



2021 JEFFERSON COUNTY LIBRARY BUDGET

**WORKSHOP
September 23**

**PUBLIC NOTICE
October 14, 2020**

**Prepared by:
TAMARA MEREDITH, DIRECTOR
October 1, 2020**



JEFFERSON COUNTY RURAL LIBRARY DISTRICT BUDGET OVERVIEW – 2021

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. During normal operating conditions, 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. *In response to the Coronavirus pandemic, the library facility was closed as of March 23rd -- but phone, email, and online services remained available to patrons. Since June 22nd, the library has offered curbside service five days/week, Bookmobile service four days/week, and provides phone/email reference and online services and programs Tuesday through Saturday. Future access and hours will be dictated by pandemic reopening plans from the State of Washington as well as staffing availability.*

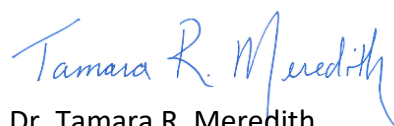
The Jefferson County Library also operates the highly successful Cooperative Libraries of the Eastern Olympics (CLEO) partnership, working with five clients (Port Townsend Public Library, Port Townsend School District, Quilcene School District, Brinnon School District, and the McCurdy Maritime Library) 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 2021, our budget has been formulated to be flexible in the current unstable and unpredictable environment. We continue to focus on ensuring 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 flat-line, with property taxes rising slightly while other areas dropping or staying the same. Salary and benefits expenditures will increase slightly to include staff step increases, a cost-of-living-

adjustment, and a three-percent increase in health care premiums that is absorbed by the library. Operating expenses have been reduced to minimum necessary expenditures while we try to remain flexible with possible pandemic impacts to supplies, programs, and staff travel. The materials budget for digital items has risen significantly to accommodate current remote access needs. Capital expenditures in 2021 include an Uninterruptible Power Supply (UPS) for the server room.

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 14, 2020 for public inspection and/or comment.

Formal adoption of this budget is scheduled for November 10, 2020. Suggestions or comments can be addressed to any member of the Board of Trustees or the Director, as listed below:

Ellen Hargis, Chair

ehargis@jclibrary.info

Michael Kubec

mkubec@jclibrary.info

Hal Beattie

hbeattie@jclibrary.info

Joan Chapdelaine

jchapdelaine@jclibrary.info

Raj Rakhra

rrakhra@jclibrary.info

Tamara Meredith, Director

tmeredith@jclibrary.info

Revenues

	2019 Budget	2020 Budget	2021 Budget
<i>Property Tax Total</i>	<i>1,764,000.00</i>	<i>1,797,000.00</i>	<i>1,832,000.00</i>
Timber (TAV)	100,000.00	100,800.00	60,000.00
Timber (DNR)	55,000.00	55,000.00	57,000.00
DNR PILT	4,000.00	4,000.00	4,000.00
<i>Timber Total</i>	<i>159,000.00</i>	<i>159,800.00</i>	<i>121,000.00</i>
<i>Interest Total</i>	<i>6,000.00</i>	<i>9,000.00</i>	<i>8,000.00</i>
Miscellaneous			
Excise Tax	2,000.00	3,000.00	4,470.00
Copier/printing	6,000.00	6,000.00	1,500.00
Fines/Fees	3,000.00	2,500.00	1,500.00
Donations	25,000.00	20,000.00	30,000.00
Friends gifts	16,130.00	13,950.00	12,300.00
Miscellaneous		530.00	650.00
<i>Miscellaneous Total</i>	<i>52,130.00</i>	<i>45,980.00</i>	<i>50,420.00</i>
CLEO operating charges			
Port Townsend	21,236.00	23,723.00	28,385.00
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	500.00
<i>CLEO Total</i>	<i>28,536.00</i>	<i>31,523.00</i>	<i>36,185.00</i>
<i>Operating Total</i>	<i>2,009,666.00</i>	<i>2,043,303.00</i>	<i>2,047,605.00</i>
Xfer In - Interest on BDUF/Res		31,000.00	35,000.00
Xfer In - BDUF/Reserve Funds		113,467.00	10,000.00
<i>Operating + Capital Total</i>	<i>2,009,666.00</i>	<i>2,187,771.00</i>	<i>2,092,605.00</i>

Expenditures

	2019 Budget	2020 Budget	2021 Budget
Salaries	965,905.00	999,904.00	1,020,500.00
Benefits	458,012.60	465,378.00	481,453.00
Operating	376,067.50	408,152.00	379,022.00
Materials	161,850.00	184,337.00	201,630.00
<i>Operating Total</i>	<i>1,961,835.10</i>	<i>2,057,771.00</i>	<i>2,082,605.00</i>
Capital Fund			
Landscape	-	15,000.00	
Facility	-	100,000.00	
FF&E	9,000.00		
Technology	30,000.00	15,000.00	10,000.00
Transfer to Reserve	8,830.90		
<i>Capital Fund Total</i>	<i>47,830.90</i>	<i>130,000.00</i>	<i>10,000.00</i>
<i>Operating + Capital Total</i>	<i>2,009,666.00</i>	<i>2,187,771.00</i>	<i>2,092,605.00</i>

Operating Expenses

	2019 Budget	2020 Budget	2021 Budget
Supplies	38,000.00	34,000.00	35,200.00
Fuel	7,200.00	7,000.00	7,200.00
Equipment	-	69,000.00	54,000.00
Prof. Services	58,500.00	57,470.00	67,000.00
Communications	25,800.00	29,550.00	28,875.00
Travel	15,915.00	15,600.00	10,000.00
Advertising	1,200.00	1,200.00	1,000.00
Rentals/Leases	1,944.00	1,931.60	1,932.00
Insurance	25,500.00	27,500.00	28,000.00
Utilities	27,750.00	28,500.00	27,500.00
Maintenance		54,500.00	50,550.00
Miscellaneous	48,119.00	10,500.00	8,500.00
Library Services/Prog.	47,639.50	33,800.00	25,265.00
Training/Prof. Develop.	4,500.00	5,600.00	4,000.00
Facilities - Maintenance	74,000.00	32,000.00	30,000.00
Operating Total	376,067.50	408,151.60	379,022.00