



2024 Budget - Public

Workshop – September 27, 2023

Public Hearing – October 11, 2023

Board Approval – November 15, 2023

Prepared by:

T. Meredith, Director

JEFFERSON COUNTY RURAL LIBRARY DISTRICT BUDGET – 2024

The Jefferson County Library District envisions a thriving community empowered by knowledge. We transform lives and strengthen communities by bringing people, information, and ideas together. Our mission is *feeding minds, fueling dreams*.

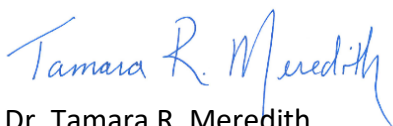
Our services are available to all residents of the rural county. During normal operating conditions, the Library is open seven days a week and the Bookmobile is on the road five days a week (including Saturdays) serving seven local communities and nine community stops. We also manage four Community Collections and provide materials to the Jefferson County Corrections Facility. Digital materials, including eBooks, eAudiobooks, digital magazines, streaming video, and databases, are available 24/7 through our website.

The Jefferson County Library District coordinates the highly successful Cooperative Libraries of the Eastern Olympics (CLEO) partnership, working with six clients to bring consolidated, cost-effective library services to eastern Jefferson County. These clients include: Port Townsend Public Library, Port Townsend School District, Quilcene School District, Brinnon School District, Chimacum School District, and the McCurdy Maritime Library. Library services for patrons who live in the west end of the county are provided through a paid contract with the North Olympic Library System and a free reciprocal agreement with the Timberland Regional Library.

As we look ahead to 2024, our budget has been crafted with the following objectives: maintain public service levels in the face of substantial cost increases due to inflation; address staff office space issues; increase public meeting room availability; and invest in sustainable practices (solar power, landscaping with native plants, etc.) that will positively impact the District and the community. Revenues in 2024 are expected to be mostly flat, with small increases in property taxes (capped at 1%) and investment interest, and unknown timber revenue. Salary and benefits expenditures will increase moderately to include staff step increases, a newly-adopted salary schedule that increases staff potential earnings over time, and an increase in health care premiums that is absorbed by the District. Operating expenses continue to be held to minimum requirements as we remain flexible with ongoing increases in fuel/energy costs and inflation. The materials budget has been kept at 10.0% of operating costs. One-time capital expenditures in 2024 include technology replacement, solar panel installation, digital signage (postponed since 2021), remodel costs for a meeting room and office, a portable building for staff offices/meetings, and carryover costs for a landscaping project.

Detailed revenue and expenditure projections and rationale are included in the following narrative. Please feel free to contact me with any questions regarding the information below.

Respectfully,



Dr. Tamara R. Meredith
Director, Jefferson County Library District

The attached budget will be available at the library on October 11, 2023 for public inspection and/or comment.

Formal adoption of this budget is scheduled for November 15, 2023. Suggestions or comments can be addressed to any member of the Board of Trustees or the Director, as listed below:

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Updated 11/16/2023



2024 JEFFERSON COUNTY LIBRARY BUDGET - OVERVIEW

REVENUE

Property Tax Revenue

Preliminary figures were provided by the County Assessor on September 27, 2023. In addition to the 1% increase allowed by law, the new construction revenue estimate is \$20,233.20 and refunds (including a significant amount from the Port Townsend Paper Company mill) are expected to be \$18,600.23. Recommended “high side” budget for property taxes is \$1,977,000.

Interest Income

Interest income on the general fund will be approximately \$20,000 in 2024. This includes interest earned on cash in the LGIP as well as Treasury Bonds. Interest income on the Board Designated Unrestricted Fund and Unemployment Fund will be approximately \$60,000. This includes interest earned on cash in the LGIP as well as Treasury Bonds. Currently, the interest rate on the LGIP is 5.39% and future activity is unknown.

TAV and DNR

Timber revenues are never guaranteed. Total revenues from DNR and TAV have been in the range of \$50,000-\$200,000 over the last 5 years. An estimate of \$68,000 for 2023 TAV timber revenues was provided by the County Assessor on September 27, 2023.

