



2018
BUDGET

2018 BUDGET

The 2018 budget is designed to simultaneously support and expand Mid-Columbia Libraries' tradition of excellence in library services, grow to meet customers' increasing needs and expectations for the best available resources in modern, comfortable facilities and prudently manage financial resources in good faith with taxpayers.

BUDGET DEVELOPMENT TEAM

Anna Stroben, Finance & Business Director

Kyle P. Cox, Executive Director

Celina Bishop, Human Resources Director

Erin Meneely, Operations Director

DIRECTOR'S MESSAGE

As an intercounty rural library district, Mid-Columbia Libraries provides its resources and services to 245,547 residents in Benton, Franklin and Adams counties of Eastern Washington State.

The mission of Mid-Columbia Libraries (MCL) is to enhance quality of life by providing excellence in books and services for our residents and communities. We proactively engage our customers through targeted on- and off-site programs for adults and children; we create and sustain strong reciprocal partnerships with local organizations and businesses; and we continually seek ways to plug-in and stay relevant in our customers' busy lives by providing new and popular materials and services the most effective ways possible.

Despite not having the financial resources or population base as comparable systems in the state, MCL continually seeks opportunities to improve. We are able to remain a competitive, responsive, and innovative service provider, with customer satisfaction ratings on par with Nordstrom.

In times where libraries across the nation are closing their doors or cutting back service hours, MCL is building new branches and remodeling existing branches. In 2013, MCL opened a new branch in West Pasco, and in 2014 we successfully remodeled the Pasco and Merrill's Corner branches. In 2015, we completed the remodeling of the Prosser branch. Building on these successes, Mid-Columbia Libraries will be executing the recommendations from our multi-year master facilities feasibility study, with the intention of completing the remaining facility remodels across the library district.

Our residents will enjoy high-visibility and engaging community programs, events, and initiatives, in tandem with our ever growing, quality collection of physical and digital items. This desire to deliver excellent collections and services is rooted in our mission and our vision for our region where the library is a key element in having a more imaginative, curious, and most importantly, literate society.

Mid-Columbia Libraries will continue to build on the excellent and highly-valued service for our customers. We will continue to respond to our customer's needs, seeking ways to expand access to library collections and services and proving to our taxpayers we are an outstanding institution making significant and exceptional contributions to the quality of life of our residents and communities.

Most sincerely,



Kyle P. Cox
Executive Director/CEO

BOARD OF TRUSTEES

MEMBER	POSITION	TERM EXPIRES	AREA REPRESENTED
Tom Callahan	Chair	12/31/2018	Benton County
Martin Valadez	Vice-Chair	12/31/2019	Franklin County
Louise Matzner	Secretary	12/31/2020	Benton County
Sandra LePage	Board Member	12/31/2023	Franklin County
Susan Paysse	Board Member	12/31/2021	Franklin County
Doug Wadsworth	Board Member	12/31/2022	Benton County
Ashley Coronado	Board Member	12/31/2017	Benton County

Mid-Columbia Libraries (MCL) is governed by a seven member Board of Trustees, appointed jointly by the Benton and Franklin County Commissioners. The seven members of the Board of Trustees represent the various MCL geographical service areas. Each member of the Board of Trustees is eligible to serve for two complete seven year terms and any portion of an expired term they might initially fill. Members of the Board of Trustees serve without salary.

As an intercounty rural library district, as defined by Washington State Law (RCW 27.12.190), the Mid-Columbia Libraries Board of Trustees is a governing body, subject to the library laws of the State of Washington.

The Board has fiduciary responsibilities and the power to make library policies. The Board of Trustees also determines the rules and regulations governing library service and personnel. There are three committees of the Board: Governance, Services, and Resources. The Executive Director, as the library district’s chief executive and administrative officer, reports directly to the Board of Trustees.

LIBRARY LEADERSHIP



Kyle Cox
Executive Director



Michael Huff
Collections & Services Director



Anna Stroben
Finance & Business Director



Celina Bishop
Human Resources Director



Jon Stuckel
Information Technology Director



Erin Meneely
Operations Director



Davin Diaz
Communications & Advancement
Director

OUR MISSION

We enhance quality of life by providing excellence in books and services for our residents and communities.

OUR GOALS

1. Residents will enjoy new and popular materials to stimulate their imaginations.
2. Residents will enjoy a variety of collections and services for their personal enrichment and growth.
3. Families with young children (birth through age five) will have the collections, services, and opportunities they need to prepare their children for success in school.
4. Residents will have resources and opportunities to create, celebrate, and share the written & spoken word.

OUR QUALITY STANDARDS

When a service decision has to be made at any level, established quality standards assist employees in making those decisions and ensuring consistent delivery.

1. COURTESY
2. EXPERTISE
3. EFFICIENCY
4. APPEARANCE

308.00 BEGINNING FUND BALANCE

The estimated Beginning Fund Balance for 2018 is \$2,044,098. This is \$128,838 or 5.93% less than 2017's Estimated Actual Budget Beginning Fund Balance. This amount represents the amount of cash and investments Mid-Columbia Libraries (MCL) has at the beginning of the year to fund its ongoing operations. For budget and cash flow management purposes, this amount does not include the \$600,000 maintained in the Accounts Payable and Payroll Imprest checking accounts.

310.00 TAXES

▶▶ Real & Personal Property Taxes

The Real & Personal Property Taxes to be received in 2018 from Franklin and Benton Counties are estimated, as final valuations are not yet available. By adopting the resolution asking for a property tax increase, the Library will receive a 1% increase in tax dollars from 2018, plus “add on” for new construction and the increase in State Utilities.

The estimated 2018 levy based on the 1% increase and the projections for increases in new construction and State Utilities is \$0.37693803. This would be a \$0.01245765 increase from the 2017 levy of \$0.36448038.

- Franklin County – The estimated amount to be received from Franklin County in 2018 is \$1,011,593 which is \$34,894 or 3.57% more than anticipated to be received in 2017.
- Benton County – The estimated amount to be received from Benton County in 2018 is \$3,805,516, which is \$124,309 or 3.38% more than anticipated to be received in 2017.

Since the passage of Initiative 747 in 2001, the Library is limited to a 1% annual dollar increase in property taxes, in addition to new construction and the increase in State Utilities. In 2017, a homeowner of a \$100,000 home paid \$36.45 or approximately 9.99 cents per day for library services. In 2018 it is expected that this same homeowner will pay \$37.69 or 10.32 cents per day.

MCL will calculate and submit its final levy rate for 2018 in early January 2018 to both Benton and Franklin Counties. Final tax valuations will be received from Franklin and Benton Counties in February 2018.

▶▶ **Leasehold Excise Tax**

Leasehold Excise Tax is taxes on property owned by the state or local governments and leased to private parties. Approximately 75% comes through Benton County and 25% comes through Franklin County. Based on receipts for 2017, the estimate for Leasehold Excise Tax for 2018 is \$55,000. This is the same amount as anticipated for 2017.

The total for Taxes is estimated to be \$4,872,109 which is an increase of \$159,203 or 3.37%.

310.00 INTERGOVERNMENTAL REVENUES

▶▶ **Payment In-Lieu of Taxes (PILT) – Department of Energy (DOE)**

PILT funds have been a valued source of income for the Library since 1996. These payments are made based on agreements between DOE and over twenty regional governing entities to compensate these public organizations for loss of tax income from lands appropriated by the Manhattan Project. The amount received in PILT has highly varied in past years and the timing of payments has been affected by federal budgetary shortfalls. The monies received in 2017 were for the remaining commitment for 2016 fees and the 2017 fees. DOE Headquarters has been ordered to apply a single PILT formula in a consistent manner across all DOE sites for 2018 and will then terminate the existing PILT agreements with local government agencies. The formula and its application have yet to be determined. Given this information, no PILT Fees have been budgeted for 2018 due to the uncertain nature of the payment and its amount. Any future PILT funds received will be transferred to the Library Capital Reserve Fund to pay for equipment and furnishing replacements and branch remodels. The revenue will not be budgeted for ongoing operational expenses.

▶▶ **Public Utility District (PUD) Privilege Tax**

PUD Privilege Tax is for excise taxes collected from a public utility district facility on the Hanford Site. The estimate for PUD Privilege Tax for 2018 is \$75,000 based upon the revenues received in 2017.

▶▶ **Intergovernmental Service Revenues (City Contract Payments)**

The Library contracts with Adams County Library District and the cities of Pasco, Prosser, and West Richland for library services. Based on their preliminary valuations, the Library is estimating to receive a total of \$2,459,525 in 2018 from the four cities, which is a \$58,067 or 2.42% increase from 2017 fees.

The total for Intergovernmental Revenues is estimated to be \$2,534,525 which is a decrease of \$241,265 or 8.69%.

340.00 CHARGES FOR SERVICES

▶▶ Photocopying and Printing

Photocopying and Printing has been budgeted in 2018 at \$54,000, which is \$1,000 or 1.82% lower than 2017 projections. The current charge for photocopying and printing a black and white page is 20 cents per page. The current charge for printing a color page is \$1.25 per page.

▶▶ Library Use Fees – Cards

Library Use Fees (Library Cards) in 2018 has been budgeted at \$8,400, which is \$300 or 3.45% lower than 2017 projections. In 2016, MCL added the option for non-residents to purchase library use cards for a three month period in addition to twelve month cards. Customers living within the jurisdiction of MCL receive their library card free of charge. Customers within the library district also receive replacement cards free of charge. Customers living outside of the library district may purchase a non-resident card.

▶▶ Other Fees – Interlibrary Loans

The borrowing of materials from other libraries is budgeted to be \$750 for 2018, which is the same amount as the 2017 estimated amount. Currently, when a customer requests an Interlibrary Loan from another library that charges a fee, the patron is required to pay the fee. Mid-Columbia Libraries also charges the customer a handling fee of \$2.00 per Interlibrary Loan request.

The total for Charges for Services is estimated to be \$63,150 with a \$1,300 or 2.01% decrease from 2017 estimates.

350.00 FINES AND FORFEITS

The revenue estimated to be received for Fines and Forfeits is budgeted at \$75,000 which is \$8,000 or 9.64% less than the amount estimated to be received in 2017. The current charge is 25 cents per day for late returns of all material. Digital materials, including eBooks and downloadable audiobooks, do not have late return fees. There is a maximum fine charged equaling the purchase price of item borrowed. This revenue source has shrunk over past years with increased eBook usage and the addition of the Polaris auto renewal feature reducing fines and fees.

The total for Fines and Forfeits is estimated to be \$75,000 with an \$8,000 or 9.64% decrease from 2017 estimates.

