

**Jefferson County Rural Library District  
Board of Trustees 2018 Budget Workshop  
Library Shold Room, Port Hadlock, WA  
Minutes – September 18, 2017**

**Call to Order:** Chair Sylvia White called the meeting to order at 9:05 AM. Present were Trustees Ellen Hargis, Hal Beattie, Michael Kubec, Leigh Hearon; Director Meredith Wagner; at 9:35 am, Jeff Chapman and Lauralee Kiesel of the Jefferson County Assessor's Office; and at 10:10 am, incoming Library Director Tamara Meredith.

**Agenda:** Michael Kubec moved to approve the agenda. Ellen Hargis seconded the motion, and the motion was carried.

**Funding Environment/ Budget Issues/ Strategies** – Wagner briefly reviewed the funding environment for 2017, noting that more detail on the property tax expectations for 2018 will follow when Jeff Chapman, Jefferson County Assessor joins us at 9:30 am. She then reviewed areas where revenue and expenditures were expected to grow and change compared to last year's budget.

**Review of property tax estimates for 2017** - Jeff Chapman, County Assessor, and Lauralee Kiesel, Levy Technician, reviewed the revenue projections they had prepared. Chapman reported that property values continue to rise, particularly in Port Townsend. He also noted values will increase in Kala Point, Cape George, the Tri Area, Port Ludlow and Marrowstone Island (an overall increase in assessed value of \$156,560,464 in the Library District). In 2018, the library will be assessed at approximately \$.49/\$1,000 of assessed value.

Chapman then gave a brief overview of TAV and DNR revenues, explaining that they will continue to *be* lower than in past years. He projected TAV may be as high as \$76,000 but that DNR will likely be much less, perhaps as low as \$760.

**Chair Sylvia White called a break at 10:10 am. The meeting reconvened at 10:20 am.**

**Overview of Revenue and Expenditure Growth and Change** - Wagner completed the review of the 2018 projected expenditure figures. There was discussion about capital improvement projects including repair and reseal of the parking lots and upgrades to the septic system.

**Friends of the Library Request 2018** – Wagner reviewed a list of the requests for funding support submitted to the Friends of the Jefferson County Library which are consistent with the same programs and services funded in past years. The request also included funds for book carts and travel for four staff members to attend national conferences.

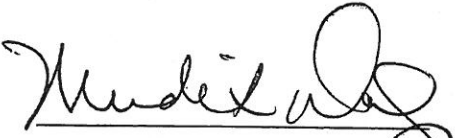
**Operating Expenditures Review by BARS Category** – Wagner and the Board reviewed the projected expenditures for operations for 2018.

Chair ~~Leigh Hearon~~ *Sylvia White* called a break at 11:20 am. The meeting reconvened at 11:25 am.


**Operating Expenditures Review by BARS Category** – Wagner completed the review of the projected expenditures for operations for 2018.

**Salaries and Benefits** – Wagner reviewed the projected salaries, mandated benefits and other benefits. After discussion, it was agreed to not budget any funds for the Unemployment Fund for 2018. The fund is expected to total approximately \$195,000 by the end of 2017.

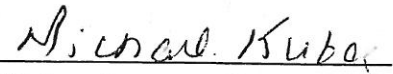
**Meeting adjourned at 12:02 PM**



Meredith Wagner, Director



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

**Next JCL Budget Workshop: September 22, 10:00 AM.**  
**Next Board of Trustees Regular Meeting: October 11, 10:00 AM.**  
**Both meetings will be held at the Main Library.**