Cooperative Libraries of the Eastern Olympics (CLEO)

CLEO operating fees paid by Port Townsend Public Library (PTPL), Port Townsend Public Schools, Brinnon and Quilcene schools, Chimacum School District, and the McCurdy Maritime Library are listed as revenue and will offset expenditures in the operations and personnel budgets. Fees for PTPL lost items, collected at JCL, and for JCL materials, collected at PTPL, are listed as both revenue to JCL and as an expenditure to PTPL. In 2024, this revenue line also includes \$15,600 for continued engagement of the Digital Equity Navigator inside the city limits of Port Townsend.

Fundraising – Private Donations and Friends of the Library

In 2023, \$45,000 was budgeted for unrestricted gifts through private donations; in 2024, we hope to increase that amount to \$75,000 through a targeted campaign towards funding a solar energy project.

The 2024 budget also includes a \$23,865 request for funding from the Friends of the Library to support staff development, donor development, programs, and services. Of that amount, \$15,000 is built into the library budget, and \$8,865 is paid directly by the FOJCL or through direct reimbursement to staff.

EXPENSES

Personnel

In 2024, twenty-two (22) library staff will receive scheduled 3% step increases. Additionally, the Digital Equity Navigator position is being reclassified from Library Assistant III to Librarian I, which will result in an increase in that position's salary. A new Library Assistant III position and a replacement Development Officer position are planned once staff office space is available. All staff will be in the newly-adopted salary step schedule beginning January 1, 2024. The substantial market adjustments made through the updated salary schedule, plus a new LA III position, will result in a significant (12.2%) increase to the salary line.

Minimum wage will rise to \$16.28 as of January 1st, 2024.

Personnel with scale adjustment and step increases = 12.2% increase = \$1,298,424

Benefits

Costs for benefits will increase in 2024, with a 3% rate increase and new position contributing to the total increase (11.2%) in medical insurance premiums. We have a slight decrease in pension costs due to employer contribution adjustments (-0.7%), and increases to Labor and Industries (4.6%) and FICA (7%). Costs for mandated benefits are tied to gross wages. At this time, the library pays the full premium for all employees working 20 hours or more per week, and the full premium for the employee, spouse, and dependents for all employees working full-time.

Benefit costs = 7.5% increase = \$539,791

Operating

The 2024 Operating Budget has been developed based upon 2023 expenditures and includes increases due to inflation and known project/supply expenses. Office and supply expenses are expected to remain the same or increase slightly – sourcing library supplies has become challenging for some items. Program expenses have been reduced significantly by adjusting expectations for the annual humanities lecture event. Travel and continuing education expenses have continued to be prioritized this year. IT support costs have increased slightly, as have telecom costs.

Technology costs include new equipment for public meeting rooms and offices. General professional services include ADP (payroll/schedule system), legal services, and anticipated State Audit spillover from 2023. Insurance costs have increased at a rate of 15-25%/year but will not be known until the annual invoice is received (we will not know what our 2023 cost will be until November 2023). Maintenance costs for vehicles have been adjusted to include new tires for the Bookmobile and new basic costs for the eTransit van that will be added to the fleet in late 2023.

Total operating costs are offset by \$38,500 in regular CLEO payments including an overhead charge to PTPL for JCLD services such as utilities, housing and maintenance of equipment, administrative costs, insurance, supplies, fuel, etc.

Operations = 17.0% increase = \$451,858

Materials

Our materials budget will increase 4% in 2024 to keep up with inflation. This keeps materials expenditures at roughly 10% of the operating budget.

Materials = 4.1% increase = \$244,550

Capital

The capital budget includes projected expenditures for capital projects (over \$5,000 per project/item). A number of one-time capital projects are slated for 2024 – they include: new website (\$20,000), solar panel installation (\$250,000), ILS server replacement (\$8,000), outdoor digital sign (\$40,000), LED retrofit (\$20,000), Humphrey Room curtain/remodel (\$40,000), remaining costs from landscaping work (\$10,000), office remodel (\$10,000), and the acquisition of a portable office/meeting building (\$200,000).

Funds for capital projects come from Board Designated Unrestricted Funds as well as external sources/grants.

