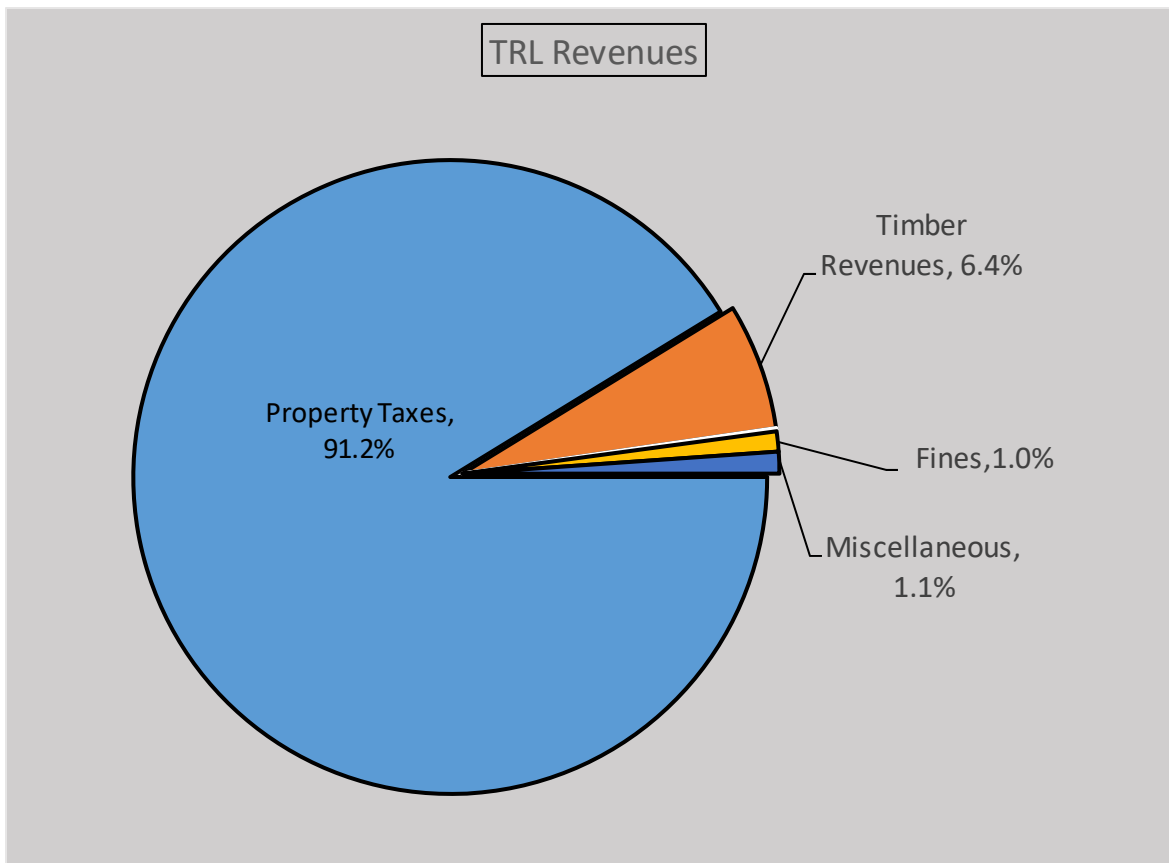
### General Fund Budget Summary

Timberland Regional Library 2020 Final Budget General Fund							
	2017Actual	2018 Actual	2019 Adopted	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
<b>Beginning Fund Balance</b>	\$ 9,018,245.98	\$ 9,955,365.05	\$11,755,953.13	\$11,755,953.13	\$13,148,997.13		
<b>Revenues</b>							
Property Taxes	\$ 20,551,995	\$ 20,977,354	\$ 21,675,000	\$ 21,550,000	\$ 22,130,800	\$ 455,800	2.1%
Sale of Tax Title Property	7,540	4,494	-	5,000	1,500	1,500	n/a
In Lieu of Taxes	7,340	11,037	6,000	3,900	4,800	(1,200)	-20.0%
Grant Revenue	6,266	90,869	6,000	18,800	6,000	-	0.0%
DNR Other Trust 2	5,403	35,502	44,000	-	20,500	(23,500)	-53.4%
DNR Timber Trust 2	154,551	134,401	100,000	131,000	100,000	-	0.0%
DNR In Lieu of Taxes	5,925	6,075	-	6,300	6,000	6,000	n/a
Leasehold Excise Tax	55,974	50,268	53,000	57,000	56,500	3,500	6.6%
Timber Excise Tax	636,468	887,474	565,000	981,000	700,000	135,000	23.9%
Intergovernmental	40,067	40,066	20,800	20,800	20,800	-	0.0%
Other Taxes	916	-	-	3,000	-	-	n/a
Local Grant Revenue	13,551	-	13,550	11,000	13,550	-	n/a
Sale of Merchandise	899	400	-	-	-	-	n/a
Copies & Printing	32,522	33,264	30,000	29,000	35,000	5,000	16.7%
Non-Resident Fees	4,412	2,784	3,500	3,000	4,000	500	14.3%
Other Fees	14,555	6,958	5,000	3,000	5,000	-	0.0%
Library Fines	290,603	268,112	280,000	242,000	250,000	(30,000)	-10.7%
Interest on Investments	87,938	137,583	85,000	220,000	150,000	65,000	76.5%
Forest Board Interest	(857)	478	200	1,200	200	-	0.0%
Forest Board Rentals	46,626	8,065	6,400	75,000	7,350	950	14.8%
Other Rents	3,675	-	500	-	-	(500)	n/a
Gift & Donations	14,069	5,984	5,000	1,500	5,000	-	0.0%
Sale of Salvaged Materials	9,526	6,465	6,000	8,500	6,000	-	0.0%
Cashier's Overages and (Shortages)	142	116	-	(80)	-	-	n/a
Miscellaneous Revenue	3,471	9,475	-	1,300	3,000	3,000	n/a
Sale of Capital Assets	-	149,173	-	-	-	-	n/a
Timber Sales/State Forest Board	549,577	624,827	510,000	754,000	550,000	40,000	7.8%
Timber Sales/County	225,226	163,675	150,000	206,000	190,000	40,000	26.7%
Lost/Damaged Recoveries	59,592	56,717	60,000	68,000	60,000	-	0.0%
Transfer In	159,000	-	-	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 22,986,972</b>	<b>\$ 23,711,616</b>	<b>\$ 23,624,950</b>	<b>\$ 24,400,220</b>	<b>\$ 24,326,000</b>	<b>\$ 701,050</b>	<b>3.0%</b>

	2017Actual	2018 Actual	2019 Adopted	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
<b>Expenditures</b>							
Salaries	\$ 11,696,498	\$ 11,682,925	\$ 12,406,430	\$ 11,685,000	\$ 12,973,479	\$ 567,049	4.6%
Benefits	4,340,854	4,340,251	5,001,388	4,666,500	5,149,384	147,996	3.0%
Supplies							
General Supplies	447,879	300,133	403,050	458,600	551,130	148,080	36.7%
Books & Collections Materials	3,025,189	3,017,299	3,050,000	3,065,000	3,150,000	100,000	3.3%
Fuel	55,356	64,268	67,000	65,000	70,000	3,000	4.5%
Equipment	199,308	253,111	179,550	92,640	254,250	74,700	41.6%
Professional Services	1,186,333	1,140,779	922,720	1,012,400	803,395	(119,325)	-12.9%
Communications	270,523	194,025	302,690	483,580	300,570	(2,120)	-0.7%
Mileage	49,332	30,099	52,720	32,000	33,820	(18,900)	-35.8%
Transportation	7,597	6,803	3,350	1,745	3,500	150	4.5%
Lodging	22,646	13,704	8,450	16,980	8,800	350	4.1%
Meals	16,728	28,879	29,535	40,546	21,710	(7,825)	-26.5%
Advertising	35,179	23,313	32,800	17,600	19,500	(13,300)	-40.5%
Operating Rentals	97,854	107,083	139,787	129,665	155,697	15,910	11.4%
Utilities	133,004	127,816	154,160	134,130	158,500	4,340	2.8%
Insurance	82,905	108,995	90,000	117,000	120,000	30,000	33.3%
Repairs & Maintenance	57,999	65,872	413,500	136,725	590,000	176,500	42.7%
Miscellaneous	14,636	7,532	5,750	3,535	8,250	2,500	43.5%
Memberships	19,204	31,580	38,682	37,690	42,822	4,140	10.7%
Registrations	23,530	22,749	75,820	29,505	60,220	(15,600)	-20.6%
Intergovernmental	1,539	2,194	-	-	-	-	n/a
Capital	265,761	123,288	328,500	192,500	83,000	(245,500)	-74.7%
Transfer Out	-	218,331	588,835	588,835	5,619,171	5,030,336	854.3%
<b>Total Expenditures</b>	<b>\$ 22,049,853</b>	<b>\$ 21,911,028</b>	<b>\$ 24,294,717</b>	<b>\$ 23,007,176</b>	<b>\$ 30,177,197</b>	<b>\$ 5,882,481</b>	<b>24.2%</b>
<b>Ending Fund Balance</b>	<b>\$ 9,955,365</b>	<b>\$ 11,755,953</b>	<b>\$ 11,086,187</b>	<b>\$ 13,148,997</b>	<b>\$ 7,297,800</b>		

The summarized version of the 2020 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 2020 Final Budget was developed based on recent financials trends. Revenues from property taxes comprise 91.2% 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 \$0.36 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 6.4% 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. In December of 2019, the Department of Natural Resources will be determining their long-term conservation strategy which may have an impact on future timber revenues for TRL.

For 2020, revenues are budgeted to increase by \$710,050 or 3.0% from 2019 budgeted amounts. As discussed earlier, property tax revenue is a majority of total revenues for TRL. Property taxes levy increases are capped by statute at 1% plus new construction and property improvements. Despite some regions in Washington State experiencing strong increases in new construction, a majority of TRL counties are seeing minimal increases in new construction.



Timberland Regional Library 2020 Final Budget General Fund							
Revenues	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Property Taxes	\$ 20,551,995	\$ 20,977,354	\$ 21,675,000	\$ 21,550,000	\$ 22,130,800	\$ 455,800	2.1%
Sale of Tax Title Property	7,540	\$ 4,494	-	5,000	1,500	1,500	n/a
In Lieu of Taxes	7,340	11,037	6,000	3,900	4,800	(1,200)	-20.0%
Indirect Federal Grants	6,266	90,869	6,000	7,012	6,000	-	0.0%
DNR Other Trust 2	5,403	35,502	44,000	18,800	20,500	(23,500)	-53.4%
DNR Timber Trust 2	154,551	134,401	100,000	131,000	100,000	-	0.0%
DNR In Lieu of Taxes	5,925	6,075	-	6,300	6,000	6,000	n/a
Leasehold Excise Tax	55,974	50,268	53,000	57,000	56,500	3,500	6.6%
Timber Excise Tax	636,468	887,474	565,000	981,000	700,000	135,000	23.9%
Intergovernmental Revenue	40,067	40,066	20,800	20,800	20,800	-	0.0%
Other Taxes	916	-	-	3,000	-	-	n/a
Local Grant Revenue	13,551	-	13,550	11,000	13,550	-	0.0%
Sale of Merchandise	899	400	-	-	-	-	n/a
Copies & Printing Fees	32,522	33,264	30,000	29,000	35,000	5,000	16.7%
Non-Resident Fees	4,412	2,784	3,500	3,000	4,000	500	14.3%
Other Fees	14,555	6,958	5,000	3,000	5,000	-	0.0%
Library Fines	290,603	268,112	280,000	242,000	250,000	(30,000)	-10.7%
Interest on Investments	87,938	137,583	85,000	220,000	150,000	65,000	76.5%
Forest Board Interest	(857)	478	200	1,200	200	-	0.0%
Forest Board Rentals	46,626	8,065	6,400	75,000	7,350	950	14.8%
Other Rents	3,675	-	500	-	-	(500)	-100.0%
Gifts & Donations	14,069	5,984	5,000	1,500	5,000	-	0.0%
Sale of Junk or Salvage	9,526	6,465	6,000	8,500	6,000	-	0.0%
Cashier's Overages and (Shortages)	142	116	-	(80)	-	-	n/a
Other Miscellaneous Revenue	3,471	9,475	-	1,300	3,000	3,000	n/a
Sale of Capital Assets	-	149,173	-	-	-	-	n/a
Timber Sales/State Forest Board	549,577	624,827	510,000	754,000	550,000	40,000	7.8%
Timber Sales/County	225,226	163,675	150,000	206,000	190,000	40,000	26.7%
Lost/Damaged Recoveries	59,592	56,717	60,000	68,000	60,000	-	0.0%
Transfer In	159,000	-	-	-	-	-	n/a
<b>Total Revenues</b>	<b>\$ 22,986,972</b>	<b>\$ 23,711,616</b>	<b>\$ 23,624,950</b>	<b>\$ 24,407,232</b>	<b>\$ 24,326,000</b>	<b>\$ 701,050</b>	<b>3.0%</b>

### Revenue by Type

**Property Taxes.....\$22,130,800**

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 \$0.36 per \$1,000. Property taxes increased 1.5% or \$455,800.

**Sale of Tax Title Property.....\$1,500**

Sale of Tax Title Property is revenue received from the sale of properties that have been foreclosed upon by county assessors.

**In Lieu of Taxes.....\$4,800**

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 2020 budget for In Lieu of Taxes decreased by 20.0% or \$1,200 based on an analysis of recent trends.

**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 Timberland Library.

**DNR Other Trust 2.....\$20,500**

DNR Other Trust 2 revenues are proceeds from leases and sales of products, other than timber, from state forest lands managed by the Department of Natural Resources for beneficiaries which includes TRL.

**DNR Timber Trust 2.....\$100,000**

DNR Timber Trust 2 revenues are proceeds from sales timber from state forest lands managed by the Department of Natural Resources for beneficiaries which includes TRL.

**Leasehold Excise Tax.....\$56,500**

Leasehold Excise Tax is a tax on the use of public property by a private party which is in lieu of the property tax.

**Timber Excise Tax.....\$700,000**

Timber Excise Tax is a tax on the sale of timber. The 2020 budget for Timber Excise Tax has increased by 23.9% or \$135,000 due to 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.

**Local Grant Revenue.....\$13,550**

Local Grant Revenue are funds received from local agencies for grants or other projects.

**Copies & Printing.....\$35,000**

Copies and Printing are charged to patrons for making copies on copiers and printers at the different library branches. The 2020 budget for copies and printing increased by 16.7% or \$5,000 due to analysis of recent trends.

**Non-Resident Fees.....\$4,000**

Non-Resident Fees are charged to patrons who want a library card but are not a resident in the Timberland Regional Library district. The 2020 budget for Non-Resident Fees increased 14.3% or \$500 due to analysis of recent trends.

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

Other Fees include miscellaneous fees. The 2020 budget for Other Fees remains unchanged.

**Library Fines.....\$250,000**

Library Fines are charged to cardholders who return items past their due date. The 2020 budget for Library Fines decreased by 5.4% or \$15,000 based on better reminder notifications in recent years and an increase in downloadable items.

**Interest on Investments.....\$150,000**

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 2020 budget for Interest on Investments increased by 76.5 % or \$65,000 based on analysis of recent years' 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 2020 increased 50.0% based on analysis of recent years' returns.

**Forest Board Rentals.....\$7,350**

Forest Board Rentals are revenue received for rents and leases of state forest land. The 2020 budget for Forest Board Rentals increased 14.8% or \$950 due to analysis of recent trends.

**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 2020 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. There is no change in the 2020 budget.

**Timber Sales-State Forest Board.....\$550,000**

Timber Sales-State Forest Board is TRL’s portion of revenue from timber sales by the State Forest Board. The 2020 budget for Timber Sales-State Forest Board increased by 7.8% or \$40,000 based on an analysis of recent trends.

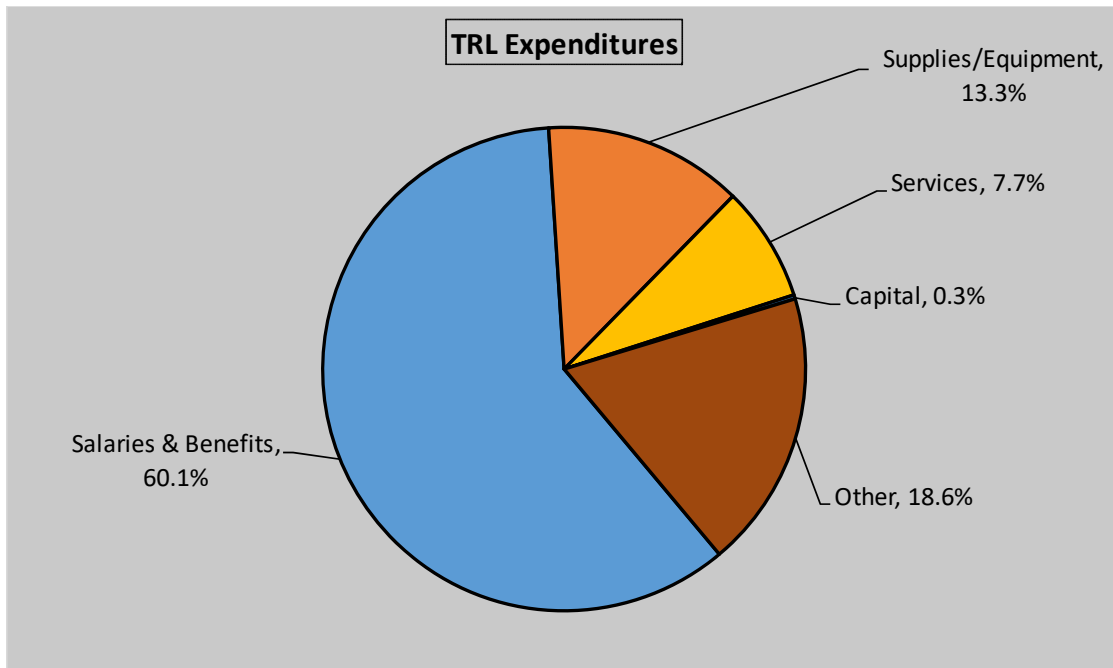
**Timber Sales-County.....\$190,000**

Timber Sales-County is TRL’s portion of revenue from timber sales by the counties in the TRL region. The 2020 budget for Timber Sales-County increased by 26.7% or \$40,000 based on analysis of recent trends.

**Lost/Damaged Recoveries.....\$60,000**

Lost/Damaged Recoveries is revenue from patrons for costs related to materials that were lost or damaged while in their possession. The 2020 budget remains unchanged from 2019.

### General Fund Expenditures



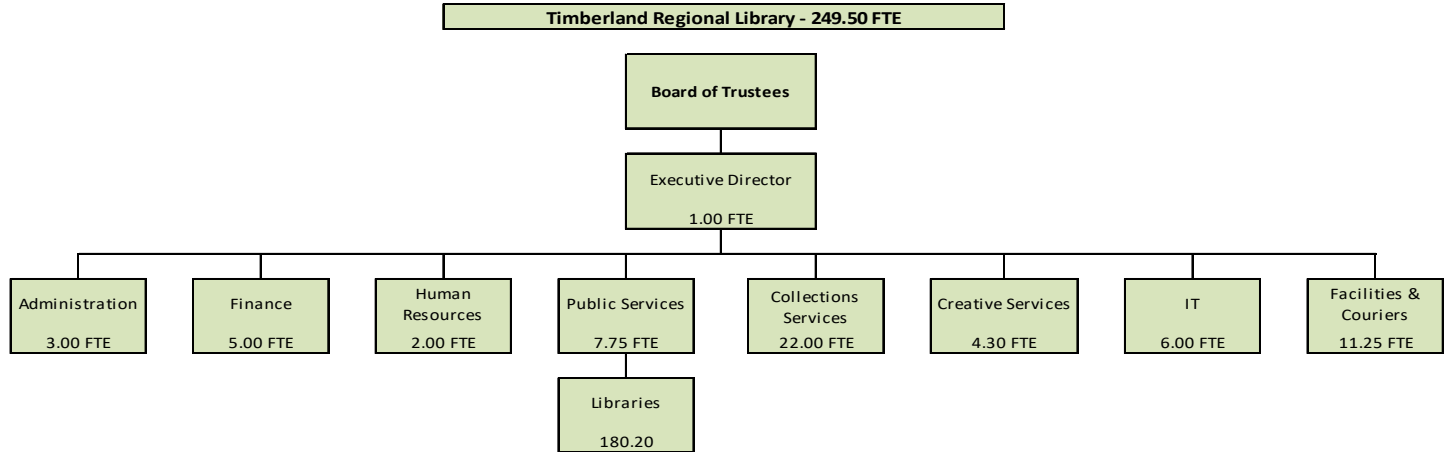
The 2020 budget process was done in a collaborative manner. Managers were given budget worksheets that helped them develop their budget at a detailed level. All budgeted expenditures are included and give a transparent picture of costs for each department and library.

Timberland Regional Library 2020 Final Budget General Fund							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 11,696,498	\$ 11,682,925	\$ 12,406,430	\$ 11,685,000	\$ 12,973,479	\$ 567,049	4.6%
Benefits	4,340,854	4,340,251	5,001,388	4,666,500	5,149,384	147,996	3.0%
Supplies							
General Supplies	447,879	300,133	403,050	458,600	551,130	148,080	36.7%
Books & Collections Materials	3,025,189	3,017,299	3,050,000	3,065,000	3,150,000	100,000	3.3%
Fuel	55,356	64,268	67,000	65,000	70,000	3,000	4.5%
Equipment	199,308	253,111	179,550	92,640	254,250	74,700	41.6%
Professional Services	1,186,333	1,140,779	922,720	1,012,400	803,395	(119,325)	-12.9%
Communications	270,523	194,025	302,690	483,580	300,570	(2,120)	-0.7%
Mileage	49,332	30,099	52,720	32,000	33,820	(18,900)	-35.8%
Transportation	7,597	6,803	3,350	1,745	3,500	150	4.5%
Lodging	22,646	13,704	8,450	16,980	8,800	350	4.1%
Meals	16,728	28,879	29,535	40,546	21,710	(7,825)	-26.5%
Advertising	35,179	23,313	32,800	17,600	19,500	(13,300)	-40.5%
Operating Rentals	97,854	107,083	139,787	129,665	155,697	15,910	11.4%
Utilities	133,004	127,816	154,160	134,130	158,500	4,340	2.8%
Insurance	82,905	108,995	90,000	117,000	120,000	30,000	33.3%
Repairs & Maintenance	57,999	65,872	413,500	136,725	590,000	176,500	42.7%
Miscellaneous	14,636	7,532	5,750	3,535	8,250	2,500	43.5%
Memberships	19,204	31,580	38,682	37,690	42,822	4,140	10.7%
Registrations	23,530	22,749	75,820	29,505	60,220	(15,600)	-20.6%
Intergovernmental	1,539	2,194	-	-	-	-	n/a
Capital	265,761	123,288	328,500	192,500	83,000	(245,500)	-74.7%
Transfer Out	-	218,331	588,835	588,835	5,603,473	5,014,638	851.6%
<b>Total Expenditures</b>	<b>\$ 22,049,853</b>	<b>\$ 21,911,028</b>	<b>\$ 24,294,717</b>	<b>\$ 23,007,176</b>	<b>\$ 30,161,499</b>	<b>\$ 5,866,783</b>	<b>24.1%</b>

### Expenditures by Type

Salaries.....\$12,973,479

Salaries increased in the 2020 budget by 4.6% or \$567,049 due to a 3% COLA and salary adjustments that were a result of a class and compensation study conducted over years 2018-2019.



Timberland Regional Library Position Inventory								
Location	2019				2020			
	FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Aberdeen	12.38	\$ 587,742	\$ 259,482	\$ 847,224	12.25	\$ 598,285	\$ 250,887	\$ 849,172
Amanda Park	1.30	49,819	21,389	71,208	2.10	92,441	40,528	132,969
Centralia	13.20	631,933	250,502	882,436	11.45	565,329	223,509	788,837
Chehalis	7.70	320,971	145,412	466,383	7.70	339,802	152,521	492,323
Elma	4.25	189,250	85,403	274,653	4.25	210,784	92,255	303,039
Hoquiam	4.40	218,156	86,384	304,541	4.40	240,676	91,334	332,010
Hoodsport	2.50	97,763	49,753	147,517	2.50	101,378	49,913	151,291
Ilwaco	3.10	141,731	68,248	209,979	3.10	151,696	70,470	222,166
Lacey	23.68	1,015,934	452,779	1,468,712	22.43	1,087,383	458,226	1,545,608
McCleary	1.80	91,662	36,636	128,298	1.80	97,602	37,855	135,457
Montesano	3.50	179,396	61,334	240,730	3.50	177,078	70,870	247,948
Mountain View	1.95	79,427	28,651	108,078	1.95	90,154	30,780	120,934
Naselle	2.25	114,864	45,254	160,119	2.50	133,495	50,231	183,727
North Mason	5.75	282,945	108,205	391,150	6.13	294,640	113,767	408,407
Oakville	1.78	91,635	30,512	122,147	1.78	92,599	31,200	123,799
Olympia	23.90	1,040,754	440,931	1,481,686	26.10	1,290,136	533,454	1,823,590
Ocean Park	3.50	170,041	59,811	229,852	3.50	185,029	61,902	246,931
Packwood	1.95	90,317	37,632	127,949	1.93	81,301	35,543	116,844
Raymond	4.00	202,202	83,031	285,233	4.00	204,023	77,048	281,071
Salkum	2.30	121,770	44,333	166,103	2.30	105,458	42,636	148,094
South Bend	2.60	107,641	42,976	150,617	2.70	114,721	38,016	152,738
Shelton	15.95	719,330	313,045	1,032,375	15.35	766,519	309,859	1,076,378
Tenino	3.30	128,568	49,954	178,522	4.30	187,808	73,620	261,428
Tumwater	16.65	773,655	340,161	1,113,817	16.45	853,173	357,083	1,210,256
Westport	1.75	66,144	33,213	99,357	2.75	119,717	55,847	175,565
Winlock	2.30	85,001	43,797	128,797	3.50	154,219	63,499	217,717
Yelm	9.50	408,702	193,093	601,795	9.50	436,794	197,908	634,702
Service Center	73.30	4,351,012	1,665,797	6,016,810	69.30	4,133,237	1,588,671	5,721,909
<b>Total</b>	<b>250.53</b>	<b>\$12,358,364</b>	<b>\$ 5,077,721</b>	<b>\$17,436,085</b>	<b>249.50</b>	<b>\$12,905,479</b>	<b>\$ 5,199,432</b>	<b>\$18,104,910</b>

**Benefits.....\$5,149,384**

Benefits increased in the 2020 budget by 3.0% or \$147,996 due to impact from a 3% COLA and salary adjustments that were a result of a class and compensation study conducted over years 2018-2019.

**Supplies.....\$551,130**

Supplies consist of office supplies which cost less than \$500. The 2020 Supplies budget increased by 36.7% or \$148,080. The increase is mostly due to an increase in user experience pilot projects, increase promotional materials, and Summer Reading Program.

**Books & Collections Materials.....\$3,150,000**

Books & Collections Materials consists of items purchased for the library’s collection. The 2020 budget for Books and Collections Materials is 13% of the total budget.

**Fuel.....\$70,000**

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 4.5% or \$3,000 due to an increase in fuel prices.

**Equipment.....\$254,250**

Equipment are items that cost between \$500 and \$4,999. The budget for these items show an increase of 41.6% or \$74,700. The increase is for the purchase of new routers and switches, as well as replacement laptops and PCs.

**Professional Services.....\$803,395**

Professional Services in the 2020 budget largely include landscaping, janitorial, security services, and computer technology maintenance. Professional Services decreased by 12.9% or \$119,325 due to completion of Class and Compensation Study in 2019, Lynda.com fees being paid by Washington State Library, and a reduction in service costs in IT.

**Communications.....\$300,570**

Communications costs are for telephone, internet, and data lines. The 2020 budget for these costs show a decrease of 0.7% or \$2,120.

**Mileage.....\$33,820**

Mileage costs are for reimbursements to staff who use their personal vehicles for TRL-related business purposes. The budget for mileage in 2020 has decreased 35.8% or \$18,900. The decrease is due to an analysis of recent years’ actual costs.

**Transportation.....\$3,500**

Transportation is for costs related to airfare, rental car, and other similar travel costs for conferences and trainings. Transportation costs increased by 4.5% or \$150 for the 2020 budget.

**Lodging.....\$8,800**

Lodging costs are incurred by staff traveling to conferences or trainings. The 2020 budget for these costs increased by 4.1% or \$350.

**Meals.....\$21,710**

Meals are costs associated with special meetings, trainings, All-Staff Training Day, as well as overnight travel. The 2020 budget for these costs decreased by 26.5 % or \$7,825 due to one-time costs associated with the Community Engagement Initiative for the new Strategic Plan.

**Advertising.....\$19,500**

Advertising covers costs related to advertising TRL events and programs via different outlets, as well as for employment recruitment. The 2020 budget for advertising decreased 40.5% or \$13,300 due to one-time costs associated with the Community Engagement Initiative for the new Strategic Plan.

**Operating Rentals.....\$155,697**

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 2020 budget for rentals increased 11.4% or \$15,910 due to the addition of copier leases and increases in the Administrative Service Center lease with the Port of Olympia and the Mountain View Timberland Library lease.

**Utilities.....\$158,500**

Utilities costs include electricity, sewer, and waste disposal. The 2020 budget for utilities increased 2.8% or \$4,340.

**Insurance..... \$120,000**

Insurance for TRL property, buildings, and assets is covered through CIAW. The 2020 budget for insurance increased by 33.3% or \$30,000 due to increased premiums and broker fees which had not been included in previous budgets.

**Repairs & Maintenance.....\$590,000**

Repairs and Maintenance include those related to facilities and vehicles, as well as costs for software maintenance. The 2020 budget for these items increased 42.7% or \$176,500. The increase is largely due to the addition of Amazon Web Services server hosting, licensing for IT device systems management, and increases in on-going costs for Symphony.

