

Budget Message

Dear Budget Committee and District residents,

Thank you for participating in the 2023-2024 Jefferson County Budget Committee. I appreciate your commitment to the library and the gift of your time and expertise. Your packet includes the Jefferson County Library District's (JCLD) proposed 2023-2024 fiscal year budget. The JCLD was formed as a special district in 2000 and serves Jefferson County except for a portion of Crooked River Ranch that chose to remain outside the taxing district and includes part of the southeast corner of Wasco County. According to the 2020 US Census, the Jefferson County population is 24,048. The District's service area is just over 21,000. Jefferson is Oregon's 25th largest county by population (36 total) and is ranked 19th by size (1780 square miles). It is the most diverse county in the state. 509J school district demographics are 34% Hispanic/Latino, 33% American Indian or Alaska Native, 29.2% White, 0.7% Black, 0.6% Asian or Asian/Pacific Islander, and 0.4% Native Hawaiian or other Pacific Islander.

In 2022-23 the library received approximately \$170,000 in grants: \$95,000 from the Oregon Association of Education Service Districts, the balance of funds from the American Rescue Plan Act for purchases through December 31, 2022, \$15,500 from Go-Kids for early literacy, and \$8,400 in the State Library's Ready to Read Grant. These funds supported our Summer Reading Program Activities, allowed us to work with teen interns, provided funds for our *I am a Story* community storytelling project, supported a book-buying trip to the annual Guadalajara book fair, and funded our school year traveling storyteller.

Based on the findings of the strategic plan conducted in the spring of 2022, the library board moved forward with its expansion plans and hired Compass Project Solutions as the owner's representative for our building project. The existing library was reorganized to provide maximum space for library users and to re-introduce a general-purpose meeting room for staff and community use. We have collaborated with the JC-Madras Chamber of Commerce to provide a location for small businesses to participate in the weekly coffee cuppers event when they had no space to host.

Our focus for 2022-2023 was to establish more community partnerships, and as a result, we have entered successful partnerships with Central Oregon Intergovernmental Council (COIC) and the Economic Development for Central Oregon to create internships for young people ages 16-24 and with the Easter Seals for adults over 55. The library has 17 interns working through this library mentorship program, resulting in approximately 1,650 internship hours that benefit both the library and our interns.

JCLD Mission and Vision

Mission – To strengthen our community through educational, engaging, and exploring opportunities.

Vision – The Library is a trusted community resource and an essential platform for learning, creativity, and innovation by providing a conduit between information and knowledge.

Board's Results Policy

Jefferson County Library District residents freely and openly access ideas and information to lead lives enriched by literature, cultural resources, and life-long learning consistent with the wise application of the funds and resources of the District.

Goal 1 – The lives of residents are enhanced and enriched through literary and cultural programs and resources

Goal 2 – All residents have free access to library services and can find materials specific to their needs

Goal 3 – Residents and staff can access efficient, safe, comfortable library facilities.

Goal 4 – Residents and staff have access to current technology.

Goal 5 – Residents understand the library's types and scope of services.

2023-2024 Budget Priorities

The 2023-2024 budget represents the priorities set by the board. The Board's Results Policy drives our programs and activities. Your budget packet includes a brief list of the results, programs, and activities that document how we have progressed toward meeting these results. This year we have focused on establishing more partnerships with other community service providers, teen programming, and improving our visibility and marketing services. Our dedicated staff is the cornerstone of the library's success.

Challenges and Opportunities

Maintaining quality services in a large service district.

Offering competitive salaries

Establishing and maintaining work-life balance for all employees

Focusing on pre-planning, data collection, and evaluating our services and programs to identify gaps in service.

Over the last few years, the staff has worked hard to increase the library's visibility in the community and to provide relevant and meaningful services. During the upcoming year, we plan to focus on evaluating our efforts, reaching out to the outlying communities to identify how we can improve our services, focusing on literacy, and shifting our ready-to-read funds from traveling storyteller activities to community literacy nights.

I have cut this budget in all areas possible with the goal of improving our financial position over 2022-2023. This is a bare-bones budget created with the assumption that limited grant funds are included and that the Jefferson County Library Association will be able to support some of the program funds eliminated to balance the budget within the next two budget cycles.

Jane Ellen Innes

Library Director

Operating Fund Overview

2022-23 Highlights

Library Programs and Services

In the last three years, the Jefferson County Library District has evolved from a library focused on lending materials into a safe and welcoming library that provides materials to loan and relevant programming. Highlights include:

- Increasing Spanish programs, including Latino book clubs (2-3 simultaneous groups throughout the year), and at least 4 cultural programs each year.
- Expanding our Spanish materials collection by 400 items
- Completing a successful community storytelling project and continuing to add stories from our community throughout the year.
- Rebranding our E3 winter talk series as our 2023 winter Talk About Series with subjects that included reviewing our storytelling project, tattoos, and writing your obituary.
- Reintroducing the free Friday Night Films at the library, and after a slow start in October, by January average attendance was around 20 people per film.
- Creating a robust summer reading program for children and adults
- Participating in the Downtown Association's First Thursdays
- Participating weekly at the Saturday market in Sahalee Park as staffing allowed
- Participating in community celebrations – Chamber holiday parades, Metolius Spike and Rail, Culver Crawdad festival, and the Jefferson County Fair.
- Maintaining notary services
- Offering a variety of children storytimes – English, bilingual, Spanish, Saturday family storytime, and a monthly Spanish family night.
- Providing our traveling storyteller throughout the district, supported by Ready-to-Read funds from the State Library of Oregon
- Adding teen-focused programs, including hosting a monthly Dungeons and Dragons group, a cosplay event, and lunch crafts at JCMS (Jefferson County Middle School) during the school year.
- Entering a partnership with the school district to provide easy access to the library's online resources.
- Maintaining a presence at the Community Center.
- Creating an internal public relations committee tasked with maintaining consistent branding and creating quality marketing materials.
- Finally, I'd like to express my gratitude to the library's management team: Assistant Director Laura Jones, who, among her accomplishments, singlehandedly worked with our partners to create an internship program that benefits both the individuals and the library; Technical Operations Manager, Gabrielle Beebe, who has successfully helped the board navigate through the owner's representative process; and Executive Assistant Kristin Peterson who, in addition to assuming responsibility for managing our accounts payable and payroll documents, does a great job of keeping me in line.

