

Sno-Isle Libraries 2018 Operating Revenue

Executive Summary

Introduction

The 2018 budget proposal focuses on supporting the 2016-2019 Strategic Priorities and continues to integrate elements of the 10-Year Facilities Plan. The budget includes full-year funding for the new Mariner Library and Lakewood/Smokey Point Library demonstration projects. Both projects are classified as *high priority* in the 10-Year Facilities Plan.

Revenue

The total *Revenue* proposed for 2018 is **\$57,076,000** including \$8,550,000 of beginning cash and \$4,825,000 of unrestricted reserve cash,

Total property tax revenues for 2018 are budgeted at \$42,262,000. The Library District's property tax levy for 2018 is based on collecting 101% of the highest lawful levy (the 2017 levy) plus the value of new construction and change in the State assessed property valuation. The combination of increasing property values coupled with the 1% statutory levy limit results in the library's levy rate declining to approximately \$.38 per \$1,000 of assessed value as compared to \$.42 in the 2017 budget.

An increased level of revenue is required to maintain the current level of services, address strategic priorities, and continue to implement capital facility priorities. For 2018, a proposed total transfer of \$4,825,000 is included from the *Levy Rate Stabilization* (\$3,985,000) and *Building* (\$840,000) reserves.

Expenditures

Total *Expenditures* are in balance with the proposed *Revenue* at **\$57,076,000**. This includes ongoing operating expenditures at \$48,248,950, capital outlays of \$327,050, and an ending cash balance of \$8,500,000. This is a net increase of \$3,823,650 from the 2017 budget. The increase includes \$2,060,000 for the 2018 Lake Stevens library bond and a levy lid-lift elections.

Summary

The 2018 budget requests were prepared in a careful and thoughtful manner recognizing that failure to pass a levy lid lift ballot measure to increase 2019 revenue will require budget cuts in 2019.

Revenues

Sno-Isle Libraries

2018 Budget - Revenue

Introduction

The total revenue proposed for 2018, including estimated beginning cash forward and transfers from reserves, is **\$57,076,000**. This is a \$3,823,650 (7.2%) increase from the 2017 budget and includes a \$2,060,000 (3.9%) increase in funding requirements for the 2018 Lake Stevens library bond and a levy lid-lift elections. The budget also includes full-year funding for the new Mariner Library and Lakewood/Smokey Point Library demonstration projects.

Supplementing tax revenues is beginning cash and reserve transfers. The proposed 2018 budget earmarks \$8,550,000 for beginning cash and \$8,500,000 for ending cash balance providing \$50,000 of needed cash in 2018. A \$4,825,000 transfer from unrestricted reserve funds to the *General Operating Fund* is necessary for providing library services during the budget year. In the 2017 budget, the Board approved \$2,000,000 for this purpose.

Beginning Cash

Beginning Cash is the amount of cash that remains in the Library District's *General Operating Fund* at the end of a year and carries forward into the new budget year. There is a \$50,000 increase to the expected beginning cash target of \$8.5 million based on cash projections for year-end 2017.

The Library District is dependent on property and timber taxes as source of revenues. These tax revenues make up 98.1% of total revenues. Anticipated first quarter 2018 property tax revenues will be approximately \$2.3 million while expenditures will be managed to about \$10.8 million. This imbalance of revenues to expenditures is what necessitates the \$8,550,000 target beginning cash balance. The first-half property tax receipts in April 2018 will strengthen the Library District's general fund balance providing funds until second-half property tax receipts are received.

Transfer from Reserves - \$4,825,000

Transfer from Reserves is the cash expected to be withdrawn from unrestricted reserves to supplement revenues necessary for providing library services during the budget year. For 2018, the proposed transfers are from the *Levy Rate Stabilization* (\$3,985,000) and *Building* (\$840,000) reserves. These transferred funds will be added to the *General Operating Fund*.

In each of the years following the 2009 levy lid-lift and ending with 2015, Sno-Isle Libraries transferred a portion of its unspent revenues to the *Levy Rate Stabilization Reserve*. In both 2016 and 2017, it was necessary to transfer \$2,000,000 from the *Levy Rate Stabilization Reserve* to the *General Operating Fund*. The anticipated levy rate reserve balance at fiscal year-end 2017 is \$7,506,266. The proposed 2018 budget includes a \$3,985,000 transfer from this reserve leaving an expected balance of \$3,521,266 in 2019.