**Miscellaneous.....\$8,250**

Miscellaneous costs are related to other staff training costs and other minor expenses. The 2020 miscellaneous budget increased 43.5% or \$2,500 due to accounting for inter-library loan lost and damage costs.

**Memberships.....\$42,822**

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 2020 budget by 10.7% or \$4,140 due to an increase in some of the memberships.

**Registrations.....\$60,220**

Registrations include attendance at various events, trainings, and conferences. These costs decreased in the 2020 budget by 20.6% or \$15,600 due to a reduction in conference budget.

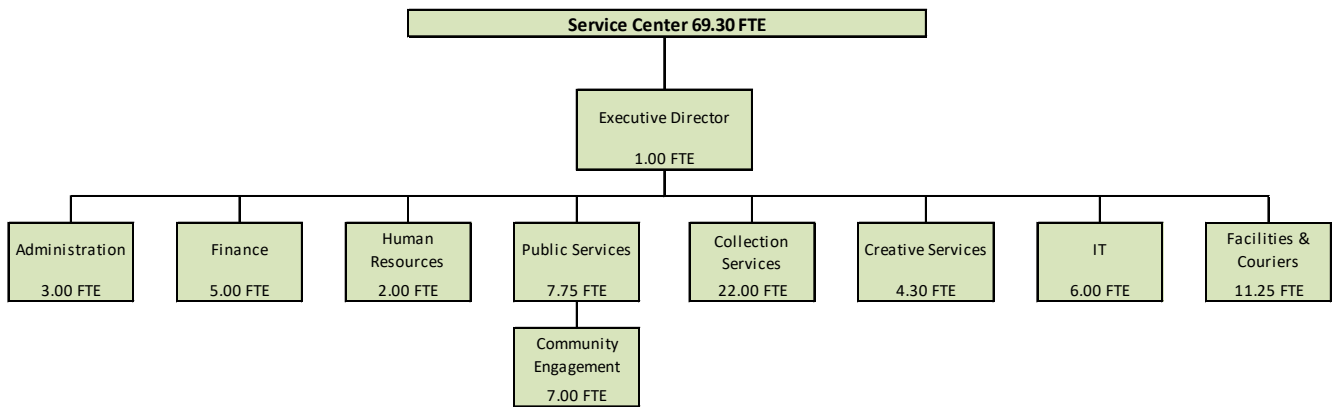
**Capital.....\$83,000**

Capital costs are for items that cost \$5,000 or more. The 2020 capital budget decreased by 74.7% or \$245,500 due to one-time expenses of new self-checkout machines budgeted in 2019, as well as other IT replacement costs of equipment.

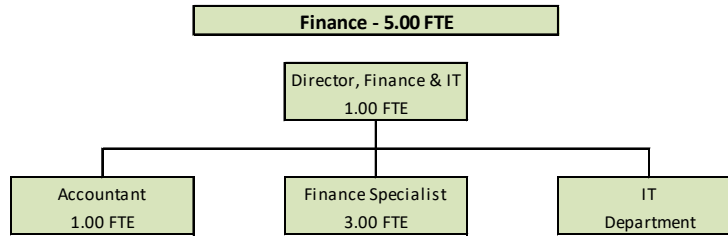
**Transfers Out.....\$5,014,638**

Transfers Out are transfers made to the other special purpose funds. Transfers Out increased 854.3% or \$5,030,336. This increase is due to the change in Fund Balance policy and savings that have occurred due to a reduction in FTE in 2019 and 2020.

# TRL Service Center Department Budgets





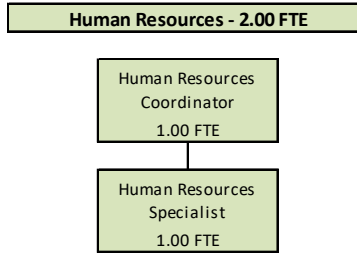


Finance Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Director, Finance & IT	Non-Rep	1.00	\$ 101,465	\$ 32,505	\$ 133,969	1.00	\$ 107,643	\$ 33,683	\$ 141,326
Accountant	Local 3758	1.00	77,765	25,885	103,650	1.00	71,165	24,866	96,031
Finance Specialist	Local 3759	0.00	-	-	-	1.00	57,864	21,985	79,849
Finance Specialist	Local 3758	1.00	56,179	21,210	77,388	1.00	57,864	21,985	79,849
Finance Specialist	Local 3758	1.00	45,678	20,635	66,313	1.00	47,049	20,635	67,684
<b>Total</b>		<b>4.00</b>	<b>\$ 281,086</b>	<b>\$ 100,234</b>	<b>\$ 381,320</b>	<b>5.00</b>	<b>\$ 341,585</b>	<b>\$ 123,154</b>	<b>\$ 464,738</b>

**Budget Highlights:**

- Salaries increased 12.5% or \$60,499 due to moving a Finance Specialist from Collection Services to Finance.
- Benefits increased 22.9% or \$22,920 due to moving a Finance Specialist from Collection Services to Finance.
- Communications decreased by 14.3% or \$10,000 due to an analysis of recent actual postage costs.
- Insurance increased by 33.3% or \$30,000 due to a rate increase and broker fee not included in previous budgets.

Timberland Regional Library 2020 Final Budget General Fund Finance							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 267,393	\$ 284,892	\$ 281,086	\$ 281,000	\$ 341,585	\$ 60,499	21.5%
Benefits	79,674	119,514	100,234	110,000	123,154	22,920	22.9%
Supplies	168,971	76,499	77,000	60,000	77,000	-	0.0%
Equipment	538	-	-	-	-	-	n/a
Professional Services	46,781	37,157	37,000	80,000	37,000	-	0.0%
Communications	51,957	39,402	70,000	37,000	60,000	(10,000)	-14.3%
Mileage	811	33	500	250	500	-	0.0%
Lodging	591	-	500	80	500	-	0.0%
Meals	123	-	-	26	-	-	n/a
Operating Rentals	31	(990)	3,100	12,000	4,000	900	29.0%
Insurance	82,905	108,995	90,000	117,000	120,000	30,000	33.3%
Repairs & Maintenance	-	65	-	-	-	-	n/a
Miscellaneous	12,518	1,426	-	-	-	-	n/a
Memberships	620	280	220	-	100	(120)	-54.5%
Registrations	325	25	325	425	325	-	0.0%
Intergovernmental	29	27	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 713,268</b>	<b>\$ 667,326</b>	<b>\$ 659,965</b>	<b>\$ 697,781</b>	<b>\$ 764,163</b>	<b>\$ 104,199</b>	<b>15.8%</b>

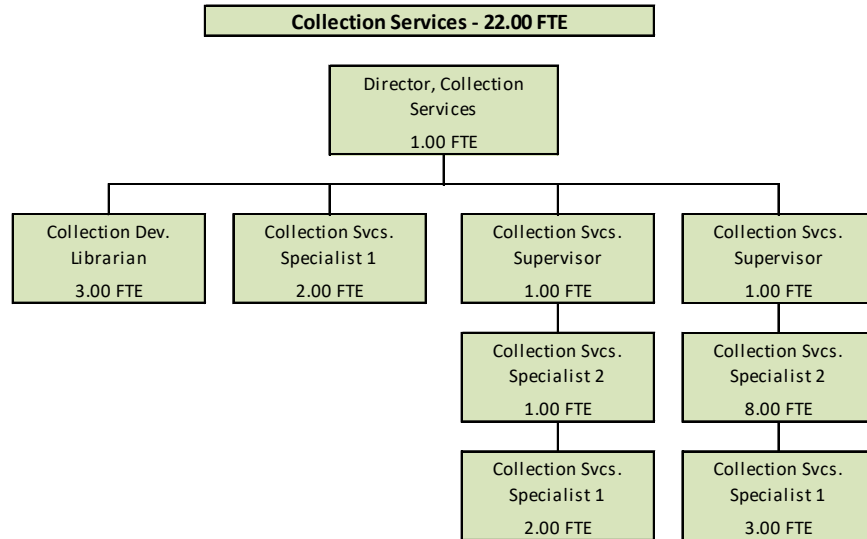


Human Resources Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Manager, Human Resources	Non-Rep	1.00	\$ 104,508	\$ 33,245	\$ 137,753	0.00	\$ -	\$ -	\$ -
Human Resources Coordinator	Non-Rep	0.00	-	-	-	1.00	75,500	26,719	102,219
Training & Staff Dev Coordinator	Non-Rep	1.00	71,165	24,537	95,702	0.00	-	-	-
Human Resources Specialist	Non-Rep	1.00	59,600	23,437	83,036	1.00	51,411	21,670	73,081
<b>Total</b>		<b>3.00</b>	<b>\$ 235,273</b>	<b>\$ 81,218</b>	<b>\$ 316,491</b>	<b>2.00</b>	<b>\$ 126,910</b>	<b>\$ 48,389</b>	<b>\$ 175,300</b>

**Budget Highlights:**

- Salaries decreased by 45.2% or \$107,363 due to elimination of Human Resources Manager position and moving the Training and Staff Development Coordinator to Public Services.
- Benefits decreased by 40.4% or \$32,829 due to elimination of Human Resources Manager position and moving the Training and Staff Development Coordinator to Public Services..
- Professional Services decreased by 39.6% or \$50,100 due to completion of Classification project, and Lynda.com being funded by Washington State Library.
- Mileage decreased by 66.7% or \$6,000 due to analysis of previous years' actual mileage costs.
- Lodging decreased by 37.0% or \$1,000 due to reduced conference budget.
- Advertising decreased by 50% or \$2,500 due to analysis of previous years' actual advertising costs.
- Memberships increased by 13.8% or \$2,050 due to increased AWC membership fee.
- Registrations decreased by 91.0% or \$21,500 due to reduced conference budget.

Timberland Regional Library 2020 Final Budget General Fund Human Resources							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 214,086	\$ 228,746	\$ 237,273	\$ 190,000	\$ 129,910	\$ (107,363)	-45.2%
Benefits	68,607	71,250	81,218	67,000	48,389	(32,829)	-40.4%
Supplies	12,810	5,649	3,450	7,500	2,750	(700)	-20.3%
Equipment	1,407	1,250	-	-	-	-	n/a
Professional Services	104,778	42,705	126,600	87,000	76,500	(50,100)	-39.6%
Mileage	8,581	2,993	9,000	2,500	3,000	(6,000)	-66.7%
Transportation	775	1,759	1,500	200	1,000	(500)	-33.3%
Lodging	9,596	4,653	2,700	3,500	1,700	(1,000)	-37.0%
Meals	2,844	12,185	18,600	22,000	18,200	(400)	-2.2%
Advertising	1,679	975	5,000	600	2,500	(2,500)	-50.0%
Operating Rentals	6,130	3,981	4,000	2,000	4,000	-	0.0%
Miscellaneous	275	180	5,750	450	5,750	-	0.0%
Memberships	455	15,253	14,850	15,900	16,900	2,050	13.8%
Registrations	4,524	8,224	23,600	7,000	2,100	(21,500)	-91.1%
<b>Total Expenditures</b>	<b>\$ 436,547</b>	<b>\$ 399,802</b>	<b>\$ 533,541</b>	<b>\$ 405,650</b>	<b>\$ 312,700</b>	<b>\$ (220,842)</b>	<b>-41.4%</b>

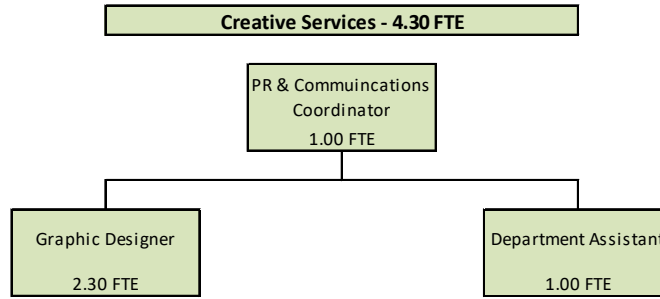


Collection Services Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Director, Collection Services	Non-Rep	1.00	\$ 90,150	\$ 29,332	\$ 119,482	1.00	\$ 92,854	\$ 29,750	\$ 122,604
Collection Development Librarian	Local 3758	1.00	80,097	26,390	106,488	1.00	82,500	27,321	109,822
Collection Development Librarian	Local 3758	1.00	67,080	23,571	90,651	0.00	-	-	-
Collection Development Librarian	Local 3758	1.00	80,097	26,390	106,488	1.00	82,500	27,321	109,822
Collection Development Librarian	Local 3758	1.00	63,229	15,254	78,484	1.00	67,080	16,055	83,135
Finance Specialist	Local 3758	1.00	63,229	22,737	85,966	0.00	-	-	-
Collection Services Specialist 2	Local 3758	1.00	52,953	22,129	75,083	1.00	52,953	21,914	74,867
Collection Services Specialist 2	Local 3758	1.00	51,411	20,177	71,588	1.00	52,953	20,922	73,875
Collection Services Specialist 2	Local 3758	1.00	40,584	19,450	60,034	1.00	38,255	18,730	56,985
Collection Services Specialist 2	Local 3758	1.00	51,411	20,177	71,588	1.00	52,953	20,922	73,875
Collection Services Specialist 2	Local 3758	1.00	43,057	19,986	63,042	1.00	45,679	20,338	66,016
Collection Services Supervisor	Local 3758-S	1.00	63,229	24,355	87,584	1.00	67,080	24,973	92,053
Collection Services Specialist 2	Local 3758	1.00	52,953	22,129	75,083	1.00	52,953	21,914	74,867
Collection Services Specialist 2	Local 3758	1.00	45,679	20,553	66,232	0.00	-	-	-
Collection Services Specialist 2	Local 3758	1.00	37,140	17,086	54,226	1.00	39,402	17,986	57,388
Collection Services Specialist 2	Local 3758	1.00	45,679	20,553	66,232	1.00	44,348	20,050	64,398
Collection Services Specialist 1	Local 3758	1.00	37,141	18,785	55,926	1.00	39,402	19,164	58,566
Collection Services Specialist 1	Local 3758	1.00	33,989	17,889	51,878	1.00	36,059	18,177	54,236
Collection Services Specialist 1	Local 3758	1.00	41,802	19,714	61,516	1.00	44,348	20,050	64,398
Collection Services Specialist 1	Local 3758	1.00	33,989	17,889	51,878	1.00	37,141	18,412	55,553
Collection Services Supervisor	Local 3758-S	1.00	63,229	22,737	85,966	1.00	67,080	23,981	91,061
Collection Services Specialist 2	Local 3758	1.00	47,049	19,232	66,281	1.00	49,914	20,263	70,177
Collection Services Specialist 1	Local 3758	0.00	-	-	-	1.00	47,049	20,558	67,607
Collection Services Specialist 1	Local 3758	1.00	32,038	17,467	49,504	1.00	36,059	18,177	54,236
Collection Services Specialist 1	Local 3758	1.00	35,008	16,705	51,714	1.00	37,141	17,682	54,823
<b>Total</b>		<b>24.00</b>	<b>\$ 1,252,225</b>	<b>\$ 500,689</b>	<b>\$ 1,752,914</b>	<b>22.00</b>	<b>\$ 1,165,703</b>	<b>\$ 464,659</b>	<b>\$ 1,630,363</b>

**Budget Highlights:**

- Salaries decreased by 6.9% or \$85,522 due to reduction of 2 FTE and moving Finance Specialist to Finance.
- Benefits decreased by 7.2% or \$36,029 due to reduction of 2 FTE and moving Finance Specialist to Finance.
- Supplies increased by 3.4% or \$104,100 due to increase in books and materials budget.
- Equipment decrease of \$12,750 due to one-time purchases of equipment in 2019.
- Professional Services increased 13.9% or \$11,400 due to purchase of ILL and cataloguing software.
- Transportation increased 66.7% or \$1,000 due to increase in conference budget.
- Lodging increased 50.0% or \$1,000 due to increase in conference budget.
- Miscellaneous increased by \$2,500 due to the addition of budget for lost and damage fees for ILL materials.
- Registrations increased by 47.1% or \$800 due to increase in conference budget

<b>Timberland Regional Library                      2020 Final Budget                      General Fund                      Collection Services</b>							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 1,190,602	\$ 1,195,586	\$ 1,252,225	\$ 1,245,000	\$ 1,165,703	\$ (86,522)	-6.9%
Benefits	442,998	439,436	500,689	465,000	464,659	(36,029)	-7.2%
Supplies	3,025,189	3,035,550	3,065,900	3,065,000	3,170,000	104,100	3.4%
Equipment	1,052	542	12,750	8,000	-	(12,750)	n/a
Professional Services	72,518	82,597	82,300	80,000	93,700	11,400	13.9%
Mileage	818	-	-	30	-	-	n/a
Transportation	2,992	678	1,500	30	2,500	1,000	66.7%
Lodging	3,774	1,968	2,000	2,200	3,000	1,000	50.0%
Meals	1,785	1,325	1,500	1,000	2,000	500	33.3%
Miscellaneous	1,436	1,613	-	2,500	2,500	2,500	n/a
Registrations	2,882	1,409	1,700	1,300	2,500	800	47.1%
Capital	-	16,025	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 4,746,046</b>	<b>\$ 4,776,729</b>	<b>\$ 4,920,564</b>	<b>\$ 4,870,060</b>	<b>\$ 4,906,563</b>	<b>\$ (14,001)</b>	<b>-0.3%</b>

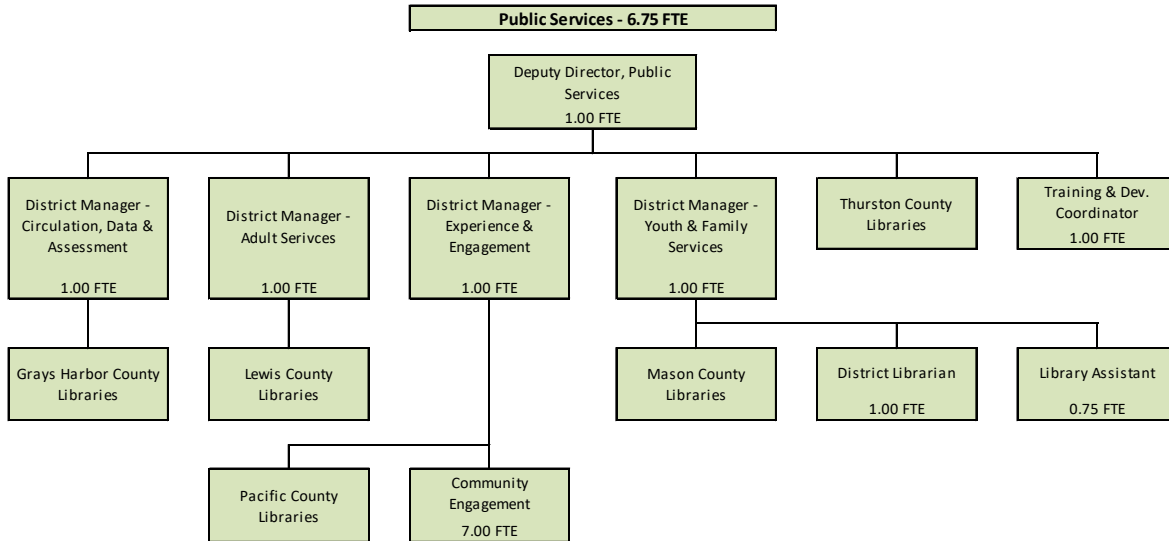


Creative Services Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Manager, Communications	Non-Rep	1.00	\$ 98,509	\$ 31,728	\$ 130,237	0.00	\$ -	\$ -	\$ -
PR/Communications Coord.	Local 3758	1.00	49,913	21,471	71,384	1.00	67,080	24,973	92,053
Graphic Designer	Local 3758	0.50	29,800	12,412	42,211	0.50	31,614	12,771	44,386
Department Assistant	Non-Rep	1.00	44,348	18,647	62,995	1.00	44,348	19,058	63,406
Graphic Designer	Local 3758	0.85	46,361	19,556	65,917	1.00	49,914	21,255	71,169
Graphic Designer	Local 3758	0.80	34,445	17,323	51,769	0.80	48,460	20,199	68,659
<b>Total</b>		<b>5.15</b>	<b>\$ 303,376</b>	<b>\$ 121,137</b>	<b>\$ 424,514</b>	<b>4.30</b>	<b>\$ 241,417</b>	<b>\$ 98,257</b>	<b>\$ 339,674</b>

**Budget Highlights:**

- Salaries decreased by 20.4% or \$61,959 due to elimination of the Communications Manager position.
- Benefits decrease by 18.9% or \$22,881 due to elimination of the Communications Manager position.
- Supplies increased 105.6% or \$39,800 due to addition of TRL promotional materials budget.
- Professional Services decreased by 17.4% or \$9,480 due to reduction of outsourced printing/processing.
- Advertising decreased 38.8% or \$10,800 due to one-time costs of advertising for Community Engagement Initiative for strategic planning.

Timberland Regional Library 2020 Final Budget General Fund Creative Services							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 335,384	\$ 319,301	\$ 303,376	\$ 230,000	\$ 241,417	\$ (61,959)	-20.4%
Benefits	129,395	119,543	121,137	96,000	98,257	(22,881)	-18.9%
Supplies	33,650	20,936	37,700	28,000	77,500	39,800	105.6%
Equipment	-	1,002	-	-	-	-	n/a
Professional Services	61,480	31,524	54,480	41,000	45,000	(9,480)	-17.4%
Mileage	300	159	300	200	300	-	0.0%
Transportation	-	-	350	300	-	(350)	n/a
Lodging	-	-	400	550	-	(400)	n/a
Meals	-	421	125	200	-	(125)	n/a
Advertising	33,000	22,338	27,800	17,000	17,000	(10,800)	-38.8%
Operating Rentals	-	9,221	7,000	8,700	9,000	2,000	n/a
Repairs & Maintenance	2,000	53	1,000	20	1,000	-	0.0%
Miscellaneous	-	301	-	25	-	-	n/a
Memberships	-	315	-	100	-	-	n/a
Registrations	1,004	684	2,050	450	1,700	(350)	-17.1%
<b>Total Expenditures</b>	<b>\$ 596,213</b>	<b>\$ 525,799</b>	<b>\$ 555,719</b>	<b>\$ 422,545</b>	<b>\$ 491,174</b>	<b>\$ (64,545)</b>	<b>-11.6%</b>

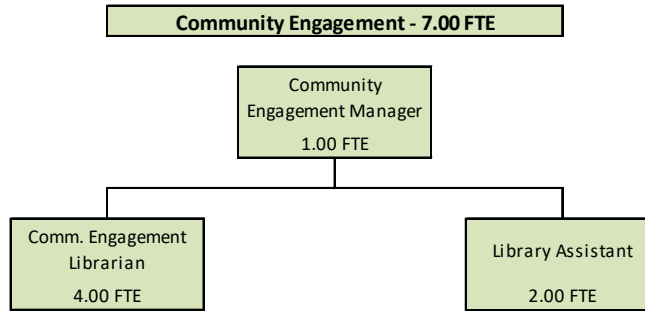


Public Services Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Deputy Director, Public Services	Non-Rep	1.00	\$ 90,150	\$ 30,186	\$ 120,336	1.00	\$ 98,509	\$ 31,781	\$ 130,290
District Manager: Adult Svcs	Local 3758-S	1.00	71,165	26,023	97,188	1.00	80,097	27,902	107,999
District Manager: Circ, Data	Local 3758-S	1.00	90,150	28,568	118,717	1.00	101,464	31,429	132,893
District Manager: Youth & Family Svcs	Local 3758-S	1.00	75,499	25,476	100,974	1.00	82,500	27,507	110,007
District Manager: Experience & Engag.	Local 3758-S	1.00	75,499	27,094	102,593	1.00	82,500	28,499	110,999
Training & Dev. Coordinator	Local 3757	0.00	-	-	-	1.00	73,300	25,514	98,815
Librarian 2	Local 3758	1.00	71,165	26,074	97,239	1.00	80,097	26,801	106,899
Library Assistant	Local 3758	0.50	16,019	10,747	26,766	0.75	27,044	15,376	42,420
<b>Total</b>		<b>6.50</b>	<b>\$ 489,647</b>	<b>\$ 174,166</b>	<b>\$ 663,813</b>	<b>7.75</b>	<b>\$ 625,513</b>	<b>\$ 214,809</b>	<b>\$ 840,322</b>

**Budget Highlights:**

- Salaries increased 24.1% or \$121,867 due to moving the Training and Development Coordinator to Public Services and impacts from COLA and class and compensation study.
- Benefits increase 23.3% or \$40,642 due to moving the Training and Development Coordinator to Public Services and impacts from COLA and class and compensation study.
- Supplies increased 46.6% or \$24,000 due to increase in budget for SLP Initiatives and User Experience Projects.
- Equipment decreased \$50,000 due to one-time purchase of new computer tables in 2019.
- Mileage decreased 50.0% or \$8,000 due to analysis of actual mileage reimbursement costs in recent years.
- Meals decreased 100.0% or \$8,000 due to one-time costs associated with Community Engagement Initiative.
- Registrations increased 42.0% or \$4,200 due to Tableau conference registration.

Timberland Regional Library 2020 Final Budget General Fund Public Services							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 525,671	\$ 468,531	\$ 506,647	\$ 510,000	\$ 628,513	\$ 121,867	24.1%
Benefits	174,921	153,207	174,166	185,000	214,809	40,642	23.3%
Supplies	28,751	51,945	51,500	75,000	75,500	24,000	46.6%
Equipment	2,216	13,924	50,000	-	-	(50,000)	n/a
Professional Services	75,538	53,625	56,200	45,000	58,000	1,800	3.2%
Mileage	11,151	3,611	16,000	7,000	8,000	(8,000)	-50.0%
Transportation	1,350	541	-	300	-	-	n/a
Lodging	2,129	1,468	-	3,000	-	-	n/a
Meals	1,297	3,648	8,000	4,000	-	(8,000)	-100.0%
Advertising	500	-	-	-	-	-	n/a
Operating Rentals	-	261	500	500	-	(500)	n/a
Memberships	1,758	2,554	-	-	-	-	n/a
Registrations	1,035	2,029	10,000	5,000	14,200	4,200	42.0%
<b>Total Expenditures</b>	<b>\$ 826,317</b>	<b>\$ 755,344</b>	<b>\$ 873,013</b>	<b>\$ 834,800</b>	<b>\$ 999,022</b>	<b>\$ 126,009</b>	<b>14.4%</b>



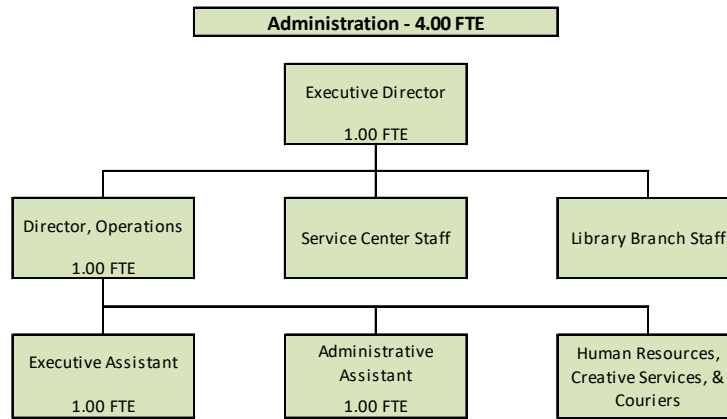
Community Engagement Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Comm Engagement Manager	Local 3758-S	1.00	\$ 61,387	\$ 22,338	\$ 83,725	1.00	\$ 67,080	\$ 23,981	\$ 91,061
Comm Engagement Librarian	Local 3754	0.00	-	-	-	1.00	51,411	21,579	72,990
Comm Engagement Librarian	Local 3755	0.00	-	-	-	1.00	51,411	21,579	72,990
Comm Engagement Librarian	Local 3756	0.00	-	-	-	1.00	51,411	21,579	72,990
Comm Engagement Librarian	Local 3757	0.00	-	-	-	1.00	51,411	21,579	72,990
Librarian 2	Local 3758	1.00	73,301	24,918	98,219	0.00	-	-	-
Librarian 2	Local 3758	0.50	36,650	9,156	45,806	0.00	-	-	-
Librarian 2	Local 3758	1.00	73,301	24,918	98,219	0.00	-	-	-
Public Services Specialist	Local 3758	1.00	45,678	20,553	66,232	0.00	-	-	-
Public Services Specialist	Local 3758	0.60	17,592	10,784	28,375	0.00	-	-	-
Library Assistant	Local 3758	0.75	23,329	13,632	36,961	1.00	35,009	17,220	52,229
Library Assistant	Local 3758	1.00	36,059	18,470	54,529	1.00	38,255	18,730	56,985
<b>Total</b>		<b>6.85</b>	<b>\$ 367,297</b>	<b>\$ 144,769</b>	<b>\$ 512,066</b>	<b>7.00</b>	<b>\$ 345,986</b>	<b>\$ 146,249</b>	<b>\$ 492,236</b>

**Budget Highlights:**

- Salaries decreased 5.8% or \$21,310 due to effects of reorganization of department.