360.00 MISCELLANEOUS REVENUES

▶▶ Investment Interest

The estimate for Investment Interest for 2018 is \$7,200. This is a \$200 increase from the amount estimated for 2017. Excess cash flow in the Library's General Fund is invested by the Franklin County Treasurer's office in low risk investments per the Franklin County Treasurer's Investment Policy. The investment market determines the percentage of return on the Library's investments. The interest rate for August 2017 in the State Pool is 1.12%. The interest rate for the State Pool in September 2016 was 0.52%. This represents an increase of 115.38% in interest rates over the past year. Interest rates have continued to slowly increase over the past year, making a noticeable revenue increase over previous years.

▶▶ Gifts and Donations

The estimate for Gifts and Donations for 2018 is budgeted at \$35,000, which is \$15,000 or 30.00% less than the amount estimated for 2017. In 2017, MCL received a number of one-time donations and gifts, as well as the remainder of 2016 donation commitments. Initial 2018 projections are based on receiving the normal donations and gifts that MCL has received annually for past years. Any additional gifts will be incorporated in future budget revisions.

▶▶ Other Miscellaneous Revenues

- **Sale of Surplus – Materials (Books and Non-print)**

The Sale of Surplus – Materials (Books and Non-print) is budgeted to be \$550 for 2018. The materials include used print and non-print items declared surplus by the Board of Trustees and purchased by the Friends of the Library for on-going book sales.

- **Other – Reimbursements and Refunds**

The estimated revenue from miscellaneous revenues for 2018 is \$1,000. This is the same amount estimated to be received in 2017.

- **Lost Materials**

The amount budgeted for Lost or Damaged Books in 2018 is \$7,800 which is \$400 or 4.88% less than the amount estimated to be received in 2017.

- **E-rate Reimbursements**

The estimated amount to be received for E-rate Reimbursements in 2018 is \$43,507 which is \$24,142 or 35.69% less than 2017 estimates. This decrease is due to lower communication costs for MCL upon which reimbursement rates are calculated and the federal government restricting future reimbursements to data-only expenditures. In January of 2017, \$10,577 was received for the final 2016 reimbursement.

The total for Other Miscellaneous Revenues is estimated to be \$95,057 which is a decrease \$39,292 or 29.24% from 2017 estimates.

390.00 OTHER FINANCING SOURCES

▶ Sale of Capital Assets – Equipment/Vehicles

The estimate for non-revenues generated from the sale of fixed assets in 2018 is \$2,000. These are funds received for items sold at surplus sales. This is a \$500 or 20.00% decrease from 2017.

▶ Transfer In Trust Funds

The estimate for Transfers-In from the Library's two perpetual Trust Funds for 2018 is \$130. The M. M. Perry Trust Fund has a balance of \$13,043 and the Amy Bartlett Trust Fund has a balance of \$5,000. The money in these funds is invested by the Franklin County Treasurer's office. The interest earned by these funds is transferred into the General Fund on a quarterly basis.

The total for Other Financing Sources (Sale of Capital Assets; Transfers in from the Library Capital Reserve Fund; Perry Trust Fund; and Bartlett Trust Fund) is estimated to be \$2,130 which is a decrease of \$68,995 or 97.00%.

SUMMARY OF 2018 REVENUES

Total Estimated Revenues for 2018 is \$9,686,068 which is a \$328,487 or 3.28% decrease from 2017.

Total estimated Operating Revenues for 2018 is \$7,596,333. This is a \$106,513 decrease from 2017 or 1.38%. Operating Revenues do not include Beginning Cash of \$2,044,098, Insurance Recoveries, E-Rate Reimbursements of \$43,507, Non-revenues of \$2,000, or Transfers-In from other funds of \$130. A total of \$2,089,735 is not included in Operating Revenues.

MID-COLUMBIA LIBRARIES

GENERAL FUND

SUMMARY OF REVENUES STATEMENT FY 2018

	2017 Budget Revision #1	% of Variance 16/17	\$ Variance 16/17	2017 Est. Actuals	% of Variance **	\$ Variance **	2018 Budget	% of Variance 17/18	\$ Variance 17/18
Cash Carried Forward*	\$2,172,935	-5.24%	-\$120,182	\$2,172,935	0.00%	\$0	\$2,044,098	-5.93%	-\$128,838
Taxes									
310.00 Franklin County Taxes	976,699	10.22%	90,533	976,699	0.00%	0	1,011,593	3.57%	34,894
311.11 Benton County Taxes	3,681,207	0.44%	15,965	3,681,207	0.00%	0	3,805,516	3.38%	124,309
317.20 Leasehold Excise	52,000	7.00%	3,402	55,000	5.77%	3,000	55,000	0.00%	0
Intergovernmental Revenues									
332.81 In-Lieu of Taxes - PILT	35,870	-64.18%	-64,274	300,000	736.35%	264,130	0	-100.00%	-300,000
335.00 PUD PrivilegeTax	61,000	-0.31%	-189	74,332	21.86%	13,332	75,000	0.90%	668
338.72 Library Services	2,376,767	4.24%	96,689	2,401,458	1.04%	24,691	2,459,525	2.42%	58,067
Charges for Services									
341.60 Printing	52,000	0.72%	370	55,000	5.77%	3,000	54,000	-1.82%	-1,000
347.20 Use Fees	6,000	-12.53%	-859	8,700	45.00%	2,700	8,400	-3.45%	-300
347.90 ILL Fees	750	10.31%	70	750	0.00%	0	750	0.00%	0
359.70 Fines & Forfeits	75,000	-14.18%	-12,393	83,000	10.67%	8,000	75,000	-9.64%	-8,000
Miscellaneous Revenues									
361.11 Investment Interest	6,000	17.97%	914	7,000	16.67%	1,000	7,200	2.86%	200
367.11 Gifts	41,095	22.13%	7,447	50,000	21.67%	8,905	35,000	-30.00%	-15,000
369.10 Surplus Materials	500	-1.52%	-8	500	0.00%	0	550	10.00%	50
369.81 Cash Overs/Shorts	0	-100.00%	-287	0	0.00%	0	0	0.00%	0
369.90 Misc.Revenues	2,000	48.51%	653	1,000	-50.00%	-1,000	1,000	0.00%	0
369.91 Lost Materials	10,000	7.20%	671	8,200	-18.00%	-1,800	7,800	-4.88%	-400
369.92 E-Rate Reimbursements	50,577	29.96%	11,659	67,649	33.75%	17,072	43,507	-35.69%	-24,142

MID-COLUMBIA LIBRARIES

SUMMARY OF REVENUES STATEMENT FY 2018

	2017 Budget Revision #1	% of Variance 16/17	\$ Variance 16/17	2017 Est. Actuals	% of Variance **	\$ Variance **	2018 Budget	% of Variance 17/18	\$ Variance 17/18
Non-Revenue									
Other Financing Sources									
395.10 Sale of Fixed Assets	2,500	-9.17%	-252	2,500	0.00%	0	2,000	-20.00%	-500
395.20 Insurance Recovery	0	0.00%	-1,193	0	0.00%	0	0	0.00%	0
397.72.02 Trans.In LCRF	50,000	0.00%	50,000	0	-100.00%	-50,000	0	0.00%	0
397.72.04 Trans.In Trust Funds	68,625	81615.88%	68,541	68,625	0.00%	0	130	-99.81%	-68,495
TOTAL REVENUES BUDGETED	\$9,721,525	1.54%	\$147,279	\$10,014,555	3.01%	\$293,030	\$9,686,068	-3.28%	-\$328,487
TOTAL EXPENDITURES:	\$7,852,735	6.10%	\$451,423	\$7,970,458	1.50%	\$117,723	\$7,866,325	-1.31%	-\$104,132
YEAR END CASH CARRIED FORWARD	\$1,868,790	-14.00%	-\$304,145	\$2,044,098	9.38%	\$175,307	\$1,819,743	-10.98%	-\$224,355

These revenues are used to fund capital expenditures

Ending and Beginning Cash Carried Forward Balances are less the \$600,000 required to be maintained in Imprest Accounts.

** Dollar and percentage variances are 2018 Budget amounts compared to 2017 Year End Estimated Actual Amounts.

508.00 ENDING FUND BALANCE

The Ending Fund Balance is the minimum amount the District needs in reserve to start the next budget year, 2018. In April 2017, the Mid-Columbia Libraries (MCL) Board of Trustees passed Resolution 2017-07 increasing the minimum Ending Fund Balance to \$1,800,000. Based upon Beginning Fund Balance, Budgeted Revenues and Budgeted Expenditures for 2018, the estimated Ending Fund Balance is \$1,819,743, which is \$224,335 or 10.98% less than 2017 estimated actual Ending Fund Balance.

2018 MCL-WIDE BENEFIT CHANGES

This budget includes an anticipated 2.40% Cost of Living Adjustment (COLA) increase for staff and a 50% share of the increased cost for health benefits in 2018. MCL's increased share of health benefits for 2018 is \$6.18 per month for a full time employee. These increases are in accordance with the negotiated 2016-2018 collective bargaining agreement with the AFSCME Union. The budget also reflects a full year of the change to the PERS employer contribution rate from 11.18% to 12.70% in July 2018.

572.10 ADMINISTRATIVE SUPPORT

Department Summary

Administrative Support provides the Library's general administrative, financial, and purchasing services. It also supports the MCL Board of Trustees in the fulfillment of their policies, long-range plans and vision, budgeting, and other duties and responsibilities.

▶▶ Budget, Accounting & Auditing

No funds are budgeted for Auditing in 2018. The State Auditor's Office performs audits on MCL every three years.

▶▶ Salaries & Wages

The amount allocated for Salaries and Wages in 2018 is \$418,474. This represents an \$11,043 or 2.71% increase from 2017 estimated costs. The increase reflects COLA and step increases for eligible, non-management staff.

The budgeted full-time equivalent (FTE) for the Administrative Support for 2018 is 5.0 FTE employees working in 5 positions. The positions include the Executive Director, Finance & Business Director, Executive Assistant, Senior Finance Specialist, and Finance Specialist.

▶▶ **Personnel Benefits**

Personnel Benefits include Social Security and Medicare taxes, Unemployment, PERS Retirement, Labor & Industries, and Medical/Vision/Prescription Drugs/Dental insurance premiums.

Total benefits cost for Administrative Support in 2018 is \$146,036. The overall change in benefits is an increase of \$5,584 or 3.98% from 2017 projected costs. The increase is a result of the increased PERS rate and taxes on salary and wage increases.

▶▶ **Office and Operating Supplies**

The 2018 budget for Office and Operating Supplies is \$7,375. This is a decrease of \$200 or 2.64% of anticipated 2017 expenses.