The *Building Reserve* has a \$2,500,000 balance. This reserve was established to fund non-routine maintenance essential towards providing safe and comfortable library facilities for customers and/or safeguard library assets from further damage or loss. The proposed budget includes an \$840,000 transfer from this fund to support planned capital outlays in 2018.

General Property Tax - \$42,262,000

Proposed property tax revenue is \$42,262,000 and constitutes 96.7% of the total budgeted revenues. Property tax revenues received are from levies in unincorporated Snohomish and Island counties as well as annexed cities.

Preliminary assessed values (including new construction) in the Library District are increasing on average 12.0% which builds on last year's increase of 9.0%. More specifically, Snohomish County reports an increase of 12.8% in assessed values and Island County reports a 6.4% increase. Estimated new construction in both counties contributes \$514,243 in expected tax revenue. Although determination of the state assessed values is still in-process, the preliminary values have reliably served as a basis for estimating the Library District's property tax levy.

The Library District is subject to a statutory levy growth limit of 101% or 100% plus the rate of annual inflation (implicit price deflator), whichever is less. This year the implicit price deflator (IPD) is 1.553. The 101% limit is used in the preparation of the 2018 proposed budget. The effect of the increasing trend in assessed values is a reduction to the Library District's levy rate in each of the past four years. The anticipated 2018 levy rate will be \$.380/\$1,000 of assessed value compared to \$.415/\$1,000 in 2017.

Timber and Excise Taxes - \$605,000

Timber and Excise Taxes are projected to be \$605,000 which is a \$105,000 increase from the 2017 budget. Timber value is not included in the assessment of real property value within the counties; therefore, taxes are collected and distributed by the State and County at the time timber is harvested. Following a two year decline in State timber harvests, State timber harvest activity is starting to return to more historical levels.

Contract Fees - \$13,350

Contract Fees consist of a library service agreement with the *Town of Index* and tax revenues collected from the *Darrington Partial County Library District* (PCLD). The 2018 proposed budget for *Contract Fees* is \$13,350.

The Library District provides mobile library services to the *Town of Index*. The 2018 proposed budget includes estimated revenue of \$3,350.

Property tax revenue of approximately \$10,000 is collected from the *Darrington Partial County Library District* (PCLD) each year.

Other - \$820,650

Other sources of budgeted revenue totals \$820,650 and is relatively consistent with the 2017 budget. Included in *Other* are the following categories:

- **Investment Interest - \$200,000**

Interest income is projected to be \$200,000. Increasing interest rates and a proposed reallocation of investments from the *Washington State Investment Pool* to the *Snohomish County Investment Pool* is expected to provide a \$23,900 increase in interest earned over the 2017 budget.

- **Donations - \$155,000**

Gifts and contributions from the *Sno-Isle Libraries Foundation* and Friends of the Library groups are expected to be \$155,000.

 - **Friends of the Library - \$45,000**

The Friends of the Library historically make contributions to their local community libraries. The Friends periodically will request items be acquired by the Library District. This is done with the understanding these costs will be reimbursed. The reimbursements are recorded as revenues.

 - **Sno-Isle Libraries Foundation - \$110,000**

The *Sno-Isle Libraries Foundation* will fund 50% (\$41,000) of the annual Mariner library lease in 2018. The Foundation is expected to continue its support for library services in 2018.

- **E-Rate Program - \$200,000**

Sno-Isle Libraries participates in the *Universal Service Administrative Company (USAC)* E-rate program. USAC collects contributions from telecommunications carriers and administers support programs designed to help communities, including public libraries secure access to affordable telecommunications services.

Sno-Isle Libraries submitted funding requests to USAC in the amount of \$244,432 for funding year 2017-18. Generally, at least 80% of the funding request is realized during a funding year based on actual cost of services and equipment.

- **Miscellaneous - \$265,650**

The majority of the “Miscellaneous” revenues are from customers paying for lost materials, print and copier services and other general revenue.

Total Revenue plus Beginning Cash and Transfers - \$57,076,000

Total *Revenue* provides **\$57,076,000** to support the 2018 work plan.

