



**SCAPPOOSE PUBLIC LIBRARY DISTRICT  
Budget Committee Meeting  
April 17, 2025, 6:30p.m.  
Scappoose Public Library  
52469 SE Second St., Scappoose, Oregon  
In person and Via Zoom Meeting**

**Minutes**

**1.0 Call to Order, Pledge of Allegiance**

The meeting was called to order at 6:30 PM. Attending were the citizen's Budget Committee: Lisa Miyamoto, Sandra Wiggs, Linda Gittings, Marsha Holbrook, Christine Everett and alternate Karen Kessi. The Scappoose Library Board and Director Jeff Weiss also attended. Board members: President Jolene Jonas, Vice President Elaine Nussbaum, and members Lisa Lewis, Johanna Myers, and Linda Vermillion. Jolene led the group in the Pledge of Allegiance.

**2.0 Reconfirm Citizen Budget Committee Members and budget officer by Library Board.**

Jeff asked for a motion to reconfirm the budget committee substituting alternate Karen Kessi for an absent citizen member. The absent member then arrived, so that motion was unnecessary. Jolene asked the committee members to introduce themselves to the group. All 10 members and the alternate member did. Linda Vermillion made a motion to reconfirm the budget committee members and budget officer. Jolene seconded. Motion passed by the library board members unanimously.

**3.0 Public Input**

There was no input. Scappoose Library Board candidate Lisa Gerardo attended the meeting as an observer.

**4.0 Elect Committee Chair**

Jolene called for nominations for Committee Chair. Linda Vermillion nominated Jeff Weiss. Lisa Lewis seconded. Jolene called for other nominations. Christine asked if there should be a different person nominated as Jeff is the budget officer. Jolene asked if the library director should be the Committee Chair if he is the library boss too. Lisa asked if there was statute preventing the budget officer from being Committee Chair? Jeff said that in the past, he had served in both roles. Jolene asked for other nominations. Hearing none, she called for a vote. Jeff was appointed unanimously.

## **5.0 Presentation of Budget Message**

Jeff presented the budget message highlights. He anticipates that there will be \$340,000 in carryover funds this year. He said that on average, the library underspends the budget by around \$10,000 which goes into the carryover, but this year the library received an unexpected windfall because the County Commissioners revoked Cascade Tissue's property tax abatement. So far, the library has received about \$45,000 from that and has not spent it which makes the carryover into the 2025-26 fiscal years much larger than the previous year. The library is anticipating a 3% tax increase and a 5% non-collection rate. Jeff said he is concerned that the non-collection rate could increase from historic norms because of economic uncertainty. Jeff said he anticipated interest on our investments coming in at between 4.2 and 4.4 percent in the next fiscal year but that could also vary.

Jeff also anticipates getting slightly more in fines, fees, donations, and grants this year. Most of the donations and grants are private monies related to the events the library produces for the city. We also receive annual grants from the Friends of Scappoose Public Library and the State of Oregon to pay the hard costs of our Summer Reading program.

Jeff said the library anticipates attempting a 5 year operational levy of \$.10 per thousand this fall. The levy is needed to pay for the expanding library business and make key personnel full time. The library's circulation has increased 87% in five years and we have public programs nearly every day of the week which causes extreme stress on existing staff. The library has also had to eliminate things like janitorial service because inflation has outstripped our annual tax increase. Without the levy, the library may need to cut services

Jeff said in the budget for the 2025-26 budget years, there are several unknowns that could affect final figures. The public utility district is increasing rates and as the library is considered a light industrial user, we will see a substantial increase. Our PERS retirement rate for the next biennium is increasing 33% to 25% of payroll. Property and Liability Insurance, our most expensive bill besides PERS is also anticipated to increase 10% The library has also seen 10% or higher increases in professional services like IT services. Jolene pointed out that the library has been without a janitor for over a year. Jeff said the only bid he has received in the past year was for \$500 per visit. Lisa said we should ask the school system what company they use and get a bid from them. Jeff said he would pursue it. There was some discussion about ESS Services.

Jeff proposed raising the contingency fund to \$50,000 in case inflation comes in higher than expected. Normally the library budgets about \$40,000 for contingency. The library has never used money from the contingency fund in past years.