▶▶ **Professional Services**

The 2018 budget for Professional Services, which includes attorney and consulting fees, is \$33,500. The following fees are budgeted to be expended in 2018:

- \$12,000 for legal counsel (2018 Union negotiations and contract negotiations with cities).
- \$500 for document storage with Columbia Industries.
- \$19,000 for collection service fees for Unique Management based on 2017 actual fees.
- \$2,000 for MAS90 Consultant to update system to produce 2017 W-2 forms for employees and IRS 1099 forms for vendors.

▶▶ **Communications**

The 2018 budget for telephone, data, etc. is \$1,570. Costs are allocated by the number of phone lines and computers maintained by each department.

▶▶ **Travel**

Meals, mileage, hotel, and airfare are reimbursable based upon MCL's travel policy. The 2018 Budget for Administrative Support is \$6,372 for in-state and local travel, chamber luncheons. Travel for Board Members to attend conferences, Board meetings and Board retreats are reimbursable according to the Board Member Reimbursement policy.

The amount allocated for Travel is \$2,472 greater than anticipated to be spent in 2017 or a .99% increase. In 2017, the Washington Finance Officers Association conference was held in Kennewick so there were no travel related costs for this conference for staff. In 2018, the conference will be held in Vancouver, WA. In 2018, travel costs were also added for the Executive Director to attend the ALA annual conference; the Executive Director has not attended ALA annual in several years.

▶▶ **Advertising**

There are no advertising costs budgeted for 2018 for Administrative Support.

▶▶ **Operating Rentals**

Operating Rentals increased by \$650 as Finance assumes the full cost of the lease for the postage machine. The 2018 allocation for Administrative Support share of copier and postage machine costs is \$2,450.

▶▶ **Insurance**

In 2018, \$12,800 has been allocated for insuring the Library including: property, liability, equipment breakdown, and director's and officer's liability.

▶▶ **Repairs & Maintenance**

In 2018, \$200 has been allocated for maintenance contracts for software systems, the postage machine, and the cost of copies. In 2018, costs related to the annual licensing and maintenance fees for software systems have been moved to the Information Technology (IT) Department budget as IT maintains these systems.

▶▶ **Miscellaneous**

The amount of \$13,220 has been allocated to pay for MCL's civic memberships such as chambers of commerce, Administration and Board seminar and conference registrations, banking fees, and finance charges. The increase is \$320 or 2.48% greater than 2017 and reflects registration fees for the Executive Director to attend ALA annual.

Total Administrative Support Budget – The amount of \$641,997 is budgeted, which represents an increase of \$12,455 or 1.98% greater than the estimated actual costs for 2017.

572.21 PUBLIC SERVICES

Department Summary

The Public Services Division carries out the mission of the library district by providing access to public library service at twelve branches: Basin City, Benton City, Connell, Kahlotus, Merrill's Corner, Keewaydin Park, Kennewick, Othello, Pasco, Prosser, West Richland and West Pasco. It also provides system-wide branch management, communications & community relations, couriers and personnel services.

▶▶ Salaries & Wages

Salaries for staff in public service units have been allocated at \$2,353,971. This reflects a \$94,617 or 4.19% increase from 2017. The amount also includes a 3% or 5% step increase for all eligible, non-management staff and an anticipated 2.40% COLA. In 2018, Public Services is budgeted for 51.075 FTE employees working in 99 positions.

▶▶ Personnel Benefits

Personnel Benefits include Social Security and Medicare taxes, Unemployment, PERS Retirement, Labor & Industries, and Medical/Vision/Prescription Drugs/Dental insurance premiums.

Total benefits cost for Public Services in 2018 are \$682,623. This is a \$31,161 or 4.78% increase from 2017. The 2018 budget reflects changes to the PERS employer contribution rate in July 2017 and the 2018 increased cost for health benefits.

▶▶ Office & Operating Supplies

The amount of \$84,950 is allocated for office supplies such as: printer paper and cartridges, printing supplies, copier paper and toner, paper, pens, staples, paper clips, craft or story time supplies, and special requested items for all branches in the Library System. Also included are the printing and special supplies for communications & community relations and human resources.

The overall change in office and operating supplies is a decrease of \$485 or 0.57% from 2017. With program activities being centralized, the branches require less funding for their individual activities. Programs will be ordering supplies for activities and programs and issue supplies to branches as needed. This should provide MCL with cost savings in bulk ordering and economies of scale.

▶▶ Professional Services

In Professional Services, \$14,800 has been allocated. The areas that are included in this category are:

- Social Media Archiving Service \$3,000.

- Translation services \$1,500.
- Videographer \$6,000.
- Background checking services for new employees \$2,400.
- Reasonable Suspicion Test \$500.
- Records Retention Storage at Columbia Industries \$500.
- CI Shred \$700 at branches.
- Security System services \$200

The overall change in Professional Services is an increase of \$1,225 or 9.02% from 2017. The budget fluctuation is due to the two year fee for the Employee Assistance Program. In 2018 there is no fee paid. It is offset by an increase in videographer services in 2018 for promotion and advertising of MCL programs and services.

▶▶ **Communications**

In 2018, \$104,920 has been allocated for telephone and DSL lines, fiber optic and T-1 connections, freight, and postage. In 2016, MCL renegotiated costs for data and telephone service. The 2018 amount reflects the cost savings from the new contracts. There is an estimated decrease of \$11,325 or 9.74% from 2017.

▶▶ **Travel**

The amount allocated for travel for staff in public service units, communications & community relations, courier and personnel in 2018 is \$7,300, which is \$500 or 6.41% less than 2017. The decrease is due to a reduction in the amount of staff travel for committee meetings.

▶▶ **Advertising**

In 2018, \$13,000 has been allocated for advertising of staff recruitment for public service units and support services, and promoting programs, services, and events to our customers. A reduction of \$5,000 or 27.78% was made to advertising costs for the Communications and Advancement Department due to revenue reductions.

▶▶ **Operating Rentals**

The amount for 2018 is \$132,785. This is an \$8,869 or 7.16% increase from 2017. The total budgeted amount includes lease contracts for copiers at branches. It also represents the allocation of the Keewaydin Administration Building Copier lease cost for Human Resources, Operations Director, and Communications & Community Relations. Rental and lease costs for buildings are \$109,764 for West Pasco, \$7,308 for Basin City and \$3,200 for Merrill's Corner. The amount represents a contract increase for the West Pasco branch lease.

▶▶ **Insurance**

The amount of \$22,015 has been allocated for insuring MCL's branches and departments including: property, liability, equipment breakdown, and automobile

liability. Direct insurance costs will be allocated to branch and departmental budgets in order to reflect their true costs.

▶▶ **Utilities**

Utility costs of \$43,450 for Basin City, Merrill's Corner, West Pasco and Keewaydin branches are budgeted for 2018. These are direct costs expensed to their respective branches. This is a \$400 or 0.91% decrease from 2017 anticipated expenses.

▶▶ **Repairs & Maintenance**

In 2018, \$26,615 has been allocated for maintenance agreements and/or repairs to the high speed color copier, mailing machine, branch photocopy machines, reader/printers, cash registers, phone system, and faxes. It has been increased by \$2,519 or 10.45% from 2017 estimated expenditures. The increased cost is the result of annual increases in various maintenance contracts.

▶▶ **Miscellaneous**

In 2018, Miscellaneous is budgeted at \$21,110. This is a \$1,803 or 9.34% increase from 2017. The increase reflects professional membership fees for staff and MCL event registrations.

Total Public Services Budget – The amount of \$3,507,539 is budgeted, which represents an increase of \$122,731 or 3.63% more than the estimated actual costs for 2017.

572.22 ORGANIZATION OF MATERIALS

Department Summary

Organization of Materials focuses on the selection, acquisition, cataloging, processing, and evaluation of physical collections and the selection, acquisition, and evaluation of digital collections and databases in support of the Library's Strategic Plan. The department is also responsible for preparing and presenting centralized programming activities for MCL.

▶▶ Salaries & Wages

The total salaries and wages for Organization of Materials for 2018 is \$622,588 and this amount includes a 3% or 5% step increase for all eligible, non-management staff and an anticipated 2.40% COLA. This is an increase of \$13,551 or 2.22% from 2017. In 2018, Organization of Materials is budgeted for 11.55 FTE employees, working in 13 positions.

▶▶ Personnel Benefits

Personnel Benefits include Social Security and Medicare taxes, Unemployment, PERS Retirement, Labor & Industries, and Medical/Vision/Prescription Drugs/Dental insurance premiums.

Total benefits cost for staff in the Organization of Materials department for 2018 is \$216,717. This is a \$9,888 or 4.78% increase from 2017. The 2018 budget reflects changes to the PERS employer contribution rate in July 2017 and the 2018 increased cost for health benefits.

▶▶ Office & Operating Supplies

In 2018, \$33,600 is allocated for processing supplies for print and non-print items in the Organization of Materials department. Such items as bar codes, tape, plastic jackets, and video cases are utilized to prepare materials for customers. This is a \$26,740 or 44.32% decrease from 2017 anticipated costs. Due to reduced revenues, MCL has eliminated funding for \$17,000 in Reader Program Book and \$14,500 for merchandising of materials; funding for these line items will come from fundraising moving forward.

▶▶ Materials

MCL is budgeted to expend \$1,094,988 in the purchase of books, newspapers, magazines, feature films, and databases. The materials budget is the same amount as the amount for 2017. Once the 2018 levy rate is established, the materials budget will be adjusted to 15% of operating revenues in the first budget revision for 2018.

▶▶ Professional Services

In 2018, a total of \$276,000 is allocated for Professional Services. Of the total, \$250,000 is allocated for cataloging and processing services of materials that will be used by

library customers. Assigning a call number and processing materials is provided by library vendors including OCLC, Midwest Tapes, Baker & Taylor, Brodart, and Ingram. The pre-processing of materials by vendors allows for more efficient and faster service to get books and materials from wholesalers to the library shelves and into the hands of customers. This amount also covers Overdrive services and CollectionHQ services.

In addition, \$6,000 is allocated for Unique Management late notice and fee mailing service and \$20,000 is budgeted for system-wide performers and authors. Professional Services has been decreased by \$2,000 or 0.72% from 2017.

▶▶ **Communications**

Costs for telephone, fax and internet services in 2018 are \$1,050. Costs are allocated by the number of phone lines and computers in each department.

▶▶ **Travel**

The amount allocated for travel for the Organization of Materials staff is \$4,500. Performer travel costs are budgeted at \$4,000. \$500 is budgeted for staff travel within the district to support materials and programming activities. This is a \$400 or 8.16% decrease for 2018.