Facilities

- After completing the strategic plan in the spring of 2022, the board and staff moved forward with library expansion plans and hired Compass Project Solutions as the library's owner's representative.

- The blue duplex is used to house most staff office space, leaving the main building open for patron use and circulation services. By relocating most staff to the duplex, we have created a general meeting room for use by the community at no charge.
- Another ancillary building is used for storage.

2023-24 – The Year Ahead

The Library Team's Goals

We are committed to providing interesting and relevant programming to all residents of our district and to maintain a collection that aligns with our collection development policies. Goals for this year include:

- Improving our internal project management to streamline processes and fully utilize our funds wisely
- Continuing to identify and grow partnerships with community service providers
- Strengthening our brand
- Continuing to make considerable progress with our heritage collection
- Discovering new/innovative ways to tell the district about our programs and services
- Adding technology classes at the library and providing more 1:1 technology support (“book a tech”)
- Maintaining Spanish programming
- Continuing to secure grant funds for specific projects
- Adding pickup locker in Culver (grant funded)

Challenges

- Inflation is still at 5-6%. To keep within our budget, staff salaries are budgeted at 3% (about 50 cents per hour increase). The director is trading a salary increase for additional vacation time. I am reducing open hours, and after Labor Day the library will close at 6 pm three nights per week and stay open until 7 pm one night per week.
- Eliminating \$30,000 in expenses from the previous year's budget and maintaining an acceptable level of services.
 - The library will close on Fridays to accommodate a library-wide re-labeling project and to decrease clerking requirements
 - We are eliminating our Interlibrary loan services for 2023-2024
 - Reducing our program budget and requesting supplemental funding from the Jefferson County Library Association

Preliminary Plan

- All programs will focus on literacy
- Adult programming: Adding the tech classes not implemented in 2022-2023
- Marketing our online databases more effectively
- Continuing the winter talk series, which has gained momentum each year
- Reorganizing the adult collection and relabeling the full collection
- Weeding the Spanish collection and continuing to market this special collection
- Continue collaborating with local organizations (e.g., community centers, public health departments)
- Ensure employees are using vacation and comp time, and limit working hours to scheduled hours

- Reducing the professional development budget for 2023-2024 to accommodate increased election expenses

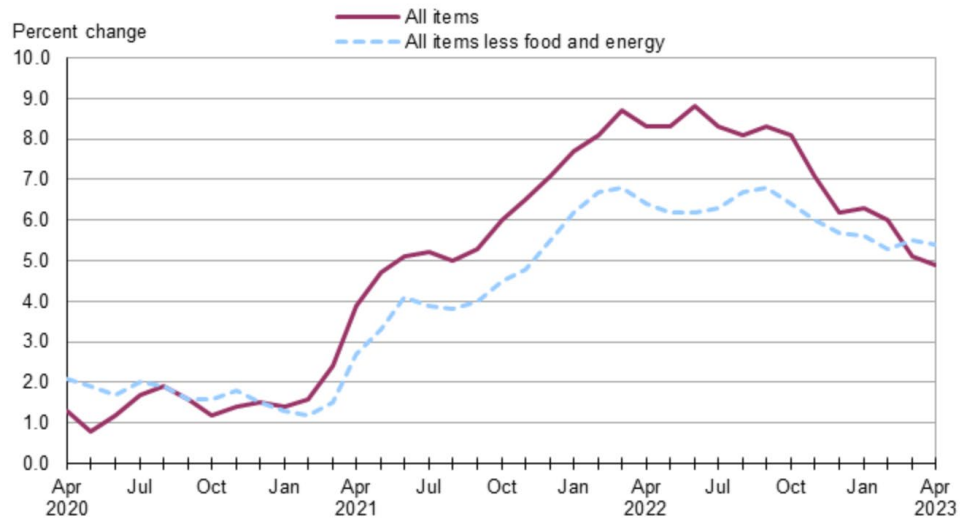
Revenue

In addition to looking for additional grant funds, this budget relies on short-term financial support from the Jefferson County Library Association for: (1) supplementing the library’s marketing expenses, (2) purchasing the Conex the library is renting, (3) purchasing blinds for the adult section of the library (to allow showing movies in during daylight savings months), (4) supplementing the library’s program budget, specifically the Summer Reading Program. I can share more information about the Association’s financial situation at the budget meeting.

Property Taxes

Responsible management of taxpayer resources is necessary to create accountability in our residents. The main revenue streams for the library are Jefferson County and Wasco County property taxes, which have a permanent rate of \$.0439 per \$1000 of assessed value. I am budgeting a 3 percent increase in property taxes, or \$21,790. Total increase in revenue from all sources is \$26,845.

Chart 1. Over-the-year percent change in CPI-U, West region, April 2020–April 2023



Source: U.S. Bureau of Labor Statistics.