



## **2023-2025 Budget Message and Narrative**

The Lincoln County Library District (LCLD) funding comes from the local option tax (\$0.0900 per \$1,000) as well as the permanent tax rate (\$.2465 per \$1000). A renewal of the local option tax for the same rate was on the ballot in November 2019 and was passed. This will ensure the continued collection of the funds until November of 2025.

LCLD is a special tax district that works with our library partners in Lincoln County to ensure that all residents of Lincoln County have access to excellent library services. The district boundaries are all of Lincoln County except the cities of Toledo, Newport, Lincoln City, and Yachats. There is a five-member elected Board, two of those positions will be on the ballot for the May 2023 election.

There are 4.65 FTE staff employed by LCLD. Two are full time professional librarians (Director and Technical Services Coordinator), two courier drivers deliver materials to our partner libraries daily, Monday through Friday. LCLD administers the Siletz Library and employs 3 part time staff who keep the library open 5 days a week (Tuesday 2-4, Wednesday – Saturday 10-6).

At the February 2021 LCLD Board meeting a resolution adopting a biennial budget cycle was adopted so the budget being considered will cover 2023-2025. We have adapted the budget accordingly.

MaryKay Dahlgreen  
District Library Director

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## **Overview of the LCLD FY 2023-2025 Budget**

### General Fund – Resources

- Cash on Hand
  - This sees us through until taxes are received in November.
- Previously levied taxes
  - This has not been segregated for the last several years and so has been estimated at last year's level. We will be segregating these consistently in the future. In 2020-2021 to date, we have collected \$50,905 in previously levied taxes.
- Interest
  - This is interest earned on our tax receipts. We have joined the Local Government Investment Pool sponsored by the Oregon Department of Treasury which is why our interest has gone up considerably.
- Ready to Read Grant
  - This funding from the state of Oregon general fund is based on the population of children ages 0-14 in the LCLD service area. The cities of Lincoln City, Toledo, Waldport, Siletz, and Newport each receive the funding for their service area. Square mileage of service area is also taken into consideration. LCLD uses these funds to enhance summer reading programs for all our partner libraries.
- State Forestry
  - This funding is distributed by the County based on timber harvests on private land. It does fluctuate from year to year.
- Lincoln County Law Library
  - We have an agreement with the County Counsel to handle payroll for the County Law Library staff person and they provide us with election assistance. They do not serve as our legal counsel. We are reimbursed for the payroll expenditures, including our payroll costs.
- Dolly Parton Imagination Library

- We have not been charged for this program for several years, I believe that the program is funded adequately through our partner, United Way of Linn, Benton, and Lincoln Counties.
  - **Chinook Library Network (CLN)**
    - The libraries that are part of the network will be billed for their share of the cost of the network. The libraries that are part of CLN are the Lincoln County Library District (LCLD), Siletz, Toledo, Waldport, Oregon Coast Community College, Tillamook Bay Community College and Clatsop Community College.
  - Siletz – Interest
  - Siletz – Miscellaneous
    - Siletz collects some money for lost materials and photocopier/printer use and meeting room use. The Siletz library manager may also apply for some small grants during the year to pay for materials and services. This line is open to help make these funds available to the library, with \$1,000 as the estimate.
  - Siletz – City of Siletz
    - Beginning in 2022 the City of Siletz began providing \$4000 per year for library support and ceased charging the library for water and sewer.
  - Taxes Estimated to be Received
    - This amount is based on an estimate of how much tax revenue we will receive based on our tax rate and property values within the District. This estimate anticipates not receiving about 5% of the taxes.
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### General Fund-Requirements

- Personnel Services

*LCLD Staff Salaries:* This includes two full time salaried employee and two part time staff. The full time employees are the Director and the Technical Services Coordinator. The two part time employees operate the daily courier between partner libraries. Included are 3% increases each year of the biennium.

*Siletz:* The Siletz Library has 3 people working part time. These salaries have been included with the LCLD staff salaries since they are all LCLD employees The manager's hours were increased to 32 per week this year and we pay insurance and will begin paying 6% retirement beginning in July 2023.

*Law Library Staff.* We pay this employee's wages and all appropriate taxes. We are then reimbursed for these expenses by Lincoln County. The amount in the budget is for the entire cost for the employee, not just the wages.

*Payroll Taxes:* These are Medicare, Social Security and Unemployment taxes that the District pays on behalf of the employees.

*Payroll Fees:* Payroll company expenses.

*Benefits:* The cost for health insurance not increasing significantly this year but we have included a 4% increase for each year of the biennium. We pay an amount equivalent to 6% of an individual's salary into a 457 retirement plan for full-time (32 or more hours per week) employees.

