

**Jefferson County Rural Library District
Board of Trustees 2019 Budget Workshop
Library Shold Room, Port Hadlock, WA
Minutes – Tuesday, September 24, 2019**

Call to Order: Chair Ellen Hargis called the meeting to order at 1:00 P.M. Present were Trustees Tom Hagen, Michael Kubec, Hal Beattie, and Sylvia White; Director Tamara Meredith; and Staff Member Emily Henry.

Agenda: Michael Kubec moved to approve the agenda as written. Hal Beattie **seconded the motion** and the motion carried.

Overview/discussion of Board Designated Unrestricted Funds: The Board conducted a conversation about potential revisions to the Board Designated Unrestricted Funds.

Overview of projected revenue and expenditure change in 2020: Tamara Meredith led a review of expected changes from 2019 to 2020 projected revenue and expenditure figures.

Review Expenditures:

Salaries and Benefits: review spreadsheets by BARS category: Tamara Meredith and the Board reviewed the projected salaries, mandated benefits, and other benefits. Ten library staff members will be receiving scheduled 3% step increases. Funding was also included for a new Development position.

Operating Expenditures: review spreadsheets by BARS category: Tamara Meredith and the Board reviewed the projected operating expenses for 2020.

Materials: review spreadsheets by BARS category: Tamara Meredith and the Board reviewed the proposed budget for materials expenses for 2020.

Programs: review spreadsheets by BARS category: Tamara Meredith and the Board reviewed the proposed budget for programs expenses for 2020.

Trainings: review spreadsheets by BARS category: Tamara Meredith and the Board reviewed the proposed budget for training expenses for the 2020 budget.

Facilities: review spreadsheets by BARS category: Tamara Meredith and the Board reviewed the proposed budget for facilities for the 2020 budget.

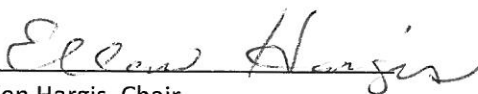
Capital: review spreadsheets by BARS category: Tamara Meredith reviewed the proposed draft budgets for Capital expenditures in 2020. She projected tentative estimates for an anticipated landscaping project, a facility interior office remodel/egress installation, and a technology replacement of one server.

Friends of the Library: Tamara Meredith reviewed the list of requests for funding support to be submitted to the Friends of the Jefferson County Library at their Fall meeting. The total request is projected to be \$20,875 and is consistent with previous years' requests. The request included funds for a visiting youth author, the annual Huntingford Humanities Lecture, and support from the Judy Gunter Continuing Education Fund.

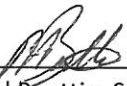
CLEO 2020 – Cost Detail: Tamara Meredith reviewed the CLEO service agreement between the Jefferson County Library and the Port Townsend Public Library.

Meeting adjourned at 3:55 P.M.

Next JCL Budget Workshop: 10:00 A.M., Wednesday, September 25, 2019 at the Main Library



Ellen Hargis, Chair



Hal Beattie, Secretary