2018 Proposed Budget Revenues

	2017 Adopted		October 2018 Preliminary		2018 Proposed	
Source of Funds:						
Beginning Cash	8,500,000		8,550,000		8,550,000	
Transfer From Reserves						
Levy Rate Stabilization	2,000,000		3,500,000		3,985,000	
Building Reserve	-		1,000,000		840,000	
Equipment Reserve	-		325,000		-	
Subtotal Transfer From General Reserve Fund	2,000,000		4,825,000		4,825,000	
Total Transfer From Reserves and Beg. Cash	10,500,000		13,375,000		13,375,000	
Revenues						
Taxes						
General Property	41,415,000		42,262,000		42,262,000	
Private Timber Harvest	100,000		100,000		100,000	
State Timber Sales	200,000		300,000		300,000	
Leasehold Excise	200,000		205,000		205,000	
Subtotal Taxes	41,915,000	98.0%	42,867,000	98.1%	42,867,000	98.1%
Contract Fees						
Town of Index	3,300		3,350		3,350	
Darrington Partial County	10,000		10,000		10,000	
Subtotal Contract Fees	13,300	0.0%	13,350	0.0%	13,350	0.0%
Other						
Investment Interest	176,100		200,000		200,000	
Donations	155,000		155,000		155,000	
E-rate Program	200,000		200,000		200,000	
Miscellaneous	292,950		265,650		265,650	
Subtotal Other	824,050	2.0%	820,650	1.9%	820,650	1.9%
Total Revenue	42,752,350	100%	43,701,000	100%	43,701,000	100%
Total Revenue plus Reserves and Beg. Cash	<u>53,252,350</u>		<u>57,076,000</u>		<u>57,076,000</u>	

Expenditures

Sno-Isle Libraries 2018 Budget - Expenditures

Introduction

The 2018 budget proposal supports the 2016-2019 Strategic Priorities and continues to integrate elements of the 10-Year Facilities Plan. Total *Expenditures* is proposed at **\$57,076,000**. This includes ongoing operating expenditures at \$48,248,950, capital outlays of \$327,050, and an ending cash balance of \$8,500,000. This is an increase of \$3,823,650 from the 2017 budget.

The anticipated costs for two ballot measures in 2018 are included and account for \$2,060,000 of the annual budget increase. Operating expenditures also include funding for two demonstration projects; one in the Mariner/128th Street area opened in February 2017 and a project in the Lakewood/Smokey Point area scheduled for a January 2018 opening.

Operations

Salaries & Benefits - \$32,965,500

The “Salaries and Benefits” portion of the proposed 2018 budget is 67.9% of total expenditures.

Salary Schedule

The 2018 salary budget includes both salary schedule (market increase) and staff anniversary increases. This follows the direction set by the Board of Trustees in the adoption of the salary program providing for “increase in base pay reflecting current pay levels in the market.” A 3.0% market adjustment is included in the proposed 2018 budget based on market salary information from *Milliman*. The overall impact of a 3.0% market increase on salaries and benefits is \$838,428. The staff anniversary increases total \$394,301. The proposed staffing budget for 2018 is consistent with the 2017 adopted budget.

Benefits

The Library District’s 2018 budget reflects the continuation of the self-insurance strategy with *Premera* and the continued offering of the *Kaiser Permanente* insurance plan (formerly *Group Health*) as HMO plans do not have an option for self-insurance. The library’s insurance broker *MCM* negotiated insurance renewal rates for 2018. The total increase to medical benefit plan costs from the 2017 budget is \$79,000 (2.8%).

Washington Delta Dental insurance premiums are increasing 3.7%. This adds approximately \$7,585 to Sno-Isle Libraries’ annual benefit costs.

In summary, employee benefits total \$8,237,500, a \$717,500 increase from the 2017 budget. In addition to the medical and dental plans, this increase includes FICA (\$91,600), PERS (\$465,500) and Workman’s Compensation (\$85,400).

New Materials - \$6,500,000

The proposed *New Materials* budget at \$6,500,000 is an 8.3% (\$500,000) increase from the 2017 adopted budget. The materials budget represents 13.4% of the 2018 proposed operating budget. The increase will enable the Library District to address increasing demand for electronic resources and provide resources for two new libraries. The 2017 budget benchmark percentages at *Pierce County Library* and the *King County Library System* are 12.2% and 11.7%, respectively.