Timberland Regional Library 2020 Final Budget General Fund E-Library							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 308,500	\$ 330,102	\$ 367,297	\$ 340,000	\$ 345,986	\$ (21,310)	-5.8%
Benefits	100,256	115,113	144,769	142,000	146,249	1,480	1.0%
Supplies	2,005	1,785	1,200	500	1,305	105	8.8%
Equipment	2,064	-	-	-	-	-	n/a
Professional Services	7,764	3,778	100	50	100	-	n/a
Mileage	3,823	694	600	250	600	-	n/a
Transportation	735	-	-	-	-	-	n/a
Lodging	631	-	-	-	-	-	n/a
Meals	483	603	-	-	-	-	n/a
Miscellaneous	-	-	-	5	-	-	n/a
Registrations	3,282	148	700	250	700	-	0.0%
<b>Total Expenditures</b>	<b>\$ 429,540</b>	<b>\$ 452,223</b>	<b>\$ 514,666</b>	<b>\$ 483,055</b>	<b>\$ 494,941</b>	<b>\$ (19,725)</b>	<b>-3.8%</b>



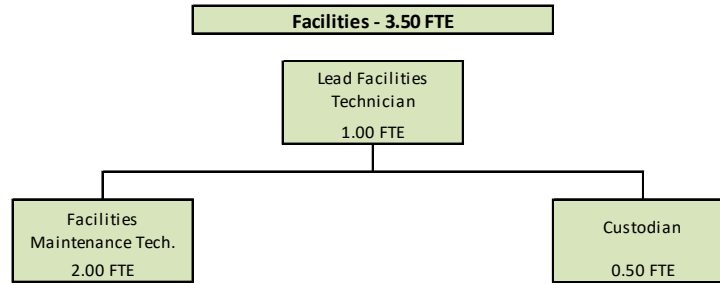


Administration Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Executive Director	Non-Rep	1.00	\$ 138,511	\$ 39,043	\$ 177,554	1.00	\$ 138,511	\$ 39,453	\$ 177,965
Director, Operations	Non-Rep	1.00	84,975	27,447	112,421	1.00	92,854	29,564	122,418
Executive Assistant	Non-Rep	1.00	45,679	19,016	64,695	1.00	49,914	20,449	70,363
Administrative Assistant	Non-Rep	1.00	44,348	20,265	64,613	1.00	40,584	19,234	59,819
Mailroom Specialist	Local 3758	1.00	43,057	18,367	61,424	0.00	-	-	-
<b>Total</b>		<b>5.00</b>	<b>\$ 356,569</b>	<b>\$ 124,139</b>	<b>\$ 480,708</b>	<b>4.00</b>	<b>\$ 321,864</b>	<b>\$ 108,701</b>	<b>\$ 430,564</b>

**Budget Highlights:**

- Salaries decreased by 9.7% or \$34,706 due to moving Mailroom Specialist position to Collection Services.
- Benefits decreased by 4.8% or \$5,986 due to moving Mailroom Specialist position to Collection Services.
- Supplies decreased by 57.1% or \$25,000 due to marketing budget being moved to Creative Services department.
- Memberships increased by 11.1% or \$1,850 due to increased cost of Grays Harbor Council of Governments membership.

Timberland Regional Library 2020 Final Budget General Fund Administration							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 325,190	\$ 333,553	\$ 356,569	\$ 340,000	\$ 321,864	\$ (34,706)	-9.7%
Benefits	104,615	106,362	124,139	111,000	118,153	(5,986)	-4.8%
Supplies	23,147	15,046	43,800	7,000	18,800	(25,000)	-57.1%
Equipment	3,880	-	-	5,500	-	-	n/a
Professional Services	29,604	39,200	24,000	30,000	24,000	-	0.0%
Mileage	2,234	2,534	2,700	4,000	2,700	-	0.0%
Transportation	659	626	-	300	-	-	n/a
Lodging	727	2,699	1,350	1,500	2,100	750	55.6%
Meals	5,008	7,214	1,210	7,600	1,210	-	0.0%
Operating Rentals	232	901	1,000	1,000	1,000	-	n/a
Repairs & Maintenance	-	-	-	700	-	-	n/a
Miscellaneous	145	423	-	200	-	-	n/a
Memberships	13,893	8,647	16,687	13,000	18,537	1,850	11.1%
Registrations	2,592	2,119	795	800	795	-	0.0%
<b>Total Expenditures</b>	<b>\$ 511,926</b>	<b>\$ 519,322</b>	<b>\$ 572,250</b>	<b>\$ 522,600</b>	<b>\$ 509,158</b>	<b>\$ (63,092)</b>	<b>-11.0%</b>

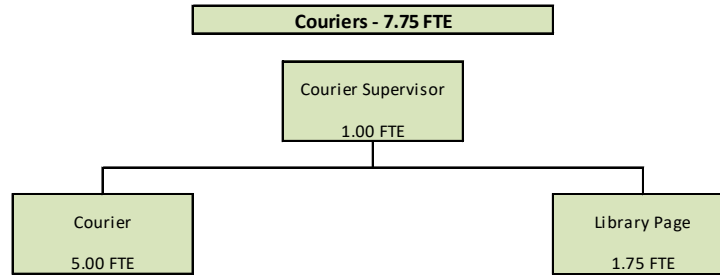


Facilities Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Facilities Manager	Non-Rep	1.00	\$ 90,150	\$ 31,869	\$ 122,019	0.00	\$ -	\$ -	\$ -
Lead Facilities Technician	Local 3756	0.00	\$ -	\$ -	\$ -	1.00	\$ 52,953	\$ 23,728	\$ 76,681
Facilities Maintenance Technician	Local 3757	1.00	43,057	21,532	64,589	1.00	48,460	22,660	71,120
Facilities Maintenance Technician	Local 3758	1.00	43,057	21,668	64,725	1.00	49,914	22,993	72,907
Custodian	Local 3758	0.50	14,660	11,360	26,020	0.50	15,552	11,520	27,072
<b>Total</b>		<b>3.50</b>	<b>\$ 190,923</b>	<b>\$ 86,428</b>	<b>\$ 277,352</b>	<b>3.50</b>	<b>\$ 166,880</b>	<b>\$ 80,901</b>	<b>\$ 247,781</b>

**Budget Highlights:**

- Salaries decreased by 12.6% or \$24,044 due to eliminating Facilities Manager and replacing it with a Lead Facilities Technician position.
- Benefits decreased by 6.4% or \$5,527 due to eliminating Facilities Manager and replacing it with a Lead Facilities Technician position.
- Equipment decreased by \$30,000 due to one-time purchase of equipment in 2019.
- Professional Services decreased by 35.9% or \$11,300 due to analysis of actual recent costs.
- Rentals increased by 9.9% or \$7,360 due to increase in lease for the Administrative Service Center.
- Utilities increased by 16.0% or \$11,000 due to higher energy costs at the Administrative Service Center.

Timberland Regional Library 2020 Final Budget General Fund Facilities							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 175,924	\$ 175,366	\$ 190,923	\$ 190,000	\$ 166,880	\$ (24,044)	-12.6%
Benefits	73,142	73,065	86,428	81,000	80,901	(5,527)	-6.4%
Supplies	41,566	23,514	40,000	33,000	40,000	-	n/a
Equipment	690	3,128	30,000	6,600	-	(30,000)	n/a
Professional Services	23,890	19,579	31,500	37,000	20,200	(11,300)	-35.9%
Mileage	535	55	-	150	-	-	n/a
Transportation	-	500	-	-	-	-	n/a
Lodging	520	1,124	1,500	900	1,500	-	0.0%
Meals	392	713	100	500	300	200	200.0%
Operating Rentals	68,896	73,978	74,040	80,000	81,400	7,360	9.9%
Utilities	62,812	63,666	65,000	65,000	76,000	11,000	16.9%
Repairs & Maintenance	279	3,515	20,000	17,000	20,000	-	0.0%
Miscellaneous	40	293	-	20	-	-	n/a
Memberships	145	345	400	-	400	-	0.0%
Registrations	140	80	300	900	350	50	16.7%
Intergovernmental	-	261	-	-	-	-	n/a
Capital	5,257	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 454,228</b>	<b>\$ 439,183</b>	<b>\$ 540,192</b>	<b>\$ 512,070</b>	<b>\$ 487,931</b>	<b>\$ (52,261)</b>	<b>-9.7%</b>

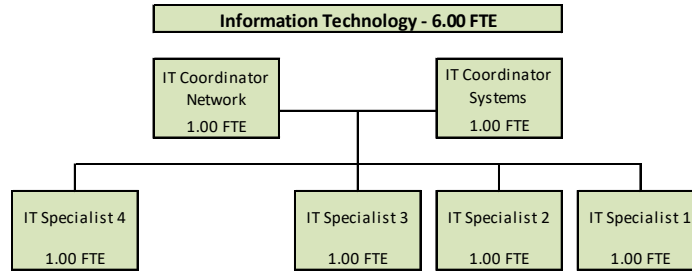


Courier Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Courier Supervisor	Local 3758-S	1.00	\$ 52,953	\$ 13,029	\$ 65,982	1.00	\$ 51,411	\$ 12,661	\$ 64,071
Courier	Local 3758	1.00	43,057	19,853	62,910	1.00	44,348	19,973	64,321
Courier	Local 3758	1.00	35,008	16,624	51,633	1.00	36,059	17,262	53,321
Courier	Local 3758	1.00	33,989	16,484	50,474	1.00	36,059	17,448	53,506
Courier	Local 3758	1.00	43,057	18,449	61,505	1.00	44,348	19,243	63,592
Courier	Local 3758	1.00	43,057	19,986	63,042	1.00	44,348	20,050	64,398
Library Page	Local 3758	1.00	32,038	15,981	48,018	1.00	36,059	17,262	53,321
Library Page	Local 3758	0.50	13,217	10,140	23,357	0.75	21,989	14,299	36,288
Library Page	Local 3758	0.50	13,217	8,901	22,118	0.00	-	-	-
<b>Total</b>		<b>8.00</b>	<b>\$ 309,593</b>	<b>\$ 139,447</b>	<b>\$ 449,040</b>	<b>7.75</b>	<b>\$ 314,621</b>	<b>\$ 138,198</b>	<b>\$ 452,819</b>

**Budget Highlights:**

- Capital costs increased 100.0% or \$35,000. There are two new courier vans being scheduled to be replaced in 2020, whereas there was only one scheduled in 2019.

Timberland Regional Library 2020 Final Budget General Fund Couriers							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 323,008	\$ 327,917	\$ 309,593	\$ 330,000	\$ 314,621	\$ 5,028	1.6%
Benefits	125,363	130,252	139,447	144,000	138,198	(1,249)	-0.9%
Supplies	403	189	1,900	100	1,000	(900)	-47.4%
Fuel	45,399	52,085	55,000	50,000	55,000	-	0.0%
Professional Services	298	2,155	-	700	1,000	1,000	n/a
Mileage	9	-	-	-	-	-	n/a
Repairs & Maintenance	8,054	15,485	15,000	12,000	15,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	n/a
Memberships	5	-	1,500	-	1,500	-	0.0%
Registrations	-	96	-	60	-	-	n/a
Capital	96,653	50,087	35,000	26,000	70,000	35,000	100.0%
<b>Total Expenditures</b>	<b>\$ 599,192</b>	<b>\$ 578,265</b>	<b>\$ 557,440</b>	<b>\$ 562,860</b>	<b>\$ 596,319</b>	<b>\$ 38,879</b>	<b>7.0%</b>



Information Technology Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
IT Manager	Non-Rep	1.00	\$ 98,509	\$ 30,378	\$ 128,887	0.00	\$ -	\$ -	\$ -
IT Coordinator - Systems	Non-Rep	1.00	82,500	28,260	110,760	1.00	95,640	31,083	126,723
IT Coordinator - Network	Non-Rep	1.00	82,500	28,529	111,029	1.00	95,640	31,160	126,800
IT Specialist 4	Non-Rep	1.00	73,301	26,536	99,837	1.00	84,975	28,849	113,824
IT Specialist 3	Non-Rep	1.00	82,500	26,911	109,410	1.00	87,525	28,410	115,934
IT Specialist 3	Non-Rep	1.00	67,080	24,920	92,000	0.00	-	-	-
IT Specialist 2	Non-Rep	1.00	67,080	25,270	92,350	1.00	73,300	26,506	99,806
IT Specialist 1	Non-Rep	0.00	-	-	-	1.00	45,679	19,347	65,025
IT Intern	Non-Rep	0.30	11,554	2,764	14,319	0.00	-	-	-
<b>Total</b>		<b>7.30</b>	<b>\$ 565,023</b>	<b>\$ 193,570</b>	<b>\$ 758,592</b>	<b>6.00</b>	<b>\$ 482,758</b>	<b>\$ 165,354</b>	<b>\$ 648,113</b>

**Budget Highlights:**

- Salaries decreased 14.6% or \$82,264 due to elimination of IT Manager and IT Specialist 3 position.
- Benefits decreased 14.6% or \$28,215 to elimination of IT Manager and IT Specialist 3 position.
- Supplies increased 2,086.5% or \$41,730 due to toner budget being moved from Finance budget.
- Equipment increase 192.9% or \$167,450 due to scheduled replacement of laptops and branch routers and switches. Computer replacement budget was moved from capital line item to equipment line item.
- Professional Services decreased by 35.8% or \$55,000 due to a decrease in ongoing maintenance costs for routers and core switch.
- Communications decreased 28.4% or \$54,000 due to consolidating data services and moving them to individual library budgets.
- Repairs & Maintenance increased 45.2% or \$161,800 addition of Tableau, Meraki Licensing and increase in Symphony Maintenance.
- Capital decreased 95.6% or \$280,500 due to moving computer replacement budget to equipment and one-time purchase of self-checkouts.

Timberland Regional Library 2020 Final Budget General Fund Information Technology							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 529,843	\$ 536,107	\$ 565,023	\$ 493,000	\$ 482,758	\$ (82,264)	-14.6%
Benefits	165,855	169,261	193,570	170,000	165,354	(28,215)	-14.6%
Supplies	41,862	(5,269)	2,000	42,000	43,730	41,730	2086.5%
Equipment	158,950	207,458	86,800	55,000	254,250	167,450	192.9%
Professional Services	435,361	517,198	153,700	290,000	98,700	(55,000)	-35.8%
Communications	180,816	114,834	190,000	400,000	136,000	(54,000)	-28.4%
Mileage	1,944	309	500	200	100	(400)	-80.0%
Operating Rentals	-	-	29,000	-	35,000	6,000	n/a
Repairs & Maintenance	11,607	738	357,700	35,000	519,500	161,800	45.2%
Miscellaneous	5	-	-	-	-	-	n/a
Registrations	-	185	1,350	8,000	2,550	1,200	88.9%
Capital	89,392	13,747	293,500	107,000	13,000	(280,500)	-95.6%
<b>Total Expenditures</b>	<b>\$ 1,615,635</b>	<b>\$ 1,554,569</b>	<b>\$ 1,873,142</b>	<b>\$ 1,600,200</b>	<b>\$ 1,750,943</b>	<b>\$ (122,199)</b>	<b>-6.5%</b>

**Fleet**

**Budget Highlights:**

- Fuel budget increased 25.0% or \$3,000 due to increased fuel costs.

Timberland Regional Library 2020 Final Budget General Fund Fleet							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Supplies	\$ 985	\$ 543	\$ 1,000	\$ 1,200	\$ 1,000	\$ -	0.0%
Fuel	9,957	12,183	12,000	15,000	15,000	3,000	25.0%
Professional Services	-	-	-	900	-	-	n/a
Repairs & Maintenance	3,253	8,215	12,000	5,000	12,000	-	0.0%
Miscellaneous	-	106	-	250	-	-	n/a
Memberships	-	41	1,500	2,000	1,500	-	0.0%
Capital	68,457	31,288	-	36,500	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 82,652</b>	<b>\$ 52,377</b>	<b>\$ 26,500</b>	<b>\$ 60,850</b>	<b>\$ 29,500</b>	<b>\$ 3,000</b>	<b>11.3%</b>

# **TRL Library Branch Budgets**

# Grays Harbor County Library Budgets

Property Tax Levies Grays Harbor County				
		2017 Levy	2018 Levy	2019 Levy
Unincorporated	Property Assessed Values	\$ 2,705,015,659	\$ 2,844,741,604	\$ 3,095,271,271
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 1,080,007	\$ 1,087,121	\$ 1,120,872
Aberdeen	Property Assessed Values	\$ 879,487,501	\$ 908,717,485	\$ 968,220,391
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 351,145	\$ 347,267	\$ 350,616
Elma	Property Assessed Values	\$ 201,310,430	\$ 228,123,359	\$ 256,765,373
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 80,375	\$ 87,178	\$ 92,981
Hoquiam	Property Assessed Values	\$ 414,474,660	\$ 413,934,753	\$ 442,292,250
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 165,484	\$ 158,186	\$ 160,165
McCleary	Property Assessed Values	\$ 94,846,925	\$ 104,695,062	\$ 121,842,753
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 37,869	\$ 40,009	\$ 44,122
Montesano	Property Assessed Values	\$ 275,931,662	\$ 285,457,456	\$ 322,000,439
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 110,169	\$ 109,088	\$ 116,604
Oakville	Property Assessed Values	\$ 35,749,543	\$ 36,094,843	\$ 39,337,007
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 14,273	\$ 13,794	\$ 14,245
Westport	Property Assessed Values	\$ 314,330,571	\$ 327,881,320	\$ 336,433,155
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 125,500	\$ 125,300	\$ 121,831
<b>Grays Harbor County Total</b>	<b>Property Assessed Values</b>	<b>\$ 4,921,146,951</b>	<b>\$ 5,149,645,882</b>	<b>\$ 5,582,162,639</b>
	<b>Levy Rate</b>	<b>\$ 0.399261</b>	<b>\$ 0.382151</b>	<b>\$ 0.362124</b>
	<b>Amount Levied</b>	<b>\$ 1,964,822</b>	<b>\$ 1,967,942</b>	<b>\$ 2,021,435</b>

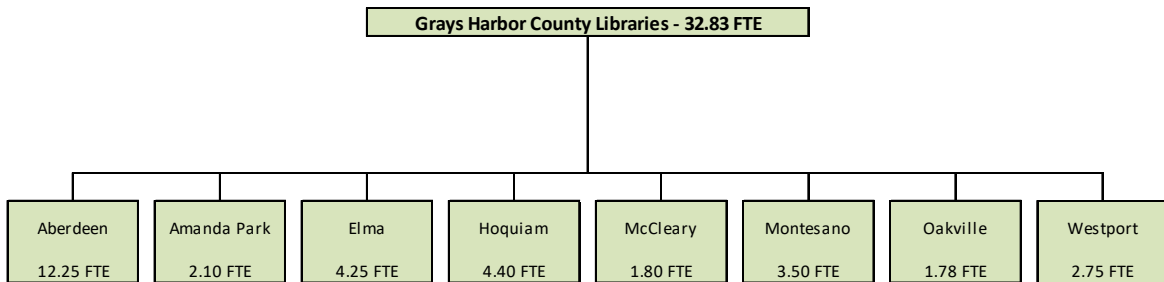
Service Data Grays Harbor County				
Grays Harbor County Libraries	Population	71,265		
	# of Library Cards	26,074		
	# of Active Cards	15,773		
	% of Population Active	22.1%		
	<b>Service</b>	<b>2017</b>	<b>2018</b>	<b>2019 YTD</b>
	Circulation			
	Physical	358,135	343,917	260,293
	Digital	62,388	73,942	56,470
	<b>Total</b>	<b>420,523</b>	<b>417,859</b>	<b>316,763</b>
	<b>Events</b>			
	Number of Events	1,033	1,164	660
	Attendance	24,201	25,815	10,061
	<b>Computer Use</b>			
	Sessions	62,770	69,527	53,871
	Avg Minutes per Session	38	40	41
<b>Total Minutes Used</b>	<b>2,373,625</b>	<b>2,776,316</b>	<b>2,213,944</b>	



The chart below contains a list of cities in Grays Harbor County that are contractually responsible for building repairs, maintenance, and utilities of the libraries in their cities. These items are not a part of the TRL budget.

City Budgets for Library Building Repairs, Maintenance, and Utilities				
Grays Harbor County				
		2017 Budget	2018 Budget	2019 Budget
Aberdeen	Supplies	\$ 3,900	\$ 3,900	\$ 3,900
	Services	\$ 61,500	\$ 59,500	\$ 81,233
	<b>Total Amount Budgeted</b>	<b>\$ 65,400</b>	<b>\$ 63,400</b>	<b>\$ 85,133</b>
Elma	Supplies	\$ 1,000	\$ 1,000	\$ 1,000
	Services	\$ 22,000	\$ 27,200	\$ 39,700
	<b>Total Amount Budgeted</b>	<b>\$ 23,000</b>	<b>\$ 28,200</b>	<b>\$ 40,700</b>
Hoquiam	Supplies	\$ 4,400	\$ 4,400	\$ 4,400
	Services	\$ 88,620	\$ 88,620	\$ 88,817
	<b>Total Amount Budgeted</b>	<b>\$ 93,020</b>	<b>\$ 93,020</b>	<b>\$ 93,217</b>
McCleary	Supplies	\$ -	\$ -	\$ 5,000
	Services	\$ 4,700	\$ 6,000	\$ 6,000
	<b>Total Amount Budgeted</b>	<b>\$ 4,700</b>	<b>\$ 6,000</b>	<b>\$ 11,000</b>
Oakville*	Supplies	\$ -	\$ -	\$ -
	Services	\$ -	\$ -	\$ -
	<b>Total Amount Budgeted</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Westport	Supplies	\$ -	\$ -	\$ -
	Services	\$ 7,000	\$ 7,000	\$ 7,200
	<b>Total Amount Budgeted</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 7,200</b>
<b>Grays Harbor County Total</b>	<b>Supplies</b>	<b>\$ 9,300</b>	<b>\$ 9,300</b>	<b>\$ 14,300</b>
	<b>Services</b>	<b>\$ 183,820</b>	<b>\$ 188,320</b>	<b>\$ 222,950</b>
	<b>Total Amount Budgeted</b>	<b>\$ 193,120</b>	<b>\$ 197,620</b>	<b>\$ 237,250</b>

\*Oakville does not break out the Oakville Timberland Library repairs, building maintenance, and utilities costs in their budget.



Timberland Regional Library 2020 Final Budget General Fund Revenues Grays Harbor County Libraries							
Revenue Type	2017 Actual	2018 Actual	2019 Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Property Tax	\$ 1,963,224	\$ 1,958,414	\$ 2,040,000	\$ 1,950,000	\$ 2,046,000	\$ 6,000	0.3%
Sale of Tax Title Property	6,819	1,914	-	300	1,500	1,500	n/a
Leasehold Tax	14,817	13,887	11,000	19,000	15,000	4,000	36.4%
Timber Excise Tax	184,143	247,518	170,000	270,000	250,000	80,000	47.1%
In Lieu of Taxes	783	607	2,000	1,000	800	(1,200)	-60.0%
DNR Trust	88,853	89,482	80,000	77,000	80,000	-	0.0%
Forest Board Interest	144	176	50	262	150	100	200.0%
Forest Board Rentals	133	118	20	172	150	130	650.0%
Timber Sales - State	20,039	13,969	20,000	40,000	20,000	-	0.0%
Timber Sales - County	232,167	198,827	150,000	190,000	190,000	40,000	26.7%
<b>Total Revenues</b>	<b>\$ 2,511,122</b>	<b>\$ 2,524,912</b>	<b>\$ 2,473,070</b>	<b>\$ 2,547,734</b>	<b>\$ 2,603,600</b>	<b>\$ 130,530</b>	<b>5.3%</b>

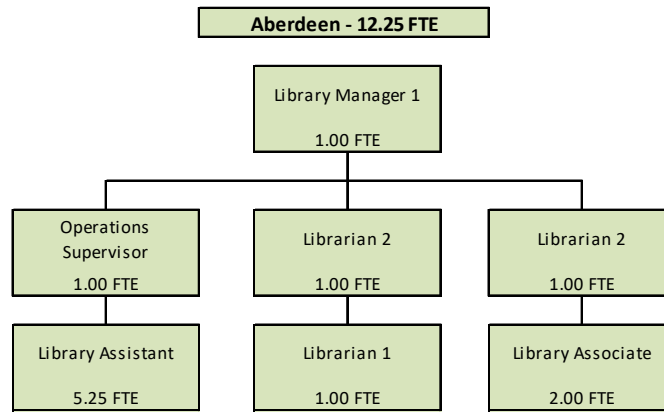
Timberland Regional Library 2020 Final Budget General Fund Expenditures Grays Harbor County Libraries							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 1,376,139	\$ 1,354,147	\$ 1,487,805	\$ 1,389,000	\$ 1,643,183	\$ 155,378	10.4%
Benefits	515,170	511,090	614,353	567,500	670,777	56,424	9.2%
Supplies	13,083	21,639	23,800	30,600	30,815	7,015	29.5%
Equipment	1,987	715	-	10,040	-	-	n/a
Professional Services	68,439	81,503	103,475	100,200	103,210	(265)	-0.3%
Communications	13,344	14,819	15,360	15,700	30,940	15,580	101.4%
Mileage	4,878	3,979	6,870	6,050	5,120	(1,750)	-25.5%
Transportation	90	-	-	15	-	-	n/a
Lodging	1,161	506	-	450	-	-	n/a
Meals	853	10	-	1,430	-	-	n/a
Operating Rentals	554	803	546	510	554	8	1.5%
Utilities	19,468	13,948	20,000	14,500	18,600	(1,400)	-7.0%
Repairs & Maintenance	3,519	3,777	3,800	22,635	5,200	1,400	n/a
Miscellaneous	-	-	-	60	-	-	n/a
Memberships	2,054	544	455	4,090	700	245	53.8%
Registrations	877	1,857	8,500	720	8,500	-	0.0%
Capital	2,990	-	-	16,500	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 2,024,607</b>	<b>\$ 2,009,338</b>	<b>\$ 2,284,964</b>	<b>\$ 2,180,000</b>	<b>\$ 2,517,598</b>	<b>\$ 232,635</b>	<b>10.2%</b>

# Aberdeen

Property Tax Levies Aberdeen			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 879,487,501	\$ 908,717,485	\$ 968,220,391
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 351,145</b>	<b>\$ 347,267</b>	<b>\$ 350,616</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Aberdeen			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 3,900	\$ 3,900	\$ 3,900
Services	\$ 61,500	\$ 59,500	\$ 81,233
<b>Total Amount Budgeted</b>	<b>\$ 65,400</b>	<b>\$ 63,400</b>	<b>\$ 85,133</b>

Service Data Aberdeen			
Type	City		
Population	26,953		
# of Library Cards	9,803		
# of Active Cards	5,882		
% of Population Active	21.8%		
Service	2017	2018	2019 YTD
Circulation			
Physical	136,504	128,219	91,358
Digital	24,977	28,424	21,838
<b>Total</b>	<b>161,481</b>	<b>156,643</b>	<b>113,196</b>
Events			
Number of Events	281	277	151
Attendance	7,530	8,544	2,921
Computer Use			
Sessions	31,652	40,015	30,574
Avg Minutes per Session	38	39	40
Total Minutes Used	1,196,554	1,570,520	1,210,672



Aberdeen Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 71,165	\$ 26,074	\$ 97,239	1.00	\$ 71,165	\$ 25,858	\$ 97,023
Librarian 2	Local 3758-S	1.00	73,301	26,536	99,837	1.00	77,764	27,288	105,051
Librarian 2	Local 3758-S	1.00	61,387	23,956	85,343	1.00	63,229	24,139	87,368
Operations Supervisor	Local 3758-S	1.00	49,913	21,552	71,465	1.00	51,411	21,579	72,990
Librarian 1	Local 3758	1.00	49,913	19,934	69,847	1.00	51,411	20,773	72,184
Librarian 1	Local 3758	0.50	23,524	12,373	35,897	0.00	-	-	-
Circulation Assistant, Sup	Local 3758	0.75	33,261	15,784	49,045	0.00	-	-	-
Public Services Specialist	Local 3758	1.00	45,678	20,553	66,232	1.00	47,049	20,635	67,683
Public Services Specialist	Local 3758	1.00	49,913	21,471	71,384	1.00	51,411	21,579	72,990
Library Assistant	Local 3758	0.75	30,438	7,981	38,419	0.88	30,633	16,187	46,820
Library Assistant	Local 3758	0.63	21,243	11,911	33,154	1.00	36,059	9,336	45,395
Library Assistant	Local 3758	0.63	20,624	13,345	33,969	0.88	30,633	16,587	47,219
Library Assistant	Local 3758	0.63	18,874	11,397	30,271	0.88	30,633	16,187	46,820
Library Assistant	Local 3758	0.75	18,967	12,688	31,655	0.75	26,257	14,152	40,408
Library Assistant	Local 3758	0.75	19,538	13,928	33,466	0.88	30,633	16,587	47,219
<b>Total</b>		<b>12.38</b>	<b>\$ 587,742</b>	<b>\$ 259,482</b>	<b>\$ 847,224</b>	<b>12.25</b>	<b>\$ 598,285</b>	<b>\$ 250,887</b>	<b>\$ 849,172</b>

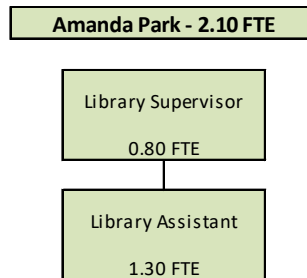
**Highlighted Changes:**

- Salaries increased by 1.8% or \$10,542 as due 3.0% COLA and salary adjustments resulting from class and compensation study.
- Benefits decreased by 3.3% or \$8,595 due to elimination of 0.50 FTE.
- Supplies increased by 41.0% or \$2,870 due increase toner costs for the library.
- Communications increased by 291.1% or \$2,620 due to data costs being moved to library budgets in 2020.
- Repairs and Maintenance increased by \$1,100 for microfilm reader maintenance contract and a digital scanner maintenance contract.