▶▶ **Operating Rentals**

Operating rentals are \$2,200 for 2018. The allocation for Organization of Material's share of copier rental costs is \$700. An additional \$1,500 is budgeted for facility rentals for program events.

▶▶ **Insurance**

The amount of \$2,330 has been allocated for insuring MCL's branches and departments including: property, liability, equipment breakdown, and automobile liability. Direct insurance costs will be allocated to branch and department budgets in order to reflect their true costs.

▶▶ **Repairs & Maintenance**

In 2018, \$1,350 has been allocated for minor repairs and cost of copies. This is an increase of \$350 from 2017. \$450 is for copier maintenance \$900 is for licensing fees for Mosio for magazines.

▶▶ **Miscellaneous**

In 2018, Miscellaneous is budgeted at \$840. These costs pay for employee's memberships in professional organizations.

Total Organization of Materials Budget – The amount budgeted is \$2,256,163 which represents a decrease of \$5,797 or 0.26% less than the estimated actual costs for 2017.

572.23 INFORMATION TECHNOLOGY

Department Summary

Information Technology is responsible for maintaining MCL technology infrastructure and services. The department is responsible for technology planning and implementation, maintaining the Library System's 350+ public and staff computer workstations, and technical (help desk) support.

▶▶ Salaries & Wages

The total salaries and wages for the Information Technology department for 2018 is \$345,077. The budget amount includes a 3% or 5% step increase for all eligible, non-management staff and an anticipated 2.40% COLA. This is an increase of \$16,679 or 5.10% from 2017. In 2018 Information Technology is budgeted for 5.0 FTE employees, working in 5 positions.

▶▶ Personnel Benefits

Personnel Benefits include Social Security and Medicare taxes, Unemployment, PERS Retirement, Labor & Industries, and Medical/Vision/Prescription Drugs/Dental insurance premiums.

Total benefits cost for the Information Technology department for 2018 is \$118,657. This is an increase of \$6,116 or 5.40% from 2017. The 2018 budget reflects changes to the PERS employer contribution rate in July 2017 and the 2018 increased cost for health benefits.

▶▶ Office and Operating Supplies

The amount allocated for Office and Operating Supplies in 2018 is \$14,750. This is a decrease of \$325 or 2.20% from the amount budgeted for 2017. Such items as keyboards, mice, power strips, processors, switches, glare screens, and cables will be purchased in 2018 for the computers throughout the library's twelve branches and bookmobile.

▶▶ Communications

The amount allocated for telephone and DSL lines, fiber optic, internet fiber ring and T-1 connections in 2018 is \$1,900. Costs are allocated by the number of phone lines and computers in each department.

▶▶ Operating Rentals

The amount allocated in 2018 for Operating Rentals is \$1,200. This is the same amount anticipated to be spent in 2017. This amount is for the 2018 allocation for Information Technology's share of costs lease for a copier/fax/scanner and storage unit rental for surplus computer equipment.

▶▶ **Insurance**

The amount of \$2,500 has been allocated for insuring MCL's branches and departments including: property, liability, equipment breakdown, and automobile liability. Direct insurance costs will be allocated to branch and department budgets in order to reflect their true costs.

▶▶ **Repairs & Maintenance**

The amount allocated in 2018 for Repairs & Maintenance is \$322,015 which is an increase of \$168,556 or 109.80% from 2017. The amount allocated for 2018 includes the annual maintenance contract for the Polaris automated circulation system, Comprise credit/debit card system, express check machines, PC reservation, and print control and other data systems. The increased budget amount is due to several of the maintenance contracts renewed in 2018 were for multiple year service periods \$20,000 for Vcenter, \$3,600 for Vsphere and \$8,000 for Unitrends systems. This amount also includes \$22,800 in annual support cost for the new ERP financial and HR system. Maintenance and system fees for existing systems make up the remainder of the increase. The Polaris system fee increased by \$29,000 in 2018.

Total Information Technology Budget – The amount budgeted for 2018 is \$806,099 which represents an increase of \$184,296 or 29.60% from estimated actual costs for 2017.

572.24 OUTREACH

Department Summary

Outreach is responsible for system-wide bookmobile services in Benton and Franklin Counties.

▶▶ Salaries & Wages

Total salaries and wages for the bookmobile for 2018 is \$47,205. This reflects a \$959 or 2.07% increase from anticipated 2017 expenditures. Salaries and wages include a 3% or 5% step increase for all eligible, non-management staff and an anticipated 2.40% COLA.

In 2018 Outreach is budgeted for 1.1 FTE employees.

TOTAL FTE Union Staff:	1.1 FTE
TOTAL FTE Non-Union:	0.0 FTE
TOTAL Headcount:	2 (2 Union)

▶▶ Personnel Benefits

Personnel Benefits include Social Security and Medicare taxes, Unemployment, PERS Retirement, Labor & Industries, and Medical/Vision/Prescription Drugs/Dental insurance premiums.

Total benefit costs for Outreach for 2018 are \$13,511. This is an increase of \$250 or 1.88% from 2017. The 2018 budget reflects changes to the PERS employer contribution rate in July 2017 and the 2018 increased cost for health benefits.

▶▶ Office and Operating Supplies

In 2018, \$700 has been allocated for Office and Operating Supplies. This is for regular office supplies such as paper, pens, tape, file folders, etc.

▶▶ Communications

Costs for telephone, fax, and internet services in 2018 are \$700. Costs are allocated by the number of phone lines and computers each department has. The reduction of \$50 from 2017 amounts reflects the impact of the new communications & community relations agreements.

▶▶ Operating Rentals

MCL entered into a capital lease for a copier/fax/scanner at the Keewaydin Administration Building in 2010. The 2018 allocation for the bookmobile's share of costs is \$100.

▶▶ **Insurance**

The amount of \$1,300 has been allocated for insuring MCL's branches and departments including: property, liability, equipment breakdown, and automobile liability. Direct insurance costs will be allocated to branch and department budgets in order to reflect their true costs.

▶▶ **Repairs & Maintenance**

In 2018, \$13,000 has been allocated for cost of copies, minor repair and maintenance in the space their office occupies in the Keewaydin building as well as maintenance on the Bookmobile. This amount is \$1,050 or 7.47% less than the anticipated costs in 2017. The bookmobile required several major repairs in 2017. It is anticipated that maintenance costs will be less in 2018 since the vehicle will be on the road less often.

Total Outreach Budget – The amount budgeted is \$76,516 which represents a decrease of \$80 or 0.10% from the estimated actual costs for 2017.

572.40 TRAINING

Department Summary

The training function is coordinated by the Human Resources department. Due to a reduction in 2018 revenues, training costs were limited to contractually required obligations and training that is required for certifications and regulatory compliance.

▶▶ Office and Operating Supplies

In 2018, \$5,530 has been allocated for Operating Supplies for training. This amount is for \$1,780 in training supplies and \$3,750 for food and drink needed for Staff Day. This is an increase of \$5,280 from amount budgeted for 2017. This is due mainly to food and drink being moved from the travel cost category to supplies.

▶▶ Professional Services

The amount allocated for Professional Services in 2018 is \$4,500. This is for a consultant to provide supervisor training classes. This is an increase of \$3,000 or 200.00% from the 2017 budget. Due to decreased revenues in 2018, MCL does not plan to use outside speakers for training at Staff Day.

▶▶ Travel

In 2018, \$2,480 has been allocated for Travel. This includes funds for all non-Administrative Support staff to attend conferences and workshops. Meals, mileage, hotel, parking and airfare will be reimbursed to employees based on the Library's Travel Policy. The overall decrease is \$6,008 or 70.78% from 2017. Food and drink expense for Staff Day have been moved to the supplies cost category.

▶▶ Miscellaneous

The amount allocated for Miscellaneous in 2018 is \$19,125. This is for \$1,125 in registration fees for staff attendance at various conferences, seminars or workshops. \$18,000 has been budgeted for tuition assistance. This is an overall decrease of \$5,652 or 22.81% from 2017.

Total Training Budget – The amount budgeted is \$31,635 which represents a decrease of \$3,380 or 9.65% less than the estimated actual costs for 2017.

572.50 FACILITIES

Department Summary

The Facilities Department includes buildings and vehicles owned or leased by the Library. Mid-Columbia Libraries (MCL) has partial ownership of the Keewaydin Park building, and owns seven vehicles (one bookmobile and six vans). The cities of Benton City, Connell, Kahlotus, Kennewick, Othello, Pasco, Prosser, and West Richland own and maintain their respective branch libraries.

▶▶ Salaries & Wages

Total salaries and wages for Facilities for 2018 is \$30,879. This is an increase of \$1,644 or 5.62% from 2017. Salaries and wages include a 3% or 5% step increase for all eligible, non-management staff and an anticipated 2.40% COLA.

In 2018 Facilities is budgeted for 0.75 FTE employees.

TOTAL FTE Union Staff:	.75 FTE
TOTAL FTE Non-Union:	0.0 FTE
TOTAL Headcount:	1 (1 Union)

▶▶ Personnel Benefits

Personnel Benefits include Social Security and Medicare taxes, Unemployment, PERS Retirement, Labor & Industries, and Medical/Vision/Prescription Drugs/Dental insurance premiums.

Total benefit costs for the Facilities Department in 2018 are \$12,997. This is an increase of \$631 or 5.10% from 2017 estimated costs. The 2018 budget reflects changes to the PERS employer contribution rate in July 2017 and the 2018 increased cost for health benefits.

▶▶ Office and Operating Supplies

The amount allocated for Office and Operating Supplies in 2018 is \$11,925 or a decrease of \$325 or 2.65% from 2017. This includes facility supplies such as light bulbs, paper towels, tissue, soap, paint, and special supplies.

▶▶ Professional Services

In 2018, \$77,650 has been allocated for Professional Services which is a decrease of \$46,815 or 37.61% from 2017. Due to MCL's partial ownership of the Keewaydin branch with the City of Kennewick, MCL is responsible for janitorial services at the library and the bookmobile. Facilities and the Keewaydin branch have \$36,850 jointly budgeted for janitorial, HVAC, snow removal, paper shredding services. Janitorial, snow removal and Lawn and Pest Control Services for the West Pasco branch of \$34,300 has been budgeted for 2018. In 2017, \$50,000 was budgeted for architecture/engineering

services for remodel design work which is not carried over to the 2018 budget. Any funding for A/E services will be included in a budget revision in 2018.

▶▶ **Communications**

Costs for cell phones in fleet vehicles in 2018 are \$500. This is a \$100 increase from the amount estimated for the 2017 budget.