Professional & Contracted Services - \$1,973,850

The *Professional & Contract Services* budget is \$1,973,850 or 4.1% of the total operating budget – a decrease of \$100,600 compared to the 2017 adopted budget. This budget line includes custodial services, security services, vendor processing, ILS support, and other contract services.

Equipment & Furnishings - \$397,750

The 2018 proposed budget for *Equipment & Furnishing* includes a \$110,450 (21.7%) reduction from the 2017 budget. Planned spending includes computers, printer/scanners, monitors, shelving, and tables. The largest portion of this budget expenditure is anchored to the life-cycle management strategy for computer technology.

Maintenance and Repairs - \$420,400

The 2018 budget proposal for this category is \$420,400, an \$80,600 (16.1%) reduction from the 2017 adopted budget. This category of expense includes the cost of keeping our vehicle fleet, community library buildings, service center, and grounds in good operating condition. The decrease is a direct result of improved maintenance and equipment upgrades.

Software & Licensing Fees - \$1,108,150

Software and licensing fees have increased \$187,400 (20.3%) from the 2017 adopted budget to \$1,108,150 in 2018. The budget line includes support for disaster recovery and the discovery platform.

Communications - \$434,100

The proposed communications budget is \$434,100, a \$37,800 (9.5%) increase from 2017. This category includes: data lines and phones, internet access, market research, mailings and civic engagement activities.

Office & Operating Supplies - \$649,800

General operating supplies are budgeted at \$649,800 for 2018, a \$28,750 (4.6%) increase from the 2017 budget. This category consists of office supplies, copier and printer paper, toner, and postage. The increase reflects increased use of customer printing and public copier supplies. A portion of these costs are recovered by user fees and are recorded as *Miscellaneous* revenue in the proposed 2018 budget.

Utilities - \$516,700

The proposed budget is \$516,700, an \$8,300 (1.6%) decrease from the 2017 budget. Key components of the budget includes electricity, natural gas, water, sewer, recycling, waste disposal, and other utility fees and service. The reduction results from past investment in efficient lighting, new energy efficient boilers, and HVAC control systems.

Rentals & Leases - \$309,400

Total budgeted rentals and leases for 2018 are \$309,400 as compared to \$187,450 in the 2017 adopted budget. In 2017, the Library District entered into a commercial space lease agreement for the demonstration library in the Mariner/128th Street area. The 2017 budget reflected a partial year of rent payments. The proposed amount includes full year funding for both the Mariner library (\$82,000) and the new Lakewood/Smokey Point library (\$85,700).

In addition to leased space for demonstration libraries are leases for staff and public copiers (\$127,700).

Insurance - \$147,500

The proposed “Insurance” budget for 2018 is \$147,500. This is an \$11,000 (8.1%) increase from the 2017 adopted budget. Following a competitive bidding process in 2017, the Library District moved its insurance coverage from *Liberty Mutual* to *Philadelphia Insurance Company*. Cyber security insurance was added in 20107 at a \$10,000 per year premium.

Employee Training - \$250,000

The proposed employee training budget for 2018 is \$250,000, a \$50,000 decrease from last year’s budget. The 2017 training budget included funds for In-Service Day held every two years.

Miscellaneous - \$2,575,800

Miscellaneous expenses are budgeted at \$2,575,800, a \$2,061,350 increase from the 2017 budget. Anticipated costs for two ballot measures in 2018 are included adding \$2,060,000 to this expense category. Without the impact of the ballot measures, other miscellaneous expenses are essentially equal to the 2017 budget.

Capital Outlays - \$327,000

Total capital requested in the 2018 budget is \$327,000. This is a decrease of \$481,450 compared with the 2017 budget.

Ending Cash - \$8,500,000

Ending cash is the target amount of cash funded in 2018 for the beginning of 2019 (\$8.5 million). This target aligns with funds required to cover budget expenditures during the 4-month period preceding receipt of first-half property taxes.

