



JEFFERSON COUNTY RURAL LIBRARY DISTRICT BUDGET – 2020

The 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.

Our services are available to all residents of the rural county. The Library is open fifty-eight hours 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 three Community Collections and provide materials to the Jefferson County Correction Facility. Digital materials, including e-books, e-audiobooks, streaming video, and databases, are available 24/7 through our website.

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

As we look ahead to 2020, our budget has been formulated to ensure that patron needs are satisfied, that existing services and initiatives are sustainable, and that we are making progress toward the objectives of our strategic plan. Revenues are expected to rise modestly through increases in property tax valuations and interest income from recent investments. Salary and benefits expenditures will increase slightly to include staff step increases, a cost-of-living-adjustment, and a new part-time position focused on fundraising and donor development. Operating expenses have increased to include a regular technology replacement cycle, additional wireless access devices for circulation, and a new web-access module for our integrated library system. The materials budget for physical and digital items has also risen slightly to include funding for non-traditional objects such as small tools, memory kits, and other patron-requested items. Capital expenditures in 2020 include a landscaping project to

remove an old asphalt driveway and an interior remodel/construction project to create two offices and install an egress window.

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 contained in this document.

Respectfully,



Dr. Tamara R. Meredith
Director, Jefferson County Library

The attached budget will be available at the library on October 9, 2019 for public inspection and/or comment.

Formal adoption of this budget is scheduled for November 13, 2019. Suggestions or comments can be addressed to any member of the Board of Trustees or the Director, as listed below:

Ellen Hargis, Chair

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**JEFFERSON COUNTY LIBRARY
2020 BUDGET
REVENUE**

	2018 Budget	2019 Budget	2020 Budget
Property Tax Total	1,723,000.00	1,764,000.00	1,797,000.00
Timber (TAV)	75,000.00	100,000.00	100,800.00
Timber (DNR)	1,000.00	55,000.00	55,000.00
DNR PILT		4,000.00	4,000.00
Timber Total	76,000.00	159,000.00	159,800.00
Investment Interest	1,500.00	6,000.00	40,000.00
Miscellaneous			
Excise Tax	4,000.00	2,000.00	3,000.00
Copier/printing	7,500.00	6,000.00	6,000.00
Fines/Fees	4,000.00	3,000.00	2,500.00
Donations	50,000.00	25,000.00	20,000.00
Friends gifts	12,900.00	16,130.00	13,950.00
Miscellaneous	200.00		530.00
Refunds			
Miscellaneous Total	78,600.00	52,130.00	45,980.00
CLEO operating charges			
Port Townsend	21,921.00	21,236.00	23,723.78
Quilcene School	2,500.00	2,500.00	2,500.00
Brinnon School	500.00	500.00	500.00
Port Townsend Schools	4,300.00	4,300.00	4,300.00
McCurdy Maritime Library			500.00
CLEO Total	29,221.00	28,536.00	31,523.78
Operating Total	1,908,321.00	2,009,666.00	2,074,303.78
From Capital Expenditures	178,000.00		113,467.24
Operating + Capital Total	2,086,321.00	2,009,666.00	2,187,771.02

**JEFFERSON COUNTY LIBRARY
2020 BUDGET
EXPENDITURES**

	2018 Budget	2019 Budget	2020 Budget
Salaries	930,302.00	965,905.00	999,904.16
Benefits	441,188.00	458,012.60	465,378.26
Operating	380,481.00	376,067.50	408,151.60
Materials	156,350.00	161,850.00	184,337.00
Operating Total	1,908,321.00	1,961,835.10	2,057,771.02
Capital Fund			
Landscape	6,000.00	-	15,000.00
Facility	145,000.00	-	100,000.00
FF&E	5,000.00	9,000.00	
Technology	22,000.00	30,000.00	15,000.00
Transfer to Reserve		8,830.9	
Capital Fund Total	178,000.00	47,830.90	130,000.00
Operating + Capital Total	2,086,321.00	2,009,666.00	2,187,771.02

**JEFFERSON COUNTY LIBRARY
2020 BUDGET
OPERATING EXPENSES**

	2018 Budget	2019 Budget	2020 Budget
Supplies	46,000.00	38,000.00	34,000.00
Fuel	5,700.00	7,200.00	7,000.00
Equipment	-	-	69,000.00
Prof. Services	31,500.00	58,500.00	57,470.00
Communications	27,275.00	25,800.00	29,550.00
Travel/Workshops	16,400.00	15,915.00	15,600.00
Advertising	2,000.00	1,200.00	1,200.00
Rentals/Leases	1,944.00	1,944.00	1,931.60
Insurance	23,750.00	25,500.00	27,500.00
Utilities	29,900.00	27,750.00	28,500.00
Maintenance			54,500.00
Miscellaneous	12,225.00	48,119.00	10,500.00
Library Services/Prog.	81,445.00	47,639.50	33,800.00
InterGovService	4,450.00	-	-
Training/Prof. Develop.	2,000.00	4,500.00	5,600.00
Facilities - Maintenance	95,892.00	74,000.00	32,000.00
Operating Total	380,481.00	376,067.50	408,151.60

**JEFFERSON COUNTY LIBRARY
2020 BUDGET
SUMMARY**

PROJECTED CASH ON HAND AND RESERVES - FEBRUARY 1, 2020

<i>General Fund - Operating</i>	\$ 350,000
<i>General Fund - Operating Reserve</i>	\$ 453,302
<i>Unemployment Reserve</i>	225,000
<i>Gift Fund</i>	56,000
<i>Capital Fund</i>	2,142,000
<i>Payroll Checking Account</i>	200,000
<i>Petty Cash/Cash Drawers</i>	<u>\$ 1,220</u>
	\$ 3,427,522

REVENUE

Property tax	\$ 1,797,000
Timber (TAV)	100,800
Timber (DNR)	55,000
DNR PILT	4,000
Interest	40,000
Miscellaneous	45,980
CLEO	31,524
from Capital Fund	<u>113,467</u>

TOTAL REVENUE **\$ 2,187,771**

EXPENDITURES

Salaries	\$ 999,904
Benefits	465,378
Operating	408,152
Materials	184,337
Capital	<u>130,000</u>

TOTAL EXPENDITURES **\$ 2,187,771**

PROJECTED CASH ON HAND AND RESERVES - JANUARY 31, 2021

<i>General Fund- Operating</i>	\$ 330,000
<i>General Fund - Operating Reserve</i>	\$ 453,302
<i>Unemployment Reserve</i>	244,000
<i>Gift Fund</i>	54,500
<i>Capital Fund</i>	2,045,000
<i>Payroll Checking Account</i>	200,000
<i>Petty Cash/Cash Drawers</i>	<u>\$ 1,220</u>
	\$ 3,328,022