<b>Timberland Regional Library 2020 Final Budget General Fund Aberdeen</b>							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 533,965	\$ 499,753	\$ 590,742	\$ 525,000	\$ 601,285	\$ 10,542	1.8%
Benefits	205,709	201,994	259,482	230,000	250,887	(8,595)	-3.3%
Supplies	3,439	6,141	7,000	11,000	9,870	2,870	41.0%
Equipment	-	-	-	9,500	-	-	n/a
Professional Services	47,606	61,364	71,550	60,000	71,540	(10)	0.0%
Communications	936	798	900	900	3,520	2,620	291.1%
Mileage	958	1,171	2,000	2,800	1,400	(600)	-30.0%
Lodging	901	105	-	150	-	-	n/a
Meals	648	-	-	250	-	-	n/a
Repairs & Maintenance	760	-	-	1,000	1,100	1,100	n/a
Memberships	1,654	-	-	3,600	120	120	n/a
Registrations	682	985	1,000	300	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 797,258</b>	<b>\$ 772,312</b>	<b>\$ 932,674</b>	<b>\$ 844,500</b>	<b>\$ 940,722</b>	<b>\$ 8,047</b>	<b>0.9%</b>

# Amanda Park

Service Data Amanda Park			
Type	Unincorporated		
Population	1,084		
# of Library Cards	520		
# of Active Cards	313		
% of Population Active	28.9%		
Service	2017	2018	2019 YTD
Circulation			
Physical	8,824	9,390	8,073
Digital	1,250	1,404	1,076
<b>Total</b>	<b>10,074</b>	<b>10,794</b>	<b>9,149</b>
Events			
Number of Events	72	90	56
Attendance	904	906	502
Computer Use			
Sessions	730	860	553
Avg Minutes per Session	31	35	44
Total Minutes Used	22,361	29,893	24,439



Amanda Park Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.00	\$ -	\$ -	\$ -	0.80	\$ 41,129	\$ 18,778	\$ 59,906.74
Library Assistant	Local 3758	0.65	26,380	14,993	41,373	0.65	27,171	15,235	42,406
Library Assistant	Local 3758	0.65	23,438	6,397	29,835	0.65	24,141	6,515	30,656.38
<b>Total</b>		<b>1.30</b>	<b>\$ 49,819</b>	<b>\$ 21,389</b>	<b>\$ 71,208</b>	<b>2.10</b>	<b>\$ 92,441</b>	<b>\$ 40,528</b>	<b>\$ 132,969</b>

**Highlighted Changes:**

- Salaries increased by 83.9% or \$42,623 due to addition of Library Supervisor position.
- Benefits increased by 89.5% or \$19,139 due to addition of Library Supervisor position.
- Communications increased by 189.3% or \$2,650 due to data charges being moved to the individual library budgets in 2020.

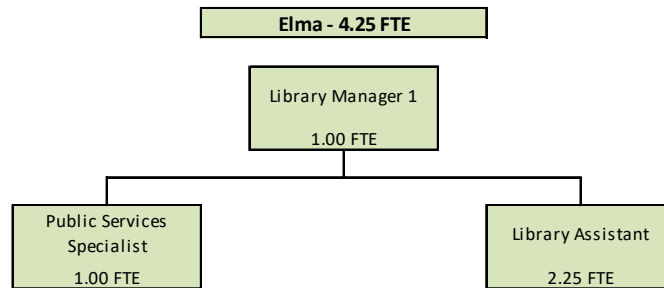
<b>Timberland Regional Library                      2020 Final Budget                      General Fund                      Amanda Park</b>							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 54,642	\$ 54,300	\$ 50,819	\$ 53,000	\$ 93,441	\$ 42,623	83.9%
Benefits	19,329	19,709	21,389	21,500	40,528	19,139	89.5%
Supplies	1,903	2,516	1,600	1,300	1,880	280	17.5%
Equipment	1,987	-	-	-	-	-	n/a
Professional Services	4,755	5,049	7,675	22,000	7,680	5	0.1%
Communications	1,283	1,438	1,400	1,100	4,050	2,650	189.3%
Mileage	543	388	500	400	570	70	14.0%
Lodging	260	401	-	300	-	-	n/a
Meals	45	-	-	-	-	-	n/a
Operating Rentals	116	116	116	120	120	4	3.4%
Utilities	3,838	3,512	5,000	3,500	5,100	100	2.0%
Repairs & Maintenance	-	23	-	1,000	-	-	n/a
Registrations	-	200	500	-	500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 88,701</b>	<b>\$ 87,652</b>	<b>\$ 88,999</b>	<b>\$ 104,220</b>	<b>\$ 153,869</b>	<b>\$ 64,870</b>	<b>72.9%</b>

# Elma

Property Tax Levies			
Elma			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 201,310,430	\$ 228,123,359	\$ 256,765,373
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 80,375</b>	<b>\$ 87,178</b>	<b>\$ 92,981</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Elma			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 1,000	\$ 1,000	\$ 1,000
Services	\$ 22,000	\$ 27,200	\$ 39,700
<b>Total Amount Budgeted</b>	<b>\$ 23,000</b>	<b>\$ 28,200</b>	<b>\$ 40,700</b>

Service Data			
Elma			
Type	City		
Population	9,082		
# of Library Cards	3,392		
# of Active Cards	2,114		
% of Population Active	23.3%		
Service	2017	2018	2019 YTD
Circulation			
Physical	50,053	52,681	39,387
Digital	7,793	10,120	7,355
<b>Total</b>	<b>57,846</b>	<b>62,801</b>	<b>46,742</b>
Events			
Number of Events	145	195	100
Attendance	4,219	4,228	1,613
Computer Use			
Sessions	7,687	7,890	5,672
Avg Minutes per Session	38	45	44
Total Minutes Used	295,054	353,471	246,918



Elma Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 67,080	\$ 23,652	\$ 90,732	1.00	\$ 75,500	\$ 25,991	\$ 101,490
Public Services Specialist	Local 3758	1.00	47,049	20,663	67,712	1.00	48,460	21,031	69,491
Library Assistant	Local 3758	0.75	30,438	15,091	45,529	0.75	33,261	15,669	48,930
Library Assistant	Local 3758	1.00	32,038	15,981	48,018	1.00	36,059	18,345	54,403
Library Assistant	Local 3758	0.50	12,646	10,016	22,662	0.50	17,504	11,221	28,725
<b>Total</b>		<b>4.25</b>	<b>\$ 189,250</b>	<b>\$ 85,403</b>	<b>\$ 274,653</b>	<b>4.25</b>	<b>\$ 210,784</b>	<b>\$ 92,255</b>	<b>\$ 303,039</b>



**Highlighted Changes:**

- Salaries increased by 11.3% or \$21,524 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 8.0% or \$6,853 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies increased 69.0% or \$1,795 due to increase in toner costs and one-time purchase of flat screen TV.
- Communications increased 225.0% or \$2,700 due to data budget being moved to the individual libraries in the 2020 budget.

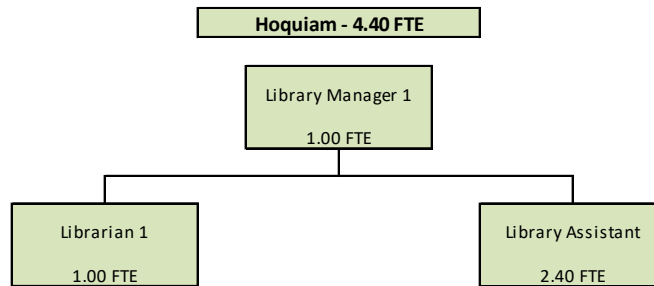
Timberland Regional Library 2020 Final Budget General Fund Elma							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 155,146	\$ 176,196	\$ 190,250	\$ 186,000	\$ 211,784	\$ 21,534	11.3%
Benefits	61,062	71,196	85,403	81,000	92,255	6,853	8.0%
Supplies	3,937	2,225	2,600	2,700	4,395	1,795	69.0%
Professional Services	2,077	1,651	2,740	1,400	2,740	-	0.0%
Communications	1,210	1,235	1,200	1,200	3,900	2,700	225.0%
Mileage	410	305	400	200	300	(100)	-25.0%
Meals	-	-	-	300	-	-	n/a
Operating Rentals	116	341	116	60	116	-	0.0%
Repairs & Maintenance	-	1,278	1,300	1,300	1,300	-	n/a
Memberships	-	50	50	50	50	-	0.0%
Registrations	-	25	1,500	300	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 223,958</b>	<b>\$ 254,502</b>	<b>\$ 285,559</b>	<b>\$ 274,510</b>	<b>\$ 318,340</b>	<b>\$ 32,782</b>	<b>11.5%</b>

# Hoquiam

Property Tax Levies			
Hoquiam			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 414,474,660	\$ 413,934,753	\$ 442,292,250
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 165,484</b>	<b>\$ 158,186</b>	<b>\$ 160,165</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities			
by the City of Hoquiam			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 4,400	\$ 4,400	\$ 4,400
Services	\$ 88,620	\$ 88,620	\$ 88,817
<b>Total Amount Budgeted</b>	<b>\$ 93,020</b>	<b>\$ 93,020</b>	<b>\$ 93,217</b>

Service Data			
Hoquiam			
Type	City		
Population	13,749		
# of Library Cards	4,436		
# of Active Cards	2,742		
% of Population Active	19.9%		
Service	2017	2018	2019 YTD
Circulation			
Physical	60,687	53,517	46,326
Digital	8,578	11,071	8,700
<b>Total</b>	<b>69,265</b>	<b>64,588</b>	<b>55,026</b>
Events			
Number of Events	164	151	109
Attendance	4,729	3,861	1,567
Computer Use			
Sessions	10,418	8,749	7,928
Avg Minutes per Session	38	39	42
Total Minutes Used	400,057	343,166	334,710



Hoquiam Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,765	\$ 27,503	\$ 105,268	1.00	\$ 87,525	\$ 29,402	\$ 116,926
Librarian 1	Local 3758	1.00	54,542	20,855	75,397	1.00	56,179	21,620	77,799
Library Assistant	Local 3758	1.00	39,402	19,062	58,464	1.00	45,679	20,261	65,940
Library Assistant	Local 3758	0.50	16,500	10,851	27,351	0.50	18,029	11,149	29,178
Library Assistant	Local 3758	0.40	15,302	3,642	18,944	0.40	15,761	3,742	19,503
Library Assistant	Local 3758	0.50	14,646	4,471	19,117	0.50	17,504	5,161	22,665
<b>Total</b>		<b>4.40</b>	<b>\$ 218,156</b>	<b>\$ 86,384</b>	<b>\$ 304,541</b>	<b>4.40</b>	<b>\$ 240,676</b>	<b>\$ 91,334</b>	<b>\$ 332,010</b>

**Highlighted Changes:**

- Salaries increased by 10.2% or \$22,520 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 5.7% or \$4,950 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies increased by 37.9% or \$1,290 due to increase in toner costs.

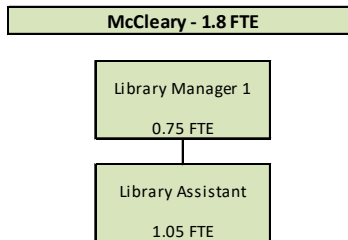
Timberland Regional Library 2020 Final Budget General Fund Hoquiam							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 206,583	\$ 212,348	\$ 221,156	\$ 220,000	\$ 243,676	\$ 22,520	10.2%
Benefits	75,382	77,217	86,384	85,000	91,334	4,950	5.7%
Supplies	714	3,068	3,400	5,100	4,690	1,290	37.9%
Professional Services	1,799	2,072	2,700	650	2,700	-	0.0%
Communications	3,128	3,245	3,400	4,400	3,500	100	2.9%
Mileage	465	61	900	350	450	(450)	-50.0%
Meals	63	-	-	700	-	-	n/a
Repairs & Maintenance	-	1,278	1,300	1,300	1,300	-	n/a
Miscellaneous	-	-	-	60	-	-	n/a
Memberships	-	129	-	-	-	-	n/a
Registrations	-	204	1,500	20	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 288,134</b>	<b>\$ 299,623</b>	<b>\$ 320,741</b>	<b>\$ 317,580</b>	<b>\$ 349,150</b>	<b>\$ 28,409</b>	<b>8.9%</b>

# McCleary

Property Tax Levies McCleary			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 94,846,925	\$ 104,695,062	\$ 121,842,753
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 37,869</b>	<b>\$ 40,009</b>	<b>\$ 44,122</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of McCleary			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ 5,000
Services	\$ 4,700	\$ 6,000	\$ 6,000
<b>Total Amount Budgeted</b>	<b>\$ 4,700</b>	<b>\$ 6,000</b>	<b>\$ 11,000</b>

Service Data McCleary			
Type	City		
Population	3,200		
# of Library Cards	1,354		
# of Active Cards	869		
% of Population Active	27.2%		
Service	2017	2018	2019 YTD
Circulation			
Physical	16,698	16,885	15,325
Digital	4,134	4,534	3,535
<b>Total</b>	<b>20,832</b>	<b>21,419</b>	<b>18,860</b>
Events			
Number of Events	146	165	64
Attendance	976	2,024	379
Computer Use			
Sessions	2,221	2,153	2,240
Avg Minutes per Session	31	34	33
Total Minutes Used	69,798	72,914	73,329



McCleary Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.75	\$ 50,310	\$ 19,395	\$ 69,705	0.75	\$ 53,374	\$ 20,025	\$ 73,399
Library Assistant	Local 3758	0.70	30,139	14,518	44,657	0.70	31,975	14,882	46,857
Library Assistant	Local 3758	0.35	11,213	2,723	13,936	0.35	12,253	2,948	15,201
<b>Total</b>		<b>1.80</b>	<b>\$ 91,662</b>	<b>\$ 36,636</b>	<b>\$ 128,298</b>	<b>1.80</b>	<b>\$ 97,602</b>	<b>\$ 37,855</b>	<b>\$ 135,457</b>

**Highlighted Changes:**

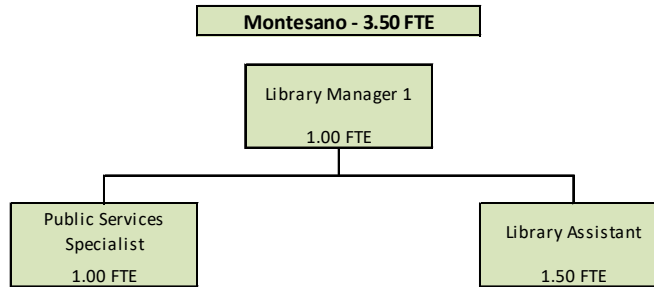
- Salaries increased by 6.4% or \$5,940 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 3.3% or \$1,219 due to 3.0% COLA and salary adjustments from class and compensation study.
- Professional Services increased 23.1% or \$600 due to one-time charge for repairs of bench in front of library.
- Communications increased by 216.7% or \$2,600 due to data budget being moved to individual libraries in 2020.

Timberland Regional Library 2020 Final Budget General Fund McCleary							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 83,409	\$ 84,719	\$ 92,662	\$ 92,000	\$ 98,602	\$ 5,940	6.4%
Benefits	29,705	30,602	36,636	34,000	37,855	1,219	3.3%
Supplies	590	1,925	2,100	1,300	2,365	265	12.6%
Equipment	-	-	-	540	-	-	n/a
Professional Services	396	383	2,600	4,800	3,200	600	23.1%
Communications	1,073	1,097	1,200	1,100	3,800	2,600	216.7%
Mileage	668	430	750	200	500	(250)	-33.3%
Operating Rentals	116	138	116	120	120	4	3.4%
Repairs & Maintenance	-	-	-	10	-	-	n/a
Memberships	-	-	50	-	50	-	0.0%
Registrations	-	25	1,000	-	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 115,957</b>	<b>\$ 119,319</b>	<b>\$ 128,642</b>	<b>\$ 134,070</b>	<b>\$ 147,492</b>	<b>\$ 10,378</b>	<b>8.1%</b>

# Monteseano

Property Tax Levies			
Monteseano			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 275,931,662	\$ 285,457,456	\$ 322,000,439
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 110,169</b>	<b>\$ 109,088</b>	<b>\$ 116,604</b>

Service Data			
Monteseano			
Type	City		
Population	8,490		
# of Library Cards	3,216		
# of Active Cards	1,959		
% of Population Active	23.1%		
Service	2017	2018	2019 YTD
Circulation			
Physical	47,526	46,811	32,744
Digital	9,568	11,481	8,421
<b>Total</b>	<b>57,094</b>	<b>58,292</b>	<b>41,165</b>
Events			
Number of Events	91	100	76
Attendance	2,353	3,399	1,960
Computer Use			
Sessions	4,644	4,073	2,490
Avg Minutes per Session	34	35	43
Total Minutes Used	160,038	143,141	107,052



Monteseano Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,765	\$ 25,885	\$ 103,650	1.00	\$ 65,126	\$ 24,550	\$ 89,677
Public Services Specialist	Local 3758	1.00	56,178	22,828	79,006	1.00	57,864	22,977	80,841
Library Assistant	Local 3758	1.00	32,038	8,498	40,536	1.00	36,059	18,254	54,313
Library Assistant	Local 3758	0.50	13,415	4,123	17,538	0.50	18,029	5,089	23,118
<b>Total</b>		<b>3.50</b>	<b>\$ 179,396</b>	<b>\$ 61,334</b>	<b>\$ 240,730</b>	<b>3.50</b>	<b>\$ 177,078</b>	<b>\$ 70,870</b>	<b>\$ 247,948</b>

**Highlighted Changes:**

- Salaries decreased by 1.3% or \$2,318 due to new Library Manager entering position at lower step than previous employee.
- Benefits increased by 15.5% or \$6,489 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies decreased by 34.7% or \$1,110 due lower printer toner costs for the library.
- Communications increased by 233.3% or \$2,660 due to data budget being moved to the individual library budgets in 2020.

Timberland Regional Library 2020 Final Budget General Fund Montesano							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 177,716	\$ 163,321	\$ 181,396	\$ 158,000	\$ 179,078	\$ (2,318)	-1.3%
Benefits	62,356	52,607	61,334	62,000	70,870	9,536	15.5%
Supplies	234	2,893	3,200	3,700	2,090	(1,110)	-34.7%
Equipment	-	715	-	-	-	-	n/a
Professional Services	11,528	9,087	11,020	10,500	10,160	(860)	-7.8%
Communications	1,336	1,152	1,140	1,200	3,800	2,660	233.3%
Mileage	386	306	520	500	600	80	15.4%
Meals	10	-	-	-	-	-	n/a
Utilities	15,630	10,436	15,000	11,000	13,500	(1,500)	-10.0%
Repairs & Maintenance	2,759	1,197	1,200	18,000	1,500	300	n/a
Memberships	80	80	80	35	80	-	0.0%
Registrations	20	25	1,500	-	1,500	-	0.0%
Capital	2,990	-	-	16,500	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 275,045</b>	<b>\$ 241,819</b>	<b>\$ 276,390</b>	<b>\$ 281,435</b>	<b>\$ 283,178</b>	<b>\$ 6,788</b>	<b>2.5%</b>

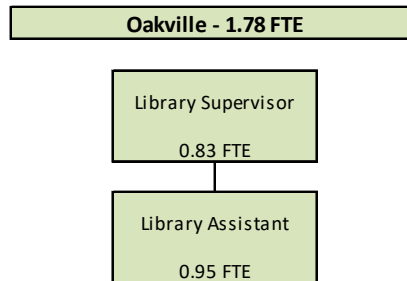
# Oakville

Property Tax Levies Oakville			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 35,749,543	\$ 36,094,843	\$ 39,337,007
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 14,273</b>	<b>\$ 13,794</b>	<b>\$ 14,245</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Oakville*			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ -	\$ -	\$ -
<b>Total Amount Budgeted</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*The City of Oakville does not identify a specific budget for the Oakville Timberland Libra

Service Data Oakville			
Type	City		
Population	2,202		
# of Library Cards	1,095		
# of Active Cards	553		
% of Population Active	25.1%		
Service	2017	2018	2019 YTD
Circulation			
Physical	8,668	7,552	5,800
Digital	1,634	1,737	1,235
<b>Total</b>	<b>10,302</b>	<b>9,289</b>	<b>7,035</b>
Events			
Number of Events	69	127	66
Attendance	2,084	1,785	429
Computer Use			
Sessions	1,803	1,721	1,125
Avg Minutes per Session	46	52	53
Total Minutes Used	82,080	90,104	59,671



Oakville Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.83	\$ 55,341	\$ 20,990	\$ 76,330	0.83	\$ 58,711	\$ 22,129	\$ 80,840
Library Assistant	Local 3758	0.60	25,081	6,799	31,880	0.60	21,635	6,124	27,759
Library Assistant	Local 3758	0.35	11,213	2,723	13,936	0.35	12,253	2,948	15,201
<b>Total</b>		<b>1.78</b>	<b>\$ 91,635</b>	<b>\$ 30,512</b>	<b>\$ 122,147</b>	<b>1.78</b>	<b>\$ 92,599</b>	<b>\$ 31,200</b>	<b>\$ 123,799</b>



**Highlighted Changes:**

- Supplies increased by 38.6% or \$695 due to increase in printer toner costs for the library.

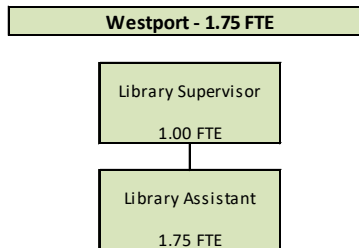
Timberland Regional Library 2020 Final Budget General Fund Oakville							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 91,493	\$ 90,932	\$ 93,635	\$ 94,000	\$ 94,599	\$ 964	1.0%
Benefits	25,739	26,152	30,512	28,000	31,200	689	2.3%
Supplies	1,027	905	1,800	2,000	2,495	695	38.6%
Professional Services	24	866	2,530	50	2,530	-	0.0%
Communications	2,948	4,303	4,560	4,200	4,200	(360)	-7.9%
Mileage	688	437	800	1,200	800	-	0.0%
Transportation	74	-	-	15	-	-	n/a
Meals	-	10	-	100	-	-	n/a
Repairs & Maintenance	-	-	-	5	-	-	n/a
Memberships	60	-	95	115	115	20	21.1%
Registrations	-	-	1,000	-	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 122,053</b>	<b>\$ 123,605</b>	<b>\$ 134,932</b>	<b>\$ 129,685</b>	<b>\$ 136,939</b>	<b>\$ 2,008</b>	<b>1.5%</b>

# Westport

Property Tax Levies			
Westport			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 314,330,571	\$ 327,881,320	\$ 336,433,155
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 125,500</b>	<b>\$ 125,300</b>	<b>\$ 121,831</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities			
by the City of Westport			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ 7,000	\$ 7,000	\$ 7,200
<b>Total Amount Budgeted</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 7,200</b>

Service Data			
Westport			
Type	City		
Population	6,505		
# of Library Cards	2,258		
# of Active Cards	1,341		
% of Population Active	20.6%		
Service	2017	2018	2019 YTD
Circulation			
Physical	29,175	28,862	21,280
Digital	4,454	5,171	4,310
<b>Total</b>	<b>33,629</b>	<b>34,033</b>	<b>25,590</b>
Events			
Number of Events	65	59	38
Attendance	1,406	1,068	690
Computer Use			
Sessions	3,615	4,066	3,289
Avg Minutes per Session	41	43	48
Total Minutes Used	147,683	173,107	157,153



Westport Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.00	\$ -	\$ -	\$ -	1.00	\$ 51,411	\$ 21,765	\$ 73,176
Library Assistant	Local 3758	0.88	35,511	17,541	53,052	0.88	37,674	18,080	55,754
Library Assistant	Local 3758	0.88	30,633	15,672	46,305	0.88	30,633	16,002	46,634
<b>Total</b>		<b>1.75</b>	<b>\$ 66,144</b>	<b>\$ 33,213</b>	<b>\$ 99,357</b>	<b>2.75</b>	<b>\$ 119,717</b>	<b>\$ 55,847</b>	<b>\$ 175,565</b>

**Highlighted Changes:**

- Salaries increased by 79.8% or \$53,574 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 68.1% or \$22,634 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies increased by 44.3% or \$930 due to increased printer toner costs for the library.
- Communications increased by 167.3% or \$2,610 due to data charges being moved to the library budget for 2020.

Timberland Regional Library 2020 Final Budget General Fund Westport							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 73,186	\$ 72,578	\$ 67,144	\$ 61,000	\$ 120,717	\$ 53,574	79.8%
Benefits	35,888	31,614	33,213	26,000	55,847	22,634	68.1%
Supplies	1,239	1,966	2,100	3,500	3,030	930	44.3%
Professional Services	254	1,032	2,660	800	2,660	-	0.0%
Communications	1,430	1,551	1,560	1,600	4,170	2,610	167.3%
Mileage	760	879	1,000	400	500	(500)	-50.0%
Transportation	16	-	-	-	-	-	n/a
Meals	87	-	-	80	-	-	n/a
Operating Rentals	206	208	198	210	198	-	0.0%
Repairs & Maintenance	-	-	-	20	-	-	n/a
Memberships	260	285	180	290	285	105	58.3%
Registrations	175	393	500	100	500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 113,501</b>	<b>\$ 110,506</b>	<b>\$ 108,555</b>	<b>\$ 94,000</b>	<b>\$ 187,908</b>	<b>\$ 79,352</b>	<b>73.1%</b>

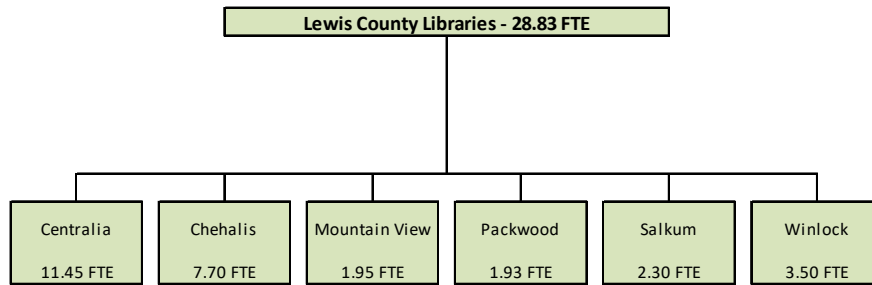
# Lewis County Library Budgets

Property Tax Levies Lewis County				
		2017 Levy	2018 Levy	2019 Levy
Unincorporated	Property Assessed Values	\$ 5,182,614,321	\$ 5,461,606,717	\$ 5,907,374,799
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 2,069,216	\$ 2,087,158	\$ 2,139,202
Centralia	Property Assessed Values	\$ 1,091,717,928	\$ 1,059,990,378	\$ 1,168,662,275
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 435,880	\$ 405,076	\$ 423,201
Chehalis	Property Assessed Values	\$ 639,490,698	\$ 711,910,025	\$ 717,643,811
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 255,324	\$ 272,057	\$ 259,876
Morton	Property Assessed Values	\$ 96,633,485	\$ 96,828,441	\$ 99,404,749
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 38,582	\$ 37,003	\$ 35,997
Toledo	Property Assessed Values	\$ 39,636,566	\$ 40,765,178	\$ 43,873,387
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 15,825	\$ 15,578	\$ 15,888
Winlock	Property Assessed Values	\$ 71,081,852	\$ 76,270,430	\$ 84,767,450
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 28,380	\$ 29,147	\$ 30,696
<b>Lewis County Total</b>	<b>Property Assessed Values</b>	<b>\$ 7,121,174,850</b>	<b>\$ 7,447,371,169</b>	<b>\$ 8,021,726,471</b>
	<b>Levy Rate</b>	<b>\$ 0.399261</b>	<b>\$ 0.382151</b>	<b>\$ 0.362124</b>
	<b>Amount Levied</b>	<b>\$ 2,843,207</b>	<b>\$ 2,846,020</b>	<b>\$ 2,904,860</b>

Service Data Lewis County				
Lewis County Libraries	Population	85,656		
	# of Library Cards	39,899		
	# of Active Cards	24,937		
	% of Population Active	29.1%		
	Service	<b>2017</b>	<b>2018</b>	<b>2019 YTD</b>
	Circulation			
	Physical	423,951	412,381	309,741
	Digital	93,829	116,482	90,444
	<b>Total</b>	<b>517,780</b>	<b>528,863</b>	<b>400,185</b>
	Events			
	Number of Events	1,046	1,224	488
	Attendance	25,506	28,651	6,596
	Computer Use			
	Sessions	54,842	62,282	46,850
	Avg Minutes per Session	37	40	40
	Total Minutes Used	2,079,409	2,599,380	1,969,095

The chart below contains a list of cities in Lewis County that are contractually responsible for building repairs, maintenance, and utilities of the libraries in their cities. These items are not a part of the TRL budget.

