

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES BUDGET WORKSHOP
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501

July 16, 2003

MINUTES

BOARD MEMBERS PRESENT: Art Blauvelt, President; Edna Fund; Peggy Meyer; Dick Nichols; Gene Weaver

BOARD MEMBERS EXCUSED: Pat Shults; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Gwen Culp; Ellen Duffy; Corene Jones-Litteer; Tina Roose; Sandra Sebbas; Liz Stroup; Art Wuerth

President Blauvelt called the budget workshop to order at 6:25 p.m.

At the June 18, 2003 Board meeting, it was agreed that a TRL Board budget subcommittee would be appointed at this meeting. Art Blauvelt, Dick Nichols and Peggy Meyer will serve on that subcommittee.

The proposed 2004 budget process calendar was reviewed and agreed to. The subcommittee will meet on September 17 and October 15, and the full Board will meet in a budget workshop on October 22 prior to the regular Board meeting. A public hearing on the 2004 preliminary budget will be held on November 19 prior to the regular Board meeting. The Board will adopt the final budget at its regular meeting on December 17. A tentative meeting is scheduled on December 30 if needed for final budget or levy adoption.

Several documents were distributed, including Economic Projections and Revenue Trends, Levy Lid Lift, draft #1 of the 2004 Budget dated 6/3/03, and staff's recommendations for 2004 essential services for budget priorities.

Mr. Wuerth reviewed the economic projections and revenue trends, including several graphs and news articles relating to national and local economic trends. Due to Initiative 747, TRL's anticipated revenue in 2004 will be at its lowest level in several years. Pursuant to a study by the Department of Revenue, TRL's estimated revenue loss in 2004 under Initiative 747 is \$742,000.

Mr. Wuerth reviewed the Levy Lid Lift document. TRL's levy will continue to drop unless we get a levy lid lift. The fund balance can come into play on how we put together future budgets. During January through March TRL is in a negative cash flow and the fund balance is needed for cash flow purposes. Mr. Wuerth recalled estimating that it may cost TRL \$350,00 for a levy lid lift election. He contacted Sno-Isle Regional Library, which had estimated it would cost them \$700,000 for their levy lid lift. It cost them \$350,000, but there were also two school district matters on the ballot which helped cut the cost. Based on history, Mr. Wuerth has calculated TRL would need to have a levy lid lift for the year 2006, using 46.5 cents levy as the benchmark. He proposes TRL can provide stable, consistent service by building up fund balances to get us through the bad times. The message of a lid lift election is for Timberland to be able to continue the services it provides.

Mr. Blauvelt requested that Mr. Wuerth calculate these same charts in the absence of a levy lid lift election by the next budget meeting. Mr. Wuerth did provide this information at this meeting.

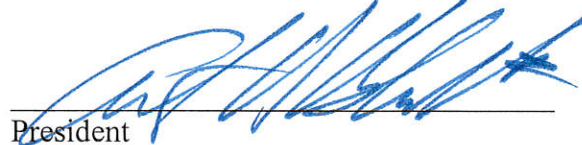
Staff's suggestions of priorities for 2004 are the same as presented for the 2003 budget: (1) maintain open hours and access to high quality in-library services; (2) maintain high quality remote (outside of library) electronic services; (3) maintain a diverse collection in various formats; (4) maintain high quality outreach services, including service to the under-served; (5) increase awareness of Timberland services and programs.

Ms. Roose said as we begin to put together the 2004 budget, we need buy-in and guidance from the Board. Suggestions from Board members included identifying core services and evaluating every program we have; looking at administrative costs; attaching dollar amounts to the services listed under each of the priorities, an exercise that may help the Board understand the overall picture better and allow them to respond to criticisms about some of the programs TRL offers; doing sustainability studies when we apply for grants; looking at charging fees.

Ms. Meyer reminded the group that TRL did have a cost and efficiency study done in 2000 and the consultant was hard pressed to find any more efficiencies. She said it is worth doing that type of study periodically but she feels confident that we already have an efficient operation. Ms. Roose said TRL has never done a program budget. It is difficult to allocate administrative costs and determine what are considered administrative costs. Ms. Fund offered to contact state budget officials regarding the administrative/program costs breakout, and she will share her findings with the board members and staff. Ms. Anderson pointed out that so many programs we do involve staff time and cutting the program may not save money because the staff will still be there.

Mr. Blauvelt requested that Board members submit any comments regarding the budget process to Ms. Roose. Mr. Blauvelt reviewed the amendment to the RCW allowing cities, counties, and towns to do multiple levy lid lifts for up to six years and determined that the amendment does not apply to junior taxing districts.

There was no further business and the meeting adjourned at 8:15 p.m.



President



Secretary