

**Jefferson County Rural Library District
Board of Trustees 2019 Budget Workshop
Library Shold Room, Port Hadlock, WA
Minutes – October 3, 2018**

Call to Order: Vice Chair Ellen Hargis called the meeting to order at 9:25 A.M. Present were Trustees Hal Beattie, Michael Kubec, and Tom Hagen; Director Tamara Meredith; Recording Secretary Emily Henry; and at 9:50 A.M., Jefferson County Assessor, Jeff Chapman.

Agenda: Michael Kubec **moved to approve** the agenda with one added item. Hal Beattie **seconded** the motion, the **motion carried**.

Friends of the Library Request 2019: Tamara Meredith reviewed a list of requests for funding support submitted to the Friends of the Jefferson County library which are consistent with programming and services funded in past years. The request also included trial funds for Kanopy, an on-demand video streaming platform, in order to determine its feasibility, long-term costs, and usage.

[Jefferson County Assessor Jeff Chapman arrived at the meeting at 9:50 A.M.]

Review of Property Tax Estimates for 2019: Jefferson County Assessor Jeff Chapman reviewed the revenue projections for 2019. Chapman reported that property values will continue to rise, and there will be additional construction growth throughout the county. He gave an overview of TAV revenues, projecting that TAV will increase in 2019 and that the revenue will likely rise as high as \$100,000. He also reported that DNR PILT is expected as a new line revenue starting at \$4,000 in 2019.

[Jefferson County Assessor Jeff Chapman departed the meeting at 10:50 A.M.]

Review Revenue: After reviewing the Assessor's projected numbers and recommendations, the board has agreed to include a high balance of \$1,764,000 into the draft budget.

maximum allowable

Second Review of 2019 Budget Spreadsheets:

Salaries and Benefits: The Trustees reviewed the salary and benefit details for 2019. The board recommended including a 2.5% cost of living adjustment (COLA) increase for staff in the 2019 draft budget.

Operating Expenditures: Tamara Meredith and the Board reviewed the projected operating expenditures for 2019.

Materials: Tamara Meredith and the Board reviewed the proposed breakdown for materials for 2019.

Capital: Tamara Meredith and the Board reviewed the proposed breakdown for capital for 2019. The board agreed to move the BARS Landscape category out of Capital and into Operating Expenditures.

Budget Process: The draft budget process was reviewed. Tamara Meredith will prepare a draft budget and narrative for presentation at the October 10th board meeting, which will be followed by a 30-day

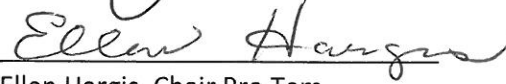
public inspection period. The Trustees will approve a final budget at the November board meeting which will then be submitted to the Jefferson County Board of Commissioners for approval and adoption.

Meeting adjourned at 11:35 A.M.

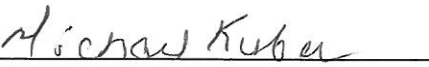
Next Regular Meeting: 10:00 A.M. – 12:00 P.M., Wed., October 10, 2018 at the Main Library



Emily Henry, Recording Secretary



Ellen Hargis, Chair Pro Tem



Michael Kubec, Corresponding Secretary