

**WASCO COUNTY LIBRARY SERVICE DISTRICT
AGENDA
WEDNESDAY, JUNE 11, 2014
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, Oregon**

NOTE: This Agenda is subject to last minute changes. Meetings are ADA accessible. For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900. Wasco County does not discriminate against individuals with disabilities.

10:00 a.m. **CALL TO ORDER**

10:00 a.m. [Library Service District Budget Hearing](#) – Sheila Dooley

10:10 a.m. [1.15.2014 Minutes Approval](#)

**NEW / OLD BUSINESS
ADJOURN**



WASCO COUNTY BOARD OF COMMISSIONERS
GOVERNING BODY OF
WASCO COUNTY LIBRARY SERVICE DISTRICT
JUNE 11, 2014

PRESENT: Scott C. Hege, Commission Chair
Rod L. Runyon, County Commissioner
Steve Kramer, County Commissioner
Sheila Dooley, Library Service District Budget Officer

STAFF: Tyler Stone, County Administrator
Kathy White, Executive Assistant

At 9:58 a.m. Chair Hege called the Wasco County Library Service District Meeting to order and opened a public hearing.

Agenda Item – Wasco County Library Service District 2014-2015 Budget Hearing

Ms. Dooley presented the Wasco County Library Service District 2014-2015 Fiscal Year Budget as approved by the Budget Committee. She stated this is year 8 for the Library Service District and reviewed the budget numbers included in the packet (attached).

Chair Hege opened the floor to Public Comment. There being none he closed the public hearing at 10:01 a.m.

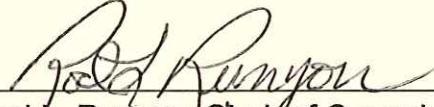
{{{Commissioner Kramer moved to approve Resolution #14-016 adopting the Fiscal Year 2014-2015 Budget, Tax Levy and Appropriations for the Wasco County Library Service District. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Minutes Approval

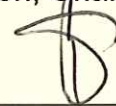
{{{Commissioner Runyon moved to approve the 1.15.2014 Wasco County Library Service District meeting minutes. Commissioner Kramer seconded the motion which passed unanimously.}}}

Chair Hege closed the meeting at 10:04 a.m.


WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the
Wasco County Library Service District*



Rod L. Runyon, Chair of Commission



Scott Hege, County Commissioner



Steve Kramer, County Commissioner

Agenda Item
2014-2015 Budget Adoption

- [LB 20](#)
- [LB 30](#)
- [Budget History](#)
- [Library Service District 2014-2015 Budget](#)
- [Resolution #14-017 Adopting Library Service District 2014-2015 Budget](#)

**FORM
LB-20**

RESOURCES
Wasco County Library Service District
(Fund)

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget For Next Year FY 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
1	346,788	451,456	523,613	1. Available cash on hand* (cash basis) or	609,887	609,887		1
2	0	0	0	2. Net working capital (accrual basis)	0	0		2
3	50,038	43,815	45,385	3. Previously levied taxes estimated to be received	46,698	46,698		3
4	2,664	3,861	2,664	4. Interest	3,861	3,861		4
5	0	0	0	5. Transferred IN, from other funds	0	0		5
6				6 OTHER RESOURCES				6
7	1,058	9,060	0	Miscellaneous receipts	0	0		7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	400,548	508,192	571,662	29. Total resources, except taxes to be levied	660,446	660,446		29
30			1,134,615	30. Taxes estimated to be received	1,167,447	1,167,447		30
31	1,099,371	1,114,375		31. Taxes collected in year levied				31
32	1,499,919	1,622,567	1,706,277	32. TOTAL RESOURCES	1,827,893	1,827,893		32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**

