



North Douglas Library District Budget Message 2025-26

North Douglas Library District's operations and planning are guided by its vision and mission statements as well as its strategic plan.

Vision: Inspiring a vibrant, engaged community.

Mission: The North Douglas Library District empowers individuals and strengthens communities by providing access to information, space to express ideas, and resources for exploring the world.

RESOURCES

North Douglas Library District enters a new fiscal year with the intention to continue on with increased operating hours and outreach. The District is known for its robust programming and patron services record as well as for being responsive to community needs. The prioritized expenses of the district are its employees and its collection.

Tax revenue for the fiscal year 2025-26 is projected to be between \$108,000 and \$112,000.

Grant and gift revenue is projected to be between \$25,000 and \$40,000. A note on grant projections: In the fiscal year 2024-25 grant revenue was projected at a conservative \$42,500. That projection is surpassed as the year closes out with more than \$79,000 in grant funding.

Cash on hand is budgeted at \$56,000.

REQUIREMENTS (EXPENDITURES)

The District's proposed expenditures are for personnel services, materials, and contract services.

Personnel services includes wages, benefits, and payroll tax liabilities. That proposed total is \$106,000. This amount covers one 32-hour-per-week director, one 24-hour-a-week librarian, one 12-hour-a-week librarian, and two library assistants at 12 to 18 hours per week each.

This staffing level allows 32 hours per week of service plus outreach and prep time for each employment category. Last fiscal year, the district began offering paid time off to all employees. The district also offers pre-tax retirement withholding to all employees and a district-paid retirement benefit for the director position.

The category of **materials and services** includes:

- Operations: physical collection, electronic books and audiobooks, periodicals, program materials, office supplies, professional development, insurances, and bonding.

A note on operations: The cost of the District's membership in the ebook and audiobook consortium has increased dramatically. This is still a valued part of the collection and is heavily used by patrons. Physical books have increased in price, but not to the extent of ebooks and audiobooks. The District is also building a "library of things," primarily through grant funding.

- Contract services: accounting and legal services
- Technology: computers and devices for staff and patrons, tech services, software including our integrated library system (ILS), website and email hosting, patron security software

A note on technology: In fiscal year 2024-25, the District saw email hosting services quadruple in price. Similarly, the ILS and patron security programs had steep increases in pricing. The proposed budget attempts to project based on inflation history, but our history is relatively short.

It is the practice of the District to use its stable tax revenue to fund (A) 24 staffed service hours per week, (B) physical and electronic collection purchases, and (C) essential software and tech hardware. Any additional service hours, programming, outreach, contract services, and professional development are funded through grants and gifts. This practice ensures the library has a baseline of service that is supported by its tax revenue. For two fiscal years the District has operated at 28 and then 32 hours per week through grant funding. It is the proposal of the budget officer that grant funding be used to continue the library's operation at 32 hours per week open to the public in the 2025-26 fiscal year. Grant dollars are also proposed to fund continuing education in the form of state and national conference attendance.

As the District works to meet community needs as identified in its strategic planning efforts, it recognizes that the community values programming for all ages, increased service hours over as many days per week as possible, and outreach efforts. Those priorities along with the vision and mission statements guide the district's decision-making and planning. District staff is grateful for the stable tax funding ensured by a 75% yes vote just seven years ago. The district is also grateful for the generosity of the Whipple Foundation Fund, the Donna P. Woolley Fund, the Keane Family Fund, the Friends of the Mildred Whipple Library, and the Ford Family Foundation.