



**SCAPPOOSE PUBLIC LIBRARY DISTRICT
Budget Committee Meeting
April 21, 2022, 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

Jessica Whitney called the meeting to order at 6:34 PM. Attending were the entire budget committee: Director Jeff Weiss; Library Board President Jessica Whitney; Vice President Lisa Lewis; Board Members Linda Vermillion, Curtis Francis, Mary Jo Mazzella; and Citizen Budget Committee Members Sandra Wiggs, Lisa Miyamoto, Linda Gittings, Marisa Jacobs, Marsha Holbrook. Curtis attended via Zoom.

Jessica led the group in the Pledge of Allegiance.

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

Jessica confirmed the identity of committee members. All committee members were in attendance.

3.0 Public Input

There was no public attendance or input.

4.0 Elect Committee Chair

Jessica asked for nominations for Committee Chair. Jeff Weiss was nominated from the floor, but refused because he was Budget officer. Mary Jo nominated Lisa Lewis to be budget officer. A vote was taken and Lisa was elected to Committee Chair. Marisa asked what the roll of the citizen board member is. Jeff stated that they are full committee member and vote on the budget.

5.0 Presentation of Budget Message

Jeff presented the budget message. He stated that the library has 3 main income sources. About 90% comes from property taxes. 5-8% comes from grants and donations. The rest comes from fines and fees. He noted that the library no longer charges overdue fines on children's materials. Jeff explained the anticipated property tax collection for the next fiscal year. He explained that

the grants received this year were higher than normal because the library received grants from the State of Oregon related to Covid. The library received \$15,400 in state grants that was spent on park infrastructure, books for the schools, and books and comfort packs that the library gave to social service organizations. The library also receives money from the Friends of Scappoose Library annually for Summer Reading and other library events.

6.0 Review of Budget and Discussion

6.1 Resources

The estimated tax assessment for the next fiscal year is \$366,683 a 3.5% increase over the current year. Jeff stated that he anticipates an 7% non-collection rate based on past averages which would yield about \$340,000 in tax income for the next fiscal year. He stated that the library is also now anticipating \$235,000 in cash carryover from the current fiscal year, an increase of \$10,000 over the figures prepared two months ago. He anticipates \$5950 in grants (\$4000 from the Friends of Scappoose Library, \$1950 from the State of Oregon for Summer Reading, and \$1000 from other sources) which is a substantial decrease from the current fiscal year. \$1000 in donations is anticipated along with \$2000 in natural gas and fossil fuel royalties. Jeff stated that the committee would need to decide whether to add the anticipated \$10,000 to the budget and how to appropriate it. He recommended adding it to the unspent carryover for the 2022-23 fiscal years.

6.2 Personnel

Jeff reviewed the current salary requirements. The salary fund had a large increase last year primarily from Oregon PERS retirement increasing from 6.1% to 15.4% for the current biennium. That is in addition to the 6.1% staff pay into the retirement system. The library will be paying the 15.4% rate in the next fiscal year also. Jeff is proposing staff receive a 2% step longevity raise, a 2% cost of living increase and a 4% one-time bonus. The committee examined the step scale rates. The Technician rates are what the library pays 32 hour per week employees with the difference in pay between the two Technician scales is educational level with Technician 2 having a Master's Degree and Technician 1 having a Bachelor's. Marisa expressed concern that the pay is so low for hourly staff and Technicians. She stated that the employees could easily find better paying employment elsewhere. Retention is a concern. She asked how long the library had been in the location. Jeff stated it had been in the current building since 1996 and had been in what is now City Council Chambers before that. He stated that the library has in its Strategic Plan to pursue an additional tax levy to be able to offer full time, competitive wages to staff. Lisa stated that the library has been increasing wages at about 5% per year for the past few years. Jeff stated that the library has limited funds due to a low tax rate. Scappoose Library is in the bottom quintile of per capita funding for Oregon. There is 7 total staff with proposed total wages and benefits of \$265,000.

6.3 Detailed Expenditures

Overall, the total proposed expenditures similar to the current year. Money in the proposed budget has been moved around between the line items in anticipation of inflation in some line items. The library anticipates inflation in utilities, insurance, computer services, supplies and communications. Money was taken from programming, cleaning supplies, and service contracts to cover this inflation. Marisa asked what the "Budget" line item was for. Jeff stated that was the line item that paid for budget advertising and committee expenses. The library has to pay for legal meeting notices in the paper per state law. Mary Jo asked how much the advertisements cost. Jeff stated that the current notice cost about \$45 and the hearing notice

will cost over \$100. The committee asked about the 2023 board member elections and Jeff stated that three board members will be up for election in 2023 serving a four year term. Jeff noted that we pay a vendor for cleaning so that comes out of service contracts. A question was asked about landscaping and Jeff stated that the library maintains the landscaping and the \$750 was for supplies. Marisa asked about the Facilities budget of \$7000. Jeff stated that was intended to pay for possible building repairs that may come up during the year.

Marisa asked about the relationship between the city and the library. Jeff explained that the library is an independent agency that operates its own taxing district and receives no funds from the city. The library was incorporated via a bond to build the library facility in the 1990's. A property tax statement lists all the different taxing districts that are part of the bill. There was discussion about the larger size of the library district vs. the size of the city.

6.4 Overall

Overall, the proposed budget is \$592,350 of which \$265,000 is for Personnel, \$138,350 for Materials and Services, \$7000 for the Library Building, \$40,000 in Contingency, and \$142,000 in Unappropriated Ending Fund Balance.

The committee discussed the anticipated extra \$10,000 in cash carryover. Jeff recommended placing the money into contingency or unappropriated ending fund balance. The committee asked if the library needed anything. Mary Jo asked the difference between contingency and unappropriated ending fund balance. Jeff explained that the unappropriated fund balance could not be spent because it is intended for an operating fund from July until taxes are collected in November. Contingency is a fund for emergencies. The committee asked about library insurance and if the library had an earthquake policy. Jeff stated the library did not have earthquake insurance but had a general all peril policy. The board expressed that they wanted the library to have earthquake insurance and a policy review to be sure that the library had adequate total coverage. The committee discussed using part of the \$10,000 for additional insurance. Different ways of allocating the funds were discussed. Jessica made a motion to add \$10,000 in cash carryover to the proposed budget and allocating \$5000 to Materials and Services for extra insurance plus \$5000 to Contingency for a total of \$602,350. Mary Jo seconded. Motion passed. Jessica made a motion to accept the amended budget of \$602,350 at the permanent tax rate of .2536 per \$1000 of assessed valuation. Linda seconded. Motion passed.

7.0 Adjourn

Meeting was adjourned at 7:29.