



# **2025 Budget - Public**

**Workshop – October 2, 2024**

**1<sup>st</sup> Public Hearing – October 9, 2024**

**2<sup>nd</sup> Public Hearing – November 13, 2024**

**Prepared by:**

**T. Rotz, Director**

## JEFFERSON COUNTY RURAL LIBRARY DISTRICT BUDGET – 2025

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*.

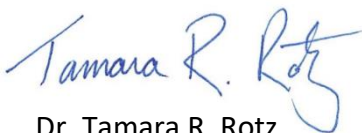
District services are available to all residents of the rural county. During normal operating conditions, the Library is open seven days a week and the Bookmobile is on the road five days a week (including Saturdays) serving seven local communities and nine community stops. We also manage four Community 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 2025, our budget has been crafted with the following objectives: maintain public service levels in the face of substantial cost increases due to inflation; address critical staffing and cybersecurity initiatives; and invest in sustainable practices as a result of the 2024 Energy Audit that will positively impact the District and wider community. Revenues in 2025 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 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 impacts to the supply chain, fuel and energy costs, and inflation. The materials budget has been kept at roughly 10.0% of operating costs. Capital expenditures in 2025 include technology replacement, energy audit recommended upgrades/replacements, and carryover costs for any capital projects not completed in 2024.

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. Rotz  
Director, Jefferson County Library District

[Title]

*The attached budget will be available at the library on October 9, 2024 for public inspection and/or comment.*

*Formal adoption of this budget is scheduled for November 13, 2024. Suggestions or comments can be addressed to any member of the Board of Trustees or the Director, as listed below:*

*Vickie K. Norris, Chair*

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Final 11/07/2024

## **REVENUE**

### **Property Tax Revenue**

Preliminary figures were provided by the County Assessor on September 30, 2024. In addition to the 1% increase allowed by law, revenue from new construction is added.

### **Interest Income**

Assuming interest rates remain stable, interest income on the general fund is expected to be roughly \$30,000 in 2025. 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 \$90,000. This includes interest earned on cash in the LGIP. Currently, the interest rate on the LGIP is 4.9% and stability 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 for 2025 TAV timber revenues was provided by the County Assessor on September 30, 2024.

### **Cooperative Libraries of the Eastern Olympics (CLEO)**

CLEO operating fees paid by Port Townsend Public Library (PTPL), Port Townsend School District, Brinnon School District, Quilcene School District, Chimacum School District, and the McCurdy Maritime Library are listed as revenue and will offset expenditures in the operations and personnel budgets.

### **Fundraising – Private Donations and Friends of the Library**

In 2024, \$75,000 was budgeted for unrestricted gifts through private donations. In 2025, this amount has been reduced to reflect low participation in Winter Giving and #LibraryGivingDay campaigns in 2023/2024.

The 2025 budget also includes a \$34,065 request for funding from the Friends of the Jefferson County Library (FOJCL) to support staff development, donor development, programs, and services. Of that amount, \$23,000 is built into the library budget, and \$11,065 is paid directly by the FOJCL or through direct reimbursement to staff.

## EXPENSES

### Personnel

In 2025, sixteen (16) library staff will be receiving scheduled 3% step increases.

Minimum wage will be \$16.66 as of January 1<sup>st</sup>, 2024.

The Washington State minimum wage is adjusted annually based on the August CPI-W for "U.S. City Average," which is estimated at 2.35% in 2024 for 2025. In 2024, a new salary schedule for JCLD was adopted that allows for using the CPI-W (U.S. City Average) as a baseline for a single market rate adjustment to the entire salary schedule rather than adjusting minimum wage and assigning COLAs separately to other classifications.

***Personnel with adjustments and step increases = 2.5% increase = \$1,332,000***

### Benefits

Costs for benefits will increase in 2025, with a 7% increase in medical insurance premiums. We have a significant decrease in pension costs due to employer contribution adjustments and staffing changes (-26.7%) and a decrease in Labor and Industries rates (-30.4%). Costs for mandated benefits are tied to gross wages. At this time, the District 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 = 5.1% increase = \$552,388***

### Operating

The 2025 Operating Budget has been developed based upon 2024 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. Travel and continuing education expenses have continued to be prioritized this year. IT support costs have increased slightly, as have telecom costs. Software subscription costs have increased significantly to support compliance with public records and social media management.

Technology costs include new equipment on a refresh/replacement schedule. General professional services include ADP (payroll/schedule system), legal services, and recruiter costs. Insurance costs are expected to drop when we move to a new insurance carrier at the end of 2024. Maintenance costs for vehicles have been adjusted to include unexpected and routine maintenance for the Bookmobile and new basic costs for the eTransit van that will be added to the fleet in late 2024.