Capital = \$598,000

Revenues

| | 2022 Budget | 2023 Budget | 2024 Budget |
|----------------------------------|---------------------|---------------------|---------------------|
| Property Tax Total | 1,876,500.00 | 1,925,000.00 | 1,977,000.00 |
| Timber (TAV) | 56,000.00 | 64,000.00 | 68,000.00 |
| Timber (DNR) | 50,000.00 | 35,200.00 | 75,200.00 |
| DNR PILT | 4,500.00 | 4,500.00 | 4,500.00 |
| Timber Total | 110,500.00 | 103,700.00 | 147,700.00 |
| Interest – General Fund | 14,500.00 | 18,500.00 | 20,000.00 |
| Miscellaneous | | | |
| Grants | 358,022.00 | 60,000.00 | 2,500.00 |
| Excise Tax | 4,500.00 | 4,500.00 | 4,500.00 |
| Copier/printing | 1,500.00 | 2,250.00 | 3,500.00 |
| Lost Item Fees | 1,500.00 | 2,000.00 | 3,000.00 |
| Donations | 45,000.00 | 45,000.00 | 75,000.00 |
| Friends Gifts | 12,940.00 | 14,490.00 | 15,000.00 |
| Miscellaneous | 850.00 | 1,000.00 | 1,000.00 |
| Miscellaneous Total | 424,312.00 | 129,240.00 | 104,500.00 |
| CLEO operating charges | 35,321.00 | 35,000.00 | 54,000.00 |
| Operating Total | 2,505,683.00 | 2,211,440.00 | 2,303,200.00 |
| Xfer In - BDUF/Reserve Funds | 379,550.00 | 119,762.00 | 86,401.30 |
| Operating + Capital Total | 2,885,233.00 | 2,331,202.00 | 3,167,213.00 |

Expenditures

| | 2022 Budget | 2023 Budget | 2024 Budget |
|---|----------------------------|----------------------------|----------------------------|
| Salaries | 1,107,600.00 | 1,157,200.00 | 1,298,424.00 |
| Benefits | 522,981.00 | 499,010.00 | 539,791.00 |
| Operating | 368,196.00 | 378,992.00 | 451,958.00 |
| Materials | 230,456.00 | 235,000.00 | 244,550.00 |
| <i>Operating Total</i> | <i>2,229,233.00</i> | <i>2,270,202.00</i> | <i>2,569,113.00</i> |
| Capital Fund | | | |
| Landscape | | 50,000.00 | 10,000.00 |
| Facility | 645,000.00 | | 510,000.00 |
| FF&E | | | 50,000.00 |
| Technology | 11,000.00 | 11,000.00 | 28,000.00 |
| <i>Capital Fund Total</i> | <i>656,000.00</i> | <i>61,000.00</i> | <i>588,000.00</i> |
| <i>Operating + Capital Total</i> | <i>2,885,233.00</i> | <i>2,331,202.00</i> | <i>3,167,213.00</i> |

Operating Expenses

| | 2022 Budget | 2023 Budget | 2024 Budget |
|------------------------|-------------------|-------------------|-------------------|
| Supplies | 31,500.00 | 28,000.00 | 32,000.00 |
| Fuel | 8,200.00 | 12,500.00 | 11,500.00 |
| Equipment | 58,795.00 | 71,000.00 | 88,500.00 |
| Prof. Services | 44,500.00 | 35,000.00 | 39,000.00 |
| Communications | 32,500.00 | 32,100.00 | 34,300.00 |
| Travel | 6,000.00 | 14,250.00 | 13,000.00 |
| Advertising | 1000.00 | 1000.00 | 1,000.00 |
| Rentals/Leases | 2,316.00 | 2,588.00 | 2,588.00 |
| Insurance | 29,500.00 | 39,000.00 | 60,000.00 |
| Utilities | 27,500.00 | 28,700.00 | 33,000.00 |
| Maintenance | 57,500.00 | 51,500.00 | 61,000.00 |
| Miscellaneous | 7,350.00 | 6,550.00 | 6,000.00 |
| Library Services/Prog. | 29,035.00 | 24,854.00 | 21,120.00 |
| Prof. Develop. | 3,000.00 | 5,000.00 | 6,000.00 |
| Fac - Maintenance | 29,500.00 | 27,000.00 | 34,000.00 |
| Operating Total | 368,196.00 | 378,992.00 | 451,958.00 |