Wasco County Library Service District
(name of organizational unit - fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next year FY 2014-2015			
	Actual		Adopted Budget This Year FY 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year FY 2011-2012	First Preceding Year FY 2012-2013						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0		7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	1,045,424	1,076,787	1,109,091	8 Contractual Library Services	1,142,364	1,142,364		8
9	29	196	3,000	9 Legal Services	3,000	3,000		9
10	2,750	2,750	3,400	10 Audit	3,400	3,400		10
11	260	260	0	11 Insurance	0	0		11
12	0	0	350	12 Office Supplies	350	350		12
13	0	107	500	13 Legal Notices	500	500		13
14	0	0	500	14 Taxes/Permits/Assessments	550	550		14
15	1,048,463	1,080,100	1,116,841	15 TOTAL MATERIALS AND SERVICES	1,150,164	1,150,164		15
				CAPITAL OUTLAY				
16				16				16
17				17				17
18				18				18
19				19				19
20				20				21
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0		22
				TRANSFERRED TO OTHER FUNDS				
22				22				23
23				23				24
24	0	0	0	24	0	0		25
25			25,000	25 OPERATING CONTINGENCY	25,000	25,000		
26			561,436	26 Reserved For Future Expenditure	649,729	649,729		
27	451,456	542,467		27 Ending Balance (Prior Years)				28
28			3,000	28 UNAPPROPRIATED ENDING FUND BALANCE	3,000	3,000		29
29	1,499,919	1,622,567	1,706,277	29 TOTAL REQUIREMENTS	1,827,893	1,827,893		30

Wasco County Library Service District

Fiscal year 2014-2015 Budget

	FY 2011- 2012 Actual	FY 2012- 2013 Actual	FY 2013- 2014 Budget	FY 2014- 2015 Proposed	FY 2014- 2015 Approved	FY 2014- 2015 Adopted
Revenues						
Beginning Fund Bal.	346,788	451,456	523,613	609,887	609,887	
Prop. Tax - Cur. Yr.	1,099,371	1,114,375	1,134,615	1,167,447	1,167,447	
Prop. Tax. - Prior Yr.	50,038	43,815	45,385	46,698	46,698	
Interest	2,664	3,861	2,664	3,861	3,861	
Misc. Receipts	1,058	9,060	0	0	0	
Total Resources	1,499,919	1,622,567	1,706,277	1,827,893	1,827,893	
Expenditures						
Contractual Lib. Serv.						
City of The Dalles	985,271	1,014,829	1,045,274	1,076,632	1,076,632	
Dufur School District	17,933	18,471	19,025	19,596	19,596	
City of Maupin	42,220	43,487	44,792	46,136	46,136	
Total	1,045,424	1,076,787	1,109,091	1,142,364	1,142,364	
Legal services	29	196	3,000	3,000	3,000	
Audit	2,750	2,750	3,400	3,400	3,400	
Insurance	0	260	0	0	0	
Office Supplies	0	0	350	350	350	
Legal Notices	0	107	500	500	500	
Taxes/Prts/Assess.	260	0	500	550	550	
Total	3,039	3,313	7,750	7,800	7,800	
Subtotal	1,048,463	1,080,100	1,116,841	1,150,164	1,150,164	
Reserved for Future Expenditure			561,436	649,729	649,729	
Contingency			25,000	25,000	25,000	
Unappropriated End. Balance	451,456	542,467	3,000	3,000	3,000	
Fund Total	1,499,919	1,622,567	1,706,277	1,827,893	1,827,893	

RESOURCES

FORM
LB-20

SOUTHERN WASCO COUNTY LIBRARY

CITY OF MAUPIN

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2014 - 15			
	Actual		Adopted Budget This Year 2013-14		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13						
				Beginning Fund Balance:				
1	22,466.74	27,116.37	33,221	Available cash on hand* (cash basis), or	53,328	53,328		1
				Net working capital* (accrual basis)				2
3				Previously levied taxes estimated to be received				3
4	122.95	114.70	140	Interest	180	180		4
5				OTHER RESOURCES				5
6	42,220.00	43,487.00	44,792	District Library Budget Distribution	46,136	46,136		6
7	0	0	0	GRANT: WC Commission on Children	0	0		7
8	1,000.00	1,000.00	1,000	GRANT: State Reading Program	1,000	1,000		8
9	0	750.00	0	GRANT/DONATIONS: WC Cultural Trust Coalition	0	0		9
10	52.40	76.30	50	Wasco Electric Capital Credits	55	55		10
11	304.00	159.95	50	Miscellaneous	50	50		11
12								12
13								13
14								14
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21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	66,166.09	72,704.32	79,253	Total resources, except taxes to be levied	100,749	100,749	0	29
30				Taxes estimated to be received				30
31				Taxes collected in year levied				31
32	66,166.09	72,704.32	79,253	TOTAL RESOURCES	100,749	100,749	0	32