Total operating costs are offset by \$43,500 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 = 10% increase = \$506,842***

[Title]

### **Materials**

Our materials budget will remain steady in 2025. This keeps the materials expenditures at roughly 10% of the operating budget. For detailed materials information, see “Library Services – Supplies” narrative and Appendix E.

***Materials = .8% decrease = \$242,483***

### **Capital**

The capital budget includes projected expenditures for capital projects (over \$5,000 per project/item). In 2025, known potential projects include: LED interior lighting upgrade (2/3 grant funded), landscape improvements around the parking lot, and technology replacement equipment.

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

***Capital = \$76,000***

## Revenues

	2023 Budget	2024 Budget	2025 Budget
<b><i>Property Tax Total</i></b>	<b><i>1,925,000.00</i></b>	<b><i>1,977,000.00</i></b>	<b><i>2,009,000.00</i></b>
<b>Timber (TAV)</b>	64,000.00	68,000.00	50,000.00
<b>Timber (DNR)</b>	35,200.00	75,200.00	55,000.00
<b>DNR PILT</b>	4,500.00	4,500.00	4,500.00
<b><i>Timber Total</i></b>	<b><i>103,700.00</i></b>	<b><i>147,700.00</i></b>	<b><i>109,500.00</i></b>
<b><i>Interest – General Fund</i></b>	<b><i>18,500.00</i></b>	<b><i>20,000.00</i></b>	<b><i>30,000.00</i></b>
<b>Miscellaneous</b>			
Grants	60,000.00	2,500.00	
Excise Tax	4,500.00	4,500.00	4,500.00
Copier/printing	2,250.00	3,500.00	3,500.00
Lost Item Fees	2,000.00	3,000.00	3,000.00
Donations	45,000.00	75,000.00	65,000.00
Friends Gifts	14,490.00	15,000.00	23,000.00
Miscellaneous	1,000.00	1,000.00	1,000.00
<b><i>Miscellaneous Total</i></b>	<b><i>129,240.00</i></b>	<b><i>104,500.00</i></b>	<b><i>100,000.00</i></b>
<b>CLEO operating charges</b>	<b><i>35,000.00</i></b>	<b><i>54,000.00</i></b>	<b><i>43,500.00</i></b>
<b><i>Operating Total</i></b>	<b><i>2,211,440.00</i></b>	<b><i>2,303,200.00</i></b>	<b><i>2,292,600.00</i></b>
<b>Xfer In - BDUF/Reserve Funds</b>	119,762.00	864,013.00	420,068.00
<b><i>Operating + Capital Total</i></b>	<b><i>2,331,202.00</i></b>	<b><i>3,167,213.00</i></b>	<b><i>2,712,668.00</i></b>

## Expenditures

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
<b>Salaries</b>	1,157,200.00	1,298,424.00	1,332,000.00
<b>Benefits</b>	499,010.00	583,231.00	552,388.00
<b>Operating</b>	378,992.00	443,008.00	509,842.00
<b>Materials</b>	235,000.00	244,550.00	242,483.00
 <b>Operating Total</b>	 <b>2,270,202.00</b>	 <b>2,569,213.00</b>	 <b>2,636,668.00</b>
 <b>Capital Fund</b>			
Landscape	50,000.00	10,000.00	20,000.00
Facility		510,000	40,000
FF&E		50,000.00	
Technology	11,000.00	28,000.00	16,000.00
 <b>Capital Fund Total</b>	 <b>61,000.00</b>	 <b>598,000.00</b>	 <b>76,000.00</b>
 <b>Operating + Capital Total</b>	 <b>2,331,202.00</b>	 <b>3,167,213.00</b>	 <b>2,712,668.00</b>



## Operating Expenses

	2023 Budget	2024 Budget	2025 Budget
Supplies	28,000.00	32,000.00	36,000.00
Fuel	12,500.00	11,500.00	11,500.00
Equipment	71,000.00	88,500.00	93,000.00
Prof. Services	35,000.00	39,000.00	95,500.00
Communications	32,100.00	34,300.00	34,300.00
Travel	14,250.00	13,000.00	11,500.00
Advertising	1000.00	1,000.00	500.00
Rentals/Leases	2,588.00	2,588.00	2,900.00
Insurance	39,000.00	60,000.00	40,000.00
Utilities	28,700.00	33,000.00	39,500.00
Maintenance	51,500.00	61,000.00	67,377.00
Miscellaneous	6,550.00	6,000.00	9,000.00
Library Services/Prog.	24,854.00	21,120.00	24,220.00
Prof. Develop.	5,000.00	6,000.00	6,000.00
Fac - Maintenance	27,000.00	34,000.00	39,000.00
<b>Operating Total</b>	<b>378,992.00</b>	<b>443,008.00</b>	<b>509,846.00</b>