City Budgets for Library Building Repairs, Maintenance, and Utilities				
Lewis County				
		2017 Budget	2018 Budget	2019 Budget
Centralia	Supplies	\$ 4,000	\$ 4,787	\$ 4,787
	Services	\$ 42,495	\$ 46,323	\$ 46,323
	Capital	\$ 36,357	\$ -	\$ -
	<b>Total Amount Budgeted</b>	<b>\$ 82,852</b>	<b>\$ 51,110</b>	<b>\$ 51,110</b>
Chehalis	Supplies	\$ 1,500	\$ 3,500	\$ 8,500
	Services	\$ 23,900	\$ 43,535	\$ 75,499
	<b>Total Amount Budgeted</b>	<b>\$ 25,400</b>	<b>\$ 47,035</b>	<b>\$ 83,999</b>
Winlock	Supplies	\$ 100	\$ 170	\$ 200
	Services	\$ 5,054	\$ 11,978	\$ 5,925
	<b>Total Amount Budgeted</b>	<b>\$ 5,154</b>	<b>\$ 12,148</b>	<b>\$ 6,125</b>
<b>Lewis County Total</b>	<b>Supplies</b>	<b>\$ 5,600</b>	<b>\$ 8,457</b>	<b>\$ 13,487</b>
	<b>Services</b>	<b>\$ 65,311</b>	<b>\$ 55,513</b>	<b>\$ 81,424</b>
	<b>Capital</b>	<b>\$ 36,357</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Amount Budgeted</b>	<b>\$ 113,406</b>	<b>\$ 110,293</b>	<b>\$ 141,234</b>



Timberland Regional Library 2020 Final Budget General Fund Revenues Lewis County Libraries							
Revenue Type	2017 Actual	2018 Actual	2019 Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Property Tax	\$ 2,857,818	\$ 2,907,087	\$ 2,750,000	\$ 2,850,000	\$ 2,965,000	\$ 215,000	7.8%
Leasehold Tax	8,000	6,303	9,000	10,000	9,000	-	0.0%
Timber Excise Tax	224,352	263,260	150,000	250,000	200,000	50,000	33.3%
In Lieu of Taxes	66	-	-	-	-	-	n/a
DNR Trust	6,891	35,198	1,000	200	1,000	-	0.0%
Forest Board Interest	190	148	50	613	200	150	300.0%
Forest Board Rentals	288	477	80	5,000	200	120	150.0%
Timber Sales - State	198,228	160,953	160,000	300,000	200,000	40,000	25.0%
<b>Total Revenues</b>	<b>\$ 3,295,833</b>	<b>\$ 3,373,426</b>	<b>\$ 3,070,130</b>	<b>\$ 3,415,813</b>	<b>\$ 3,375,400</b>	<b>\$ 305,270</b>	<b>9.9%</b>

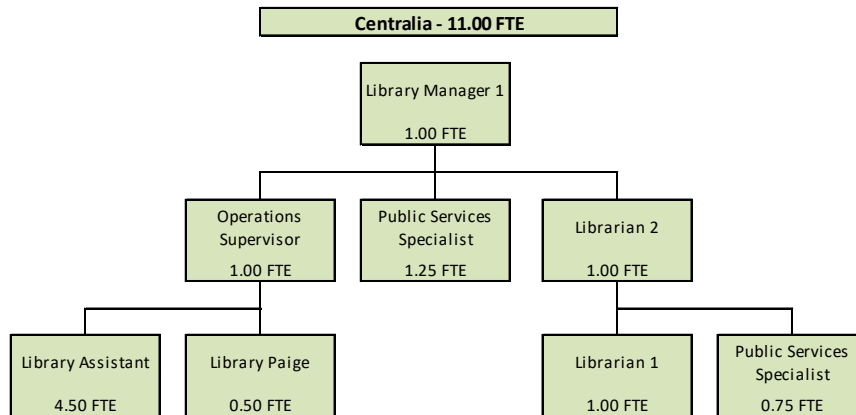
Timberland Regional Library 2020 Final Budget General Fund Lewis County Libraries							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 1,300,033	\$ 1,307,846	\$ 1,343,418	\$ 1,300,000	\$ 1,350,263	\$ 6,845	0.5%
Benefits	485,699	489,246	550,327	512,000	548,487	(1,840)	-0.3%
Supplies	13,345	20,751	24,500	34,800	39,630	15,130	61.8%
Equipment	17,275	12,721	-	2,700	-	-	n/a
Professional Services	31,611	27,224	37,375	27,500	37,250	(125)	-0.3%
Communications	7,932	8,429	9,250	9,400	21,780	12,530	135.5%
Mileage	3,217	5,413	5,100	3,100	4,650	(450)	-8.8%
Transportation	335	-	-	-	-	-	n/a
Lodging	-	303	-	670	-	-	n/a
Meals	1,062	616	-	800	-	-	n/a
Operating Rentals	20,005	17,979	19,587	22,850	19,696	109	0.6%
Utilities	11,767	12,213	22,560	14,500	19,600	(2,960)	-13.1%
Repairs & Maintenance	-	1,271	-	1,055	-	-	n/a
Miscellaneous	-	-	-	25	-	-	n/a
Memberships	74	925	525	180	555	30	5.7%
Registrations	763	1,327	8,000	480	8,000	-	0.0%
Intergovernmental	1,041	190	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,894,159</b>	<b>\$ 1,906,456</b>	<b>\$ 2,020,641</b>	<b>\$ 1,930,060</b>	<b>\$ 2,049,911</b>	<b>\$ 29,269</b>	<b>1.4%</b>

# Centralia

Property Tax Levies Centralia			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 1,091,717,928	\$ 1,059,990,378	\$ 1,168,662,275
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 435,880</b>	<b>\$ 405,076</b>	<b>\$ 423,201</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Centralia			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 4,000	\$ 4,787	\$ 4,787
Services	\$ 42,495	\$ 46,323	\$ 46,323
Capital Outlay	\$ 36,357	\$ -	\$ -
<b>Total Amount Budgeted</b>	<b>\$ 82,852</b>	<b>\$ 51,110</b>	<b>\$ 51,110</b>

Service Data Centralia			
Type	City		
Population	38,506		
# of Library Cards	17,455		
# of Active Cards	12,147		
% of Population Active	31.5%		
Service	2017	2018	2019 YTD
Circulation			
Physical	157,709	156,072	110,183
Digital	34,047	41,618	32,460
<b>Total</b>	<b>191,756</b>	<b>197,690</b>	<b>142,643</b>
Events			
Number of Events	332	329	124
Attendance	8,837	9,787	1,766
Computer Use			
Sessions	29,161	32,905	24,762
Avg Minutes per Session	38	42	41
Total Minutes Used	1,120,435	1,379,026	1,025,968



Centralia Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,764	\$ 27,235	\$ 104,998	1.00	\$ 82,500	\$ 28,218	\$ 110,719
Librarian 2	Local 3758-S	1.00	61,387	23,687	85,075	0.00	-	-	-
Librarian 2	Local 3758-S	1.00	73,301	24,918	98,219	1.00	80,097	26,801	106,899
Operations Supervisor	Local 3758-S	1.00	48,460	20,887	69,347	1.00	52,953	21,818	74,772
Librarian 1	Local 3758	1.00	51,411	21,663	73,074	1.00	54,542	22,181	76,723
Librarian 1	Local 3758	1.00	54,542	22,286	76,828	0.00	-	-	-
Public Services Specialist	Local 3758	0.50	21,528	5,880	27,409	0.50	22,174	5,986	28,161
Public Services Specialist	Local 3758	0.50	22,174	6,020	28,194	0.75	34,259	16,957	51,216
Public Services Specialist	Local 3758	0.75	33,261	16,901	50,162	0.75	34,259	16,957	51,216
Library Assistant	Local 3758	1.00	39,403	19,062	58,465	1.00	35,009	17,950	52,959
Library Assistant	Local 3758	1.00	39,403	17,657	57,060	1.00	43,056	18,963	62,019
Library Assistant	Local 3758	1.00	39,403	19,194	58,597	1.00	43,056	19,770	62,826
Library Assistant	Local 3758	0.50	13,818	8,950	22,768	0.50	18,029	9,829	27,858
Library Assistant	Local 3758	0.50	16,019	4,687	20,706	0.50	18,571	5,206	23,776
Library Assistant	Local 3758	0.50	12,646	3,956	16,602	0.50	17,504	4,975	22,479
Library Assistant	Local 3758	0.50	13,417	4,123	17,540	0.50	14,659	4,359	19,018
Temporary Workstudy	Non-Rep	0.45	13,997	3,395	17,392	0.45	14,659	3,538	18,198
<b>Total</b>		<b>13.20</b>	<b>\$ 631,933</b>	<b>\$ 250,502</b>	<b>\$ 882,436</b>	<b>11.45</b>	<b>\$ 565,329</b>	<b>\$ 223,509</b>	<b>\$ 788,837</b>

**Highlighted Changes:**

- Salaries decreased by 10.5% or \$66,604 due to elimination of 2.0 FTE.
- Benefits decreased by 10.8% or \$26,994 due to elimination of 2.0 FTE.
- Supplies increased by 49.1% or \$5,005 due to increase in printer toner costs for library.
- Communications increased by 292.2% or \$2,630 due to data charges being moved to individual library budgets in 2020.

Timberland Regional Library 2020 Final Budget General Fund Centralia							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 561,320	\$ 581,577	\$ 634,933	\$ 550,000	\$ 568,329	\$ (66,604)	-10.5%
Benefits	212,036	215,326	250,502	220,000	223,509	(26,994)	-10.8%
Supplies	7,342	11,176	10,200	17,000	15,205	5,005	49.1%
Equipment	12,347	9,392	-	2,700	-	-	n/a
Professional Services	3,975	3,231	2,920	1,500	2,920	-	0.0%
Communications	889	671	900	900	3,530	2,630	292.2%
Mileage	900	564	900	500	900	-	0.0%
Meals	641	-	-	-	-	-	n/a
Operating Rentals	930	238	-	250	-	-	n/a
Repairs & Maintenance	-	1,271	-	800	-	-	n/a
Memberships	74	875	475	100	475	-	n/a
Registrations	430	316	1,500	250	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 800,884</b>	<b>\$ 824,637</b>	<b>\$ 902,331</b>	<b>\$ 794,000</b>	<b>\$ 816,367</b>	<b>\$ (85,963)</b>	<b>-9.5%</b>

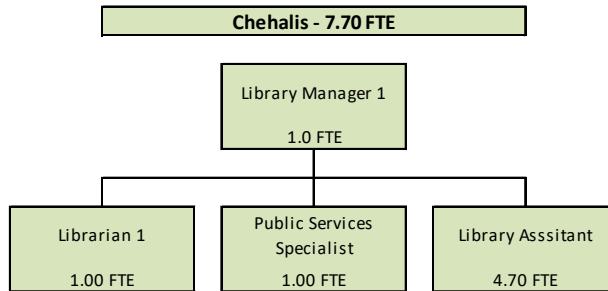


# Chehalis

Property Tax Levies			
Chehalis			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 639,490,698	\$ 711,910,025	\$ 717,643,811
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 255,324</b>	<b>\$ 272,057</b>	<b>\$ 259,876</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities			
by the City of Chehalis			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 1,500	\$ 3,500	\$ 8,500
Services	\$ 23,900	\$ 43,535	\$ 75,499
<b>Total Amount Budgeted</b>	<b>\$ 25,400</b>	<b>\$ 47,035</b>	<b>\$ 83,999</b>

Service Data			
Chehalis			
Type	City		
Population	25,525		
# of Library Cards	13,703		
# of Active Cards	7,025		
% of Population Active	27.5%		
Service	2017	2018	2019 YTD
Circulation			
Physical	142,511	128,972	100,647
Digital	30,813	41,066	32,434
<b>Total</b>	<b>173,324</b>	<b>170,038</b>	<b>133,081</b>
Events			
Number of Events	208	266	107
Attendance	4,567	7,475	1,728
Computer Use			
Sessions	14,990	16,394	12,541
Avg Minutes per Session	39	44	46
Total Minutes Used	583,844	721,805	573,349



Chehalis Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 61,387	\$ 22,419	\$ 83,806	1.00	\$ 67,080	\$ 24,167	\$ 91,247
Librarian 1	Local 3758	1.00	61,387	23,824	85,211	1.00	51,411	20,587	71,998
Public Services Specialist	Local 3758	1.00	43,057	20,067	63,123	1.00	48,460	21,126	69,586
Library Assistant	Local 3758	1.00	33,989	17,753	51,742	1.00	36,059	18,159	54,218
Library Assistant	Local 3758	1.00	33,989	18,103	52,092	1.00	35,009	18,212	53,221
Library Assistant	Local 3758	1.00	38,255	17,327	55,582	1.00	39,402	18,172	57,574
Library Assistant	Local 3758	0.70	21,139	12,650	33,789	0.70	25,241	13,423	38,664
Library Assistant	Local 3758	0.50	12,665	8,782	21,447	0.00	-	-	-
Library Assistant	Local 3758	0.50	15,102	4,488	19,591	1.00	37,141	18,674	55,815
<b>Total</b>		<b>7.70</b>	<b>\$ 320,971</b>	<b>\$ 145,412</b>	<b>\$ 466,383</b>	<b>7.70</b>	<b>\$ 339,802</b>	<b>\$ 152,521</b>	<b>\$ 492,323</b>

**Highlighted Changes:**

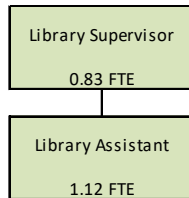
- Salaries increased by 5.8% or \$18,832 due to 3.0% COLA and salary adjustments due to class and compensation study.
- Benefits increased by 4.9% or \$7,109 due to 3.0% COLA and salary adjustments due to class and compensation study.
- Communications increased by 261.9% or \$2,750 due to data charges being moved to the individual library budgets for 2020.

Timberland Regional Library 2020 Final Budget General Fund Chehalis							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 299,539	\$ 298,780	\$ 323,971	\$ 310,000	\$ 342,802	\$ 18,832	5.8%
Benefits	116,197	120,898	145,412	141,000	152,521	7,109	4.9%
Supplies	1,333	4,463	4,800	5,000	5,795	995	20.7%
Professional Services	1,150	511	2,680	300	2,680	-	0.0%
Communications	1,066	851	1,050	1,000	3,800	2,750	261.9%
Mileage	182	361	500	100	500	-	0.0%
Lodging	-	-	-	670	-	-	n/a
Meals	-	-	-	350	-	-	n/a
Operating Rentals	313	338	340	360	340	-	0.0%
Repairs & Maintenance	-	-	-	160	-	-	n/a
Registrations	-	745	1,500	-	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 419,780</b>	<b>\$ 426,946</b>	<b>\$ 480,253</b>	<b>\$ 458,940</b>	<b>\$ 509,938</b>	<b>\$ 29,686</b>	<b>6.2%</b>

# Mountain View

Service Data Mountain View			
Type	Unincorporated		
Population	3,049		
# of Library Cards	1,283		
# of Active Cards	826		
% of Population Active	27.1%		
Service	2017	2018	2019 YTD
Circulation			
Physical	22,655	23,728	19,589
Digital	3,710	4,580	3,604
<b>Total</b>	<b>26,365</b>	<b>28,308</b>	<b>23,193</b>
Events			
Number of Events	123	132	76
Attendance	3,393	3,418	1,428
Computer Use			
Sessions	1,786	2,715	1,904
Avg Minutes per Session	38	43	42
Total Minutes Used	68,706	116,431	79,894

**Mountain View - 1.95 FTE**



Mountain View Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.83	\$ 43,687	\$ 10,902	\$ 54,588	0.83	\$ 49,170	\$ 12,056	\$ 61,226
Library Assistant	Local 3758	0.75	26,256	15,384	41,640	0.75	27,856	15,570	43,426
Library Assistant	Local 3758	0.38	9,484	2,365	11,849	0.38	13,128	3,154	16,283
<b>Total</b>		<b>1.95</b>	<b>\$ 79,427</b>	<b>\$ 28,651</b>	<b>\$ 108,078</b>	<b>1.95</b>	<b>\$ 90,154</b>	<b>\$ 30,780</b>	<b>\$ 120,934</b>

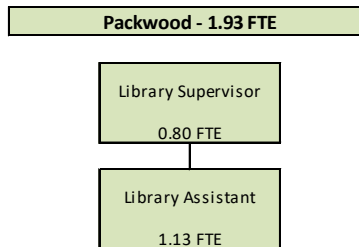
**Highlighted Changes:**

- Salaries increased by 13.3% or \$10,727 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 7.4% or \$2,130 due to 3.0% COLA and salary adjustments from class and compensation study.
- Communications increased by 50.0% or \$1,200 due to data charges being moved to individual library budgets in 2020.
- Mileage decreased by 46.6% or \$700 due to analysis of mileage reimbursement for branch.

<b>Timberland Regional Library 2020 Final Budget General Fund Mountain View</b>							
<b>Expenditures</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2019 Year End Estimate</b>	<b>2020 Final Budget</b>	<b>19 Adopted - 20 Final</b>	
						<b>\$ Change</b>	<b>% Change</b>
Salaries	\$ 75,579	\$ 79,953	\$ 80,427	\$ 85,000	\$ 91,154	\$ 10,727	13.3%
Benefits	23,250	24,268	28,651	27,000	30,780	2,130	7.4%
Supplies	691	1,631	2,100	2,500	1,645	(455)	-21.7%
Equipment	-	1,623	-	-	-	-	n/a
Professional Services	4,031	3,618	5,590	4,000	5,290	(300)	-5.4%
Communications	1,576	2,354	2,400	2,800	3,600	1,200	50.0%
Mileage	835	1,520	1,500	800	800	(700)	-46.7%
Transportation	335	-	-	-	-	-	n/a
Lodging	-	212	-	-	-	-	n/a
Meals	421	616	-	400	-	-	n/a
Operating Rentals	18,530	17,171	19,015	22,000	19,120	105	0.6%
Utilities	2,721	2,901	6,600	3,500	6,600	-	0.0%
Repairs & Maintenance	-	-	-	25	-	-	n/a
Memberships	-	50	50	80	80	30	n/a
Registrations	333	45	1,000	-	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 128,302</b>	<b>\$ 135,961</b>	<b>\$ 147,333</b>	<b>\$ 148,105</b>	<b>\$ 160,069</b>	<b>\$ 12,736</b>	<b>8.6%</b>

# Packwood

Service Data Packwood			
Type	Unincorporated		
Population	1,687		
# of Library Cards	991		
# of Active Cards	596		
% of Population Active	35.3%		
Service	2017	2018	2019 YTD
Circulation			
Physical	7,114	9,055	7,577
Digital	2,949	3,097	1,792
<b>Total</b>	<b>10,063</b>	<b>12,152</b>	<b>9,369</b>
Events			
Number of Events	51	119	37
Attendance	903	925	108
Computer Use			
Sessions	1,295	1,622	1,396
Avg Minutes per Session	37	35	34
Total Minutes Used	48,521	57,425	47,200



Packwood Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.83	\$ 55,341	\$ 21,247	\$ 76,588	0.80	\$ 41,129	\$ 17,881	\$ 59,010
Library Assistant	Local 3758	0.75	25,492	14,020	39,511	0.75	27,044	14,508	41,552
Library Assistant	Local 3758	0.38	9,484	2,365	11,849	0.38	13,128	3,154	16,283
<b>Total</b>		<b>1.95</b>	<b>\$ 90,317</b>	<b>\$ 37,632</b>	<b>\$ 127,949</b>	<b>1.93</b>	<b>\$ 81,301</b>	<b>\$ 35,543</b>	<b>\$ 116,844</b>

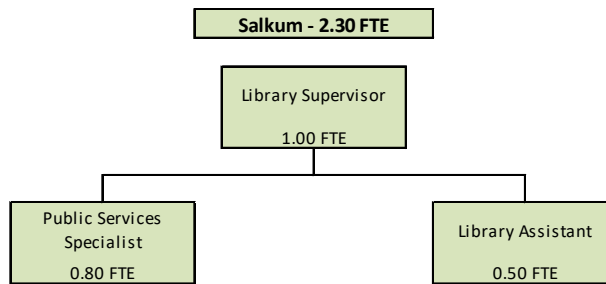
**Highlighted Changes:**

- Salaries decreased by 9.9% or \$9,019 due to new Library Supervisor being hired at lower grade than previous employee.
- Benefits decreased by 5.6% or \$2,089 due to new Library Supervisor being hired at lower grade than previous employee.
- Supplies increased by 35.5% or \$745 for one-time purchase of 2 drafting chairs and increase in costs for toner for library.
- Communications increased by 52.1% or \$1,250 due to data charges being moved to individual library budget in 2020.

Timberland Regional Library 2020 Final Budget General Fund Packwood							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 83,108	\$ 84,185	\$ 91,317	\$ 103,000	\$ 82,301	\$ (9,016)	-9.9%
Benefits	30,168	31,384	37,632	35,000	35,543	(2,089)	-5.6%
Supplies	258	412	2,100	2,000	2,845	745	35.5%
Equipment	-	1,706	-	-	-	-	n/a
Professional Services	15,240	10,743	14,055	12,000	13,380	(675)	-4.8%
Communications	2,007	2,360	2,400	2,400	3,650	1,250	52.1%
Mileage	625	969	1,000	1,000	1,300	300	30.0%
Lodging	-	91	-	-	-	-	n/a
Utilities	4,852	4,973	6,000	6,000	6,500	500	8.3%
Repairs & Maintenance	-	-	-	10	-	-	n/a
Registrations	-	101	1,000	20	1,000	-	0.0%
Intergovernmental	-	85	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 136,258</b>	<b>\$ 137,008</b>	<b>\$ 155,504</b>	<b>\$ 161,430</b>	<b>\$ 146,519</b>	<b>\$ (8,985)</b>	<b>-5.8%</b>

# Salkum

Service Data Salkum			
Type	Unincorporated		
Population	8,018		
# of Library Cards	2,530		
# of Active Cards	1,584		
% of Population Active	19.8%		
Service	2017	2018	2019 YTD
Circulation			
Physical	37,570	43,114	37,531
Digital	10,229	13,212	9,955
<b>Total</b>	<b>47,799</b>	<b>56,326</b>	<b>47,486</b>
Events			
Number of Events	182	185	73
Attendance	3,946	3,824	962
Computer Use			
Sessions	3,206	3,793	2,818
Avg Minutes per Session	34	39	42
Total Minutes Used	110,426	147,574	117,920



Salkum Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,765	\$ 25,885	\$ 103,650	1.00	\$ 51,411	\$ 20,587	\$ 71,998
Public Services Specialist	Local 3758	0.50	21,528	5,961	27,490	0.80	36,543	17,073	53,616
Library Assistant	Local 3758	0.30	9,061	2,222	11,284	0.50	17,504	4,975	22,479
Library Assistant	Local 3758	0.50	13,415	10,264	23,680	0.00	-	-	-
<b>Total</b>		<b>2.30</b>	<b>\$ 121,770</b>	<b>\$ 44,333</b>	<b>\$ 166,103</b>	<b>2.30</b>	<b>\$ 105,458</b>	<b>\$ 42,636</b>	<b>\$ 148,094</b>

**Highlighted Changes:**

- Salaries decreased by 13.1% or \$16,312 due to new Library Manager 1 being hired at a lower step than previous employee.
- Benefits decreased by 3.8% or \$1,697 due to new Library Manager 1 being hired at a lower step than previous employee.
- Supplies increased by 169.5% or \$5,085 due to one-time purchase of office equipment and furniture.
- Communications increased by 227.3% or \$2,500 due to data charges being moved to individual library budgets in 2020.

Timberland Regional Library 2020 Final Budget General Fund Salkum							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 123,982	\$ 121,300	\$ 124,770	\$ 148,000	\$ 108,458	\$ (16,312)	-13.1%
Benefits	42,212	39,977	44,333	47,000	42,636	(1,697)	-3.8%
Supplies	134	415	3,000	7,000	8,085	5,085	169.5%
Equipment	4,307	-	-	-	-	-	n/a
Professional Services	6,179	6,796	9,330	8,000	10,280	950	10.2%
Communications	1,016	1,022	1,100	1,000	3,600	2,500	227.3%
Mileage	504	793	800	250	300	(500)	-62.5%
Operating Rentals	116	116	116	120	116	-	0.0%
Utilities	4,194	4,340	9,960	5,000	6,500	(3,460)	-34.7%
Repairs & Maintenance	-	-	-	40	-	-	n/a
Miscellaneous	-	-	-	25	-	-	n/a
Registrations	-	120	1,500	-	1,500	-	0.0%
Intergovernmental	1,041	105	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 183,685</b>	<b>\$ 174,983</b>	<b>\$ 194,909</b>	<b>\$ 216,435</b>	<b>\$ 181,475</b>	<b>\$ (13,434)</b>	<b>-6.9%</b>

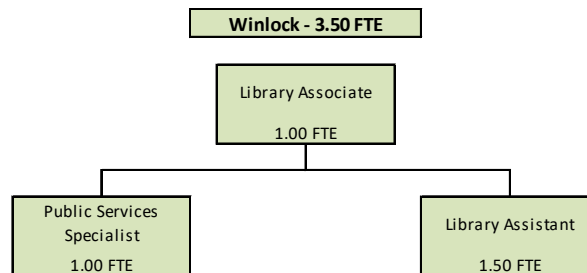


# Winlock

Property Tax Levies			
Winlock			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 71,081,852	\$ 76,270,430	\$ 84,767,450
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 28,380</b>	<b>\$ 29,147</b>	<b>\$ 30,696</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities			
by the City of Winlock			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 100	\$ 170	\$ 200
Services	\$ 5,054	\$ 11,978	\$ 5,925
<b>Total Amount Budgeted</b>	<b>\$ 5,154</b>	<b>\$ 12,148</b>	<b>\$ 6,125</b>

Service Data			
Winlock			
Type	City		
Population	7,649		
# of Library Cards	3,596		
# of Active Cards	2,554		
% of Population Active	33.4%		
Service	2017	2018	2019 YTD
Circulation			
Physical	50,687	46,558	31,010
Digital	10,780	11,062	8,781
<b>Total</b>	<b>61,467</b>	<b>57,620</b>	<b>39,791</b>
Events			
Number of Events	150	193	71
Attendance	3,860	3,222	604
Computer Use			
Sessions	4,404	4,853	3,429
Avg Minutes per Session	33	36	36
Total Minutes Used	147,477	177,119	124,764



Winlock Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.00	\$ -	\$ -	\$ -	1.00	\$ 51,411	\$ 20,772	\$ 72,183
Public Services Specialist	Local 3758	1.00	44,348	18,728	63,076	1.00	47,049	19,828	66,877
Library Assistant	Local 3758	0.80	28,007	15,052	43,059	1.00	38,255	17,923	56,178
Library Assistant	Local 3758	0.50	12,646	10,016	22,662	0.50	17,504	4,975	22,479
<b>Total</b>		<b>2.30</b>	<b>\$ 85,001</b>	<b>\$ 43,797</b>	<b>\$ 128,797</b>	<b>3.50</b>	<b>\$ 154,219</b>	<b>\$ 63,499</b>	<b>\$ 217,717</b>

**Highlighted Changes:**

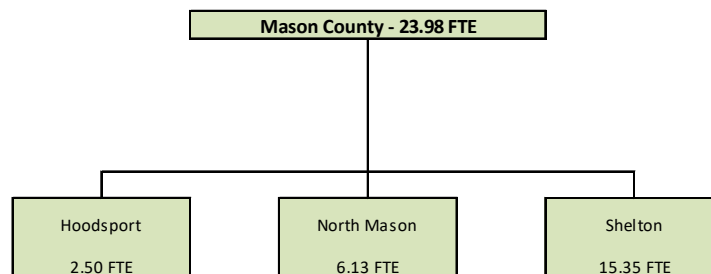
- Salaries increased by 78.7% or \$69,218 due to addition of Library Supervisor position.
- Benefits increased by 45.0% or \$19,702 due to addition of Library Supervisor position.
- Supplies increased by 163.3% or \$3,755 due to one-time purchase of office equipment and furniture.
- Communications increased by 157.1% or \$2,200 due to data charges being moved to the individual library budgets in 2020.

Timberland Regional Library 2020 Final Budget General Fund Winlock							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 156,505	\$ 142,053	\$ 88,001	\$ 104,000	\$ 157,219	\$ 69,218	78.7%
Benefits	61,836	57,393	43,797	42,000	63,499	19,702	45.0%
Supplies	3,587	2,656	2,300	1,300	6,055	3,755	163.3%
Equipment	621	-	-	-	-	-	n/a
Professional Services	1,036	2,325	2,800	1,700	2,700	(100)	-3.6%
Communications	1,378	1,171	1,400	1,300	3,600	2,200	157.1%
Mileage	171	1,206	400	450	850	450	112.5%
Meals	-	-	-	50	-	-	n/a
Operating Rentals	116	116	116	120	120	4	3.4%
Repairs & Maintenance	-	-	-	20	-	-	n/a
Registrations	-	-	1,500	210	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 225,250</b>	<b>\$ 206,919</b>	<b>\$ 140,313</b>	<b>\$ 151,150</b>	<b>\$ 235,542</b>	<b>\$ 95,229</b>	

# Mason County Library Budgets

Property Tax Levies Mason County				
		2017 Levy	2018 Levy	2019 Levy
Unincorporated	Property Assessed Values	\$ 6,428,237,851	\$ 6,904,788,532	\$ 7,502,256,649
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 2,566,545	\$ 2,638,672	\$ 2,716,747
Shelton	Property Assessed Values	\$ 563,299,953	\$ 652,529,064	\$ 712,548,758
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 224,904	\$ 249,365	\$ 258,031
<b>Mason County Total</b>	<b>Property Assessed Values</b>	<b>\$ 6,991,537,804</b>	<b>\$ 7,557,317,596</b>	<b>\$ 8,214,805,407</b>
	<b>Levy Rate</b>	<b>\$ 0.399261</b>	<b>\$ 0.382151</b>	<b>\$ 0.362124</b>
	<b>Amount Levied</b>	<b>\$ 2,791,448</b>	<b>\$ 2,888,036</b>	<b>\$ 2,974,778</b>

Service Data Mason County				
Mason County Libraries	Population	63,008		
	# of Library Cards	32,409		
	# of Active Cards	19,917		
	% of Population Active	31.6%		
	Service	<b>2017</b>	<b>2018</b>	<b>2019 YTD</b>
	Circulation			
	Physical	282,164	261,589	190,570
	Digital	80,167	92,555	63,405
	<b>Total</b>	<b>362,331</b>	<b>354,144</b>	<b>253,975</b>
	Events			
	Number of Events	643	871	377
	Attendance	7,268	7,243	2,051
	Computer Use			
	Sessions	38,698	44,251	30,596
	Avg Minutes per Session	36	38	41
Total Minutes Used	1,404,504	1,686,602	1,182,828	



The chart below contains a list of cities in Mason County that are contractually responsible for building repairs, maintenance, and utilities of the libraries in their cities. These items are not a part of the TRL budget.

