



# 2022 JEFFERSON COUNTY LIBRARY BUDGET

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**WORKSHOP**  
September 29

**PUBLIC NOTICE**  
October 13, 2021

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Prepared by:  
**TAMARA MEREDITH, DIRECTOR**  
October 1, 2021





## **JEFFERSON COUNTY RURAL LIBRARY DISTRICT BUDGET – 2022**

The Jefferson County Library District envisions a thriving community empowered by knowledge. We transform lives and strengthen communities by bringing people, information, and ideas together. Our mission is *feeding minds, fueling dreams*.

Our services are available to all residents of the rural county. During normal operating conditions, the Library is open seven days 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 four Community Collections and provide materials to the Jefferson County Correction Facility. Digital materials, including eBooks, eAudiobooks, digital magazines, streaming video, and databases, are available 24/7 through our website. *In response to the Coronavirus pandemic, the Library continues to operate with reduced hours, Tuesday through Saturday; however, the Bookmobile has returned to its full, pre-pandemic schedule. We anticipate the Library's return to full seven-day-a-week service before the end of 2021.*

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 2022, our budget has been formulated to be flexible in the unpredictable, unstable situation that has resulted from an ongoing global pandemic. 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 newly adopted strategic plan. Revenues in 2022 are expected to be mostly flat, with small increases in property taxes (capped at 1%), grants, and investment interest. Salary and benefits expenditures will increase significantly to include added staffing (1.8 FTE), staff step increases, a cost-of-living-adjustment, and a 3.6% increase in health care premiums that is absorbed by the library. Operating expenses continue to be held to minimum requirements as we remain flexible with ongoing pandemic impacts to the supply chain, programs, and staff travel. The materials budget has risen significantly to accommodate a return to pre-pandemic physical materials needs as well as

new digital tools. Capital expenditures in 2022 include the construction of the Hagen Building, a replacement outdoor digital sign, architectural/engineering fees for the Hagen Building, and a replacement server.

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 13, 2021 for public inspection and/or comment.*

*Formal adoption of this budget is scheduled for November 10, 2021. Suggestions or comments can be addressed to any member of the Board of Trustees or the Director, as listed below:*

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## **2022 JEFFERSON COUNTY LIBRARY BUDGET - OVERVIEW**

### **REVENUE**

#### **Property Tax Revenue**

Preliminary figures were provided by the County Assessor on September 23, 2021. In addition to the 1% increase allowed by law, new construction estimates are strong in 2022. Recommended "high side" budget for property taxes is \$1,876,500.

#### **Interest Income**

Interest income on the general fund will be approximately \$14,500 in 2022. This includes interest earned on cash in the LGIP as well as CDs that mature during the year. Interest income on the Board Designated Unrestricted Fund and Unemployment Fund will be approximately \$44,500. This includes interest earned on cash in the LGIP as well as CDs that mature during the year and Treasury Bonds. Currently, the interest rate on the LGIP is .08% and has dropped almost every month since March 2020 due to the pandemic's effect on the economy.

#### **Grants**

Grant funds from the CARES Act, American Rescue Plan Act (ARPA), and other local sources have been secured for 2022 to fund the Digital Equity Navigator position and supplement digital materials and videoconferencing equipment. Also included is the Library Capital Facilities Improvement Grant through the Department of Commerce, a 50% matching grant for construction of the Hagen Building.

#### **TAV and DNR**

Timber revenues are never guaranteed. Total revenues from DNR and TAV have been in the range of \$50,000-\$200,000 over the last 5 years. An estimate of \$56,000 for 2022 TAV timber revenues was provided by the County Assessor on September 23, 2021.

#### **Cooperative Libraries of the Eastern Olympics (CLEO)**

CLEO operating fees paid by Port Townsend Public Library, Port Townsend School District, Brinnon and Quilcene schools, and the McCurdy Maritime Library are listed as revenue and will offset expenditures in the operations and personnel budgets. Fees for PTPL lost items, collected at JCL, and for JCL materials, collected at PTPL, are listed as both revenue to JCL and as an expenditure to PTPL.