2018 Proposed Budget Expenditures

	2017		October		2018	
	Adopted		Preliminary		Proposed	
Use of Funds:						
Operations						
Salaries and Benefits	31,208,700	69.7%	32,965,500	67.9%	32,965,500	67.9%
New Materials	6,000,000	13.4%	6,500,000	13.4%	6,500,000	13.4%
Professional & Contract Services	2,074,450	4.6%	1,973,850	4.1%	1,973,850	4.1%
Equipment & Furnishings	508,200	1.1%	405,800	0.8%	397,750	0.8%
Maintenance & Repairs	501,000	1.1%	420,400	0.9%	420,400	0.9%
Software & Licensing Fees	920,750	2.1%	1,108,150	2.3%	1,108,150	2.3%
Communications	396,300	0.9%	434,100	0.9%	434,100	0.9%
Office & Operating Supplies	621,050	1.4%	649,800	1.3%	649,800	1.3%
Utilities	525,000	1.2%	516,700	1.1%	516,700	1.1%
Rentals & Leases	187,450	0.4%	309,400	0.6%	309,400	0.6%
Insurance	136,500	0.3%	147,500	0.3%	147,500	0.3%
Employee Training	300,000	0.7%	250,000	0.5%	250,000	0.5%
Strategic Initiatives	50,000	0.1%	-	0.0%	-	0.0%
Miscellaneous	514,450	1.1%	2,575,800	5.3%	2,575,800	5.3%
Subtotal Operations	43,943,850	98.2%	48,257,000	99.3%	48,248,950	99.3%
Capital Outlay						
Buildings & Improvements	407,000	0.9%	152,000	0.3%	166,050	0.3%
Equipment & Furnishings	281,500	0.6%	167,000	0.3%	161,000	0.3%
Vehicles	70,000	0.2%	-	0.0%	-	0.0%
Other Assets	50,000	0.1%	-	0.0%	-	0.0%
Subtotal Capital Outlay	808,500	1.8%	319,000	0.7%	327,050	0.7%
Total Operations	44,752,350	100%	48,576,000	100%	48,576,000	100%
Transfer To Reserves & Ending Cash						
Levy Rate Stabilization	-		-		-	
Ending Cash	8,500,000		8,500,000		8,500,000	
Total Transfer To Reserves and Ending Cash	8,500,000		8,500,000		8,500,000	
Total Operations, Reserves, and Ending Cash	53,252,350		57,076,000		57,076,000	
Summary						
Total - Source of Funds	53,252,350		57,076,000		57,076,000	
Total - Use of Funds	53,252,350		57,076,000		57,076,000	
Operations Plus Changes in Reserves & Cash	-		-		-	

Reserves

Sno-Isle Libraries 2018 Reserves

In 2017, there was one withdrawal from the *Unrestricted Reserve Fund* balance for the year – a budgeted transfer of \$2,000,000 from the *Levy Rate Stabilization Reserve* to the *General Operating Fund* in September 2017.

A proposed \$100,000 transfer from the Insurance Rate Stabilization Reserve to Self-Insurance Reserve is expected by year-end to insure conformity with statutory requirements for self-insurance reserve fund adequacy (16 weeks of program expenses).

The 2018 budget includes a \$3,985,000 transfer from the *Levy Rate Stabilization Reserve* into the *General Operating Fund* to fund library service expenditures. It also includes a \$840,000 transfer from the *Building Fund*.

Fund Balances & Sufficiency

The establishment and maintenance of reserve funds are critical elements of fiscal planning. Recognizing the importance of setting policy to guide and direct the responsible administration of financial resources, the Board of Trustees adopted a *Financial Reserve Policy* which requires a review of the reserves balances and their sufficiency to meet policy targets and objectives. All reserve balances supporting the 2018 proposed budget achieve sufficiency standards as shown in the following table.

