



**SCAPPOOSE PUBLIC LIBRARY DISTRICT
Budget Committee Meeting
May 21, 6:30p.m.
Scappoose Public Library
52469 SE Second St., Scappoose, Oregon
Via Zoom Meeting**

Agenda

1.0 Call to Order, Pledge of Allegiance

The meeting was called to order at 6:35 PM. Attending was Director Jeff Weiss, Lisa Lewis, Mary Jo Mazzella, Curtis Francis, and Jessica Whitney of the library board. The budget committee attended consisting of Lisa Miyamoto, Linda Gittings, Bill Blank, and Sandra Wiggins. Board member

2.0 Public Input

There was no public input.

3.0 Appoint Citizen Budget Committee Members by Library Board.

Citizen Budget Committee member's applications were reviewed and approved. Lisa Lewis made a motion to approve the committee members. Curtis seconded. The motion was approved unanimously by the library board

4.0 Elect Committee Chair

Lisa Lewis nominated Director Jeff Weiss to be the budget committee chair. Curtis seconded. Committee elected Jeff chair.

5.0 Presentation of Budget Message

Director Weiss presented his budget message which was distributed to the committee and had been posted on the library website. The library is anticipating lower tax revenue (-12%) due to lower collections. This has been reflected in the budget message and on the budget documents. Other collections are expected to decrease. The library has accumulated an increasing cash balance over the past 2 years and has a minimum of a \$30,000 buffer to help offset tax collection losses.

Still, the revenue loss affects the budget in two ways. There is a decrease of \$10,000 in the general fund which pays for all services besides staffing. This will be partially offset by savings in vendor prepayments, reduced programming costs due to Covid-19 restrictions, and switching service contracts to lower cost sources as current contracts expire. The personnel budget is frozen at 2019 levels, so it is proposed that staff will receive a 2% step raise and the director will receive no raise in the 2020-21 budget years.

Bill Blank asked if the library had furloughed any employees due to the Covid crisis and if so when did the library plan to bring them back. Weiss answered that no employees had been furloughed, but an unfilled position had been hired, but was on hold until the library was on the verge of reopening. Weiss also noted that he had applied for reimbursement for money spent on EFMLA and PPE equipment through the CARES act. Weiss also discussed what the library was doing virtually and plans for a virtual summer reading program. Lisa asked what the library capacity would be with social distancing. Weiss said he anticipated a maximum of 25 people in the library would be possible, but that total figure would be controlled by the number of people on the first floor because it is the busiest and hardest to control because of the children's area. Bill asked if we would be offering public computers upon reopening and Weiss said we would but at half capacity so the computers could be distanced. Bill asked if there would be furniture for sitting in the library. Weiss said most furniture would be removed because of social distancing, but some seating would remain. Sandy asked about signage and floor markings for social distancing. Weiss said they would and that he will build spit guards for the desk.

6.0 Review of Budget

Budget documents were discussed.

6.1 Resources

The LB-20 Resources form was reviewed. Declines in anticipated revenue were noted. There were no questions about the form

6.2 Personnel

The LB-31 Personnel budget form was discussed. Weiss noted that salaries were calculated with 52 weeks of work for each position at hourly rate. The contingency fund is zero for this year to pay the 2% raise.

6.3 Detailed Expenditures

The LB-31 Detailed Expenditures budget form was discussed. Mary Jo asked about the increase in the OCLC budget. Weiss explained that in the past the library had only used the interlibrary loan service from OCLC. He wants to expand our membership so we can download records from their database into our catalog. We had been getting item records from a private vendor, but they have lost content in the past year and are no longer a valuable source. Part of the increase will be offset by not paying the \$249/year subscription to the existing vendor. Sandy asked about the election cost line. Weiss explained that every odd year, the library has board members elections and we have to pay to be included on the ballot. Sandy also asked about utilities which are not increased. Weiss explained that the library had not spent the full amount on utilities for the past 2 years and he anticipated energy savings with new equipment.

6.4 Overall

The LB-30 Budget Form was reviewed. Sandy noticed a typo on the form. Weiss said he would correct that.

Lisa made a motion to accept the 2020-21 Scappoose Public Library Budget with noted corrections. Curtis seconded. Motion passed unanimously.

7.0 Adjourn

Meeting was adjourned at 7:15 PM.