

**SCAPPOOSE PUBLIC LIBRARY DISTRICT**  
**Budget Message**  
**April 8, 2022**

Scappoose Public Library will end the 2022-23 fiscal years in sound financial health. We will end the year with at least \$225,000 in cash on hand. We managed to slightly increase our cash on hand year over year while increasing collection size and services to the public substantially. Scappoose Library operates on a cash accounting basis.

The taxes due forecast for the Scappoose Public Library from the Columbia County Assessor for the 2022-23 fiscal years is \$366,683, a 3.5% increase over the 2021-22 budgets. Tax collections were normal this year and we have received slightly more in taxes than I estimated for the current fiscal year budget. The library has built up a cash balance in the past 4 years and we should end the current budget cycle with \$225,000 or more in cash which is over 7 months of average expenses.

I am expecting tax collections to be within the norm for the past several years. Based on the normal assumption of a non-collection rate of 7% of the imposed tax, the library would yield about \$340,000 for the 2022-23 fiscal year. This is a conservative collection rate though. For the past 3 years, our non-collection rate has been about 5%. For the current fiscal year, the library has collected 99% of this year's estimated total tax collection by March with three more months of collections to go. We will exceed the budget estimates for tax collection this fiscal year.

Available cash on hand is estimated to be \$225,000 at the end of the current library fiscal year. This figure can be a bit confusing in the budget. By law the library operates on a fiscal year that coincides with the state budget year (July through June). However, the library does not receive much in tax income until November when property tax is received. The cash on hand is what the library operates on during the first 1/3 of the legal fiscal year until taxes begin to be received. Scappoose Library has been increasing operating cash carryover for the past four years.

Besides tax revenue, the library also receives grants and money from fines, fees, and meeting room rental. In the current fiscal year, the library has received over \$23,000 in state, private, local and federal grants. Those grants were program specific grants. We used that money to pay for improvements to Heritage Park, free books for children, books for the local school libraries, comfort backpacks for children under stress, I have anticipated a return to normal in the current budget.

The Friends of the Scappoose Public Library (FOSPL) have donated or pledged over \$4000 to the library in the current budget year. Their generous support allowed the library to purchase necessary materials and activities for the 2021 Summer Reading Program, and funding conference fees for staff and a board member to attend the Public Library Association conference in Portland. We are very grateful for their support.

## The Scappoose Library District Proposed Budget For Fiscal Year 2022-23.

**LB-30, Requirements Summary,** This document summarizes the itemized budget documents.

**In Personnel,** I am proposing giving staff a standard raise in 2022-23 which would be a 2% raise plus the longevity step of 2%. I am also proposing a one time bonus to staff of 4% of salary to compensate for inflation. This would not reset the salary base and is a temporary measure for this coming year. Scappoose Library wages are not competitive with other organizations with similar educational requirements to ours. Except for the director, all our professional staff earn \$16 - \$17 an hour and work 20 – 32 hours a week. The library does not provide health insurance and the only defined benefit provided is state retirement. The bonuses are a way for us to show appreciation for their work.

**In Expenditures,** The total for services is nearly the same as 2022-23, but some line item funds have been rearranged in order to increase to anticipate inflation in our core expenses. I have decreased programming to be more in line with what is actually spent and I have budgeted a larger amount for capital improvements than last year to anticipate possible building repair expenses. I also decreased the operating contingency to \$40,000 this coming year because it appears we will not touch the current contingency. I based last year's contingency on the percentage the city budgets, however the city of Scappoose uses their contingency fund much differently than the library.

**LB-20, Resources,** This shows resource projections estimated from current fiscal year results. Total resources proposed for fiscal year 2022-23 are \$592,350. I believe it is a realistic budget and accurately reflects budget resources that the library can expect. We will end the year with \$180,000 cash on hand. The estimated 2022-23 tax revenue estimate for Scappoose Library is \$366,683. Applying an estimated collection rate of 93%, which is about the same as the average collection rate in our district for the past several years, I estimate that Scappoose Library will collect \$340,000 in the 2022-23 fiscal years. I also estimate that the amount of past due taxes paid will be about the same as this current year. I anticipate the library will receive \$11,300 from meeting room rental, fines, fees, and other income. We also receive money to support library programs from the Friends of Scappoose Public Library and the State of Oregon. We anticipate receiving \$5,950 in state and private grants, and support from the Friends of Scappoose Public Library. We anticipate \$1000 in donations which is lower than average. I anticipate \$2000 in natural gas royalties because of the price of natural gas currently. This fiscal year, we received nearly \$4000 in royalties from fossil fuels.

**LB-31, Personnel Services:** The library has moved to a step scale for hourly employees. The step scale rewards experience by giving employees a 2% raise for each year of service in the library. The step scale is differentiated by paying employees with more experience, education, and job responsibility higher wages. I am proposing giving employees a 2% raise in addition to the step increase plus the 4% bonuses discussed above.

**LB-31, Material and Services,** Overall, the budget for circulating materials and services is about the same. Some budget lines have been cut based on past spending where cuts do not affect services to the public. This allows us to put money into line items that

will most likely be impacted by inflation (utilities, supplies, maintenance, service contracts).

Circulation of physical materials and eBooks increased over 18% so far this year. The library is nearly back to pre-pandemic facility use. We have restarted adult and children's in person programming and have no restrictions on patrons in the library. We are planning a normal slate of summer activities and movies. I think the proposed budget will allow us to do that.

I believe the budget is balanced and as close as we can estimate at this time. I think library operations will be much more normal as we emerge from the pandemic. I believe the Board of Directors, Librarian, Staff, Volunteers, and Patrons can all look forward to another year of growth, programs and community involvement in fiscal year 2022-23.

Respectfully Submitted;

Jeff Weiss,  
Budget Officer