▶▶ **Advertising**

In 2018, \$1,700 has been allocated for advertising of bids, contracts and the surplus items for sale, such as old or obsolete computers and monitors, desks, and vehicles. This is a \$1,300 increase in advertising costs for the future facilities remodel quotes.

▶▶ **Operating Rentals**

In 2018, \$24,000 has been allocated to rent space and equipment for the following purposes:

- One storage units are leased for the Information Technology Department and the maintenance staff.
- Six storage units for excess materials and furnishings.

▶▶ **Insurance**

The amount of \$7,650 has been allocated for insuring MCL's branches and departments including: property, liability, equipment breakdown, and automobile liability. Direct insurance costs will be allocated to branch and department budgets in order to reflect their true costs.

▶▶ **Utilities**

In 2018, \$16,500 is allocated for expenses consisting of electricity, water, gas, and sewer at the Keewaydin Park building. This is the same amount as budgeted for 2017.

▶▶ **Repairs & Maintenance**

In 2018, \$21,500 has been allocated for repairs and maintenance of MCL facilities. This is a \$3,658 or 14.54% decrease from 2017. Only small scale projects are currently planned for 2018.

Total Facilities Budget – The amount budgeted is \$205,301 which represents a decrease of \$46,385 or 18.43% less than the estimated actual costs for 2017.

586.00 AGENCY DISBURSEMENT – PHOTOCOPY

In 2018, \$4,000 is allocated for expensing the revenues collected for the State Department of Revenue (Business and Occupation Tax and State and local tax on photocopy revenues). The Library is not exempt from the payment of sales tax, despite being a political sub-division of the State of Washington. This is the same amount budgeted for 2017.

Total Agency Disbursement Budget – The amount budgeted is \$4,000. There are not changes from the estimated actual costs for 2017.

594.72 CAPITAL OUTLAYS

▶ Machinery & Equipment

In 2018, \$162,075 is allocated for the purchase or replacement of equipment, furnishings and software. This represents a decrease of \$342,972 or 67.91% from 2017 anticipated expenditures. The expenditures estimated for 2018 include:

- \$162,075 is for the purchase or replacement of computer equipment and furnishings for ongoing operations.

Total Capital Outlays Budget – The amount budgeted is \$162,075 which represents a decrease of \$342,972 or 67.91% less than the estimated actual costs for 2017.

597.72 TRANSFERS OUT

In 2018, a transfer out of \$175,000 is budgeted to move funds from cash carried forward balance into the Library Capital Reserve Fund for future branch remodels. This is a \$25,000 or 12.50% decrease from the estimated actual costs for 2017.

Total Transfers Out Budget – The amount budgeted is \$175,000 which represents a decrease of \$25,000 or 12.50% less than the estimated actual costs for 2017.

SUMMARY OF 2018 EXPENDITURES

Total expenditures budgeted for 2018 are \$7,866,325. This is a \$104,132 decrease or 1.31% less than is anticipated to be expended in 2017.

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
ADMINISTRATIVE SUPPORT															
514.23	Budget, Acct., Aud	0	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0.00%
572.10.10	Salaries & Wages	395,532	453,751	58,220	14.72%	407,431	-46,320	-10.21%	407,431	0	0.00%	418,474	11,043	2.71%	65.18%
572.10.20	Personnel Benefits	123,219	139,642	16,423	13.33%	140,453	811	0.58%	140,453	0	0.00%	146,036	5,584	3.98%	22.75%
572.10.31	Office & Operating Supplies	6,356	7,325	969	15.24%	7,575	250	3.41%	7,575	0	0.00%	7,375	-200	-2.64%	1.15%
572.10.41	Professional Services	30,515	22,922	-7,594	-24.88%	34,000	11,078	48.33%	34,000	0	0.00%	33,500	-500	-1.47%	5.22%
572.10.42	Communications	1,336	1,611	275	20.57%	1,520	-91	-5.66%	1,520	0	0.00%	1,570	50	3.29%	0.24%
572.10.43	Travel	8,935	10,338	1,403	15.70%	3,900	-6,438	-62.28%	3,900	0	0.00%	6,372	2,472	63.38%	0.99%
572.10.44	Advertising	0	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0.00%
572.10.45	Operating Rentals	1,367	1,900	533	38.97%	1,600	-300	-15.79%	1,800	200	12.50%	2,450	650	36.11%	0.38%
572.10.46	Insurance	12,566	11,747	-819	-6.52%	12,563	816	6.95%	12,563	0	0.00%	12,800	237	1.89%	1.99%
572.10.48	Repairs & Maintenance	9,073	7,567	-1,506	-16.59%	39,200	31,633	418.01%	7,400	-31,800	-81.12%	200	-7,200	-97.30%	0.03%
572.10.49	Miscellaneous	25,763	12,377	-13,386	-51.96%	12,900	523	4.23%	12,900	0	0.00%	13,220	320	2.48%	2.06%
572.10	TOTAL ADMINISTRATIVE SUPPORT	614,662	669,180	54,518	8.87%	661,142	-8,038	-1.20%	629,542	-31,600	-4.78%	641,997	12,455	1.98%	100.00%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
572.21 PUBLIC SERVICES															
572.21.10	Salaries & Wages	2,130,215	2,147,891	17,676	0.83%	2,259,354	111,463	5.19%	2,259,354	0	0.00%	2,353,971	94,617	4.19%	67.11%
572.21.20	Personnel Benefits	579,443	601,269	21,826	3.77%	651,462	50,193	8.35%	651,462	0	0.00%	682,623	31,161	4.78%	19.46%
572.21.31	Office & Operating Supplies	99,248	86,908	-12,340	-12.43%	85,435	-1,473	-1.69%	85,435	0	0.00%	84,950	-485	-0.57%	2.42%
572.21.41	Professional Services	46,324	23,947	-22,377	-48.31%	13,575	-10,372	-43.31%	13,575	0	0.00%	14,800	1,225	9.02%	0.42%
572.21.42	Communications	148,535	112,476	-36,059	-24.28%	116,245	3,769	3.35%	116,245	0	0.00%	104,920	-11,325	-9.74%	2.99%
572.21.43	Travel	11,024	9,576	-1,448	-13.14%	7,800	-1,776	-18.55%	7,800	0	0.00%	7,300	-500	-6.41%	0.21%
572.21.44	Advertising	33,934	25,129	-8,805	-25.95%	18,000	-7,129	-28.37%	18,000	0	0.00%	13,000	-5,000	-27.78%	0.37%
572.21.45	Operating Rentals	127,455	122,694	-4,761	-3.74%	123,916	1,222	1.00%	123,916	0	0.00%	132,785	8,869	7.16%	3.79%
2018 Budget Mid-Columbia Libraries Page 29															

572.21.46	Insurance	21,768	21,374	-393	-1.81%	21,768	394	1.84%	21,768	0	0.00%	22,015	247	1.13%	0.63%
572.21.47	Utilities	39,877	37,040	-2,837	-7.11%	43,850	6,810	18.39%	43,850	0	0.00%	43,450	-400	-0.91%	1.24%
572.21.48	Repairs & Maintenance	21,714	23,381	1,667	7.68%	24,096	715	3.06%	24,096	0	0.00%	26,615	2,519	10.45%	0.76%
572.21.49	Miscellaneous	33,270	30,669	-2,602	-7.82%	19,307	-11,362	-37.05%	19,307	0	0.00%	21,110	1,803	9.34%	0.60%
572.21 TOTAL PUBLIC SERVICES		3,292,807	3,242,354	-50,453	-1.53%	3,384,808	142,454	4.39%	3,384,808	0	0.00%	3,507,539	122,731	3.63%	100.00%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
572.22 ORGANIZATION OF MATERIALS															
572.22.10	Salaries & Wages	508,042	552,540	44,498	8.76%	609,037	56,497	10.22%	609,037	0	0.00%	622,588	13,551	2.22%	27.59%
572.22.20	Personnel Benefits	153,206	178,652	25,446	16.61%	206,829	28,177	15.77%	206,829	0	0.00%	216,717	9,888	4.78%	9.61%
572.22.31	Office & Operating Supplies	53,672	48,284	-5,388	-10.04%	60,340	12,056	24.97%	60,340	0	0.00%	33,600	-26,740	-44.32%	1.49%
572.22.34	Materials	1,091,405	1,109,904	18,498	1.69%	1,094,988	-14,915	-1.34%	1,094,988	0	0.00%	1,094,988	0	0.00%	48.53%
572.22.41	Professional Services	271,870	251,650	-20,220	-7.44%	323,595	71,945	28.59%	278,000	-45,595	-14.09%	276,000	-2,000	-0.72%	12.23%
572.22.42	Communications	875	997	122	13.99%	1,100	103	10.30%	1,100	0	0.00%	1,050	-50	-4.55%	0.05%
572.22.43	Travel	1,445	6,454	5,009	346.54%	4,900	-1,554	-24.08%	4,900	0	0.00%	4,500	-400	-8.16%	0.20%
572.22.45	Operating Rentals	906	877	-29	-3.18%	2,900	2,023	230.60%	2,900	0	0.00%	2,200	-700	-24.14%	0.10%
572.22.46	Insurance	1,575	1,657	82	5.19%	2,316	659	39.80%	2,316	0	0.00%	2,330	14	0.60%	0.10%
572.22.48	Repairs & Maintenance	930	627	-303	-32.60%	1,000	373	59.49%	1,000	0	0.00%	1,350	350	35.00%	0.06%
572.22.49	Miscellaneous	2,564	485	-2,079	-81.08%	550	65	13.40%	550	0	0.00%	840	290	52.73%	0.04%
572.22	TOTAL ORGANIZATION OF MATERIALS	2,086,490	2,152,127	65,637	3.15%	2,307,555	155,428	7.22%	2,261,960	-45,595	-1.98%	2,256,163	-5,797	-0.26%	100.00%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
572.23 INFORMATION TECHNOLOGY															
572.23.10	Salaries & Wages	254,598	316,803	62,205	24.43%	328,398	11,596	3.66%	328,398	0	0.0%	345,077	16,679	5.1%	42.8%
572.23.20	Personnel Benefits	79,011	108,722	29,712	37.60%	112,541	3,819	3.51%	112,541	0	0.0%	118,657	6,116	5.4%	14.7%
572.23.31	Office & Operating Supplies	8,944	13,921	4,977	55.65%	15,075	1,154	8.29%	15,075	0	0.0%	14,750	-325	-2.2%	1.8%
572.23.41	Professional Services	0	59,562	0	0.00%	10,150	-49,412	0.00%	6,247	-3,903	-38.5%	0	-6,247	-100.0%	0.0%
572.23.42	Communications	1,845	2,336	491	26.61%	2,450	114	4.87%	2,450	0	0.0%	1,900	-550	-22.4%	0.2%
572.23.43	Travel	51	117	66	0.00%	0	-117	0.00%	0	0	0.0%	0	0	0.0%	0.0%
572.23.44	Advertising	1,312	2,812	0	0.00%	0	-2,812	0.00%	0	0	0.0%	0	0	0.0%	0.0%
572.23.45	Operating Rentals	378	366	-12	-3.17%	400	34	9.35%	1,200	800	200.0%	1,200	0	0.0%	0.1%
572.23.46	Insurance	2,513	2,260	-253	-10.07%	2,433	173	7.65%	2,433	0	0.0%	2,500	67	2.8%	0.3%