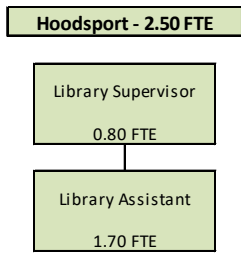
City Budgets for Library Building Repairs, Maintenance, and Utilities Mason County				
		2017 Budget	2018 Budget	2019 Budget
Shelton	Supplies	\$ 6,000	\$ 6,000	\$ 6,000
	Services	\$ 31,558	\$ 39,350	\$ 40,750
	<b>Total Amount Budgeted</b>	<b>\$ 37,558</b>	<b>\$ 45,350</b>	<b>\$ 46,750</b>
<b>Mason County Total</b>	<b>Supplies</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
	<b>Services</b>	<b>\$ 31,558</b>	<b>\$ 39,350</b>	<b>\$ 40,750</b>
	<b>Total Amount Budgeted</b>	<b>\$ 37,558</b>	<b>\$ 45,350</b>	<b>\$ 46,750</b>

Timberland Regional Library 2020 Final Budget General Fund Revenues Mason County Libraries							
Revenue Type	2017 Actual	2018 Actual	2019 Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Property Tax	\$ 2,789,813	\$ 2,879,418	\$ 3,000,000	\$ 2,925,000	\$ 3,060,000	\$ 60,000	2.0%
Sale of Tax Title Property	-	503	-	-	-	-	n/a
Leasehold Tax	8,310	7,308	8,000	7,500	7,500	(500)	-6.3%
Timber Excise Tax	84,657	131,377	80,000	125,000	85,000	5,000	6.3%
In Lieu of Taxes	1,119	3,741	-	-	-	-	n/a
DNR Trust	24	1,199	1,000	115	500	(500)	-50.0%
DNR In Lieu of Taxes	-	-	-	1,300	-	-	n/a
Forest Board Interest	109	161	-	170	100	100	n/a
Forest Board Rentals	7,929	4,770	5,000	7,000	5,000	-	0.0%
Other Rentals	62	-	-	-	-	-	n/a
Timber Sales - State	91,144	271,497	200,000	185,000	200,000	-	0.0%
<b>Total Revenues</b>	<b>\$ 2,983,167</b>	<b>\$ 3,299,974</b>	<b>\$ 3,294,000</b>	<b>\$ 3,251,085</b>	<b>\$ 3,358,100</b>	<b>\$ 64,100</b>	<b>1.9%</b>

Timberland Regional Library 2020 Final Budget General Fund Mason County Libraries							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 962,586	\$ 1,006,886	\$ 1,074,104	\$ 1,000,000	\$ 1,169,537	\$ 95,433	8.9%
Benefits	368,366	387,305	454,477	394,000	473,539	19,062	4.2%
Supplies	7,475	12,300	18,200	16,900	17,505	(695)	-3.8%
Equipment	2,000	9,263	-	1,300	-	-	n/a
Professional Services	87,140	70,246	51,760	58,000	47,405	(4,355)	-8.4%
Communications	5,846	4,895	5,860	5,100	13,400	7,540	128.7%
Mileage	2,186	2,842	1,700	1,060	1,450	(250)	-14.7%
Transportation	-	485	-	210	-	-	n/a
Lodging	124	-	-	600	-	-	n/a
Meals	40	230	-	1,000	-	-	n/a
Operating Rentals	1,257	334	340	670	365	25	7.4%
Utilities	28,238	28,111	34,500	28,130	30,000	(4,500)	-13.0%
Repairs & Maintenance	1,272	2,341	1,300	11,510	14,300	13,000	1000.0%
Miscellaneous	-	-	-	-	-	-	n/a
Memberships	-	655	480	655	480	-	0.0%
Registrations	1,973	1,332	3,500	1,150	3,500	-	0.0%
Intergovernmental	35	59	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,468,538</b>	<b>\$ 1,527,287</b>	<b>\$ 1,646,221</b>	<b>\$ 1,520,285</b>	<b>\$ 1,771,481</b>	<b>\$ 125,261</b>	<b>7.6%</b>

# Hoodspport

Service Data Hoodspport			
Type	Unincorporated		
Population	3,099		
# of Library Cards	1,511		
# of Active Cards	977		
% of Population Active	31.5%		
Service	2017	2018	2019 YTD
Circulation			
Physical	17,372	20,511	17,221
Digital	4,457	5,322	4,935
<b>Total</b>	<b>21,829</b>	<b>25,833</b>	<b>22,156</b>
Events			
Number of Events	73	103	48
Attendance	464	661	243
Computer Use			
Sessions	1,840	2,677	1,909
Avg Minutes per Session	32	37	45
Total Minutes Used	59,752	100,154	85,231



Hoodspport Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758	0.80	\$ 32,934	\$ 16,528	\$ 49,462	0.80	\$ 41,129	\$ 17,881	\$ 59,010
Lead Library Assistant	Local 3759	0.70	32,934	16,528	49,462	0.70	25,241	14,819	40,060
Library Assistant, Senior	Local 3758	0.70	23,099	14,534	37,633	0.70	24,506	14,678	39,184
Library Aide	Local 3758	0.30	8,796	2,165	10,961	0.30	10,503	2,535	13,037
<b>Total</b>		<b>2.50</b>	<b>\$ 97,763</b>	<b>\$ 49,753</b>	<b>\$ 147,517</b>	<b>2.50</b>	<b>\$ 101,378</b>	<b>\$ 49,913</b>	<b>\$ 151,291</b>

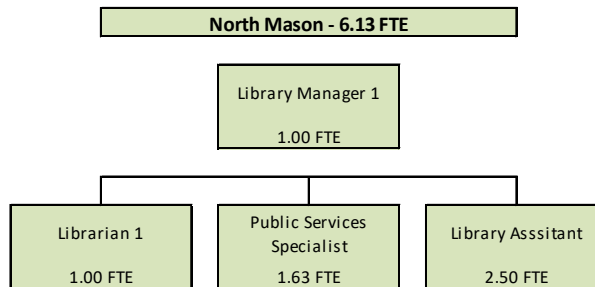
**Highlighted Changes:**

- Salaries increased by 55.5% or \$36,549 due to addition of Library Supervisor Position.
- Benefits increased by 50.2% or \$16,687 due to addition of Library Supervisor Position.
- Communications increased by 123.8% or \$2,600 due to data charges being moved to individual library budget in 2020.

Timberland Regional Library 2020 Final Budget General Fund Hoodspout							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 60,509	\$ 65,785	\$ 65,829	\$ 63,000	\$ 102,378	\$ 36,549	55.5%
Benefits	25,254	29,205	33,226	29,000	49,913	16,687	50.2%
Supplies	3,303	1,016	1,600	2,400	1,725	125	7.8%
Equipment	583	-	-	1,300	-	-	n/a
Professional Services	12,213	19,083	15,460	18,000	16,190	730	4.7%
Communications	2,065	1,754	2,100	1,800	4,700	2,600	123.8%
Mileage	374	1,992	300	260	150	(150)	-50.0%
Operating Rentals	776	72	75	170	75	-	0.0%
Utilities	6,899	6,237	8,000	7,000	8,000	-	0.0%
Repairs & Maintenance	313	-	-	10	-	-	n/a
Memberships	-	125	-	120	-	-	n/a
Registrations	-	60	500	-	500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 112,289</b>	<b>\$ 125,330</b>	<b>\$ 127,090</b>	<b>\$ 123,060</b>	<b>\$ 183,631</b>	<b>\$ 56,541</b>	<b>44.5%</b>

# North Mason

Service Data North Mason			
Type	Unincorporated		
Population	17,886		
# of Library Cards	10,580		
# of Active Cards	4,979		
% of Population Active	27.8%		
Service	2017	2018	2019 YTD
Circulation			
Physical	65,903	65,402	54,508
Digital	26,055	29,359	19,199
<b>Total</b>	<b>91,958</b>	<b>94,761</b>	<b>73,707</b>
Events			
Number of Events	218	311	124
Attendance	3,699	3,004	778
Computer Use			
Sessions	10,329	12,098	9,098
Avg Minutes per Session	41	41	40
Total Minutes Used	425,480	493,766	366,942



North Mason Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,764	\$ 25,885	\$ 103,649	1.00	\$ 65,126	\$ 23,744	\$ 88,870
Librarian 1	Local 3758	1.00	47,049	19,232	66,281	1.00	51,411	20,587	71,998
Public Services Specialist	Local 3758	0.63	35,111	8,908	44,019	0.63	36,165	9,102	45,267
Public Services Specialist	Local 3758	0.63	35,111	14,833	49,944	1.00	43,056	18,778	61,834
Library Assistant	Local 3758	0.50	15,552	9,326	24,878	0.50	18,029	9,829	27,858
Library Assistant	Local 3758	0.50	20,292	10,353	30,645	0.50	21,528	10,587	32,115
Library Assistant	Local 3758	0.50	19,127	5,360	24,488	0.50	20,293	5,579	25,871
Library Assistant	Local 3758	0.50	20,292	10,353	30,645	0.50	21,528	10,587	32,115
Library Assistant	Local 3758	0.50	12,646	3,956	16,602	0.50	17,504	4,975	22,479
<b>Total</b>		<b>5.75</b>	<b>\$ 282,945</b>	<b>\$ 108,205</b>	<b>\$ 391,150</b>	<b>6.13</b>	<b>\$ 294,640</b>	<b>\$ 113,767</b>	<b>\$ 408,407</b>

**Highlighted Changes:**

- Salaries increased by 4.1% or \$11,695 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased 5.1% or \$5,562 due to 3.0% COLA and salary adjustments from class and compensation study.
- Professional services decreased by 14.1% or \$4,665 due to a decrease in landscaping costs.
- Communications increased by 82.1% or \$2,300 due to data charges being moved to the individual library budgets in 2020.
- Utilities decreased by 17.0% or \$4,500 due to decrease in electricity costs.

Timberland Regional Library 2020 Final Budget General Fund North Mason							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 268,161	\$ 274,426	\$ 285,945	\$ 265,000	\$ 297,640	\$ 11,695	4.1%
Benefits	93,590	96,120	108,205	95,000	113,767	5,562	5.1%
Supplies	2,808	4,191	5,000	6,000	5,225	225	4.5%
Professional Services	38,064	43,688	33,140	39,000	28,475	(4,665)	-14.1%
Communications	2,779	2,358	2,800	2,600	5,100	2,300	82.1%
Mileage	1,149	733	900	600	800	(100)	-11.1%
Transportation	-	485	-	10	-	-	n/a
Lodging	124	-	-	-	-	-	n/a
Meals	40	230	-	300	-	-	n/a
Operating Rentals	481	262	265	500	290	25	9.4%
Utilities	21,339	21,874	26,500	21,000	22,000	(4,500)	-17.0%
Repairs & Maintenance	959	553	-	10,000	13,000	13,000	n/a
Memberships	-	105	105	105	105	-	0.0%
Registrations	1,415	690	1,500	750	1,500	-	0.0%
Intergovernmental	-	59	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 430,909</b>	<b>\$ 445,775</b>	<b>\$ 464,360</b>	<b>\$ 440,865</b>	<b>\$ 487,902</b>	<b>\$ 23,542</b>	<b>5.1%</b>

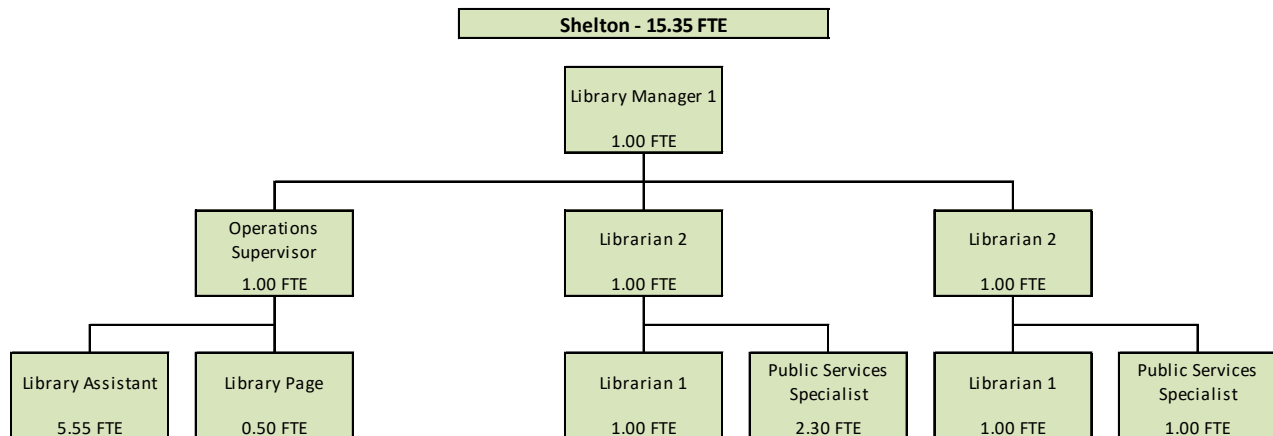


# Shelton

Property Tax Levies Shelton			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 563,299,953	\$ 652,529,064	\$ 712,548,758
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 224,904</b>	<b>\$ 249,365</b>	<b>\$ 258,031</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Shelton			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 6,000	\$ 6,000	\$ 6,000
Services	\$ 31,558	\$ 39,350	\$ 40,750
<b>Total Amount Budgeted</b>	<b>\$ 37,558</b>	<b>\$ 45,350</b>	<b>\$ 46,750</b>

Service Data Shelton			
Type	City		
Population	42,023		
# of Library Cards	20,318		
# of Active Cards	13,961		
% of Population Active	33.2%		
Service	2017	2018	2019 YTD
Circulation			
Physical	198,889	175,676	118,841
Digital	49,655	57,874	39,271
<b>Total</b>	<b>248,544</b>	<b>233,550</b>	<b>158,112</b>
Events			
Number of Events	352	457	205
Attendance	3,105	3,578	1,030
Computer Use			
Sessions	26,529	29,476	19,589
Avg Minutes per Session	35	37	37
Total Minutes Used	919,272	1,092,682	730,655



Shelton Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,765	\$ 25,885	\$ 103,650	1.00	\$ 84,975	\$ 27,858	\$ 112,833
Librarian 2	Local 3758-S	1.00	73,301	24,999	98,300	1.00	80,097	26,987	107,084
Librarian 2	Local 3758-S	1.00	56,178	21,291	77,469	1.00	57,864	22,171	80,034
Operations Supervisor	Local 3758-S	1.00	59,600	23,650	83,250	1.00	63,229	24,139	87,368
Librarian 1	Local 3758	1.00	48,460	20,887	69,347	1.00	51,411	21,484	72,895
Librarian 1	Local 3758	1.00	47,049	20,850	67,899	1.00	51,411	12,661	64,071
Public Services Specialist	Local 3758	1.00	43,057	18,449	61,505	1.00	44,348	19,243	63,591
Public Services Specialist	Local 3758	0.50	22,174	6,020	28,194	0.50	23,524	6,279	29,803
Public Services Specialist	Local 3758	0.50	21,528	11,940	33,469	0.80	35,479	17,387	52,866
Public Services Specialist	Local 3758	1.00	51,411	21,663	73,074	1.00	52,953	21,837	74,790
Library Assistant	Local 3758	0.53	17,844	11,544	29,388	0.55	19,832	12,365	32,197
Library Assistant	Local 3758	0.50	15,099	10,629	25,728	0.50	17,504	11,035	28,539
Library Assistant	Local 3758	0.65	25,612	6,948	32,560	0.00	-	-	-
Library Assistant	Local 3758	0.50	17,504	9,749	27,253	0.50	17,504	9,901	27,405
Library Assistant	Local 3758	0.53	20,687	5,779	26,466	0.55	23,681	6,532	30,213
Library Assistant	Local 3758	0.60	23,642	12,176	35,817	0.60	25,081	12,558	37,639
Library Assistant	Local 3758	0.50	12,646	4,037	16,683	0.50	18,029	5,089	23,118
Library Assistant	Local 3758	0.50	13,025	10,180	23,205	0.00	-	-	-
Library Assistant	Local 3758	0.50	12,646	10,016	22,662	0.60	22,285	13,351	35,635
Library Assistant	Local 3758	0.50	12,646	10,016	22,662	0.50	17,504	9,901	27,405
Library Assistant	Local 3758	0.50	13,415	4,123	17,538	0.60	21,005	5,802	26,807
Library Assistant	Local 3758	0.65	20,825	11,992	32,817	0.65	24,142	12,677	36,819
Library Page	Local 3758	0.50	13,217	10,221	23,438	0.50	14,659	10,604	25,264
<b>Total</b>		<b>15.95</b>	<b>\$ 719,330</b>	<b>\$ 313,045</b>	<b>\$ 1,032,375</b>	<b>15.35</b>	<b>\$ 766,519</b>	<b>\$ 309,859</b>	<b>\$ 1,076,378</b>

**Highlighted Changes:**

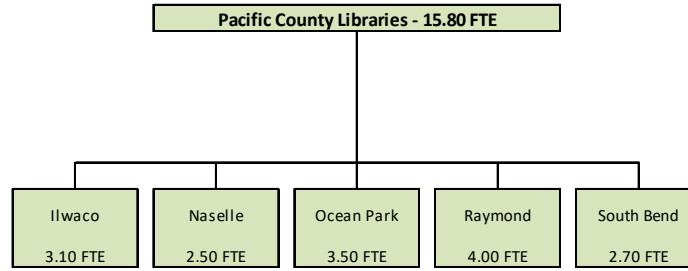
- Salaries increased by 6.5% or \$47,189 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits decreased by 1.0% or \$3,186 due to elimination of 0.60 FTE.
- Supplies decreased by 9.0% or \$1,045 due to reduction in printing toner for the library.
- Communications increased by 275.0% or \$2,640 due to data charges being moved to the individual library budgets for 2020.

<b>Timberland Regional Library 2020 Final Budget General Fund Shelton</b>							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 633,916	\$ 666,676	\$ 722,330	\$ 672,000	\$ 769,519	\$ 47,189	6.5%
Benefits	249,522	261,981	313,045	270,000	309,859	(3,186)	-1.0%
Supplies	1,364	7,093	11,600	8,500	10,555	(1,045)	-9.0%
Equipment	1,417	9,263	-	-	-	-	n/a
Professional Services	36,863	7,475	3,160	1,000	2,740	(420)	-13.3%
Communications	1,002	782	960	700	3,600	2,640	275.0%
Mileage	663	117	500	200	500	-	0.0%
Transportation	-	-	-	200	-	-	n/a
Lodging	-	-	-	600	-	-	n/a
Meals	-	-	-	700	-	-	n/a
Utilities	-	-	-	130	-	-	n/a
Repairs & Maintenance	-	1,788	1,300	1,500	1,300	-	n/a
Memberships	-	425	375	430	375	-	0.0%
Registrations	558	582	1,500	400	1,500	-	0.0%
Intergovernmental	35	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 925,340</b>	<b>\$ 956,183</b>	<b>\$ 1,054,770</b>	<b>\$ 956,360</b>	<b>\$ 1,099,948</b>	<b>\$ 45,178</b>	<b>4.3%</b>

# Pacific County Library Budgets

Property Tax Levies Pacific County				
		2017 Levy	2018 Levy	2019 Levy
Unincorporated	Property Assessed Values	\$ 1,741,621,270	\$ 1,862,307,331	\$ 2,056,372,880
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 695,361	\$ 711,683	\$ 744,662
Ilwaco	Property Assessed Values	\$ 112,415,581	\$ 121,614,253	\$ 129,595,044
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 44,883	\$ 46,475	\$ 46,929
Long Beach	Property Assessed Values	\$ 259,760,531	\$ 276,652,368	\$ 295,530,562
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 103,712	\$ 105,723	\$ 107,019
Raymond	Property Assessed Values	\$ 142,411,025	\$ 144,422,499	\$ 158,971,090
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 56,859	\$ 55,191	\$ 57,567
South Bend	Property Assessed Values	\$ 80,501,429	\$ 84,539,542	\$ 92,737,961
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 32,141	\$ 32,307	\$ 33,583
<b>Pacific County Total</b>	<b>Property Assessed Values</b>	<b>\$ 2,336,709,836</b>	<b>\$ 2,489,535,993</b>	<b>\$ 2,733,207,537</b>
	<b>Levy Rate</b>	<b>\$ 0.399261</b>	<b>\$ 0.382151</b>	<b>\$ 0.362124</b>
	<b>Amount Levied</b>	<b>\$ 932,957</b>	<b>\$ 951,379</b>	<b>\$ 989,760</b>

Service Data Pacific County				
Pacific County Libraries	Population	21,424		
	# of Library Cards	12,372		
	# of Active Cards	6,943		
	% of Population Active	32.4%		
	Service	<b>2017</b>	<b>2018</b>	<b>2019 YTD</b>
	Circulation			
	Physical	186,439	185,884	139,103
	Digital	35,138	42,822	50,787
	<b>Total</b>	<b>221,577</b>	<b>228,706</b>	<b>189,890</b>
	Events			
	Number of Events	826	896	370
	Attendance	12,369	14,103	4,576
	Computer Use			
	Sessions	20,611	21,330	16,495
	Avg Minutes per Session	36	37	38
Total Minutes Used	739,042	781,640	626,989	



The chart below contains a list of cities in Pacific County that are contractually responsible for building repairs, maintenance, and utilities of the libraries in their cities. These items are not a part of the TRL budget.

City Budgets for Library Building Repairs, Maintenance, and Utilities Pacific County				
		2017 Budget	2018 Budget	2019 Budget
Ilwaco	Supplies	\$ -	\$ -	\$ -
	Services	\$ 17,797	\$ 19,828	\$ 18,622
	<b>Total Amount Budgeted</b>	<b>\$ 17,797</b>	<b>\$ 19,828</b>	<b>\$ 18,622</b>
Raymond	Supplies	\$ -	\$ -	\$ -
	Services	\$ 8,350	\$ 8,700	\$ 9,800
	<b>Total Amount Budgeted</b>	<b>\$ 8,350</b>	<b>\$ 8,700</b>	<b>\$ 9,800</b>
South Bend	Supplies	\$ 500	\$ 500	\$ 500
	Services	\$ 4,300	\$ 4,300	\$ 5,500
	<b>Total Amount Budgeted</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>\$ 6,000</b>
<b>Pacific County Total</b>	<b>Supplies</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
	<b>Services</b>	<b>\$ 30,447</b>	<b>\$ 32,828</b>	<b>\$ 33,922</b>
	<b>Total Amount Budgeted</b>	<b>\$ 30,947</b>	<b>\$ 33,328</b>	<b>\$ 34,422</b>

Timberland Regional Library 2020 Final Budget General Fund Revenues Pacific County Libraries							
Revenue Type	2017 Actual	2018 Actual	2019 Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Property Tax	\$ 953,297	\$ 969,641	\$ 1,000,000	\$ 900,000	\$ 999,800	\$ (200)	0.0%
Leasehold Tax	5,716	4,652	6,000	10,000	6,000	-	0.0%
Timber Excise Tax	79,078	142,460	100,000	217,000	100,000	-	0.0%
In Lieu of Taxes	4,883	3,879	4,000	4,000	4,000	-	n/a
DNR Trust	20,828	12,209	9,000	500	9,000	-	0.0%
DNR In Lieu of Taxes	-	-	-	1,500	1,000	1,000	n/a
Forest Board Rentals	271	31,552	200	35,000	-	(200)	-100.0%
Other Rentals	-	-	-	-	-	-	n/a
Timber Sales - State	29,775	62,721	40,000	75,000	40,000	-	0.0%
<b>Total Revenues</b>	<b>\$ 1,093,848</b>	<b>\$ 1,227,114</b>	<b>\$ 1,159,200</b>	<b>\$ 1,243,000</b>	<b>\$ 1,159,800</b>	<b>\$ 600</b>	<b>0.1%</b>

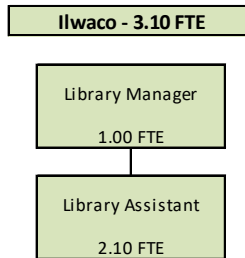
Timberland Regional Library 2020 Final Budget General Fund Pacific County Libraries							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 720,632	\$ 703,236	\$ 747,479	\$ 710,000	\$ 799,965	\$ 52,486	7.0%
Benefits	251,541	257,462	299,701	272,000	297,667	(2,034)	-0.7%
Supplies	5,810	14,457	16,000	14,100	20,815	4,815	30.1%
Equipment	3,650	3,123	-	500	-	-	n/a
Professional Services	44,831	35,445	39,890	39,750	42,185	2,295	5.8%
Communications	5,643	6,059	6,020	6,300	19,200	13,180	218.9%
Mileage	5,219	4,404	5,900	4,140	3,750	(2,150)	-36.4%
Transportation	-	-	-	60	-	-	n/a
Lodging	1,807	533	-	1,430	-	-	n/a
Meals	898	248	-	670	-	-	n/a
Operating Rentals	633	498	558	790	562	4	0.7%
Utilities	10,719	9,878	12,100	12,000	14,300	2,200	18.2%
Repairs & Maintenance	2,618	6,428	1,200	3,615	1,500	300	25.0%
Memberships	75	310	385	210	445	60	15.6%
Registrations	1,336	285	6,500	1,370	6,500	-	0.0%
Intergovernmental	434	1,656	-	-	-	-	n/a
Capital	3,012	-	-	6,500	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,058,858</b>	<b>\$ 1,044,022</b>	<b>\$ 1,135,733</b>	<b>\$ 1,073,435</b>	<b>\$ 1,206,889</b>	<b>\$ 71,156</b>	<b>6.8%</b>

# Ilwaco

Property Tax Levies			
Ilwaco			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 112,415,581	\$ 121,614,253	\$ 129,595,044
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 44,883</b>	<b>\$ 46,475</b>	<b>\$ 46,929</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Ilwaco			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ 17,797	\$ 19,828	\$ 18,622
<b>Total Amount Budgeted</b>	<b>\$ 17,797</b>	<b>\$ 19,828</b>	<b>\$ 18,622</b>

Service Data			
Ilwaco			
Type	City		
Population	4,202		
# of Library Cards	2,623		
# of Active Cards	1,607		
% of Population Active	38.2%		
Service	<b>2017</b>	<b>2018</b>	<b>2019 YTD</b>
Circulation			
Physical	34,810	37,927	27,425
Digital	8,872	9,498	7,367
<b>Total</b>	<b>43,682</b>	<b>47,425</b>	<b>34,792</b>
Events			
Number of Events	153	221	100
Attendance	3,114	4,307	1,450
Computer Use			
Sessions	5,027	5,294	4,345
Avg Minutes per Session	36	37	40
Total Minutes Used	180,525	195,779	171,859



Ilwaco Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	1.00	\$ 63,229	\$ 24,185	\$ 87,414	1.00	\$ 67,080	\$ 24,973	\$ 92,053
Library Assistant	Local 3758	0.85	36,598	17,343	53,942	0.85	38,827	17,891	56,717
Library Assistant	Local 3758	0.63	21,880	13,558	35,439	0.63	23,909	14,023	37,932
Library Assistant	Local 3758	0.63	20,024	13,161	33,185	0.63	21,880	13,583	35,464
<b>Total</b>		<b>3.10</b>	<b>\$ 141,731</b>	<b>\$ 68,248</b>	<b>\$ 209,979</b>	<b>3.10</b>	<b>\$ 151,696</b>	<b>\$ 70,470</b>	<b>\$ 222,166</b>

**Highlighted Changes:**

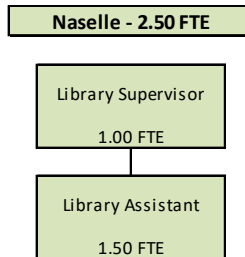
- Salaries increased by 6.9% or \$9,966 due to 3.0% and salary adjustments from class and compensation study.
- Benefits increased by 2.7% or \$1,842 due to 3.0% and salary adjustments from class and compensation study.
- Communications increased by 433.3% or \$2,600 due to data charges being moved to individual library budgets in 2020.

Timberland Regional Library 2020 Final Budget General Fund Ilwaco							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 133,862	\$ 137,873	\$ 143,731	\$ 144,000	\$ 153,696	\$ 9,966	6.9%
Benefits	52,575	61,030	68,628	68,000	70,470	1,842	2.7%
Supplies	-	1,320	2,500	1,800	2,620	120	4.8%
Professional Services	1,289	814	2,600	800	2,600	-	0.0%
Communications	547	567	600	600	3,200	2,600	433.3%
Mileage	1,662	1,372	1,600	700	1,000	(600)	-37.5%
Lodging	76	-	-	300	-	-	n/a
Meals	77	-	-	250	-	-	n/a
Operating Rentals	206	208	210	210	210	-	0.0%
Repairs & Maintenance	-	-	-	10	-	-	n/a
Memberships	-	268	218	-	275	58	26.4%
Registrations	571	-	1,000	400	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 190,865</b>	<b>\$ 203,452</b>	<b>\$ 221,087</b>	<b>\$ 217,070</b>	<b>\$ 235,071</b>	<b>\$ 13,985</b>	<b>6.3%</b>



# Naselle

Service Data Naselle			
Type	Unincorporated		
Population	2,202		
# of Library Cards	729		
# of Active Cards	477		
% of Population Active	21.7%		
Service	<b>2017</b>	<b>2018</b>	<b>2019 YTD</b>
Circulation			
Physical	16,186	17,192	12,754
Digital	2,549	3,381	2,633
<b>Total</b>	<b>18,735</b>	<b>20,573</b>	<b>15,387</b>
Events			
Number of Events	186	221	84
Attendance	2,691	3,506	863
Computer Use			
Sessions	1,146	1,339	976
Avg Minutes per Session	24	25	24
Total Minutes Used	27,335	33,784	23,318



Naselle Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	1.00	\$ 67,080	\$ 25,189	\$ 92,269	1.00	\$ 71,165	\$ 25,858	\$ 97,023
Library Assistant	Local 3758	0.75	26,256	14,185	40,442	0.75	27,044	15,376	42,420
Library Assistant	Local 3758	0.50	21,528	5,880	27,409	0.75	35,287	8,997	44,284
<b>Total</b>		<b>2.25</b>	<b>\$ 114,864</b>	<b>\$ 45,254</b>	<b>\$ 160,119</b>	<b>2.50</b>	<b>\$ 133,495</b>	<b>\$ 50,231</b>	<b>\$ 183,727</b>

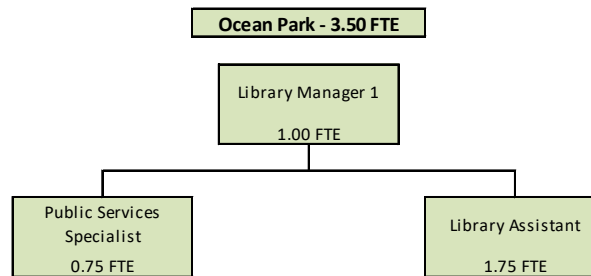
**Highlighted Changes:**

- Salaries increased by 16.1% or \$18,631 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 11.0% or \$4,977 due to 3.0% COLA and salary adjustments from class and compensation study.
- Communications increased by 288.9% or \$2,600 due to data charges being moved to the individual library budgets in 2020.
- Utilities increased by 45.8% or \$2,200 due to increase in electricity costs.