## **6.0 Review of Budget and Discussion**

### **6.1 Resources**

Jeff reviewed the resources budget sheet. Jeff said he anticipates total resources for the 2025-26 fiscal year to be \$779,000. That budget includes the cash carryover that the library runs on until mid-November when property tax begins to be disbursed. He reviewed each source of income listed on the form. Jeff was asked if the library received any federal grants and if the Trump administration budget cuts would affect those. Jeff said that the only grant that involves federal money is the Columbia County Reads grant

through Oregon Humanities. That grant has been paid and Oregon Humanities told all the participating libraries to keep the grant and proceed. Jeff said the cuts mainly would affect the state library. The effects of the federal budget cuts could hit Scappoose though because they would cause electronic databases the state makes available for free to all users to be cut and state support for the eBook subscription we have would be cut. Both of those things could affect the Scappoose Library budget. Several staff would also be cut from the state library.

Sandy asked about the anticipated decline in donations and sponsorships. Jeff said he had revised the grants and donations income to reflect actual revenue from this year. Jeff was asked about meeting room income. Jeff said that the room rents for \$35 for individuals for a 4 hour block and \$45 for companies. Christine said that was a screaming deal and we should raise it. Lisa Lewis said the board reviews and raises it every year. Christine said we should go large with meeting room rental. Jeff wondered how that would affect the public's view of the library. Christine wondered if the meeting room was really part of the library's brand. Jeff said it would be the same sort of discussion the board had when we stopped fines because they raised about \$5,000 a year, but they also cut off kid's access to the library.

## **6.2 Personnel**

The committee reviewed the proposed employee pay scale. Jeff said the longevity steps are 2% per year. He raised the base associate pay in the proposed budget in anticipation of a largish increase in the Oregon minimum wage and Oregon has not released figures. Lisa Lewis asked about the wage increase because last year the Technician employees received a 1% bonus increase and Lisa asked if we were going to give the Associates an additional 1% bonus this year to continue the alternate year bonuses. Jeff said the document he provided was a 2% base increase for all hourly positions making a total salary increase of 2%. He said the committee could choose to give an additional increase or maintain the alternating years of increase if they desired. Christine said that employees will talk to each other and there could be issues if raises are unequal. Jeff said the alternating years pattern had been used for the past 2 years. Christine asked about giving all hourly employees 3%. Jeff did some brief calculations and said he thought it was possible in the proposed budget. Christine asked if that would end the alternating raises. Jeff said that would be a committee decision. Christine asked for clarification about the alternating pattern for the coming fiscal year. Would it be 3% for Associates and 2% for Technicians? Jeff said that is correct.

Jolene wanted to discuss the janitor. She wondered if budgeting for one \$500 cleaning a month would be worth considering. Jeff said that with the amount of traffic the library gets it would have a negligible effect. The library had a deep cleaning in February with volunteers and was just as dirty again within week.

Back to the salaries, Christine said the difference between 2% and 3% was not enough to be concerned about and that we should give everyone the same raise to retain talent. Christine said the library should be concerned moving forward because of the low salary levels and that affecting the ability of the library to hire and retain talent. Jeff said the job requires special skills especially when interacting with children

Karen Kessi asked Jeff how much time a week he spends cleaning the building. Jeff said about 3 hours to clean the downstairs twice and the upstairs once. Karen asked what

would be the ideal for a janitor. Jeff said our previous janitor did not clean the meeting room, so it would be ideal to have someone who could clean all areas of the library including the meeting room and do basic building maintenance. Jeff said the library does fill in with Honors Students and volunteers dusting. Jeff estimates it would require 5 hours per week. Karen asked about the bid the library had received. Jeff said it was from a Longview company who he does not think ever came to the building. The owner talked to him over the phone and asked about areas and square footage to come up with the \$500 per visit figure at a basic level. The previous janitor worked 2 evenings a week.

Jeff was asked about the 8 hour a week position that will be eliminated. Jeff said that was a temporary position that we used to rehire a previous employee when we were short staffed last summer because of a vacancy. The former employee is trying to find full time work, so it wasn't anticipated that she would become permanent again. With the PERS increase and the raises, Jeff said he didn't think the library could afford to keep her. Christine suggested retaining that person as a janitor instead of Jeff being the janitor because of the pay differential. Jeff said that probably would not be possible because the 8 hour employee lives in Beaverton now and he didn't think she would be interested in making 2 trips to Scappoose a week. Linda asked what the other libraries in the county do. Jeff said the last time he checked St Helens was using a temp service and Clatskanie uses their own staff to clean. Lisa asked if there were prerequisites for hiring. Jeff said that the state requires licensing and insurance for commercial cleaning. It was suggested that the library see who the city uses for cleaning. Jeff said he would. Jeff said he would see what options there are.