572.23.48	Repairs & Maintenance	152,333	154,876	2,543	1.67%	153,459	-1,417	-0.92%	153,459	0	0.0%	322,015	168,556	109.8%	39.9%
572.23.49	Miscellaneous	37	0	-37	0.00%	0	0	0.00%	0	0	0.0%	0	0	0.0%	0.0%
572.23 TOTAL INFORMATION TECHNOLOGY		501,022	661,775	160,752	32.08%	624,906	-36,869	-5.57%	621,803	-3,103	-0.5%	806,099	184,296	29.6%	100.0%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
572.24 OUTREACH															
572.24.10	Salaries & Wages	58,687	47,274	-11,413	-19.45%	46,246	-1,027	-2.17%	46,246	0	0.00%	47,205	959	2.07%	61.69%
572.24.20	Personnel Benefits	22,692	15,166	-7,526	-33.16%	13,261	-1,905	-12.56%	13,261	0	0.00%	13,511	250	1.88%	17.66%
572.24.31	Office & Operating Supplies	923	641	-281	-30.48%	800	159	24.72%	800	0	0.00%	700	-100	-12.50%	0.91%
572.24.42	Communications	724	857	133	18.39%	750	-107	-12.46%	750	0	0.00%	700	-50	-6.67%	0.91%
572.24.45	Operating Rentals	151	50	-101	-66.89%	200	150	300.00%	200	0	0.00%	100	-100	-50.00%	0.13%
572.24.46	Insurance	4,066	2,782	-1,283	-31.56%	1,289	-1,494	-53.68%	1,289	0	0.00%	1,300	11	0.87%	1.70%
572.24.48	Repairs & Maintenance	9,023	18,874	9,851	109.17%	14,050	-4,824	-25.56%	14,050	0	0.00%	13,000	-1,050	-7.47%	16.99%
572.24.49	Miscellaneous	0	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0.00%
572.24	TOTAL OUTREACH	96,265	85,644	-10,621	-11.03%	76,596	-9,048	-10.56%	76,596	0	0.00%	76,516	-80	-0.10%	100.00%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
572.40 TRAINING															
572.40.31	Office & Operating Supplies	115	42	-73	0.00%	250	208	0.00%	250	0	0.00%	5,530	5,280	2112.00%	17.48%
572.40.41	Professional Services	2,390	110	-2,280	0.00%	1,500	1,390	0.00%	1,500	0	0.00%	4,500	3,000	200.00%	14.22%
572.40.43	Travel	28,001	22,632	-5,368	-19.17%	8,488	-14,144	-62.50%	8,488	0	0.00%	2,480	-6,008	-70.78%	7.84%
572.40.49	Miscellaneous	27,977	15,456	-12,521	-44.75%	24,777	9,321	60.31%	24,777	0	0.00%	19,125	-5,652	-22.81%	60.46%
572.40	TOTAL TRAINING	58,483	38,240	-20,243	-34.61%	35,015	-3,225	-2.19%	35,015	0	0.00%	31,635	-3,380	-9.65%	100.00%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
572.50	FACILITIES														
572.50.10	Salaries & Wages	26,173	26,776	603	2.30%	29,235	2,459	9.18%	29,235	0	0.00%	30,879	1,644	5.62%	15.04%
572.50.20	Personnel Benefits	10,458	10,877	419	4.00%	12,367	1,490	13.70%	12,367	0	0.00%	12,997	631	5.10%	6.33%
572.50.31	Office & Operating Supplies	14,782	11,599	-3,183	-21.53%	12,250	651	5.61%	12,250	0	0.00%	11,925	-325	-2.65%	5.81%
572.50.41	Professional Services	41,111	35,376	-5,735	-13.95%	124,465	89,089	251.84%	124,465	0	0.00%	77,650	-46,815	-37.61%	37.82%
572.50.42	Communications	570	372	-198	-34.67%	400	28	7.47%	400	0	0.00%	500	100	25.00%	0.24%
572.50.43	Travel	22	0	-22	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0.00%
572.50.44	Advertising	82	0	-82	-100.00%	1,700	1,700	0.00%	400	-1,300	-76.47%	1,700	1,300	325.00%	0.83%
572.50.45	Operating Rentals	20,808	13,864	-6,944	-33.37%	24,000	10,136	73.11%	24,000	0	0.00%	24,000	0	0.00%	11.69%
572.50.46	Insurance	10,525	7,590	-2,935	-27.88%	7,590	0	0.00%	6,911	-679	-8.95%	7,650	739	10.70%	3.73%
572.50.47	Utilities	13,710	12,212	-1,498	-10.93%	16,500	4,288	35.11%	16,500	0	0.00%	16,500	0	0.00%	8.04%
572.50.48	Repairs & Maintenance	30,633	44,348	13,715	44.77%	25,158	-19,190	-43.27%	25,158	0	0.00%	21,500	-3,658	-14.54%	10.47%
572.50.49	Miscellaneous	37	0	-37	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0.00%
572.50	TOTAL FACILITIES	168,911	163,016	-5,896	-3.49%	253,665	90,650	55.61%	251,686	-1,979	-0.78%	205,301	-46,385	-18.43%	100.00%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
586.00	Agency Disbursements--Photocopy	3,790	4,083	293	7.73%	4,000	-83	-2.03%	4,000	0	0.00%	4,000	0	0.00%	0.00%
594.72	CAPITAL OUTLAYS														
594.72.62	Building	151,579	0	-151,579	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0.00%
594.72.64	Machinery & Equipment	557,694	384,894	-172,801	-30.98%	505,047	120,154	31.22%	505,047	0	0.00%	162,075	-342,972	-67.91%	100.00%
594.72	TOTAL CAPITAL OUTLAYS	709,273	384,894	-324,379	-45.73%	505,047	120,154	31.22%	505,047	0	0.00%	162,075	-342,972	-67.91%	100.00%

**MID-COLUMBIA LIBRARIES
GENERAL FUND**

SUMMARY OF EXPENDITURES: 2018 BUDGET

BARS #	ACCOUNT DESCRIPTION	2015 Actual Costs	2016 Actual Costs	15/16 \$ Change	15/16 % Change	2017 Budget Rev. 1	16/17 \$ Change	16/17 % Change	2017 Est. Actual Costs	\$ Change *	% Change *	2018 Budget	17/18 \$ Change	17/18 % Change	% of Dept.
597.72	TRANSFERS OUT	0	0	0	0.00%	0	0	0.00%	200,000	200,000	0.00%	175,000	-25,000	-12.50%	100.00%
TOTAL EXPENDITURES:		7,531,703	7,401,311	-130,392	-1.73%	7,852,735	451,423	6.10%	7,970,458	117,723	1.50%	7,866,325	-104,132	-1.31%	

* Dollar and percentage variances are 2018 Budget amounts compared to 2017 Year End Estimated Actual Amounts.

EMPLOYEE BENEFITS

Our people are essential to our organization and we're committed to their success. That's why we provide compensation and benefits designed to attract and retain a quality team able to serve the needs of our communities. Mid-Columbia Libraries has budgeted for 74.475 full-time equivalents (FTE) for 2018. Of the 125 positions, 69 (52.1 FTE) positions are represented by AFSCME, Local 2237.

Benefits for Regular Full-Time (40 Hours/Week) Employees

Regular full-time employees' benefits paid for by the Library System include paid time off benefits (Sick, Vacation and Holiday Pay), participation in the Public Employee Retirement System (PERS), Medical Insurance, Dental Insurance, Term Life and Accidental Death & Dismemberment, Long Term Disability, Social Security/Medicare, Washington State Unemployment, Labor & Industries Workers' Compensation. An Employee Assistance Program is also provided by MCL at no cost for all employees and their families.

MCL pays the following for regular full-time employees (40 hours per week):

- ▶▶ Retirement: MCL pays 12.7% of gross salaries for PERS. Employees also pay a contribution based on their retirement plan choice.
- ▶▶ Health Insurance: Employees may select from health insurance plans offered by the Public Employees Benefits Board (PEBB). MCL pays the following monthly premium based on enrollment type:

COVERAGE TYPE	Employee Only	Employee + Spouse	Employee + Child(ren)	Full Family
EMPLOYER PAID PREMIUM	\$ 607.44	\$ 894.44	\$ 830.44	\$ 993.44

Rates above reflect a \$6.18 increase across the board from 2017 and are effective as of 01/01/2018

- ▶▶ Dental Insurance: MCL pays 100% of the premiums.
- ▶▶ Social Security/Medicare: 7.65% of gross salaries.
- ▶▶ Unemployment: 0.00865% of gross dollars.
- ▶▶ Worker's Compensation: \$0.6302 per hour worked for bookmobile driver, courier and maintenance and \$0.1533 per hour worked for all other job classifications.
- ▶▶ Sick Leave: Employees accrue one day (8 hours) per month, 12 days annually.

▶▶ Vacation: Employees earn the following vacation, based on years of service:

CONSECUTIVE YEARS	HOURS/MONTH	ANNUAL VACATION
0-1	6.66 hours	80 hours (10 days)
2-3	8 hours	96 hours (12 days)
4-9	10 hours	120 hours (15 days)
10	13.33 hours	160 hours (20 days)
15	16	192 hours (24 days)

Regular full-time certified employees who are working in an eligible librarian position and Exempt Non-Union positions earn 16 hours per month or 24 days annually.

▶▶ Holiday Pay: Employees receive 11 paid days per year, plus one floating day.

Benefits for Regular Part-Time (20 or More Hours/Week) Employees

Regular part-time employees’ benefits are the same as regular full-time employee’s benefits except the employer’s portion of the health insurance coverage and the hours for sick leave, vacation and holiday pay are pro-rated based on the employee’s regular work schedule.