Timberland Regional Library 2020 Final Budget General Fund Naselle							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 123,946	\$ 119,229	\$ 115,864	\$ 119,000	\$ 134,495	\$ 18,631	16.1%
Benefits	40,193	41,239	45,254	45,000	50,231	4,977	11.0%
Supplies	1,875	2,984	2,400	2,600	1,935	(465)	-19.4%
Equipment	-	1,872	-	500	-	-	n/a
Professional Services	14,927	12,283	10,600	13,500	10,350	(250)	-2.4%
Communications	878	887	900	900	3,500	2,600	288.9%
Mileage	1,819	1,359	1,500	1,800	1,300	(200)	-13.3%
Transportation	-	-	-	60	-	-	n/a
Lodging	803	-	-	500	-	-	n/a
Meals	264	52	-	250	-	-	n/a
Operating Rentals	201	116	116	120	120	4	3.4%
Utilities	3,514	3,522	4,800	5,000	7,000	2,200	45.8%
Repairs & Maintenance	2,352	-	-	1,100	-	-	n/a
Registrations	25	-	1,500	350	1,500	-	0.0%
Capital	-	-	-	6,500	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 190,797</b>	<b>\$ 183,543</b>	<b>\$ 182,935</b>	<b>\$ 197,180</b>	<b>\$ 210,432</b>	<b>\$ 27,497</b>	<b>15.0%</b>

# Ocean Park

Service Data Ocean Park			
Type	Unincorporated		
Population	5,922		
# of Library Cards	3,712		
# of Active Cards	2,313		
% of Population Active	39.1%		
Service	2017	2018	2019 YTD
Circulation			
Physical	64,417	63,849	45,921
Digital	12,664	15,469	25,672
<b>Total</b>	<b>77,081</b>	<b>79,318</b>	<b>71,593</b>
Events			
Number of Events	172	197	71
Attendance	3,524	3,401	1,211
Computer Use			
Sessions	6,893	7,509	5,320
Avg Minutes per Session	34	33	33
Total Minutes Used	237,728	249,564	176,723



Ocean Park Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,765	\$ 27,503	\$ 105,268	1.00	\$ 82,500	\$ 27,321	\$ 109,822
Public Services Specialist	Local 3758	0.75	33,261	8,592	41,854	0.75	34,259	8,775	43,034
Library Assistant	Local 3758	0.75	30,438	15,091	45,529	0.75	33,261	15,669	48,930
Library Assistant	Local 3758	0.50	15,552	4,586	20,138	0.50	17,504	4,975	22,479
Library Assistant	Local 3758	0.50	13,025	4,039	17,064	0.50	17,504	5,162	22,666
<b>Total</b>		<b>3.50</b>	<b>\$ 170,041</b>	<b>\$ 59,811</b>	<b>\$ 229,852</b>	<b>3.50</b>	<b>\$ 185,029</b>	<b>\$ 61,902</b>	<b>\$ 246,931</b>

**Highlighted Changes:**

- Salaries increased by 8.7% or \$14,988 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 3.5% or \$2,091 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies decreased by 53.0% or \$2,330 due to decrease in printing toner costs.
- Professional services increased by 12.4% or \$2,660 due to increase in landscaping costs.
- Communications increased by 203.0% or \$2,680 due to data charges being moved to the individual library budgets in 2020.
- Mileage decreased by 50.0% or \$1,000 due to analysis of recent years' mileage reimbursement costs.

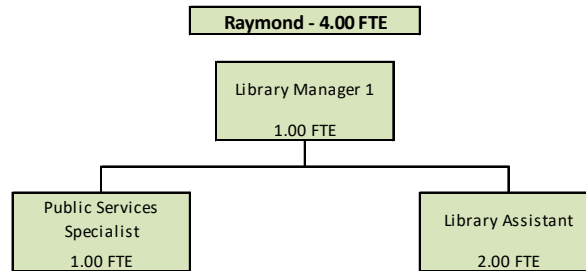
Timberland Regional Library 2020 Final Budget General Fund Ocean Park							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 166,941	\$ 164,799	\$ 173,041	\$ 168,000	\$ 188,029	\$ 14,988	8.7%
Benefits	53,046	53,434	59,811	56,000	61,902	2,091	3.5%
Supplies	576	2,095	4,400	3,500	2,070	(2,330)	-53.0%
Equipment	-	1,250	-	-	-	-	n/a
Professional Services	23,281	20,434	21,460	24,000	24,120	2,660	12.4%
Communications	1,326	1,249	1,320	1,400	4,000	2,680	203.0%
Mileage	1,434	1,552	2,000	1,200	1,000	(1,000)	-50.0%
Lodging	201	144	-	500	-	-	n/a
Meals	91	136	-	100	-	-	n/a
Operating Rentals	110	116	116	120	116	-	0.0%
Utilities	7,205	6,356	7,300	7,000	7,300	-	0.0%
Repairs & Maintenance	266	1,503	-	800	-	-	n/a
Memberships	75	43	118	160	120	3	2.1%
Registrations	-	-	1,500	-	1,500	-	0.0%
Intergovernmental	434	1,656	-	-	-	-	n/a
Capital	3,012	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 257,998</b>	<b>\$ 254,767</b>	<b>\$ 271,066</b>	<b>\$ 262,780</b>	<b>\$ 290,157</b>	<b>\$ 19,091</b>	<b>7.0%</b>

# Raymond

Property Tax Levies			
Raymond			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 142,411,025	\$ 144,422,499	\$ 158,971,090
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 56,859</b>	<b>\$ 55,191</b>	<b>\$ 57,567</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities			
by the City of Raymond			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ 8,350	\$ 8,700	\$ 9,800
<b>Total Amount Budgeted</b>	<b>\$ 8,350</b>	<b>\$ 8,700</b>	<b>\$ 9,800</b>

Service Data			
Raymond			
Type	City		
Population	6,215		
# of Library Cards	3,387		
# of Active Cards	1,644		
% of Population Active	26.5%		
Service	2017	2018	2019 YTD
Circulation			
Physical	51,706	50,557	37,241
Digital	6,919	8,283	6,478
<b>Total</b>	<b>58,625</b>	<b>58,840</b>	<b>43,719</b>
Events			
Number of Events	223	145	80
Attendance	2,375	1,844	956
Computer Use			
Sessions	5,468	5,748	4,573
Avg Minutes per Session	38	45	46
Total Minutes Used	210,356	257,177	208,909



Raymond Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 77,765	\$ 27,503	\$ 105,268	1.00	\$ 87,525	\$ 29,402	\$ 116,926
Public Services Specialist	Local 3758	1.00	56,178	22,828	79,006	1.00	44,348	20,050	64,398
Library Assistant	Local 3758	1.00	37,141	18,704	55,845	1.00	37,141	18,489	55,630
Library Assistant	Local 3758	0.50	15,099	9,309	24,408	1.00	35,009	9,108	44,117
Library Assistant	Local 3758	0.50	16,019	4,687	20,706	0.00	-	-	-
<b>Total</b>		<b>4.00</b>	<b>\$ 202,202</b>	<b>\$ 83,031</b>	<b>\$ 285,233</b>	<b>4.00</b>	<b>\$ 204,023</b>	<b>\$ 77,048</b>	<b>\$ 281,071</b>

**Budget Highlights:**

- Benefits decreased by 7.2% or \$5,983 due to redistribution of vacated Library Assistant hours.
- Communications increased 144.4% or \$2,600 due to data charges being moved to the individual library budget in 2020.

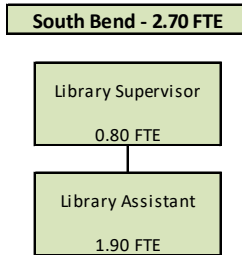
Timberland Regional Library 2020 Final Budget General Fund Raymond							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 193,575	\$ 184,881	\$ 205,202	\$ 186,000	\$ 207,023	\$ 1,821	0.9%
Benefits	69,005	68,646	83,031	73,000	77,048	(5,983)	-7.2%
Supplies	2,694	1,268	3,700	3,200	3,315	(385)	-10.4%
Equipment	3,650	-	-	-	-	-	n/a
Professional Services	3,407	1,085	2,650	650	2,575	(75)	-2.8%
Communications	1,605	1,791	1,800	1,900	4,400	2,600	144.4%
Mileage	271	-	300	140	200	(100)	-33.3%
Lodging	727	389	-	130	-	-	n/a
Meals	390	-	-	70	-	-	n/a
Repairs & Maintenance	-	4,925	1,200	1,700	1,500	300	25.0%
Memberships	-	-	50	50	50	-	n/a
Registrations	740	285	1,500	620	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 276,064</b>	<b>\$ 263,269</b>	<b>\$ 299,433</b>	<b>\$ 267,460</b>	<b>\$ 297,611</b>	<b>\$ (1,822)</b>	<b>-0.6%</b>

# South Bend

Property Tax Levies			
South Bend			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 80,501,429	\$ 84,539,542	\$ 92,737,961
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 32,141</b>	<b>\$ 32,307</b>	<b>\$ 33,583</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities			
by the City of South Bend			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ 500	\$ 500	\$ 500
Services	\$ 4,300	\$ 4,300	\$ 5,500
<b>Total Amount Budgeted</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>\$ 6,000</b>

Service Data			
South Bend			
Type	City		
Population	2,223		
# of Library Cards	1,736		
# of Active Cards	796		
% of Population Active	35.8%		
Service	2017	2018	2019 YTD
Circulation			
Physical	15,551	12,903	13,409
Digital	2,965	3,974	2,260
<b>Total</b>	<b>18,516</b>	<b>16,877</b>	<b>15,669</b>
Events			
Number of Events	92	112	35
Attendance	665	1,045	96
Computer Use			
Sessions	2,077	1,440	1,281
Avg Minutes per Session	40	31	36
Total Minutes Used	83,098	45,336	46,180



South Bend Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.80	\$ 46,291	\$ 19,033	\$ 65,324	0.80	\$ 47,680	\$ 19,300	\$ 66,980
Library Assistant	Local 3758	0.60	19,799	5,655	25,455	0.70	18,029	5,411	23,440
Library Assistant	Local 3758	0.70	25,998	13,702	39,701	0.70	24,506	6,628	31,134
Library Assistant	Local 3758	0.50	15,552	4,586	20,138	0.50	24,506	6,677	31,183
<b>Total</b>		<b>2.60</b>	<b>\$ 107,641</b>	<b>\$ 42,976</b>	<b>\$ 150,617</b>	<b>2.70</b>	<b>\$ 114,721</b>	<b>\$ 38,016</b>	<b>\$ 152,738</b>

**Highlighted Changes:**

- Salaries increased by 6.5% or \$7,080 due 3.0% COLA and salary adjustments from class and compensation study.
- Benefits decreased by 11.5% or \$4,960 due to Library Assistant declining insurance.
- Supplies increased by 262.5% or \$7,875 due to one-time purchase of new shelving.
- Communications increased by 192.9% or \$2,700 due to data charges being moved to the individual library budgets in 2020.

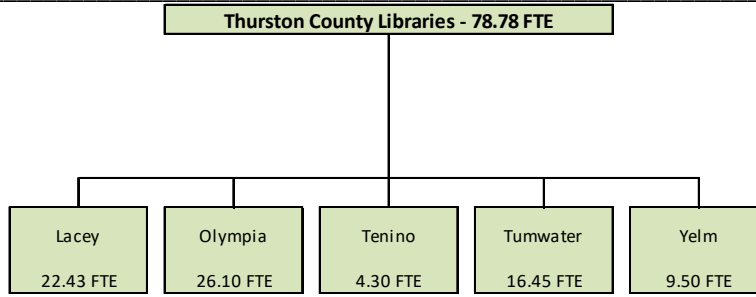
Timberland Regional Library 2020 Final Budget General Fund South Bend							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 102,308	\$ 96,454	\$ 109,641	\$ 93,000	\$ 116,721	\$ 7,080	6.5%
Benefits	36,722	33,114	42,976	30,000	38,016	(4,960)	-11.5%
Supplies	665	6,790	3,000	3,000	10,875	7,875	262.5%
Professional Services	1,927	829	2,580	800	2,540	(40)	-1.6%
Communications	1,287	1,564	1,400	1,500	4,100	2,700	192.9%
Mileage	33	122	500	300	250	(250)	-50.0%
Meals	76	60	-	-	-	-	n/a
Operating Rentals	116	58	116	340	116	-	0.0%
Repairs & Maintenance	-	-	-	5	-	-	n/a
Registrations	-	-	1,000	-	1,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 143,134</b>	<b>\$ 138,990</b>	<b>\$ 161,213</b>	<b>\$ 128,945</b>	<b>\$ 173,619</b>	<b>\$ 12,405</b>	<b>7.7%</b>



# Thurston County Library Budgets

Property Tax Levies Thurston County				
		2017 Levy	2018 Levy	2019 Levy
Unincorporated	Property Assessed Values	\$ 13,944,014,407	\$ 15,419,513,847	\$ 16,883,861,146
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 5,567,301	\$ 5,892,583	\$ 6,114,051
Bucoda	Property Assessed Values	\$ 24,315,377	\$ 27,065,260	\$ 29,746,586
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 9,708	\$ 10,343	\$ 10,772
Lacey	Property Assessed Values	\$ 5,266,599,967	\$ 5,743,443,053	\$ 6,381,577,858
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 2,102,748	\$ 2,194,863	\$ 2,310,923
Olympia	Property Assessed Values	\$ 6,631,555,378	\$ 6,690,364,182	\$ 7,078,934,567
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 2,647,721	\$ 2,556,729	\$ 2,563,452
Rainier	Property Assessed Values	\$ 138,695,502	\$ 153,946,058	\$ 177,110,936
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 55,376	\$ 58,831	\$ 64,136
Tenino	Property Assessed Values	\$ 107,677,484	\$ 117,344,048	\$ 122,698,300
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 42,991	\$ 44,843	\$ 44,432
Tumwater	Property Assessed Values	\$ 3,120,252,330	\$ 3,238,005,823	\$ 3,452,723,144
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 1,245,795	\$ 1,237,407	\$ 1,250,314
Yelm	Property Assessed Values	\$ 801,499,848	\$ 827,148,177	\$ 905,204,140
	Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
	Amount Levied	\$ 320,008	\$ 316,096	\$ 327,796
<b>Thurston County Total</b>	<b>Property Assessed Values</b>	<b>\$ 30,034,610,293</b>	<b>\$ 32,216,830,448</b>	<b>\$ 35,031,856,677</b>
	<b>Levy Rate</b>	<b>\$ 0.399261</b>	<b>\$ 0.382151</b>	<b>\$ 0.362124</b>
	<b>Amount Levied</b>	<b>\$ 11,991,649</b>	<b>\$ 12,311,694</b>	<b>\$ 12,685,876</b>

Service Data Thurston County				
Thurston County Libraries	Population	272,870		
	# of Library Cards	165,035		
	# of Active Cards	89,216		
	% of Population Active	32.7%		
	Service	<b>2017</b>	<b>2018</b>	<b>2019 YTD</b>
	Circulation			
	Physical	1,518,361	1,465,835	1,089,625
	Digital	427,444	516,820	388,416
	<b>Total</b>	<b>1,945,805</b>	<b>1,982,655</b>	<b>1,478,041</b>
	Events			
	Number of Events	1,757	1,842	1,008
	Attendance	77,401	79,769	25,272
	Computer Use			
	Sessions	167,219	211,929	150,266
	Avg Minutes per Session	32	32	33
	Total Minutes Used	5,376,470	6,879,013	4,920,039



The chart below contains a list of cities in Thurston County that are contractually responsible for building repairs, maintenance, and utilities of the libraries in their cities. These items are not a part of the TRL budget.

City Budgets for Library Building Repairs, Maintenance, and Utilities				
Thurston County				
		2017 Budget	2018 Budget	2019 Budget
Lacey	Supplies	\$ -	\$ -	\$ -
	Services	\$ 163,607	\$ 93,675	\$ 103,675
	<b>Total Amount Budgeted</b>	<b>\$ 163,607</b>	<b>\$ 93,675</b>	<b>\$ 103,675</b>
Olympia	Supplies	\$ -	\$ -	\$ -
	Services	\$ -	\$ -	\$ -
	<b>Total Amount Budgeted</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Tenino	Supplies	\$ -	\$ -	\$ -
	Services	\$ 9,237	\$ 12,593	\$ 11,553
	<b>Total Amount Budgeted</b>	<b>\$ 9,237</b>	<b>\$ 12,593</b>	<b>\$ 11,553</b>
Tumwater	Supplies	\$ -	\$ -	\$ -
	Services	\$ 55,575	\$ 55,575	\$ 72,200
	<b>Total Amount Budgeted</b>	<b>\$ 55,575</b>	<b>\$ 55,575</b>	<b>\$ 72,200</b>
Yelm	Supplies	\$ -	\$ -	\$ -
	Services	\$ 55,000	\$ 30,000	\$ 27,165
	<b>Total Amount Budgeted</b>	<b>\$ 55,000</b>	<b>\$ 30,000</b>	<b>\$ 27,165</b>
<b>Thurston County Total</b>	<b>Supplies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Services</b>	<b>\$ 283,419</b>	<b>\$ 191,843</b>	<b>\$ 214,593</b>
	<b>Total Amount Budgeted</b>	<b>\$ 283,419</b>	<b>\$ 191,843</b>	<b>\$ 214,593</b>

\* Waiting for budget data from the cities of Olympia.

Timberland Regional Library 2020 Final Budget General Fund Revenues Thurston County Libraries							
Revenue Type	2017 Actual	2018 Actual	2019 Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Property Tax	\$ 11,984,312	\$ 12,258,384	\$ 12,850,000	\$ 12,600,000	\$ 13,060,000	\$ 210,000	1.6%
Sale of Tax Title Property	445	51	-	750	-	-	n/a
Leasehold Tax	19,606	19,604	19,000	19,000	19,000	-	0.0%
Timber Excise Tax	65,153	102,859	65,000	130,000	65,000	-	0.0%
In Lieu of Taxes	3,420	4,232	-	-	-	-	n/a
DNR Trust	45,384	18,409	30,000	58,000	30,000	-	0.0%
Forest Board Interest	137	110	100	180	100	-	n/a
Forest Board Rentals	2,518	1,322	1,100	5,000	2,000	900	81.8%
Timber Sales - State	117,100	85,458	90,000	160,000	90,000	-	0.0%
<b>Total Revenues</b>	<b>\$ 12,238,075</b>	<b>\$ 12,490,429</b>	<b>\$ 13,055,200</b>	<b>\$ 12,972,930</b>	<b>\$ 13,266,100</b>	<b>\$ 210,900</b>	<b>1.6%</b>

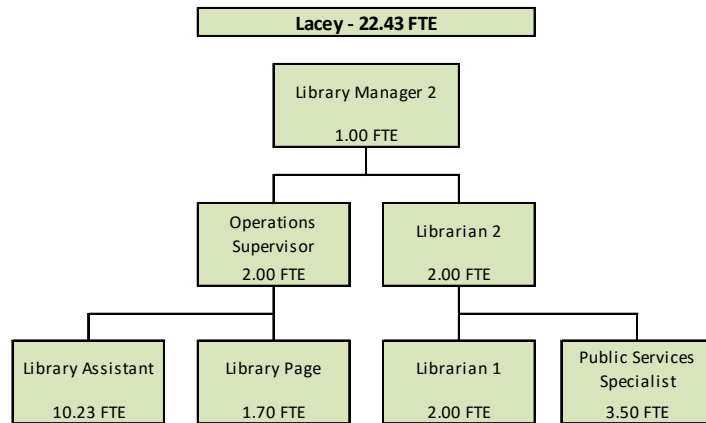
Timberland Regional Library 2020 Final Budget General Fund Thurston County Libraries							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 3,141,506	\$ 3,110,708	\$ 3,383,613	\$ 3,137,000	\$ 3,871,293	\$ 487,681	14.4%
Benefits	1,255,252	1,245,036	1,476,918	1,350,000	1,620,291	143,372	9.7%
Supplies	9,020	28,409	45,100	58,000	83,780	38,680	85.8%
Equipment	3,599	4,817	-	3,000	-	-	n/a
Professional Services	96,300	96,843	124,340	95,300	119,145	(5,195)	-4.2%
Communications	4,985	5,587	6,200	10,080	19,250	13,050	210.5%
Mileage	3,626	3,115	3,550	3,070	3,650	100	2.8%
Transportation	661	2,215	-	330	-	-	n/a
Lodging	1,586	450	-	2,100	-	-	n/a
Meals	1,943	1,578	-	1,320	-	-	n/a
Operating Rentals	116	116	116	645	120	4	3.4%
Repairs & Maintenance	25,397	23,983	1,500	28,190	1,500	-	n/a
Miscellaneous	217	-	-	-	-	-	n/a
Memberships	125	1,710	1,680	1,555	1,705	25	1.5%
Registrations	2,798	2,951	8,500	1,600	8,500	-	0.0%
Capital	-	12,140	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 4,547,131</b>	<b>\$ 4,539,658</b>	<b>\$ 5,051,517</b>	<b>\$ 4,692,190</b>	<b>\$ 5,729,234</b>	<b>\$ 677,717</b>	<b>13.4%</b>

# Lacey

Property Tax Levies Lacey			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 5,266,599,967	\$ 5,743,443,053	\$ 6,381,577,858
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 2,102,748</b>	<b>\$ 2,194,863</b>	<b>\$ 2,310,923</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Lacey			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ 163,607	\$ 93,675	\$ 103,675
<b>Total Amount Budgeted</b>	<b>\$ 163,607</b>	<b>\$ 93,675</b>	<b>\$ 103,675</b>

Service Data Lacey			
Type	City		
Population	113,997		
# of Library Cards	65,766		
# of Active Cards	30,704		
% of Population Active	26.9%		
Service	2017	2018	2019 YTD
Circulation			
Physical	529,631	513,846	384,486
Digital	159,264	190,904	149,532
<b>Total</b>	<b>688,895</b>	<b>704,750</b>	<b>534,018</b>
Events			
Number of Events	332	379	266
Attendance	23,391	26,792	10,295
Computer Use			
Sessions	56,642	75,135	52,734
Avg Minutes per Session	31	31	31
Total Minutes Used	1,736,691	2,314,122	1,628,743



Lacey Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 2	Local 3758-S	1.00	\$ 82,500	\$ 26,911	\$ 109,410	1.00	\$ 84,975	\$ 27,857	\$ 112,832
Librarian 2	Local 3758-S	1.00	71,165	24,456	95,620	1.00	75,500	25,805	101,305
Librarian 2	Local 3758-S	1.00	67,080	23,652	90,732	1.00	71,165	25,052	96,216
Operations Supervisor	Local 3758-S	1.00	57,864	21,575	79,439	1.00	63,229	23,147	86,376
Librarian 1	Local 3758	1.00	59,600	23,650	83,250	1.00	67,080	25,159	92,239
Librarian 1	Local 3758	1.00	48,460	11,349	59,809	1.00	51,411	11,988	63,398
Public Services Specialist	Local 3758	0.75	42,134	18,904	61,038	0.75	43,398	19,122	62,520
Public Services Specialist	Local 3758	0.50	26,477	11,773	38,250	0.50	28,089	12,193	40,282
Public Services Specialist	Local 3758	0.75	32,293	15,493	47,785	0.75	34,259	15,885	50,144
Public Services Specialist	Local 3758	0.75	42,134	17,624	59,758	0.75	43,398	17,864	61,262
Public Services Specialist	Local 3758	0.75	35,287	17,421	52,707	0.75	37,435	17,830	55,266
Operations Supervisor	Local 3758-S	1.00	47,049	20,663	67,712	1.00	52,953	22,004	74,957
Library Assistant	Local 3758	1.00	36,059	16,852	52,910	1.00	39,402	17,986	57,388
Library Assistant	Local 3758	0.75	27,044	14,437	41,481	0.75	29,552	15,051	44,602
Library Assistant	Local 3758	1.00	32,999	16,270	49,269	1.00	37,141	17,682	54,823
Library Assistant	Local 3758	0.40	15,761	3,742	19,503	0.40	16,721	3,950	20,670
Library Assistant	Local 3758	1.00	39,403	17,657	57,060	1.00	41,802	18,692	60,493
Library Assistant	Local 3758	0.75	21,989	13,261	35,250	0.75	27,044	14,322	41,366
Library Assistant	Local 3758	0.63	23,909	6,481	30,390	0.63	26,126	6,928	33,054
Library Assistant	Local 3758	1.00	35,009	18,110	53,119	1.00	37,141	18,412	55,553
Library Assistant	Local 3758	0.50	12,646	3,250	15,895	0.75	26,257	14,152	40,408
Library Assistant	Local 3758	0.60	15,175	11,844	27,019	0.85	29,757	16,314	46,072
Library Assistant	Local 3758	0.50	13,025	10,099	23,124	0.00	-	-	-
Library Assistant	Local 3758	0.50	12,646	10,016	22,662	0.85	29,757	16,314	46,072
Library Assistant	Local 3758	0.50	15,630	11,943	27,573	0.75	27,044	14,322	41,366
Library Assistant	Local 3758	0.50	12,646	8,777	21,423	0.00	-	-	-
Library Assistant	Local 3758	0.60	12,646	4,037	16,683	0.00	-	-	-
Library Assistant	Local 3758	0.50	12,646	8,777	21,423	0.50	17,504	9,715	27,219
Library Assistant	Local 3758	0.75	20,125	13,919	34,044	0.00	-	-	-
Library Page	Local 3758	1.00	26,833	16,472	43,305	1.00	29,319	16,794	46,113
Library Page	Local 3758	0.70	17,703	13,365	31,068	0.70	19,925	13,686	33,611
<b>Total</b>		<b>23.68</b>	<b>\$ 1,015,934</b>	<b>\$ 452,779</b>	<b>\$ 1,468,712</b>	<b>22.43</b>	<b>\$ 1,087,383</b>	<b>\$ 458,226</b>	<b>\$ 1,545,608</b>

**Highlighted Changes:**

- Salaries increased by 7.0% or \$71,449 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 1.2% or \$5,447 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies increased by 36.8% or \$5,110 due to increase in printing toner costs.
- Communications increased by 153.0% or \$2,570 due to data charges being moved to the individual library budgets in 2020.