DETAILED EXPENDITURES

FORM
LB-31

SOUTHERN WASCO COUNTY LIBRARY

CITY OF MAUPIN

1	Historical Data			EXPENDITURE DESCRIPTION <i>(By Object Classification, Program or Organizational Unit)</i>	Number of Employees	Budget for Next Year 2014 - 15			
	Actual		Adopted Budget This Year 2013-14			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2011-12	First Preceding Year 2012-13							
				PERSONAL SERVICES:					
2	23,975.49	21,642.69	32,653	Librarian & Librarian Assitants	0.75	30,934	30,934		1
3	4,363.56	3,979.56	6,553	Benefits		5,911	5,911		2
4	4,200.00	4,200.00	4,284	City Admin Accounting Personnel	0.06	4,350	4,350		3
5	32,539.05	29,822.25	43,490	TOTAL PERSONAL SERVICES		41,195	41,195		4
6									5
7				MATERIALS AND SERVICES:					6
8	215.00	234.00	400	Books, Periodicals and Media		400	400		7
9	519.95	215.96	600	Office Supplies		600	600		8
10	360.50	35.86	500	Supplies		500	500		9
11	730.72	424.89	1,200	Programs and Children Activities & Supplies		1,200	1,200		10
12	58.24	89.37	100	Insurance		100	100		11
13	520.81	531.99	650	Electric Service		650	650		12
14	864.64	1,141.76	1,500	Propane Heating		2,000	2,000		13
15	774.00	774.00	834	Water & Sewer and Recycle Services		834	834		14
16	0.00	0.00	3,000	Equipment, furniture, tools		3,000	3,000		15
17	687.50	747.00	800	Professional & Audit Services		800	800		16
18	195.30	0.00	500	Employee Travel & Training		500	500		17
19	0	0	2,000	Repairs & Maintenance, Prop/Equip		2,000	2,000		18
20	0	0	0	GRANT: WC Commission on Children		0	0		19
21	1,584.01	1,000.00	1,000	GRANT: State Ready to Read Program		1,000	1,000		20
22	0	750	0	GRANT: WC Cultural Trust		0	0		21
23	0	0	3,000	Geneology Program		3,000	3,000		22
24									23
25	6,510.67	5,944.83	16,084	TOTAL MATERIALS AND SERVICES		16,584	16,584		24
26				CAPITAL OUTLAY:					25
27	0	0	19,679	Library Services Expansion		42,970	42,970		26
28	0.00	0.00	19,679	TOTAL CAPITAL OUTLAY		42,970	42,970		27
29									28
30									29
31				UNAPPROPRIATED ENDING FUND BALANCE					30
32	39,049.72	35,767.08	79,253	TOTAL		100,749	100,749		31

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE
WASCO COUNTY LIBRARY SERVICE DISTRICT

IN THE MATTER OF THE FISCAL YEAR)
2014-2015 BUDGET, TAX LEVY AND) RESOLUTION
APPROPRIATIONS) #14-016

BE IT RESOLVED that the Wasco County Board of Commissioners,
Governing Body of the Wasco County Library Service District, hereby adopts the
Budget for Fiscal Year 2014-2015 in the total of \$1,827,893 now on file in the Office
of the Board of Commissioners.

BE IT FURTHER RESOLVED: That the amounts for the Fiscal Year
beginning July 1, 2014 and for the purposes shown below are hereby appropriated:

GENERAL FUND:

Materials & Services	\$ 1,150,164.00
Contingency	<u>\$ 25,000.00</u>
Total Appropriations	\$ 1,175,164.00
Total Unappropriated and Reserve Amounts	<u>\$ 652,729.00</u>
TOTAL ADOPTED BUDGET	\$ 1,827,893.00

BE IT FURTHER RESOLVED: That the Board of Commissioners, Governing Body of the Wasco County Library Service District, hereby imposes the taxes provided for in the adopted budget at the rate of \$0.68 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2014-2015 upon the assessed value of all taxable property within the district as follows:

	Subject to the General Government <u>Limitation</u>	Excluded From <u>Limitation</u>
General Fund	\$0.68/\$1,000	

BE IT FURTHER RESOLVED: That the Office of the Board of Commissioners certify to the Assessor of Wasco County, Oregon, the tax levy made by this Resolution.