Benefits for Regular Part-Time (Less than 20 Hours/Week) Employees

Employee’s benefits paid for these employees by the Library System include Social Security/Medicare, Unemployment, and Workers’ Compensation. In 2018, MCL will implement paid sick leave for this employee group as required by State Initiative 1433. Employees that are regularly scheduled 19 hours per week also receive retirement benefits. After one year of service all part-time employees receive holiday pay that is pro-rated based on the employee’s regular work schedule.

Substitute Employees

MCL also employs substitutes employees for which the Library System pays Social Security/Medicare, Unemployment and Worker’s Compensation. Substitutes work on an on-call basis, up to a maximum of 50 hours per month per the existing Union contract.

308.00 BEGINNING FUND BALANCE

The estimated Beginning Fund Balance for 2018 is \$1,957,360 which is a 12.20% increase from 2017 estimated actuals. This amount represents the amount of cash and investments that Mid-Columbia Libraries (MCL) has at the beginning of the year to fund its capital purchases and projects.

360.00 MISCELLANEOUS REVENUES

▶▶ Investment Interest

The estimate for Investment Interest for 2018 is \$13,500. This is a \$600 or 4.65% increase from the amount budgeted in 2017 as interest rates continue to slowly increase over prior year rates. Excess cash flow in the Library Capital Reserve Fund is invested by the Franklin County Treasurer's office in low risk investments per the Franklin County Treasurer's Investment Policy. The investment market determines the percentage of return on the Library's investments. The interest rate for August 2017 in the State Pool was 1.12%. The interest rate for the State Pool in September 2016 was 0.52%. This represents an increase of 115.38% in interest rates over the past year. Interest rates have continued to slowly increase over the past year, making a noticeable revenue increase over previous years.

The total for Other Miscellaneous Revenues budgeted is \$13,500, which is a \$600 or 4.65% increase from 2017.

390.00 OTHER FINANCING SOURCES

▶▶ Transfers-In

In 2018, a transfer-in of \$175,000 is budgeted to move funds from the General Fund cash carried forward balance into the Library Capital Reserve Fund for future branch remodels. This is a \$25,000 or 12.50% decrease from the estimated actual amount for 2017.

The total for Other Financing Sources is \$175,000, which is a \$25,000 or 12.50% decrease from 2017.

SUMMARY OF 2018 REVENUES

Total Estimated Revenues for 2018 is \$188,500, which is a \$24,400 or 11.46% decrease from 2017.

EXPENDITURES

508.00 ENDING FUND BALANCE

The ending fund balance represents the amount of cash and investments that Mid-Columbia libraries (MCL) has at the end of the year to fund its capital purchases and projects. Based upon beginning fund balance, budgeted revenues and budgeted expenditures for 2018, the estimated ending fund balance is \$2,145,860 which is a 9.63% increase from 2017.

597.72 TRANSFERS OUT

In 2018, there are no transfers out.

SUMMARY OF 2018 EXPENDITURES

Total Estimated Expenditures for 2018 are \$0 which is the same as in 2017.

MID-COLUMBIA LIBRARIES
Library Capital Reserve Fund
2018 Revenues

BARS #	ACCOUNT DESCRIPTION	2016 ACTUALS	2017 BUDGET REV #1	2017 EST. ACTUALS	2018 BUDGET	DOLLAR CHANGE	PERCENT CHANGE
308.00	BEGINNING FUND BALANCE	\$ 1,737,165	\$1,744,460	\$1,744,460	\$1,957,360	\$212,900	12.20%
308.00	TOTAL BEGINNING FUND BALANCE	\$1,737,165	\$1,744,460	\$1,744,460	\$1,957,360	\$212,900	12.20%
360.00	MISCELLANEOUS REVENUES						
361.11	Investment Interest	7,295	\$7,000	\$12,900	\$13,500	\$600	4.65%
360.00	TOTAL MISCELLANEOUS REVENUES	\$7,295	\$7,000	\$12,900	\$13,500	\$600	4.65%
390.00	OTHER FINANCING SOURCES						
397.72	*Transfers-In	\$0	\$0	\$200,000	\$175,000	-\$25,000	-12.50%
390.00	TOTAL OTHER FINANCING SOURCES	\$0	\$0	\$200,000	\$175,000	-\$25,000	-12.50%
	TOTAL ESTIMATED REVENUES	\$1,744,460	\$1,751,460	\$1,957,360	\$2,145,860	\$188,500	9.63%

*Transfer of funds from the General Fund into the Library Capital Reserve Fund as outlined in Resolution #04-6:
to save "for the acquisition, enlargement or improvement of real or personal property and to provide for
automation or to further develop library operations and services."

*NOTE: Dollar and Percent Changes are from 2017 Estimated Actuals to 2018 Budget amounts.

**MID-COLUMBIA LIBRARIES
Library Capital Reserve Fund
2018 Expenditures**

BARS #	ACCOUNT DESCRIPTION	2016 ACTUALS	2017 BUDGET	2017 EST. ACTUALS	2018 BUDGET	DOLLAR CHANGE	PERCENT CHANGE
597.00	OTHER FINANCING USES						
597.72	*Transfers-Out	\$0	\$50,000	\$0	\$0	\$0	0.00%
597.00	TOTAL OTHER FINANCING USES	\$0	\$50,000	\$0	\$0	\$0	0.00%
	TOTAL ESTIMATED EXPENDITURES	\$0	\$50,000	\$0	\$0	\$0	0.00%
508.00	ENDING FUND BALANCE	\$1,744,460	\$1,701,460	\$1,957,360	\$2,145,860	\$188,500	9.63%

*Transfer of funds from the Library Capital Reserve Fund into the General Fund as outlined in Resolution #04-6:
"for the acquisition, enlargement or improvement of real or personal property and to provide for automation or
to further develop library operations and services."

*NOTE: Dollar and Percent Changes are from 2017 Estimated Actuals to 2018 Budget amounts.

308.00 BEGINNING FUND BALANCE

The estimated Beginning Fund Balance for 2018 is \$184,185. This is a \$57,795 or 23.88% decrease from the 2017 Beginning Fund Balance. This amount represents the amount of cash and investments that Mid-Columbia Libraries (MCL) has at the beginning of the year to fund capital purchases and projects for the Kennewick and Pasco branches.

360.00 MISCELLANEOUS REVENUES

▶▶ Investment Interest

The estimate for Investment Interest for 2018 is \$1,700. This is the same amount budgeted in 2017. Excess cash flow in the Stroh Fund is invested by the Franklin County Treasurer's office in low risk investments per the Franklin County Treasurer's Investment Policy. The investment market determines the percentage of return on the Library's investments. The interest rate for August 2017 in the State Pool was 1.12%. The interest rate for the State Pool in September 2016 was 0.52%. This represents an increase of 115.38% in interest rates over the past year. Interest rates have continued to slowly increase over the past year, making a noticeable revenue increase over previous years.

▶▶ Contributions and Donations

The estimated revenue from mineral rights on Colorado property for 2018 is \$9,000 based upon revenues received in 2017. This is the same amount anticipated to be received in 2017. It is unknown at this time if rising gasoline prices and the recent weather related impact on oil production in Texas will result in additional revenue if alternate fuel source locations are tapped.

The total for Miscellaneous Revenues is budgeted for \$10,700 which is the same estimated actual amount of revenue for 2017.

SUMMARY OF 2018 REVENUES

Total Estimated Revenues for 2018 is \$10,700.

EXPENDITURES

508.00 ENDING FUND BALANCE

The Ending Fund Balance represents the amount of cash and investments that Mid-Columbia Libraries (MCL) has at the end of the year to fund its capital purchases and projects for the Kennewick and Pasco branches. Based upon Beginning Fund Balance, Budgeted Revenues and Budgeted Expenditures for 2018, the estimated Ending Fund Balance is \$194,885. This is \$10,700 or 5.81% increase from 2017 Ending Fund Balance.

597.72 TRANSFERS OUT

There are no budgeted transfers out for the Stroh Fund in 2018. In 2017, a transfer out in the amount of \$68,495 was budgeted for furniture and equipment at the Kennewick and Pasco branched.

SUMMARY OF 2018 EXPENDITURES

Total Estimated Expenditures for 2018 is \$0.

**MID-COLUMBIA LIBRARIES
Stroh Fund
2018 Revenues**

BARS #	ACCOUNT DESCRIPTION	2016 Actuals	2017 BUDGET REV 1	2017 EST. ACTUALS	2018 BUDGET	DOLLAR CHANGE	PERCENT CHANGE
308.00	BEGINNING FUND BALANCE	\$233,766	\$241,980	\$241,980	\$184,185	-\$57,795	-23.88%
308.00	TOTAL BEGINNING FUND BALANCE	\$233,766	\$241,980	\$241,980	\$184,185	-\$57,795	-23.88%
360.00	MISCELLANEOUS REVENUES						
361.11	Investment Interest	\$996	\$1,000	\$1,700	\$1,700	\$0	0.00%
367.11	*Contributions & Donations	7,218	8,000	9,000	9,000	0	0.00%
360.00	TOTAL MISCELLANEOUS REVENUES	\$8,214	\$9,000	\$10,700	\$10,700	\$0	0.00%
	TOTAL ESTIMATED REVENUES	\$241,980	\$250,980	\$252,680	\$194,885	-\$57,795	-22.87%

On April 16, 2007 the Board of Trustees passed Resolution #2007-05 creating the Stroh Fund. All funds received from the Stroh Estate are deposited into the Stroh Fund to be used for the benefit of the branch libraries in the cities of Pasco and Kennewick.

*NOTE: Contributions & Donations are payments for mineral rights on Colorado properties.
Dollar and Percent Changes are from 2017 Estimated Actuals to 2018 Budget amounts.

**MID-COLUMBIA LIBRARIES
Stroh Fund
2018 Expenditures**

BARS #	ACCOUNT DESCRIPTION	2016 Actuals	2017 BUDGET REV 1	2017 EST. ACTUALS	2018 BUDGET	DOLLAR CHANGE	PERCENT CHANGE
597.00	OTHER FINANCING USES						
597.72	*Transfers-Out	\$0	\$68,495	\$68,495	\$0	-\$68,495	-100.00%
597.00	TOTAL OTHER FINANCING USES	\$0	\$68,495	\$68,495	\$0	-\$68,495	-100.00%
	TOTAL ESTIMATED EXPENDITURES	\$0	\$68,495	\$68,495	\$0	-\$68,495	-100.00%
508.00	ENDING FUND BALANCE	\$241,980	\$182,485	\$184,185	\$194,885	\$10,700	5.81%

*Transfer of funds from the Stroh Fund into the General Fund as outlined in Resolution #2007-05: "for the benefit of the Pasco and Kennewick Libraries".

Dollar and Percent Changes are from 2017 Estimated Actuals to 2018 Budget amounts.