- **Materials and Services**

*Professional Services:* For professional bookkeeping, accounting, auditing, legal and some IT services in the future.

*General Office Expenses:* This includes office expenses such as rent, utilities, postage, mileage, supplies, gas and maintenance for the courier van. We also fund a website platform and online meeting and webinar platform from this line.

*Memberships, Registration, Travel and Training:* LCLD pays membership fees in the American Library Association for the two full time staff, OLA membership for the District which includes our Board members, OLA membership for all staff members, SDAO membership and in 2018-2019 we added membership to the American Indian Library Association and the Association of Rural and Small Libraries. We have included funding to allow staff travel to conferences although we will be focusing less on having both full time staff attend both ALA meetings annually and provide opportunities for all staff to attend OLA and other appropriate professional development. The District also pays for a Rotary Club of Newport membership for the Director.

*Operating Fees/Insurance:* We are seeing increases in the insurance costs with Special Districts and we will continue to participate in the best practices program and the pre-loss legal program which help us keep these expenses down. The Local Option Levy will expire in 2025 and this line includes election costs that are passed along by Lincoln County.

*Library Development:* This line includes funding to purchase OCLC cataloging and interlibrary loan subscriptions for Driftwood, Newport, and LCLD. It also includes operations and materials funding for Siletz using the funding the City of Siletz would receive from LCLD if they administered the Library. Other library development projects include summer reading programming and special projects such as the Dolly Parton Imagination Library participation.

*Library Reimbursement:* 70% or more of the anticipated revenue from Tax Revenue, Previously Levied Taxes, and State Forestry Receipts must be used for library reimbursement. 10% or less can be used for cataloging and courier service. 20% or less can be used for all other Library District expenditures. If we receive more than anticipated in any of these funds during a fiscal year this amount goes to the libraries in the second fiscal year following the receipt of the funds. Usually this amount results in an increase in funding for the libraries. We are required in our contract to provide a

reimbursement estimate to the libraries in December. An estimate was made earlier this year anticipating not receiving 5% of property taxes. In 2022-23 the LCLD Board created a new funding formula that is based on allocation of funds based on service population rather than reimbursement for specific services. It is still 70% of our tax revenue.

Capital Outlay: We don't anticipate any capital outlay costs this biennium

General Fund – Not Allocated to an Organizational Unit or Program

- **Debt Service:** The Board approved the purchase of the office building at 132 NE 15<sup>th</sup> in Newport. That purchase is a contract with the owner of the building, Ron Cole. The building was purchased for \$400,000 for 30 years at 6% interest.
- **General Operating Contingency:** If an unanticipated need arises in one of the budget areas some of this fund may be used. We also need to have enough funds set aside in the next few years to cover paying for any unused vacation time employees may have when they retire or leave LCLD employment.
- **Reserved For Future Expenditure:** We purchased a new van in 2021 so are putting aside funding for that future expenditure.
- **Unappropriated Ending Balance:** Amount set aside in budget to be used as cash carryover. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.



**RESOURCES**  
**General Fund**

(Fund)

Lincoln County Library District

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32	Historical Data			Budget for Next Biennium _2023-2025		
	Actual		Adopted Budget This Biennium Year 2021-2023	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021				
1	\$253,317	\$335,804	\$400,000	\$400,000		1
2						2
3	\$57,807	\$34,461	\$80,000	\$60,000		3
4	\$1,031	\$456	\$2,000	\$20,000		4
5						5
6						6
7						7
8	\$4,405	\$4,399	\$9,000	\$10,000		8
9		\$0	\$30,000	-		9
10	\$26,771	\$34,461	\$30,000	\$15,000		10
11	\$11,873	\$12,828	\$26,000	\$26,500		11
12	\$23,774	\$16,538	\$44,000	\$44,000		12
13	\$600	\$0	\$10,000	\$0		13
14	\$17,400	\$19,998	\$10,000	\$10,000		14
15				\$0		15
16	\$15	\$0	\$100	\$1,000		16
17	\$4,149	\$482	\$5,000	\$5,000		17
18	\$1,000	\$1,000	\$2,000	\$8,000		18
19						19
20						20
21						21
22						22
23						23
24						24
25						25
26						26
27						27
28						28
29	\$402,142	\$460,427	\$648,100	\$599,500	\$0	29
30			\$2,815,383	\$3,048,664		30
31	\$1,361,281	\$1,424,098				31
32	\$1,763,423	\$1,884,525	\$3,463,483	\$3,648,164	\$0	32

