



**SCAPPOOSE PUBLIC LIBRARY DISTRICT  
Budget Committee Meeting  
April 20, 2023, 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**

Attending: Board President Lisa Lewis; Vice-President Mary Jo Mazzella; Director/Budget Officer Jeff Weiss; Board Members Linda Vermillion, Curtis Francis, and Jessica Whitney; and Citizen Budget Committee members Lisa Miyamoto, Linda Gittings, Marisa Jacobs, and Sandra Wiggs. Budget Committee member Marsha Holbrook was absent.

The meeting was called to order in the Scappoose Public Library meeting room at 6:30 PM by board president Lisa Lewis. Lisa led the group in the Pledge of Allegiance.

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

Lisa asked the committee and board members to introduce themselves. The introductions started with Curtis and went around the tables for all attendees. The board confirmed their acceptance of the members of the Citizen Budget Committee all five of whom were formally approved at the March 2023 Library Board Meeting. Jeff Weiss was appointed Budget Officer at the February 2023 Library Board Meeting.

**3.0 Public Input**

There was public input from staff in the form of a written statement. The statement is attached to these minutes. Jeff read through the staff statement which compared Scappoose Library salaries to other libraries and government agencies near us. Jeff noted that the library has staff expenditures that place it 118<sup>th</sup> out of 136 Oregon libraries for per capita expenditures. Library per capita income is 119<sup>th</sup> out of 136 Oregon libraries. Jeff had originally proposed a 5% increase including step. He provided board members with sheets detailing current pay and scenarios of increasing hourly pay between 6% and 12% including step. Mary Jo asked what raise hourly employees were given last year. Jeff stated they received a 4% raise (including step) and a one-time 4% bonus. Lisa thanked the staff for sharing that information. Discussion of employee pay is done under item 6 on the agenda.

**4.0 Elect Committee Chair**

Lisa suggested electing Jeff as Committee Chair. Linda made a motion to do that. Mary Jo seconded. Motion passed by voice vote unanimously.

## **5.0 Presentation of Budget Message**

Jeff presented and discussed the Budget Message. He began with a presentation of a cash flow estimation prepared after the Budget Message had been distributed to the committee. Because of grants yet to be paid and taxes and sales estimated to be collected in the next two months based on historic averages, it is estimated that available cash on hand will be between \$250,000 and \$257,000 at the end of the fiscal year. Jeff said he would be very comfortable increasing that figure to \$250,000 on the budget documents and would recommend placing the extra \$5,000 into the personnel budget as a cushion

Mary Jo asked how long the cash on hand had to fund library business until 2023 taxes started to be paid. Jeff stated that we normally begin to receive tax payments in mid to late November, so 4 ½ months and we will carry over more than 6 months of expenses.

Jeff stated the county estimates that they will bill \$386,551 for the library district this Fall. Jeff stated that he estimated the library will receive \$365,000 of that in fiscal year payments allowing for a 6% non-collection rate. The library this year has collected taxes in excess of last year's budget estimate and will probably end up with a 3% non-collection rate. Jeff stated that the main sources of income for the library beyond taxes were grants, donations, and meeting room fees. He noted that the library does not charge overdue fees anymore. Marisa asked why the library did not charge overdue fees. Jeff stated that the library decided earlier to make children's materials fine free (the library did not charge overdue fines during Covid) in order to encourage library use and reading. The library also implemented automatic renewals which eliminate most overdue fines. Upon running fine reports, he discovered that adult overdue fines historically were a very small percentage of the budget, just \$3,000 or so a year. Fines cause the library bad public relations, so the library board decided early in 2023 to go fine free.

Jeff noted that the budget documents had been prepared based on a 5% wage increase, he had a buffer budgeted into the personnel budget that could absorb some increases above the 5%. The actual fully weighted cost of 5% raises is just over \$267,000. Marissa asked how much of a wage increase the current budget could support. Jeff stated that with some adjustments, the budget could support as much as a 10% increase (including step) for hourly staff so long as the director's wage increase remained in the 4% to 5% range. Lisa asked about the library doing another staff bonus like we did in January 2023. There was discussion with Mary Jo and Linda about doing a smaller raise plus a bonus. Jeff noted that the clerk wage needed to be at least a 5% increase to get the starting clerk wage above the Oregon minimum wage in July. Jeff also presented some data to the committee about average and per capita income in the district (above state average) and the poverty rate (about 4% on the last census) which is much lower than the state average. The median resident age has also decreased. Marissa asked what Jeff recommended. Jeff stated that he would propose 7% plus step. He stated that the clerk wage needed that increase so the starting clerk salary would be \$14.60, \$.40 above minimum wage. He also stated that he thought the 7% plus step should be extended to all hourly staff for fairness. Marissa asked about the difference in duties between the clerk and technician levels of pay. Jeff said that all hourly staff do clerical work, displays, circulation, and other general library tasks. The difference is that technicians plan and present programming. Marissa asked about the current pay scale sheet and if it is more than minimum wage. Jeff said it is currently but will not be on July 1. At 5% + step, it would be but just barely. Mary Jo noted that there was an educational difference in the job requirements between the clerk and technician. Jeff answered