ABRA:

Abra Suite Software, a Human Resource Information System. Tracks all information regarding employees such as position, start/end dates, promotions, step raises, benefits.

AD VALOREM TAXES:

A tax levied on the assessed value of real property.

ALLOCATION:

To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

AMY BARTLETT FUND:

Fund was established in 1920. There is \$5,000 in this account. Its interest is transferred into General Fund and used for material purchases.

ASSESSED VALUATION:

The estimated value placed upon real and personal property by the Adams, Benton or Franklin Assessor as the basis for levying property taxes.

AUDIT:

A systematic examination of resource utilization concluding in a written report. It is a test

of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position and result of operations
- test whether transactions have been legally performed
- identify areas for possible improvements in accounting practices and procedures
- ascertain whether transactions have been recorded accurately and consistently and
- ascertain the stewardship of officials responsible for governmental resources

AUDITOR'S REPORT:

In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with generally accepted accounting practices or some other comprehensive basis system of accounting.

BARS:

The State of Washington prescribed Budgeting, Accounting, Reporting System required for all governmental entities in the state of Washington.

BASE BUDGET:

Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the Board of Trustees.

BEGINNING FUND BALANCE:

The amount of cash and investment at the beginning of the year for a fund. It is unused revenues from the prior year and equals the Ending Fund Balance from the prior year.

BUDGET (Operating):

A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means for financing them (revenue estimates).

BUDGET CALENDAR:

The schedule of key dates or milestones, which the System follows in the preparation and adoption of the budget.

BUDGET DOCUMENT:

The official written document prepared by the Finance Director and the Library Director, with supporting staff for the Board of Trustees and the Benton and Franklin County Board of Commissioners.

CAPITAL OUTLAY:

Expenditures, which result in the acquisition of or additions to fixed assets. Examples include land, buildings, machinery and equipment, construction projects, computer hardware, printers, etc.

CAPITAL PROJECTS:

Projects, which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land or construction of a building or facility, with a life expectancy of more than 10 years.

CASH BASIS:

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

COLA:

Cost of Living Adjustment. An annual adjustment in wages to offset a change (usually a loss) in purchasing power, as measured by the Consumer Price Index.

CONTINGENCY:

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

CPI:

Consumer Price Index is a measure of the change in prices over time for a fixed market basket of goods and services.

E-RATE:

Universal service subsidy program. Reduces eligible telecommunications and Internet access services through the Universal Services Administration Company (USAC), use to be Schools and Libraries Corporation. Funding year runs July 1-June 30. The Library has to apply annually.

ENCUMBRANCES:

Obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid.

ENDING FUND BALANCE:

The cash balance remaining at the end of the fiscal year available for appropriation in the next year.

EXCISE TAX:

A tax, which does not fall within the classification of a "poll" tax or a property tax,

and embraces every form of tax burdens not laid directly upon persons or property. A tax imposed on the sale even the use of a certain article and on certain transactions and occupations.

EXECUTIVE TEAM:

Non-union, exempt staff: Executive Director, Executive Assistant, Finance & Business Director, Operations Director, Collections & Services Director, Information Technology Director, Human Resources Director, Communications & Advancement Director.

EXPENDITURES:

Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the expenditures are made.

FC SEARCH:

The Foundation Center's Database on comprehensive listing of active U.S. foundations and corporate giving programs and their associated grants.

FINES & FORFEITS:

Fines for late returns; forfeited temporary deposits.

FISCAL YEAR:

A twelve (12) month period designated as the operating year by an entity. For MCL, the fiscal year is the same as

the calendar year (also called budget year).

FIXED ASSETS:

Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

FTE:

Full-time equivalent employees.

FUND BALANCE:

The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

GAAFR:

"Governmental Accounting, Auditing and Financial Reporting." The "blue book" published by the Government Finance Officers Association to provide guidance for the application of accounting principles for governments.

GAAP:

Generally Accepted Accounting Principles are standards used for accounting and reporting used for both private industry and governments.

GASB:

Government Accounting Standards Board, established in 1985, to regulate the rules

and standards for all governmental units.

GENERAL FUND:

The fund supported by taxes, fees and other revenues that may be used for any lawful purpose.

INTERGOVERNMENTAL REVENUE:

Grants, shared revenues and payment for goods and services provided by one government to another. Examples are the service contracts MCL has with the contracting cities.

INTERGOVERNMENTAL REVENUE:

Intergovernmental purchases of those specialized services typically performed by local governments (i.e. library services).

INVESTMENT:

Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals and base payments.

LEASING:

A financial technique whereby ownership of the project or equipment remains with the financing entity, and where title may or may not transfer to the Board at the end of the lease.

LEASEHOLD EXCISE TAX:

Taxes on property owned by state or local governments and leased to private parties.

LEVY:

1. To impose taxes, special assessments or service charges for the support of government activities.
2. The total amount of taxes, special assessments or service charges imposed by a government.

LEVY LID:

A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

LIBRARY CAPITAL RESERVE FUND:

Started by MCL in 1986. Funds are earmarked for capital.

MAS90:

Integrated Accounting Software System. The Library utilizes the following modules: General Ledger, Accounts Payable, Payroll, Purchase Order, Inventory, Sales Order, Accounts Receivable, and Bank Reconciliation.

MANHATTAN PROJECT:

The "Manhattan Project" was the code name for a massive effort by Allied scientists, the United States military, and civilian contractors to build the world's first atomic bombs. Beginning in 1942, this

top-secret project created four atomic bombs, three of which were detonated. After one test explosion in remote southern New Mexico, two bombs were dropped on the Japanese cities of Hiroshima and Nagasaki on August 6 and 9, 1945, devastating both cities and effectively ending World War II. Hanford, Washington, was one of three major Manhattan Project sites, and work here in 1943-45 focused on producing the plutonium used in the atomic bombs.

NET REVENUE:

The revenue of the system less the cost of maintenance and operation of the system.

ONE TIME REVENUE:

In layman's terms, this is your savings account. This is unspent revenue accumulated from the previous year.

OPERATING FUNDS:

Resources derived from recurring revenue sources issued to finance ongoing operating expenditures and pay-as-you-go capital projects.

OPERATING REVENUE:

Income derived from ongoing operations; income that would cease to be collected if the entity stopped operations. In layman's terms, it is your monthly paycheck or annual income.

OPERATING TRANSFER:

Routine and/or recurring transfers of assets between funds. For example, moving revenue from the General Fund into the Library Capital Reserve Fund.

PERRY FUND:

Fund was established in June 1970. There is \$13,043 in this account. Quarterly interest is transferred into the General Fund and used for material purchases.

PERS:

Public Employees Retirement System provided for by the State of Washington.

PERSONNEL BENEFITS:

Those benefits paid by the District as part of the conditions of employment. Examples include FICA, medical/dental insurance and retirement benefits.

PERSONNEL COSTS:

Costs that include all salaries, wages, and benefits for all part-time, full-time, seasonal and temporary employee costs.

PILT:

Payment In-Lieu of Taxes. Taxes paid by the Department of Energy (DOE) on lands they own in Benton, Franklin, Adams and Grant Counties. Funds that are paid to Benton County and further distributed by it on a proportional basis to

those units of local government included in a settlement agreement with the DOE. The revenue/formula is determined by Benton County based on the assessed value of the land owned by DOE and each entities levy rate.

PRINS CHARITABLE TRUST:

Established in September 1983 by Martin W. Prins. Bank of America N.A. is the Trustee. Mr. Prins set up this trust fund with Bank of America (then known as Seafirst) and named sixteen organizations to receive equally in the annual interest earned. Mid-Columbia library is one of the sixteen. The annual amount received varies depending upon interest rates.

PUBLIC FACILITIES:

The capital owned or operated by MCL or other governmental entities.

(PUD) PUBLIC UTILITY

DISTRICT PRIVILEGE TAX:

Excise taxes collected from public utility districts which operate facilities for generating, distributing or selling electrical energy. The distribution to local governments is based on gross revenues from sales within each county and on the locations of generating facilities. MCL's is from a facility on the Hanford Site.

RCW:

Revised Code of Washington. Laws of the State of Washington enacted by the State Legislature.

RESOLUTION:

A formal statement of a decision or expression of an opinion of the Board of Trustees.

RESOURCES:

Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

REVENUE:

Income received by the System in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.

REVENUE ESTIMATE:

A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

SALARIES AND WAGES:

Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts.

SALE OF TAX-TITLE PROPERTY:

Sale of Tax-Title Property is revenue received by the county for selling real property owned by the county. The dollars received from the sale of the county's real property is proportioned out to each entity that is in the taxing district of the property based on the entities' levy rate for the year the property is sold.

SERVICES AND CHARGES:

A basic classification for services, other than personal services, which are needed by the Library. This includes professional services, communication, travel, advertising, operating rentals, dues and memberships, insurance, utility services, repairs and maintenance.

SINGLE AUDIT:

An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SUPPLIES:

A basic classification of expenditures for articles and commodities purchased for

consumption or resale. Examples of office and operating supplies include paper, toner, light bulbs, fuel, etc.

THREE RIVERS FOUNDATION:

On August 23, 2004, Daisy Craddock established the "Benton City Branch of the Mid-Columbia Library" fund with the Three Rivers Foundation. Ms. Craddock donated \$100,000 to create this fund for the support of the Benton City branch library. The Benton City branch receives yearly interest from the principal managed by the Three Rivers Foundation, a non-profit organization.

TIGHT VNC:

Allows Information Technology Department staff to connect remotely to fix technical problems.

TIME & ATTENDANCE:

Electronic Time Card System. Employees log their time on their electronic time card from their computers. Supervisors schedule their employees, authorize their requests for vacation/sick leave, and verify time cards for payroll processing from their computer. Both employees and supervisors can access T&A from any staff computer in the library system.

TRANSFERS IN:

Includes all routine or regular interfund (between funds) transfers-in. For example, transfers into the General Fund from the Library Capital Reserve Fund, or transfers into the Library Capital Reserve Fund from the General Fund.

property, and all other insurance coverage.

TRANSFERS OUT:

Includes all routine or regular interfund (between funds) transfers out. For example, transfers out of the General Fund into the Library Capital Reserve Fund, or transfers out of the Library Capital Reserve Fund into the General Fund.

WAC:

Washington Administrative Code is the collection of administrative rules adopted by the executive branch agencies to carry out the duties given to them in state law by the Legislature.

WARRANT:

An order drawn by an officer directing the treasurer of the municipality to pay a specified amount to the bearer, either after the current or some future date.

WCIA:

Washington Cities Insurance Authority is a group of cities across the state that provides pooled and self-insurance services for liability, auto,