



JEFFERSON COUNTY RURAL LIBRARY DISTRICT BUDGET – 2019

Introduction

Jefferson County Library transforms lives and strengthens communities by bringing people, information, and ideas together. We meet essential educational and cultural needs in our rural county where limited resources are available. We ensure access to our services by providing them at the library, through our mobile library services, at offsite locations, and online.

Challenges

The 2019 budget is formulated to ensure that patron needs are satisfied, and that existing services and initiatives are sustainable. A variety of costs will go up in 2019, including costs for personnel, health insurance benefits, and insurance costs. Capital costs include conversion of our legacy phone system to a Voice over Internet Protocol (VOIP) system, and the purchase of new PCs and a new Polaris server. Some of these operating costs are offset by private donations and the capital costs are covered by reserve funds. The Jefferson County Library budget for 2019 is developed to address these funding challenges and to provide a structure for the careful stewardship of library revenues and expenditures.

Revenue

In 2019, it is anticipated that the property tax valuations will increase modestly. The proposed operating budget for the Jefferson County Library for 2019 totals \$1,929,877. Tax on property owned by district residents will raise approximately \$1,764,000 of that amount. Revenue from our Cooperative Libraries of the Eastern Olympics (CLEO) partners will account for \$28,496 of next year's revenue. The balance of revenue needed to support this budget will come from timber harvest taxes (TAV), Department of Natural Resources (DNR) leases and sales, interest, and other miscellaneous income.

In 2019, \$39,000 is proposed for capital expenditures. Revenue to support these expenditures will be drawn from available 2019 revenues listed above as well as capital reserves.

Services

The library offers materials in a variety of formats, information services, classes and programs, e-resources, and an extensive outreach program. We will continue to offer a diverse range of activities for young people, including early learning classes, after school programs and homework support for teens and tweens, and cultural and educational opportunities for adults, including our technology classes.

Our services are available to all residents of the rural county. The library is open fifty-eight hours a week and the mobile library is on the road five days a week, including Saturdays, serving seven local communities and nine community stops. Library service for patrons who live in the west end of the county is provided through a contract with the North Olympic Library System and a free reciprocal agreement with the Timberland Regional Library.

We will continue the highly successful Cooperative Libraries of the Eastern Olympics (CLEO) partnership, working with our four clients (Port Townsend Public Library, Port Townsend School District, Quilcene School District, and Brinnon School District) to bring consolidated, cost-effective library service to the east side of the county.

Staffing

The library will employ eleven full-time staff and seventeen part-time staff. Full benefits are paid to regular full-time and part-time staff who work at least 20 hours per week. The library will pay a cost of living increase in 2019 and step increases to ten employees.

Materials

The materials budget of \$159,850 includes funds for books, magazines, newspapers, DVDs, books-on-CD, music CDs and eBooks. Of this total, \$77,750 will be spent on the acquisition of print materials. \$12,000 will be spent on magazine and newspaper subscriptions, \$24,500 will be spent on DVDs, \$12,700 for books on CD, \$6,400 to add to the music CD collection, and \$22,000 for downloadable books. \$15,290 has been allocated for subscriptions to online reference databases.

Capital and Operating Reserves

The library's Capital Reserve fund has been accumulated primarily through the receipt of excess timber revenues from the Timber Assessed Value Distribution, taxes on Department of Natural Resources sales and through prudent management of the library budget in prior years. The fund is secure and fully invested. The library held \$1,999,011 in reserve funds as of August 31, 2018. Of this total, \$166,707 is held in a Vehicle Replacement Fund, \$213,343 has been set aside in a Technology Fund, \$221,534 is held in an Operating Emergency Fund, \$77,759 is in a Revenue Shortfall Fund, \$307,834 is in a Building Needs Fund, and \$200,000 in a Sewer/Septic Fund. The Special Operating Reserve currently contains \$811,834. The Special Operating Reserve Fund was established to extend the life of the 2007 levy lid lift.

Specific Capital Needs

In 2019, \$20,000 will be used to cover the costs for ongoing technology needs including the replacement of PCs and the Polaris server. \$10,000 is budgeted to convert the library's legacy phone system to a Voice over Internet Protocol (VOIP) system. The library has also allocated money to pay for three (3) additional matching armchairs for public seating (\$4,000) and any emergencies that might arise. Reserve funds may also be used for unforeseen but necessary expenditures when approved by the Board of Trustees.

Gift Funds

Donations for current year expenses are deposited into the General Fund. Other gifts are deposited in designated gift funds maintained and fully invested by the Jefferson County Treasurer's Office.

The attached budget will be available at the library on October 10, 2018 for public inspection and/or comment.

Formal adoption of this budget is scheduled for November 14, 2018. Suggestions or comments can be addressed to any member of the Board of Trustees or the Director, as listed below:

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