Jeff was asked if he would get a raise in the proposed budget. Jeff said the board had voted to give him a 3% raise, so his salary would increase by \$2,000. Jeff asked for a motion to set salaries for the 2025-26 fiscal year. Jolene made a motion to raise all salaries 3% in addition to the 2% step raise. Linda seconded. Motion passed unanimously.

### **6.3 Detailed Expenditures**

Jeff reviewed the Detailed Expenditures proposal. Overall, that budget is increased a little over 2%. Jeff built in expected increases to Insurance, IT, Utilities, Audit Costs, and moved money from programs and service contracts because those accounts had large onetime expenses that are not recurring. Jeff was asked if he replaced the water heater this year. Jeff said he hadn't yet because the meeting room heat pump went out and he held the money back until that got repaired. It wasn't as expensive as he had thought. He may try to still get the water heater replaced this year. It was asked why the utility budget hadn't been raised. Jeff said that the utility budget had been underspent so far this year with about \$11,500 spent through April, so he thought the budget was probably large enough for another year. Christine asked what the biggest building liabilities are. Jeff said the elevator and the roof. The elevator is original to the building and has just had routine maintenance done over the years. The roof is about 13 years old. Lisa asked about the heat pumps. Jeff said they had all been replaced in the past 10 years. The oldest is 9 years old, another is 7 years old and the final two are 3 years old. Karen said the infrastructure age should be pointed out in the levy request. Lisa Lewis said that no employees have insurance and the levy would pay for health insurance for

full time employees. Jeff said basic health insurance would cost between \$10,000 and \$12,000 at current rates. Jeff was asked if capital improvements can come out of levy funds. Jeff said he did not know, but would need to find out. Johanna asked about reducing the levy to \$.08. Jeff said that was possible, but it would eliminate expanding at least one full time position. Jeff said that a \$.10 levy would generate about \$150,000 in revenue. \$.08 would generate about \$120,000. Discussion about other county levies and state tax increases followed. Linda said the bond would be hard on seniors. Christine asked what was plan B if there is no library levy. She said the list of things that need repair and replacement would continue to grow. Jeff said the plan B would be to spend the cash cushion the library has built to fund whatever needs to be replaced. Jeff was asked what he plans to spend the \$8,000 in the building fund for this year. Jeff said he planned on getting the moss cleaned off the roof, Jeff said he usually sprays Moss Off on the roof, but there was too much moss this year. Jeff was asked about the \$13,000 in the "elections" category. Jeff said that is what he is proposing as the budget to run the levy attempt.

Jeff reduced the computer slightly because in the past two years we replaced the server and the firewall which increased the computer expense abnormally. Lisa asked about the reduction in landscaping. Jeff said that he had reduced it because last year the budget included removal of a tree. Programs were reduced to bring it closer to actual costs this year. Jeff was asked about postage because the library would be spending for postage as part of the levy attempt and that postage would come from the elections budget. Jeff was asked about postage to mail out second overdue and final notices. Jeff said he felt the library was obligated to send those out as bills in print form. He was asked about whether the costs are recouped. He was unsure. He looked up the fines and fees for the year in the financials, but stated the figure included all services except meeting room rental, not just fines

#### **6.4 Overall**

Jeff said the library has 3 accounts overall that the state audits. One is for personnel. One is for services. One is for capital improvements. The library cannot overspend any of these individual budgets. Totals for personnel are \$320,000. Services are \$176,751. Capital Improvements (Facility) is \$8,000. Jolene asked about fees. Jeff said the decision to raise fees would be a board decision, not a budget committee decision. Jeff asked for questions. Hearing none, Jolene made a motion to accept the budget as written with the exception of changing salary raises from 2% to 3% for all hourly employees. Linda seconded. Jolene asked for discussion. Karen asked said that the committee should approve the raises and the director should research janitor options. Jolene called for a vote on the total proposed budget The motion to accept the budget passed unanimously.

#### **7.0 Adjourn**

The meeting was adjourned at 7:45 PM.