FUND – Projected Balances 12/31/18	Policy Target / Objective	2018 Sufficiency
Emergency – \$7,500,000	60-90 Days of operating expenditures excluding <i>Materials</i> .	66 Days
Self-Insurance – \$750,000	At least 16 weeks of program expenses (est. \$725,230)	16.5 weeks
Unemployment Compensation – \$40,000	Board discretion	n/a
Levy Rate Stabilization – \$3,521,266	Board discretion	n/a
Vacation & Sick Pay Liability – \$1,400,000	At least 60% of the year-end estimated vacation and sick leave liability.	76%
Building – 1,660,000	Board discretion	n/a
Equipment – \$1,100,000	Board discretion	n/a
Land Acquisition – \$198,018	Board discretion	n/a

2018 Proposed Budget Unrestricted Reserves

<u>Unrestricted Reserves</u>	Actual Fund Balance 12/31/2016	2017 Activity	Fund Balance 12/31/2017	Proposed 2018 Activity	Proposed Fund Balance 12/31/2018
Emergency	7,500,000	-	7,500,000	-	7,500,000
Self-Insurance	650,000	100,000	750,000	-	750,000
Insurance Rate Stabilization	100,000	(100,000)	-	-	-
Unemployment Compensation	40,000	-	40,000	-	40,000
Levy Rate Stabilization	9,506,266	(2,000,000)	7,506,266	(3,985,000)	3,521,266
Vacation & Sick Pay Liability	1,400,000	-	1,400,000	-	1,400,000
Building	2,500,000	-	2,500,000	(840,000)	1,660,000
Equipment	1,100,000	-	1,100,000	-	1,100,000
Land Acquisition	198,018	-	198,018	-	198,018
Total General Reserve Funds	22,994,284	(2,000,000)	20,994,284	(4,825,000)	16,169,284

For 2017, the \$100,000 transfer to Self-Insurance from Insurance Rate Stabilization is anticipated at year-end.

Budget Summary

Sno-Isle Libraries 2018 Proposed Budget

	2017 Adopted		2018 Proposed	
Source of Funds:				
Beginning Cash	8,500,000		8,550,000	
Transfer From Reserves				
Levy Rate Stabilization	2,000,000		3,985,000	
Building Reserve	-		840,000	
Equipment Reserve	-		-	
Subtotal Transfer From General Reserve Fund	2,000,000		4,825,000	
Total Transfer From Reserves and Beg. Cash	10,500,000		13,375,000	
Revenues				
Taxes				
General Property	41,415,000		42,262,000	
Private Timber Harvest	100,000		100,000	
State Timber Sales	200,000		300,000	
Leasehold Excise	200,000		205,000	
Subtotal Taxes	41,915,000	98.0%	42,867,000	98.1%
Contract Fees				
Town of Index	3,300		3,350	
Darrington Partial County	10,000		10,000	
Subtotal Contract Fees	13,300	0.0%	13,350	0.0%
Other				
Investment Interest	176,100		200,000	
Donations	155,000		155,000	
E-rate Program	200,000		200,000	
Miscellaneous	292,950		265,650	
Subtotal Other	824,050	2.0%	820,650	1.9%
Total Revenue	42,752,350	100%	43,701,000	100%
Total Revenue plus Reserves and Beg. Cash	<u>53,252,350</u>		<u>57,076,000</u>	

Sno-Isle Libraries 2018 Proposed Budget

	2017		2018	
	Adopted		Proposed	
<u>Use of Funds:</u>				
Operations				
Salaries and Benefits	31,208,700	69.7%	32,965,500	67.9%
New Materials	6,000,000	13.4%	6,500,000	13.4%
Professional & Contract Services	2,074,450	4.6%	1,973,850	4.1%
Equipment & Furnishings	508,200	1.1%	397,750	0.8%
Maintenance & Repairs	501,000	1.1%	420,400	0.9%
Software & Licensing Fees	920,750	2.1%	1,108,150	2.3%
Communications	396,300	0.9%	434,100	0.9%
Office & Operating Supplies	621,050	1.4%	649,800	1.3%
Utilities	525,000	1.2%	516,700	1.1%
Rentals & Leases	187,450	0.4%	309,400	0.6%
Insurance	136,500	0.3%	147,500	0.3%
Employee Training	300,000	0.7%	250,000	0.5%
Strategic Initiatives	50,000	0.1%	-	0.0%
Miscellaneous	<u>514,450</u>	<u>1.1%</u>	<u>2,575,800</u>	<u>5.3%</u>
Subtotal Operations	43,943,850	98.2%	48,248,950	99.3%
Capital Outlay				
Buildings & Improvements	407,000	0.9%	166,050	0.3%
Equipment & Furnishings	281,500	0.6%	161,000	0.3%
Vehicles	70,000	0.2%	-	0.0%
Other Assets	<u>50,000</u>	<u>0.1%</u>	<u>-</u>	<u>0.0%</u>
Subtotal Capital Outlay	808,500	1.8%	327,050	0.7%
Total Operations	44,752,350	100%	48,576,000	100%
Transfer To Reserves & Ending Cash				
Levy Rate Stabilization	-		-	
Ending Cash	<u>8,500,000</u>		<u>8,500,000</u>	
Total Transfer To Reserves and Ending Cash	8,500,000		8,500,000	
Total Operations, Reserves, and Ending Cash	<u><u>53,252,350</u></u>		<u><u>57,076,000</u></u>	
Summary				
Total - Source of Funds	53,252,350		57,076,000	
Total - Use of Funds	<u>53,252,350</u>		<u>57,076,000</u>	
Operations Plus Changes in Reserves & Cash	<u><u>-</u></u>		<u><u>-</u></u>	