that the technician job requires a college degree but the clerk job only requires a high school education. Lisa asked Jeff what he recommended based on the staff letter and the budget available for salaries. Jeff said he recommended a 7% increase for hourly workers plus step. Every 1% of hourly wage increase is approximately \$2500 Jeff said. Mary Jo asked if the percentage increase would set a new base in the step scale. Jeff said it would. Some committee members were concerned about the increase in base pay and whether it could be sustained in the event of a recession. Lisa recommended a 6% increase plus step and asked what that would increase the personnel budget to. Jeff stated that the current budgeted amount could fund that increase, but the cushion in the personnel budget would be reduced. The different base salaries under that increase were discussed. Mary Jo asked how long the most recent employee had worked at the library. Jeff stated that for this budget, three years. The clerk base wage would rise to 14.45, the T1 base salary would raise to \$15.88, T2 to 16.89. Marissa noted that even with the increase, salaries are still very low. Jeff stated that he would like to be competitive with St Helens Library. Lisa asked if the St Helens figures are current. Jeff stated those are from their past year's budget and he does not know what salaries will be this year at that library. The committee discussed the clerk's salary and the current base for that salary. Jeff stated that the current clerk base salary is \$13.62. He would like to increase the base salary for clerks by 7% because of the state minimum wage increase. Marissa said that the library does not have a recent history of staff turnover, and she thought that the technician positions do not necessarily need to be adjusted at the same rate as the clerk. She said that if the clerk jobs did more than is specified in the job description, which should be reflected in pay. Lisa said she understood that and at her previous job, different pay grades often gained raises at different percentage rates. Lisa suggested examining each job class separately for raises. Mary Jo suggested a 6% raise for technicians and 7% for clerks. The committee agreed that the clerk wage should have a higher increase so that the base would not be so close to minimum wage. Mary Jo asked if the step was automatic. Jeff said it was as long as employee performance was acceptable. Mary Jo asked if the step percentage could be increased with a smaller base increase. Jeff stated that it could, but that could have more long term consequences for the budget because the increased step percentages would be permanent and have a multiplier effect each year.

Mary Jo asked for a consensus on the raises. Curt said he was concerned about how far below other county libraries Scappoose Library is and that he wants us to be more in parity with them. He said that comparing the library pay with Chevron or Starbucks shows the library to have very low wages. Curt said that there are many businesses in Scappoose that pay more than the library to new employees including high school students. Linda recommended a 6% increase in the base because of the possibility of a recession. It was suggested giving technicians a 5% raise and clerks 7%. Jeff stated that giving technicians a 6% raise because the difference between a 5% and a 6% raise for those jobs was within the library funding. Lisa said she liked that and that we could look at increasing the technician hourly wages more next year. Curt said that he could accept that if we agree to take another look at increasing the technician salaries more next year. Lisa called for a motion. Linda made a motion to give 6% base wage increases to technician staff and 7% base wage increases to clerk staff. Mary Jo seconded. Motion passed unanimously.

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

### **6.1 Resources**

Discussed under 5.0.

## **6.2 Personnel**

Discussed under 5.0.

## **6.3 Detailed Expenditures**

Marissa asked about the lowering of the insurance budget. Jeff stated that the amount last year was a guess on what adding earthquake insurance would cost. The library now has accurate figures and the amount budgeted reflects those. Marissa asked if there were unanticipated expenses in the current budget year. Jeff stated that there was a failure in the new HVAC system that was under two years old, but out of warranty. He said that he negotiated with Entek to reduce the original bill of nearly \$8000 to a little over \$1000 because the failure was in a sealed air handling unit in the basement of the library and should not have failed in 2 years. Marissa asked about any large unanticipated bills that the library could have. Jeff stated that the library elevator is original to the building and has an obsolete electronic system. Parts may not be available if it fails and Jeff had one estimate to upgrade the unit to modern controls. The estimate was \$62,000 to \$70,000. Lisa asked if money could be used from carryover if the elevator failed. Jeff stated that he thought that might be possible.

Jeff stated the largest increases that the library has had this year were in the cost of professional services which he has increased in the budget by an aggregate 10%. Marissa asked what those were. Jeff said they were line items like the audit, computer support, accounting, and service contracts. He said he has also increased utilities, but to a lesser amount. He also increased the programming budget to account for the increased city wide programming that the library is producing. He explained that even though private donations pay for the programs, they must still be included in the budget. Lisa asked about the structure of the budget and whether we needed to stay under each line item amount. Jeff stated the entire budget is considered general fund and we only need to differentiate between personnel, programs, and capital improvements for the state audits. Jeff said that the capital improvements budget is used to plan for large equipment purchases and large repairs. He has budgeted \$8000 there this year in anticipation of using that money to cover needed building repairs, but no real improvements. For instance, this year, the library replaced the wired phone in the elevator with a cellular system with 24 hour professional monitoring so that no one could get stuck in the elevator and not be able to talk to people. Lisa asked about the increase in the cleaning budget. Jeff stated that it reflects what was spent last year. Even though the library does not need as many Covid supplies, the cost of paper products has increased at least 25% in the past year and the library is seeing much more use. Computer services also have increased because the library was forced to change vendors. We are still using a local provider, but our basic cost is \$360 per month with them. Jeff said the library will also need to consider replacing the server in the near future. Mary Jo asked about the telecommunications cost going down. Jeff stated that the cost was figured on actual bills from Comcast.

## **6.4 Overall**

Lisa asked about the difference between tax income and the total amount of the budget. Jeff explained that the budget has to account for all money for the district, so money that will be unspent, cash carryover, and contingency are included in the total figure. The actual spendable budget is \$441,101, but the total published budget is \$650,000 of which \$208,899 is not in the

spendable budget. Lisa asked about next steps. Jeff said if the committee approves the budget with the discussed personnel changes; the final step is to hold a public hearing in June. Lisa called for a motion to approve the budget with the new committee approved hourly wages. Curt made a motion. Linda seconded. Motion approved unanimously by the committee.

## **7.0 Adjourn**

The meeting was adjourned at 7:35 PM.