#### **Fundraising – Private Donations and Friends of the Library**

In 2021, \$30,000 was budgeted for unrestricted gifts through private donations. As of September 2021, we have received over \$28,000 and expect to significantly exceed our annual goal through the efforts of our Winter Giving Campaign in November/December. We also

anticipate the opportunity to apply for local grants that would be managed through the “private donations” budget line. Therefore, our 2022 Private Donations revenue has been raised to \$45,000.

The 2022 budget also includes a \$20,875 request for funding from the Friends of the Library to support staff development, donor development, programs, and services. Of that amount, \$12,940 is built into the library budget, and \$7,935 is paid directly by the FOJCL or through direct reimbursement to staff.

## **EXPENSES**

### **Personnel**

2022 marks the fourteenth full year under the current compensation plan. Twelve employees will be receiving step increases. New positions will be posted/hired in late 2021/early 2022, including a Custodian (24 hours/week), a Janitor (10 hours/week), and a Digital Equity Navigator.

Minimum wage will be \$14.49 as of January 1<sup>st</sup>, 2022.

The library’s policy on COLAs suggests that the COLA be derived from the June Consumer Price Index for “Urban Wage Earners and Clerical Workers” in the Seattle-Tacoma-Bremerton area. The pandemic continues to have unpredictable economic impacts on the CPI, but June’s data was very typical with a 2.4% change from the previous year. An additional impact in 2022 will be the beginning of deductions for Washington State’s Long Term Care Benefit, a .58% tax on every employee’s gross salary. A COLA of 2.5% COLA is recommended in 2022.

***Personnel (2.5% COLA), step increases, new positions = 8.5% increase = \$1,107,600***

### **Benefits**

Costs for benefits will increase significantly in 2022, mostly due to new positions and a 3.6% increase in medical insurance premiums. We have increases in pension costs (14.6%), Labor and Industries (11.1%), and an increase in health benefits (6.3%). Costs for mandated benefits are tied to gross wages. At this time, the library pays the full premium for all employees working 20 hours or more per week, and the full premium for the employee, spouse, and dependents for all employees working full-time.

***Benefit costs (based on 2.5% COLA) = 8.1% increase = \$522,981***

### **Operating**

The 2022 Operating Budget has been developed based upon current 2021 pandemic operations, but with the expectation that operations and services will expand back to pre-pandemic levels by the end of the year. Costs for office and building supplies have returned to pre-pandemic levels (no ongoing need for COVID supplies/cleaning agents). Program expenses

have returned to pre-pandemic levels in the hopes that in-person programming will be possible by early 2022. Travel and continuing education expenses remain reduced; opportunities may be offered, but likely in hybrid/online formats and requiring less travel. IT support costs have increased slightly, and telecom expenses have decreased due to better contracts for hotspots. Building and other maintenance costs are anticipated to be similar to 2021 expenses. Professional services have been increased to accommodate consulting fees and potential payroll system upgrade. Janitorial professional services have been removed from the 2022 budget since we plan to hire a Custodian and Janitor as staff to fill this role.

Total operating costs are offset by \$35,321 in regular CLEO payments including an overhead charge to PTL for JCL services such as utilities, housing and maintenance of equipment, administrative costs, insurance, supplies, fuel, etc.

***Operations = 0.3 % decrease = \$368,096***

### **Materials**

Our materials budget will increase 14.3% in 2022. This includes a return to pre-pandemic spending levels on physical materials as well as digital materials. New electronic databases (ValueLine Library Elite and BrainFuse) add to the increased materials cost as well. Materials spending as a percentage of total operations budget is 10.3% for 2022.

***Materials = 14.3% increase = \$230,456***

### **Capital**

The capital budget includes projected expenditures for capital projects (over \$5,000 per project/item). In 2022, capital facility expenses will include: a new digital sign/readerboard for the corner of Cedar Avenue and Ness' Corner Road, and approximately \$625,000 in construction costs for the Hagen Building:

Anticipated this year in the technology area is the acquisition of a server (\$11,000).

Funds for capital projects come from Board Designated Unrestricted Funds as well as external sources/grants.