**RESOURCE DESCRIPTION**

1 Available cash on hand\* (cash basis) or  
 2 Net working capital (accrual basis)  
 3 Previously levied taxes estimated to be received  
 4 Interest  
 5 Transferred IN, from other funds  
 6 **OTHER RESOURCES**  
 7  
 8 Ready to Read Grant  
 9 Library Services and Technology Act Grant  
 10 State Forestry  
 11 Lincoln County Law Library  
 12 Chinook Library Network Payments  
 13 Dolly Parton Imagination Library  
 14 Miscellaneous Income  
 15 Siletz-Carry Over  
 16 Siletz - Interest  
 17 Siletz -Miscellaneous  
 18 Siletz - City of Siletz  
 19  
 20  
 21  
 22  
 23  
 24  
 25  
 26  
 27  
 28  
 29 Total resources, except taxes to be levied  
 30 Taxes estimated to be received  
 31 Taxes collected in year levied  
 32 **TOTAL RESOURCES**

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year





**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

General Fund  
(name of fund)

Lincoln County Library District

Line Item	Historical Data			Adopted Budget This Biennium 2021-2023	REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget For Next Biennium 2023-2025		
	Actual Second Preceding Year 2019-2020	First Preceding Year 2020-2021	Actual			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1					PERSONNEL SERVICES			
2	206,616	302,770	584,640		1 LCD Staff Salaries	644,460		
3					3 Siletz Staff Salaries			
4			26,000		4 Lincoln County Law Library Staff	26,000		
5	119,645	27,624	60,000		5 Payroll Taxes	60,000		
6	2,152	2,406	4,632		6 Payroll Fees	10,000		
7	43,068	28,158	60,420		7 Benefits	75,000		
8	371,481	360,958	735,692		8 TOTAL PERSONNEL SERVICES	815,460	0	0
9	4.65	4.65	4.65		9 Total Full-Time Equivalent (FTE)	4.65		
10					MATERIALS AND SERVICES			
11	40,460	20,050	65,000		11 Professional Services	65,000		
12	80,856	59,054	160,000		12 General Office Expenses	125,000		
13	12,356	2,662	30,000		13 Membership/Travel/Training	20,000		
14	33,156	9,497	25,000		14 Operating Fees and Insurance	25,000		
15	97,193	117,769	194,320		15 Library Development	200,000		
16	816,897	873,857	1,970,768		16 Library Reimbursement	2,102,527		
17								
18								
26								
27	1,080,918	1,082,889	2,445,088		27 TOTAL MATERIALS AND SERVICES	2,537,527	0	0
28					CAPITAL OUTLAY			
29	7,415		0		29 Furniture and Equipment			
30		25,055	0		30 Van Replacement			
31								
32								
33								
34								
35	7,415	25,055	0		35 TOTAL CAPITAL OUTLAY	0	0	0
36	1,459,814	1,468,902	3,180,780		36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	3,352,987	0	0



**REQUIREMENTS SUMMARY**

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**FORM LB-30**

Lincoln County Library District  
(name of Municipal Corporation)

General Fund  
(name of fund)

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Biennium 2023-2025		
	Actual		Adopted Budget This Biennium 2024-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2019-2020	First Preceding Year 2020-21					
1				PERSONNEL SERVICES NOT ALLOCATED			
2							
3							
4	0	0	0	TOTAL PERSONNEL SERVICES	\$0	0	0
5				Total Full-Time Equivalent (FTE)			
6				MATERIALS AND SERVICES NOT ALLOCATED			
7							
8							
9	0	0	0	TOTAL MATERIALS AND SERVICES	\$0	0	0
10				CAPITAL OUTLAY NOT ALLOCATED			
11							
12							
13	0	0	0	TOTAL CAPITAL OUTLAY	\$0	0	0
14				DEBT SERVICE			
15				Principal	\$10,400		
16				Interest	\$47,500		
17	0	0	0	TOTAL DEBT SERVICE	\$57,900	0	0
18				SPECIAL PAYMENTS			
19							
20							
21	0	0	0	TOTAL SPECIAL PAYMENTS	\$0	0	0
22				INTERFUND TRANSFERS			
23							
24							
25							
26							
27							
28	0	0	0	TOTAL INTERFUND TRANSFERS	\$0	0	0
29			166,157	OPERATING CONTINGENCY	\$100,000		
30			10,000	RESERVED FOR FUTURE EXPENDITURE	\$20,000		
31			106,546	UNAPPROPRIATED ENDING BALANCE	\$117,277		
32	0	0	282,703	Total Requirements NOT ALLOCATED	\$295,177	0	0
33			3,180,780	Total Requirements for ALL Org. Units/Programs within fund	\$3,352,987		
34				Ending balance (prior years)			
35	0	0	3,463,483	TOTAL REQUIREMENTS	\$3,648,164	0	0