SNO-ISLE LIBRARIES
2018 PROPOSED BUDGET
NOVEMBER 27, 2017

Sno-Isle Libraries 2018 Proposed Budget

Administration Summary

	2017 Adopted	2018 Proposed
Operations		
Salaries and Benefits	3,087,800	3,170,300
Professional & Contract Services	465,650	494,900
Equipment & Furnishings	10,000	-
Maintenance & Repairs	4,000	4,000
Software & Licensing Fees	129,850	100,350
Office & Operating Supplies	39,400	53,200
Rentals and Leases	116,600	127,700
Insurance	134,000	147,500
Miscellaneous	208,725	2,238,840
Total Operations	4,196,025	6,336,790

Library Services Summary

	2017 Adopted	2018 Proposed
Operations		
Salaries and Benefits	27,818,300	29,474,000
Materials	6,000,000	6,500,000
Professional & Contract Services	938,000	733,700
Equipment & Furnishings	488,200	393,750
Maintenance & Repairs	157,000	146,900
Software License / Maint Fees	765,900	977,800
Communications	396,300	434,100
Office & Operating Supplies	448,450	462,400
Rentals & Leases	4,100	4,100
Strategic Initiatives/Innovation	50,000	-
Miscellaneous	304,625	336,260
Subtotal Operations	37,370,875	39,463,010

Sno-Isle Libraries 2018 Proposed Budget

Training Summary

	2017 Adopted	2018 Proposed
Operations		
Training	300,000	250,000
Total Operations	300,000	250,000

Facilities Summary

	2017 Adopted	2018 Proposed
Operations		
Salaries and Benefits	302,800	321,200
Professional & Contract Services	670,800	745,250
Equipment & Furnishings	10,000	4,000
Maintenance & Repairs	336,000	269,500
Software License / Maint Fees	25,000	30,000
Office & Operating Supplies	133,200	134,200
Utilities	525,000	516,700
Rentals & Leases	66,750	177,600
Insurance	2,500	-
Miscellaneous	1,100	700
Total Operations	2,073,150	2,199,150

Sno-Isle Libraries 2018 Proposed Budget

Capital Summary

	2017 Adopted	2018 Proposed
Capital Outlays		
Building & Improvements	407,000	166,050
Equipment & Furnishings	281,500	161,000
Vehicles	70,000	-
Other Assets	50,000	
Total Operations	808,500	327,050

Unrestricted Reserve Fund Balances

	Fund Balance	Proposed 2018 Activity	Proposed Fund Balance
Unrestricted Reserves	12/31/2017	Activity	12/31/2018
Emergency	7,500,000	-	7,500,000
Self-Insurance	750,000	-	750,000
Insurance Rate Stabilization	-	-	-
Unemployment Compensation	40,000	-	40,000
Levy Rate Stabilization	7,506,266	(3,985,000)	3,521,266
Vacation & Sick Pay Liability	1,400,000	-	1,400,000
Building	2,500,000	(840,000)	1,660,000
Equipment	1,100,000	-	1,100,000
Land Acquisition	198,018	-	198,018
Total General Reserve Funds	20,994,284	(4,825,000)	16,169,284