



Scappoose Public Library Board of Directors

Budget Hearing

June 20, 2024

6:30 pm

Library Meeting Room and Zoom

Minutes

1.0 Call to Order: Pledge of Allegiance to the Flag

The hearing was called to order at 6:36 PM. Attending were Board President Linda Vermillion; board members Lisa Lewis, Elaine Nussbaum, and Johanna Myers. Library Director Jeff Weiss also attended. Linda led the group in the Pledge of Allegiance. Jeff asked for a motion to approve the agenda. Johanna made the motion. Lisa seconded. The motion passed unanimously.

2.0 Approve Budget Committee minutes April 18, 2024

Jeff asked for comment and corrections to the minutes from the April 18 Budget Committee minutes. Jeff said he was not sure he got all the committee member names correct on comments they made because the camera did not pick up the entire group. Lisa said she had looked through the minutes and they appeared to be accurate. Lisa made a motion to approve the Budget Committee Minutes. Elaine seconded. The motion passed unanimously.

3.0 Budget Review

Jeff said he had reviewed the committee approved budget based on the current financial reports. The May library financials include current bills to be paid and payroll in the year to date figures. Jeff said he recommended some rebalancing of line items in the general fund based on new year end totals. He presented a new LB-31 with those changes. Jeff recommended decreasing the amounts in Programming by \$3,700 and in Service Contracts by \$4,000. Jeff said the budget committee increased the Service Contracts by \$6,000 to pay a janitorial service. Jeff said that none of the commercial services within a 20 mile radius had replied to inquiries. Lisa said that St Helens Library has the same problem and is using a temporary help service. Jeff said he was unsure Scappoose could do that because of state licensing laws. Lisa said the library used to use a



private individual to do janitorial work. Jeff said that was true, but he hired the previous janitor before he became aware of the state licensing laws. Linda asked if he had called the Community Action Team. Jeff said he had earlier in the year and their lead did not pan out. Jeff said the programming decrease is based on what the library spent on the new programs added this year. Jeff said he recommended placing the money as follows. \$3,000 into elections. \$3000 additional into computer services, \$700 into Landscape Maintenance, and an extra \$1,000 into utilities. The library is considering a levy vote, so Jeff recommended placing \$3,000 into the Elections line. Jeff said for computer expenses, we are anticipating large increases from our providers and the setup on the new server will carry through into the 2024-25 budget year. We are also anticipating utility increases that have been announced since April. We had to have a tree removed, so the money in Landscape Maintenance needs to be increased to cover that. Jeff noted that this does not change to total amount spent in the General Fund. It changes where it was spent

Jeff said that the projected cash carryover has increased since April and he anticipates a carryover of \$270,000. Lisa asked what we do with our cash. Jeff said most of it is kept in an Oregon State Treasury account where it earns 5% interest. Jeff said he would like to put \$5,000 into the Personnel fund as a way to hire additional summer temporary help because the library's summer business has increased so much this summer. Last year we hired a grant paid teen intern and the library needs similar help again this year. Lisa suggested approving this and placing the money into the Extra Pay/Bonus line. That would increase the total Personnel budget to \$300,000 and increase the total budget by \$5,000.

Jeff asked the board if they wanted to budget the remaining \$14,000 in new cash carryover. He recommended adding it to the unappropriated ending fund balance which would increase that balance from \$166,899 to \$180,899. Jeff summarized the changes for the board noting that the General Fund totals remain the same for services and increase by \$5,000 the personnel budget. The unappropriated ending fund balance would increase by \$14,000. Jeff asked the board to vote on these changes at the following board meeting.

4.0 Public Input

Jen Howell was in attendance but had no public comment.

5.0 Adjourn

Linda made a motion to adjourn. Elaine seconded. Motion passed.