***Capital = \$656,000***

## Revenues

	2020 Budget	2021 Budget	2022 Budget
<b>Property Tax Total</b>	<b>1,797,000.00</b>	<b>1,832,000.00</b>	<b>1,876,500.00</b>
Timber (TAV)	100,800.00	60,000.00	56,000.00
Timber (DNR)	55,000.00	57,000.00	50,000.00
DNR PILT	4,000.00	4,000.00	4,500.00
<b>Timber Total</b>	<b>159,800.00</b>	<b>121,000.00</b>	<b>110,500.00</b>
<b>Interest – General Fund</b>	<b>9,000.00</b>	<b>8,000.00</b>	<b>14,500.00</b>
<b>Interest - Other</b>	<b>31,000.00</b>	<b>35,000.00</b>	<b>44,550.00</b>
<b>Miscellaneous</b>			
Grants			358,022.00
Excise Tax	3,000.00	4,470.00	4,500.00
Copier/printing	6,000.00	1,500.00	1,500.00
Lost Item Fees	2,500.00	1,500.00	1,500.00
Donations	20,000.00	30,000.00	45,000.00
Friends Gifts	13,950.00	12,300.00	12,940.00
Miscellaneous	530.00	650.00	850.00
<b>Miscellaneous Total</b>	<b>45,980.00</b>	<b>50,420.00</b>	<b>424,312.00</b>
<b>CLEO operating charges</b>			
Port Townsend	23,723.00	28,385.00	27,521.00
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	500.00
<b>CLEO Total</b>	<b>31,523.00</b>	<b>36,185.00</b>	<b>35,321.00</b>
<b>Operating Total</b>	<b>2,074,303.00</b>	<b>2,082,605.00</b>	<b>2,505,683.00</b>
Xfer In - BDUF/Reserve Funds	113,467.00	10,000.00	379,550.00
<b>Operating + Capital Total</b>	<b>2,187,771.00</b>	<b>2,092,605.00</b>	<b>2,885,233.00</b>

## Expenditures

	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Salaries</b>	999,904.00	1,020,500.00	1,107,600.00
<b>Benefits</b>	465,378.00	481,453.00	522,981.00
<b>Operating</b>	408,152.00	379,022.00	368,196.00
<b>Materials</b>	184,337.00	201,630.00	230,456.00
<b><i>Operating Total</i></b>	<b><i>2,057,771.00</i></b>	<b><i>2,082,605.00</i></b>	<b><i>2,229,233.00</i></b>
<b>Capital Fund</b>			
Landscape	15,000.00		
Facility	100,000.00		645,000.00
FF&E			
Technology	15,000.00	10,000.00	11,000.00
Transfer to Reserve			
<b><i>Capital Fund Total</i></b>	<b><i>130,000.00</i></b>	<b><i>10,000.00</i></b>	<b><i>656,000.00</i></b>
<b><i>Operating + Capital Total</i></b>	<b><i>2,187,771.00</i></b>	<b><i>2,092,605.00</i></b>	<b><i>2,885,233.00</i></b>



## Operating Expenses

	2020 Budget	2021 Budget	2022 Budget
Supplies	34,000.00	35,200.00	31,500.00
Fuel	7,000.00	7,200.00	8,200.00
Equipment	69,000.00	54,000.00	58,795.00
Prof. Services	57,470.00	67,000.00	44,500.00
Communications	29,550.00	28,875.00	32,500.00
Travel	15,600.00	10,000.00	6,000.00
Advertising	1,200.00	1,000.00	1000.00
Rentals/Leases	1,931.60	1,932.00	2,316.00
Insurance	27,500.00	28,000.00	29,500.00
Utilities	28,500.00	27,500.00	27,500.00
Maintenance	54,500.00	50,550.00	57,500.00
Miscellaneous	10,500.00	8,500.00	7,350.00
Library Services/Prog.	33,800.00	25,265.00	29,035.00
Training/Prof. Develop.	5,600.00	4,000.00	3000.00
Facilities - Maintenance	32,000.00	30,000.00	29,500.00
<b>Operating Total</b>	<b>408,151.60</b>	<b>379,022.00</b>	<b>368,196.00</b>