



North Douglas Library District Budget Message 2026-27

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.

It is the practice of the District to use its tax revenue to fund:

- 24 staffed service hours per week,
- physical and electronic collection purchases, and
- essential software and tech hardware.

Any additional service hours, programming, outreach, contract services, and professional development are funded through grants and gifts. For three fiscal years the District has operated at 28 and then 32 hours per week through grant funding. In 2025-26, the District added an additional day of service so that the library is physically open Monday through Saturday. It is the proposal of the Budget Officer that grant funding be used to continue the library's operation at 32 hours per week in the 2026-27 fiscal year. The cost of an additional eight hours of service per week equate to \$28,250 per year of Personnel expense. Grant dollars will also fund continuing education. Professional development is a core value as it directly improves patron services. The District sends all employees to the Oregon Library Association conference and senior staff to the national Association for Rural and Small Libraries conference each year. In addition, the District sends the Director and Board members to Special District Association trainings and conferences in compliance with State law and best practices.

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. The District 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 Friends of the Mildred Whipple Library, and the Ford Family Foundation. In addition, the District acknowledges the Mildred Whipple Fund and Woolley Fund yearly grants received by the City of Drain for the "maintenance and operations of the Civic Center and Library." These funds and the support of the City are the basis of the District's lease agreement and occupancy of the library wing of the Civic Center.

RESOURCES

North Douglas Library District enters a new fiscal year with the intention to continue its 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 \$115,000 and \$120,000. This projection is calculated by the County Assessor's office. For the first time the District is budgeting for "previously levied taxes estimated to be received." We project \$2,000 will come in between July and November 2026 from the 2025-26 tax bills.

Grant and gift revenue is projected to be between \$50,000 and \$60,000. A note on grant projections: In the fiscal year 2024-25 grant revenue was projected at a conservative \$42,500. That projection was surpassed as the year closed out with more than \$79,000 in grant funding. In 2025-26, however, grant revenue was projected to be \$30,000 and as the year closes, the realized grant revenue is just over \$25,000.

The District is developing new grant sources as charitable giving has experienced historic high application rates and lower success rates. Similarly, State and Federal grant programs are currently funding fewer proposals and receiving record numbers of applications. The Budget Officer is attending an additional conference in this current fiscal year to sharpen the District's grant writing approaches in the fiscal environment. It's important to the District to communicate with the public and with its potential grantors the impact of increased service hours and outreach that are made possible with grant funds.

Cash on hand is proposed at \$38,500. This is lower than the current and first preceding years but adequate for expenses in the first months of the new fiscal year. Outstanding grant proposals are likely to fund in the late 2025-26 (current) fiscal year, which will increase the actual cash on hand should they fund before the end of June.

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 \$113,000. This amount covers one 28-to-32-hour-per-week director, one 24-hour-a-week librarian, one 20-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. The district offers paid time off (PTO) and paid sick time to all employees. The district also offers pre-tax retirement withholding to all employees and a district-paid retirement benefit for the director position. In the current fiscal year, the board adopted a policy that caps PTO and sick time accruals. The new policy also sets limits on the cash value of the accrued PTO upon separation of employment.

Materials and Services includes:

- **Operations:** Physical collection, digital 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 "Libby" ebook and audiobook consortium has increased. This is a valued part of the collection and is heavily used by patrons. In the current fiscal year the District has added a new audiobook source in Blackstone Audio Unlimited and new digital resource in Mango Languages. Both of those new digital resources were partially grant funded. The District is also continuing to add to its "library of things," primarily through grant funding with some direct donations. The proposed budget reflects increases in: digital collection, program materials, tech support, and professional development. It also proposes a decrease in the physical collection budget to reflect our increasing ability to obtain physical items through reciprocal borrowing with Roseburg.
- **Contract services:** Accounting and legal services are proposed to stay the same and decrease slightly in the coming fiscal year. These proposed numbers are based on year-to-date spending in the current fiscal year.
- **Technology:** computers and devices for staff and patrons, tech services, software including our integrated library system (ILS), website, email hosting, and Cybrarian patron security software. In fiscal year 2024-25, the District saw email hosting services quadruple in price. Similarly, the ILS and Cybrarian had steep increases in pricing. The proposed budget is projected based on inflation history. In the current fiscal year, tech as a whole is an area of close scrutiny. The District is working with its Lane Council of Governments contracted tech services manager to audit and project the proposed numbers as accurately as possible.