Timberland Regional Library 2020 Final Budget General Fund Lacey							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 938,851	\$ 952,119	\$ 1,020,934	\$ 970,000	\$ 1,092,383	\$ 71,449	7.0%
Benefits	373,713	385,552	452,779	422,000	458,226	5,447	1.2%
Supplies	927	8,217	13,900	13,000	19,010	5,110	36.8%
Equipment	-	1,543	-	-	-	-	n/a
Professional Services	4,352	3,031	3,650	4,000	3,600	(50)	-1.4%
Communications	1,556	1,469	1,680	1,680	4,250	2,570	153.0%
Mileage	596	522	900	600	700	(200)	-22.2%
Transportation	30	-	-	-	-	-	n/a
Lodging	171	-	-	-	-	-	n/a
Meals	692	300	-	-	-	-	n/a
Repairs & Maintenance	-	1,574	1,500	2,700	1,500	-	0.0%
Miscellaneous	217	-	-	-	-	-	n/a
Memberships	-	915	920	700	925	5	0.5%
Registrations	1,597	1,210	2,500	500	2,500	-	0.0%
Capital	-	6,070	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,322,702</b>	<b>\$ 1,362,521</b>	<b>\$ 1,498,762</b>	<b>\$ 1,415,180</b>	<b>\$ 1,583,093</b>	<b>\$ 84,331</b>	<b>5.6%</b>

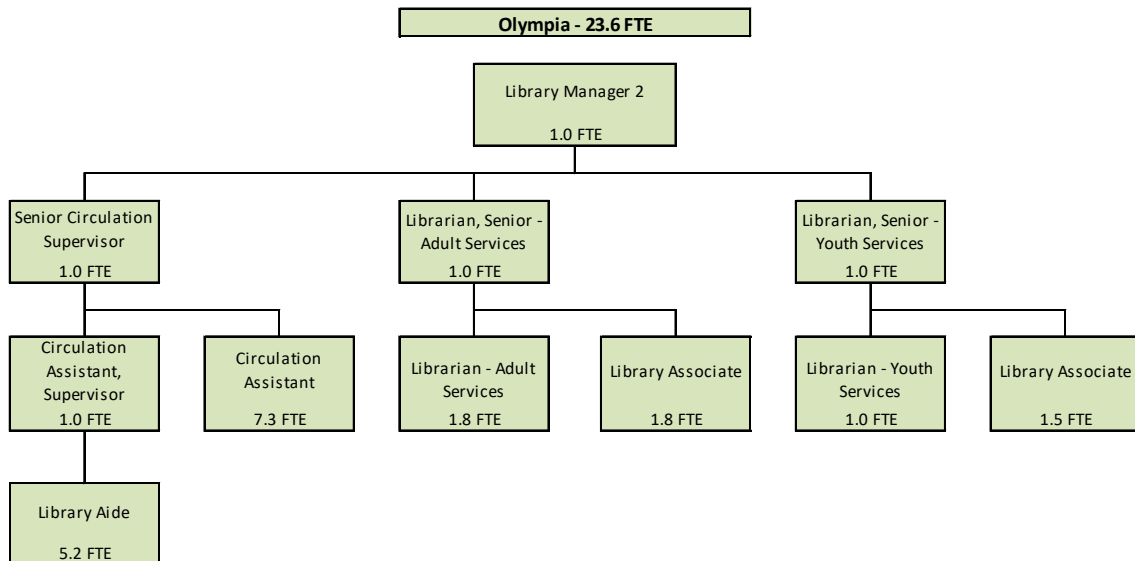
# Olympia

Property Tax Levies Olympia			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 6,631,555,378	\$ 6,690,364,182	\$ 7,078,934,567
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 2,647,721</b>	<b>\$ 2,556,729</b>	<b>\$ 2,563,452</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Olympia			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ -	\$ -	\$ -
<b>Total Amount Budgeted</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Currently waiting on budget data from City of Olympia

Service Data Olympia			
Type	City		
Population	69,260		
# of Library Cards	42,600		
# of Active Cards	24,832		
% of Population Active	35.9%		
Service	2017	2018	2019 YTD
Circulation			
Physical	469,595	449,046	329,892
Digital	144,202	172,560	121,887
<b>Total</b>	<b>613,797</b>	<b>621,606</b>	<b>451,779</b>
Events			
Number of Events	464	475	250
Attendance	19,678	18,174	5,867
Computer Use			
Sessions	55,726	78,261	56,034
Avg Minutes per Session	32	33	33
Total Minutes Used	1,766,563	2,548,751	1,847,985



Olympia Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 2	Local 3758-S	1.00	\$ 73,301	\$ 24,999	\$ 98,300	1.00	\$ 77,764	\$ 26,481	\$ 104,245
Librarian 2	Local 3758-S	1.00	73,301	24,918	98,219	1.00	65,126	24,455	89,582
Librarian 2	Local 3758-S	1.00	73,301	24,918	98,219	1.00	71,165	25,763	96,928
Librarian 2	Local 3758	0.00	-	-	-	1.00	80,097	26,801	106,899
Librarian 2	Local 3758	0.00	-	-	-	0.50	40,049	9,858	49,907
Librarian 2	Local 3758	0.00	-	-	-	1.00	80,097	26,801	106,899
Operations Supervisor	Local 3758-S	1.00	52,953	20,511	73,464	1.00	56,179	21,620	77,799
Librarian 1	Local 3758	1.00	51,411	20,258	71,669	1.00	42,362	19,710	62,073
Librarian 1	Local 3758	0.80	41,129	17,894	59,023	0.80	34,445	16,619	51,064
Librarian 1	Local 3758	1.00	56,178	21,210	77,388	1.00	59,600	14,434	74,034
Operations Supervisor	Local 3758-S	1.00	47,049	19,232	66,281	1.00	51,411	20,587	71,998
Public Services Specialist	Local 3758	1.00	45,678	20,366	66,044	0.80	34,445	17,163	51,608
Public Services Specialist	Local 3758	1.00	48,460	21,156	69,616	1.00	49,914	21,255	71,169
Public Services Specialist	Local 3758	1.00	51,411	21,795	73,206	0.80	43,634	18,424	62,057
Public Services Specialist	Local 3758	0.70	31,044	8,078	39,122	0.70	32,934	16,504	49,438
Library Assistant	Local 3758	0.90	27,179	14,860	42,039	1.00	31,508	17,454	48,962
Library Assistant	Local 3758	0.70	20,523	12,435	32,959	0.90	36,059	17,194	53,253
Library Assistant	Local 3758	1.00	30,199	17,201	47,399	1.00	36,059	18,254	54,313
Library Assistant	Local 3758	0.90	27,179	16,082	43,261	0.90	31,508	16,859	48,367
Library Assistant	Local 3758	1.00	39,403	17,576	56,979	1.00	44,348	19,058	63,406
Library Assistant	Local 3758	1.00	39,403	19,194	58,597	1.00	43,056	19,770	62,826
Library Assistant	Local 3758	0.70	27,582	7,328	34,910	0.70	29,261	7,658	36,919
Library Assistant	Local 3758	0.80	31,522	15,732	47,255	0.80	34,445	17,145	51,590
Library Assistant	Local 3758	0.70	17,704	5,189	22,893	0.70	24,506	6,628	31,134
Library Assistant	Local 3758	0.80	24,884	15,252	40,136	1.00	36,059	18,159	54,218
Library Assistant	Local 3758	1.00	32,038	17,330	49,368	0.70	25,241	14,819	40,060
Library Assistant	Local 3758	0.80	20,233	13,389	33,622	0.60	21,005	11,490	32,495
Library Assistant	Local 3758	0.70	18,235	12,773	31,008	0.70	24,506	12,591	37,097
Library Assistant	Local 3758	0.60	19,223	5,449	24,672	0.70	24,506	14,678	39,184
Library Assistant	Local 3758	0.80	20,233	5,805	26,038	0.80	28,847	15,221	44,068
<b>Total</b>		<b>23.90</b>	<b>\$ 1,040,754</b>	<b>\$ 440,931</b>	<b>\$ 1,481,686</b>	<b>26.10</b>	<b>\$ 1,290,136</b>	<b>\$ 533,454</b>	<b>\$ 1,823,590</b>



**Highlighted Changes:**

- Salaries increased 23.8% or \$249,382 due to e-Librarian positions being moved to the Olympia branch and a 3.0% COLA and salary adjustment from the class and compensation study.
- Benefits increased 21.0% or \$92,523 due to e-Librarian positions being moved to the Olympia branch and a 3.0% COLA and salary adjustment from the class and compensation study.
- Supplies increased by 20.4% or \$2,890 due to increase in printing toner for the library.
- Communications increase by 265.0% or \$2,650 due to data charges being move to the individual library budgets in 2020.

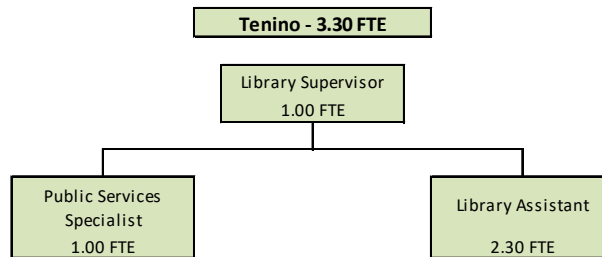
Timberland Regional Library 2020 Final Budget General Fund Olympia							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 982,020	\$ 955,316	\$ 1,045,754	\$ 932,000	\$ 1,295,136	\$ 249,382	23.8%
Benefits	392,216	372,256	440,931	390,000	533,454	92,523	21.0%
Supplies	856	6,119	14,200	15,000	17,090	2,890	20.4%
Equipment	475	-	-	3,000	-	-	n/a
Professional Services	75,378	71,738	75,100	75,000	70,750	(4,350)	-5.8%
Communications	726	806	1,000	800	3,650	2,650	265.0%
Mileage	301	601	500	800	1,000	500	100.0%
Transportation	594	1,646	-	130	-	-	n/a
Lodging	1,415	-	-	1,200	-	-	n/a
Meals	613	320	-	400	-	-	n/a
Repairs & Maintenance	762	131	-	1,400	-	-	n/a
Memberships	125	125	125	175	175	50	40.0%
Registrations	1,136	751	2,500	700	2,500	-	0.0%
Capital	-	6,070	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 1,456,617</b>	<b>\$ 1,415,878</b>	<b>\$ 1,580,111</b>	<b>\$ 1,420,605</b>	<b>\$ 1,923,755</b>	<b>\$ 343,645</b>	<b>21.7%</b>

# Tenino

Property Tax Levies			
Tenino			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 107,677,484	\$ 117,344,048	\$ 122,698,300
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 42,991</b>	<b>\$ 44,843</b>	<b>\$ 44,432</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities			
by the City of Tenino			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ 9,237	\$ 12,593	\$ 11,553
<b>Total Amount Budgeted</b>	<b>\$ 9,237</b>	<b>\$ 12,593</b>	<b>\$ 11,553</b>

Service Data			
Tenino			
Type	City		
Population	7,247		
# of Library Cards	2,203		
# of Active Cards	1,374		
% of Population Active	19.0%		
Service	2017	2018	2019 YTD
Circulation			
Physical	28,008	25,623	18,875
Digital	6,762	8,453	6,681
<b>Total</b>	<b>34,770</b>	<b>34,076</b>	<b>25,556</b>
Events			
Number of Events	135	130	70
Attendance	2,957	2,313	846
Computer Use			
Sessions	4,021	4,050	2,883
Avg Minutes per Session	37	38	37
Total Minutes Used	148,624	155,091	105,562



Tenino Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Supervisor	Local 3758-S	0.00	\$ -	\$ -	\$ -	1.00	\$ 51,411	\$ 21,578	72,989
Library Associate	Local 3758	1.00	47,049	11,750	58,798	1.00	49,913	12,336	62,250
Lead Library Assistant	Local 3758	0.90	34,429	16,511	50,940	0.90	36,527	17,481	54,007
Library Assistant, Senior	Local 3758	0.90	30,590	16,821	47,411	0.90	32,453	17,064	49,517
Library Assistant	Local 3758	0.50	16,500	4,872	21,372	0.50	17,504	5,161	22,665
<b>Total</b>		<b>3.30</b>	<b>\$ 128,568</b>	<b>\$ 49,954</b>	<b>\$ 178,522</b>	<b>4.30</b>	<b>\$ 187,808</b>	<b>\$ 73,620</b>	<b>\$ 261,428</b>

**Highlighted Changes:**

- Salaries increased by 45.7% or \$59,240 due to addition of Library Supervisor position.
- Benefits increased by 47.7% or \$23,666 due to addition of Library Supervisor position.
- Supplies increased by 420.0% or \$9,660 due to one-time costs for new office equipment and furniture.
- Communications increased by 260.0% or \$2,600 due to data charges being moved to the individual library budgets in 2020.

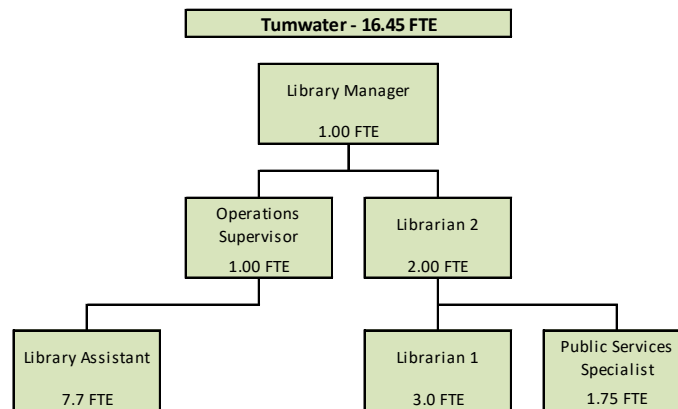
Timberland Regional Library 2020 Final Budget General Fund Tenino							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 117,915	\$ 121,568	\$ 129,568	\$ 128,000	\$ 188,808	\$ 59,240	45.7%
Benefits	42,319	43,750	49,954	49,000	73,620	23,666	47.4%
Supplies	554	2,105	2,300	4,700	11,960	9,660	420.0%
Equipment	-	608	-	-	-	-	n/a
Professional Services	1,606	2,242	2,600	1,600	2,550	(50)	-1.9%
Communications	971	978	1,000	5,100	3,600	2,600	260.0%
Mileage	1,037	219	500	450	250	(250)	-50.0%
Meals	171	134	-	70	-	-	n/a
Operating Rentals	116	116	116	120	120	4	3.4%
Repairs & Maintenance	-	-	-	20	-	-	n/a
Memberships	-	25	25	-	25	-	0.0%
Registrations	-	199	500	-	500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 164,689</b>	<b>\$ 171,945</b>	<b>\$ 186,563</b>	<b>\$ 189,060</b>	<b>\$ 281,433</b>	<b>\$ 94,870</b>	<b>50.9%</b>

# Tumwater

Property Tax Levies			
Tumwater			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 3,120,252,330	\$ 3,238,005,823	\$ 3,452,723,144
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 1,245,795</b>	<b>\$ 1,237,407</b>	<b>\$ 1,250,314</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Tumwater			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ 55,575	\$ 55,575	\$ 72,200
<b>Total Amount Budgeted</b>	<b>\$ 55,575</b>	<b>\$ 55,575</b>	<b>\$ 72,200</b>

Service Data			
Tumwater			
Type	City		
Population	50,792		
# of Library Cards	31,229		
# of Active Cards	15,862		
% of Population Active	31.2%		
Service	2017	2018	2019 YTD
Circulation			
Physical	336,663	325,241	241,919
Digital	87,717	104,836	81,519
<b>Total</b>	<b>424,380</b>	<b>430,077</b>	<b>323,438</b>
Events			
Number of Events	395	456	253
Attendance	16,399	17,574	4,742
Computer Use			
Sessions	34,119	33,692	24,284
Avg Minutes per Session	34	34	35
Total Minutes Used	1,144,085	1,137,066	852,405



Tumwater Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 2	Local 3758-S	1.00	\$ 69,092	\$ 25,625	\$ 94,717	1.00	\$ 80,097	\$ 27,716	\$ 107,814
Librarian 2	Local 3758-S	1.00	73,301	26,617	99,918	1.00	80,097	27,978	108,076
Librarian 2	Local 3758-S	1.00	73,301	26,536	99,837	1.00	80,097	27,793	107,890
Operations Supervisor	Local 3758-S	1.00	52,953	22,078	75,031	1.00	56,179	22,721	78,899
Librarian 1	Local 3758	1.00	48,460	21,156	69,616	1.00	51,411	21,579	72,990
Librarian 1	Local 3758	1.00	51,411	20,177	71,588	1.00	54,542	21,266	75,808
Librarian 1	Local 3758	1.00	61,387	23,824	85,211	1.00	65,126	24,473	89,600
Public Services Specialist	Local 3758	1.00	47,049	20,931	67,980	1.00	49,914	21,441	71,355
Public Services Specialist	Local 3758	0.75	40,907	17,358	58,265	0.75	43,398	17,864	61,262
Library Assistant	Local 3758	0.75	23,328	14,749	38,078	0.75	27,044	15,394	42,438
Library Assistant	Local 3758	0.75	23,328	6,441	29,769	0.75	26,257	14,152	40,408
Library Assistant	Local 3758	1.00	39,403	17,657	57,060	1.00	43,056	18,963	62,019
Library Assistant	Local 3758	1.00	39,403	19,194	58,597	1.00	43,056	19,770	62,826
Library Assistant	Local 3758	0.75	23,328	13,551	36,879	0.75	26,257	14,152	40,408
Library Assistant	Local 3758	0.75	28,691	15,992	44,683	0.75	30,439	16,315	46,754
Library Assistant	Local 3758	0.60	17,592	10,784	28,375	0.60	21,005	11,490	32,495
Library Assistant	Local 3758	0.60	15,630	12,024	27,654	1.00	36,059	18,363	54,422
Library Assistant	Local 3758	0.60	16,098	4,773	20,871	0.60	21,635	5,938	27,573
Library Assistant	Local 3758	0.50	15,175	10,342	25,516	0.50	17,504	9,715	27,219
Library Assistant	Local 3758	0.60	13,818	10,351	24,169	0.00	-	-	-
<b>Total</b>		<b>16.65</b>	<b>\$ 773,655</b>	<b>\$ 340,161</b>	<b>\$ 1,113,817</b>	<b>16.45</b>	<b>\$ 853,173</b>	<b>\$ 357,083</b>	<b>\$ 1,210,256</b>

**Highlighted Changes:**

- Salaries increased by 10.3% or \$79,518 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 5.0% or \$16,921 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies increased by 167.2% or \$14,715 due to one-time purchase of new office equipment and furniture.
- Communications increased by 288.9% or \$2,600 due to data charges being moved to the individual library budget in 2020.

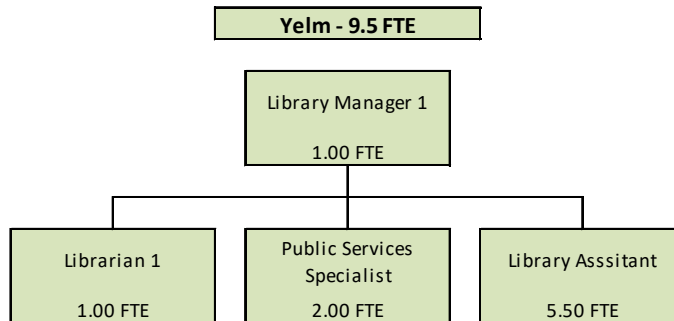
Timberland Regional Library 2020 Final Budget General Fund Tumwater							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 712,848	\$ 696,039	\$ 775,655	\$ 730,000	\$ 855,173	\$ 79,518	10.3%
Benefits	288,596	283,627	340,161	310,000	357,083	16,921	5.0%
Supplies	1,166	5,310	8,800	18,000	23,515	14,715	167.2%
Equipment	737	-	-	-	-	-	n/a
Professional Services	1,416	1,129	2,750	700	2,625	(125)	-4.5%
Communications	928	726	900	800	3,500	2,600	288.9%
Mileage	1,266	835	900	1,000	1,300	400	44.4%
Transportation	21	569	-	200	-	-	n/a
Lodging	-	-	-	900	-	-	n/a
Meals	198	333	-	150	-	-	n/a
Operating Rentals	-	-	-	525	-	-	n/a
Repairs & Maintenance	-	159	-	70	-	-	n/a
Memberships	-	460	460	430	430	(30)	-6.5%
Registrations	50	723	1,500	350	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 1,007,226</b>	<b>\$ 989,910</b>	<b>\$ 1,131,127</b>	<b>\$ 1,063,125</b>	<b>\$ 1,245,126</b>	<b>\$ 113,999</b>	<b>10.1%</b>

# Yelm

Property Tax Levies Yelm			
	2017 Levy	2018 Levy	2019 Levy
Property Assessed Values	\$ 801,499,848	\$ 827,148,177	\$ 905,204,140
Levy Rate	\$ 0.399261	\$ 0.382151	\$ 0.362124
<b>Amount Levied</b>	<b>\$ 320,008</b>	<b>\$ 316,096</b>	<b>\$ 327,796</b>

Amounts Budgeted for Library Building Repairs, Maintenance, and Utilities by the City of Yelm			
	2017 Budget	2018 Budget	2019 Budget
Supplies	\$ -	\$ -	\$ -
Services	\$ 55,000	\$ 30,000	\$ 27,165
<b>Total Amount Budgeted</b>	<b>\$ 55,000</b>	<b>\$ 30,000</b>	<b>\$ 27,165</b>

Service Data Yelm			
Type	City		
Population	30,782		
# of Library Cards	21,003		
# of Active Cards	15,583		
% of Population Active	50.6%		
Service	2017	2018	2019 YTD
Circulation			
Physical	142,584	135,332	100,142
Digital	25,996	29,802	25,354
<b>Total</b>	<b>168,580</b>	<b>165,134</b>	<b>125,496</b>
Events			
Number of Events	431	402	169
Attendance	14,976	14,916	3,522
Computer Use			
Sessions	16,711	20,791	14,331
Avg Minutes per Session	35	35	34
Total Minutes Used	580,507	723,983	485,344



Yelm Position Inventory									
Position Title	Group	2019				2020			
		FTE	Salary	Benefits	Total	FTE	Salary	Benefits	Total
Library Manager 1	Local 3758-S	1.00	\$ 73,300	\$ 26,404	\$ 99,704	1.00	\$ 67,080	\$ 25,159	\$ 92,239
Librarian 1	Local 3758	1.00	48,460	21,237	69,697	1.00	51,411	21,765	73,176
Public Services Specialist	Local 3758	1.00	51,411	21,663	73,074	1.00	54,542	22,181	76,723
Public Services Specialist	Local 3758	1.00	56,178	21,210	77,388	1.00	57,864	21,985	79,849
Library Assistant	Local 3758	0.75	40,584	19,450	60,034	1.00	44,348	20,050	64,398
Library Assistant	Local 3758	0.75	22,649	14,466	37,115	0.75	26,257	14,152	40,408
Library Assistant	Local 3758	0.50	23,329	14,694	38,023	0.75	26,257	15,205	41,462
Library Assistant	Local 3758	0.50	15,552	4,586	20,138	0.50	17,504	4,975	22,479
Library Assistant	Local 3758	1.00	15,102	9,310	24,412	0.50	17,504	9,901	27,405
Library Assistant	Local 3758	0.50	18,571	11,300	29,870	0.50	19,127	11,387	30,514
Library Assistant	Local 3758	0.75	19,538	13,873	33,411	0.75	27,044	15,580	42,624
Library Assistant	Local 3758	0.75	24,028	14,901	38,929	0.75	27,856	15,570	43,426
<b>Total</b>		<b>9.50</b>	<b>\$ 408,702</b>	<b>\$ 193,093</b>	<b>\$ 601,795</b>	<b>9.50</b>	<b>\$ 436,794</b>	<b>\$ 197,908</b>	<b>\$ 634,702</b>

**Highlighted Changes:**

- Salaries increased by 6.8% or \$28,092 due to 3.0% COLA and salary adjustments from class and compensation study.
- Benefits increased by 2.5% or \$4,815 due to 3.0% COLA and salary adjustments from class and compensation study.
- Supplies increased by 106.9% or \$6,305 due to one-time purchase of new office equipment and furniture.
- Communications increased by 162.3% or \$2,630 due to data charges being moved to the individual library budgets in 2020.

Timberland Regional Library 2020 Final Budget General Fund Yelm							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Salaries	\$ 389,872	\$ 385,666	\$ 411,702	\$ 377,000	\$ 439,794	\$ 28,092	6.8%
Benefits	158,408	159,851	193,093	179,000	197,908	4,815	2.5%
Supplies	5,517	6,659	5,900	7,300	12,205	6,305	106.9%
Equipment	2,387	2,666	-	-	-	-	n/a
Professional Services	13,548	18,702	40,240	14,000	39,620	(620)	-1.5%
Communications	804	1,609	1,620	1,700	4,250	2,630	162.3%
Mileage	426	938	750	220	400	(350)	-46.7%
Transportation	16	-	-	-	-	-	n/a
Lodging	-	450	-	-	-	-	n/a
Meals	269	491	-	700	-	-	n/a
Repairs & Maintenance	24,635	22,120	-	24,000	-	-	n/a
Memberships	-	185	150	250	150	-	0.0%
Registrations	15	68	1,500	50	1,500	-	0.0%
<b>Total Expenditures</b>	<b>\$ 595,897</b>	<b>\$ 599,404</b>	<b>\$ 654,955</b>	<b>\$ 604,220</b>	<b>\$ 695,827</b>	<b>\$ 40,872</b>	<b>6.2%</b>

## **Part 3 – Technology Fund**



### Technology Fund

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

**Highlights of Changes:**

- There is a transfer of \$250,000 from the General Fund to the Technology 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.
- In 2019, new checkout machines were installed in all of our libraries. In 2020, TRL will be working on a plan to implement RFID. The estimated cost is \$400,000.

Timberland Regional Library 2020 Final Budget Technology Fund							
Revenues	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Investment Interest	\$ 10,267	\$ 13,509	\$ 6,000	\$ 16,000	\$ 14,000	\$ 8,000	133.3%
Transfers In	-	-	250,000	250,000	250,000	-	0.0%
<b>Total Revenues</b>	<b>\$ 10,267</b>	<b>\$ 13,509</b>	<b>\$ 256,000</b>	<b>\$ 266,000</b>	<b>\$ 264,000</b>	<b>\$ 8,000</b>	<b>59.2%</b>

Timberland Regional Library 2020 Preliminary Budget Automated Circulation Fund							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Supplies	\$ -	\$ 61,275	\$ -	\$ -	\$ -	\$ -	n/a
Professional Services	25,802	-	-	-	-	-	n/a
Capital	-	102,380	5,000	130,000	400,000	395,000	7900.0%
<b>Total Expenditures</b>	<b>\$ 25,802</b>	<b>\$ 163,655</b>	<b>\$ 5,000</b>	<b>\$ 130,000</b>	<b>\$ 400,000</b>	<b>\$ 395,000</b>	<b>7900.0%</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 2020.

Timberland Regional Library 2020 Final Budget Unemployment Fund							
Revenues	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Investment Interest	\$ 1,985	\$ 2,639	\$ 1,200	\$ 4,800	\$ 3,000	\$ 1,800	68.2%
Transfer In	\$ -	\$ 60,185	\$ 60,185	\$ 60,185	\$ 60,185	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,985</b>	<b>\$ 62,824</b>	<b>\$ 61,385</b>	<b>\$ 64,985</b>	<b>\$ 63,185</b>	<b>\$ 1,800</b>	<b>2.9%</b>

Timberland Regional Library 2020 Preliminary Budget Unemployment Fund							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Unemployment costs	\$ 8,170	\$ 7,997	\$ 10,000	\$ -	\$ 10,000	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 8,170</b>	<b>\$ 7,997</b>	<b>\$ 10,000</b>	<b>\$ -</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.
- 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 \$4,800 for book carts, bins, new indoor drop box bins, and new magazine boxes.
- Westport has budgeted \$2,600 for new chairs and a space planner.

Timberland Regional Library 2020 Final Budget Gift Fund							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Contributions	\$ 49,321	\$ 259,395	\$ 50,000	\$ 108,000	\$ 50,000	\$ -	0.0%
Interest	16,559	23,724	7,000	34,000	30,000	23,000	328.6%
<b>Total Expenditures</b>	<b>\$ 65,880</b>	<b>\$ 283,119</b>	<b>\$ 57,000</b>	<b>\$ 142,000</b>	<b>\$ 80,000</b>	<b>\$ 23,000</b>	<b>8.1%</b>

Timberland Regional Library 2020 Final Budget Gift Fund							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Location							
Aberdeen	\$ 24,699	\$ 10,171	\$ -	\$ 10,000	\$ -	\$ -	n/a
Centralia	979	-	6,000	18,500	-	(6,000)	-100.0%
Chehalis	2,984	-	-	550	-	-	n/a
Elma	150	-	-	-	-	-	n/a
Hoodsport	100	-	-	-	-	-	n/a
Hoquiam	1,500	-	-	-	-	-	n/a
Ilwaco	150	749	-	-	-	-	n/a
Lacey	1,000	-	7,400	7,400	1,750	(5,650)	-76.4%
Mountain View	200	-	-	-	-	-	n/a
Naselle	1,101	-	600	600	400	(200)	-33.3%
North Mason	500	-	-	-	-	-	n/a
Oakville	200	-	-	-	-	-	n/a
Ocean Park	150	-	-	-	-	-	n/a
Olympia	1,505	5,385	11,300	-	4,800	(6,500)	-57.5%
Packwood	100	-	-	-	-	-	n/a
Raymond	277	-	8,000	8,000	-	(8,000)	-100.0%
Service Center	16,083	400	-	11,000	3,500	3,500	n/a
Shelton	1,870	-	-	-	-	-	n/a
South Bend	200	-	-	-	-	-	n/a
Tenino	50	-	-	-	-	-	n/a
Tumwater	3,900	-	-	-	-	-	n/a
Westport	17,861	8,852	6,200	6,000	2,600	(3,600)	-58.1%
Winlock	200	-	-	-	-	-	n/a
Yelm	-	-	-	30	-	-	n/a
Transfer to Building Fund							
Lacey	-	-	120,000	-	-	-	0.0%
Olympia	-	-	185,000	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 75,759</b>	<b>\$ 25,557</b>	<b>\$ 344,500</b>	<b>\$ 62,080</b>	<b>\$ 13,050</b>	<b>\$ (26,450)</b>	<b>-7.7%</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:**

- \$6,207,300 is being transferred from the General Fund. The Board of Trustees is updating the Fund Balance Policy and has directed that the resulting surplus in the General Fund be used to fund future one-time projects in the Building Fund.
- The 2020 projects in the Building Fund are:
  - \$100,000 to use on libraries in need of remodel and updates.
  - \$40,000 is for repainting Hoodspoint exterior.
  - \$70,000 is for repainting the exterior of Montesano and replacing the flooring in the basement.
  - \$75,000 is for replacing the flooring and repainting the interior of North Mason.
  - \$45,000 is for replacing the shelving in Tenino.

Timberland Regional Library 2020 Final Budget Building Fund							
Revenues	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Investment Interest	\$ 25,456	\$ 28,673	\$ 15,000	\$ 36,000	\$ 35,000	\$ 20,000	133.3%
Recoveries	-	-	-	88,235	-	-	n/a
Transfers In	-	158,146	495,200	278,652	5,293,973	4,798,773	969.1%
<b>Total Revenues</b>	<b>\$ 25,456</b>	<b>\$ 186,819</b>	<b>\$ 510,200</b>	<b>\$ 402,887</b>	<b>\$ 5,328,973</b>	<b>\$ 4,818,773</b>	<b>2579.4%</b>

Timberland Regional Library 2020 Final Budget Building Fund							
Expenditures	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Final Budget	19 Adopted - 20 Final	
						\$ Change	% Change
Capital							
Public Services	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	n/a
Service Center	71,207	178,689	125,000	90,000	-	(125,000)	-100.0%
Aberdeen	-	-	-	-	-	-	n/a
Amanda Park	33,594	-	-	24,083	-	-	n/a
Centralia	40,299	32,671	-	-	-	-	n/a
Hoodspoint	112,904	-	-	90,000	40,000	40,000	n/a
Lacey	-	4,328	120,000	-	-	(120,000)	-100.0%
Montesano	-	-	-	117,219	70,000	70,000	n/a
Mountain View	-	18,147	-	-	-	-	n/a
Naselle	9,094	15,808	-	-	-	-	n/a
North Mason	-	151,748	-	15,180	75,000	75,000	n/a
Olympia	1,000	5,400	187,550	-	-	(187,550)	-100.0%
Packwood	768	-	-	-	-	-	n/a
Raymond	112	-	-	-	-	-	n/a
Tenino	-	-	-	-	45,000	45,000	n/a
Transfer Out	159,000	-	-	-	-	-	n/a
<b>Total Expenditures</b>	<b>\$ 427,978</b>	<b>\$ 406,790</b>	<b>\$ 432,550</b>	<b>\$ 336,483</b>	<b>\$ 330,000</b>	<b>\$ (102,550)</b>	<b>-23.7%</b>