ADOPTED by the Wasco County Board of County Commissioners on June 11, 2014.

ATTEST:

Kathy White
Executive Assistant

WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the
Wasco County Library Service District*

Scott C. Hege, Chair

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner



WASCO COUNTY BOARD OF COMMISSIONERS
GOVERNING BODY OF
WASCO COUNTY LIBRARY SERVICE DISTRICT
JANUARY 15, 2014

PRESENT: Scott C. Hege, Commission Chair
Rod L. Runyon, County Commissioner
Steve Kramer, County Commissioner
Sheila Dooley, Library Service District Administrator
Tyler Stone, County Administrator
Kathy White, Executive Assistant

At 10:09 a.m. Chair Hege called the Wasco County Library Service District Meeting to order.

Agenda Item – Wasco County Library Service District Audit Report for the 2012-2013 Fiscal Year

Chair Hege called upon Carol Friend of Friend and Reagan PC to present the Wasco County Library Service District Audit Report. Ms. Friend explained that they sample and test to get a picture of the organization and offered an unqualified opinion that everything is in order. She reviewed the report briefly and explained that the District would not be subject to a government audit but

because they are included in Wasco County's audit, they must also be audited under government auditing standards. She concluded that there are no issues with compliance and no comments for this small organization.

Chair Hege asked Ms. Dooley if she had any questions or comments regarding the audit. She replied that she had none.

Agenda Item – Minutes Approval & Budget Committee Appointments

{{{Commissioner Kramer moved to approve the August 21, 2013 minutes. Commissioner Runyon seconded the motion which passed unanimously.}}}

{{{Commissioner Kramer moved to approve Order #14-003 reappointing Pat Davis to the Wasco County Library Service District Budget Committee. Commissioner Runyon seconded the motion which passed unanimously.}}}

{{{Commissioner Runyon moved to approve Order #14-006 reappointing Sheila Dooley as the Wasco County Service District Budget Officer. Commissioner Kramer seconded the motion which passed unanimously.}}}

Old/New Business

Ms. Dooley reported that the audit for The Dalles Library was good with more funds available than expected due to retirements in which the vacated position was not filled right away; in addition, materials and services came in under budget.

Ms. Dooley stated that they would be buying the RFID this week and hope to have all the books tagged within three months with self-check-out operating by the end of June. She also informed the Board that \$90,000 of the necessary \$100,000 has been raised for the library expansion. In addition, the Maupin Library will be having a final meeting with their architect and will be promoting the building for donations.

Chair Hege closed the meeting at 10:22 a.m.

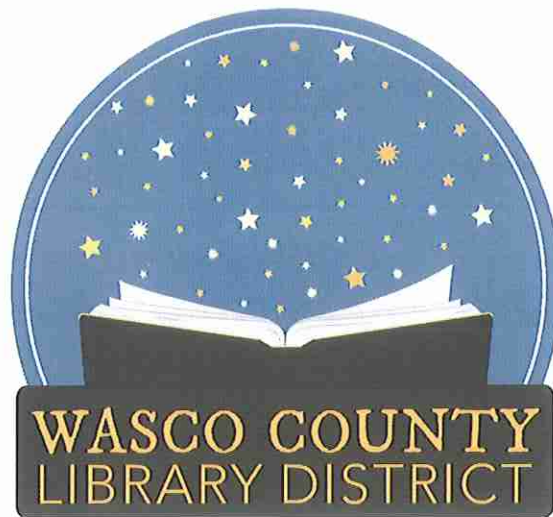
WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the
Wasco County Library Service District*

Rod L. Runyon, Chair of Commission

Scott Hege, County Commissioner

Steve Kramer, County Commissioner

Primary Logo



Colors



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R30 G33 B31



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R930 G141 B160



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R255 G202 B168



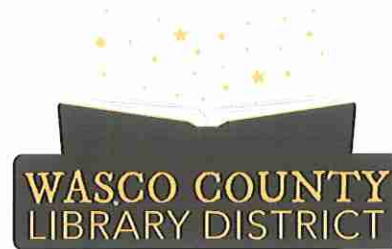
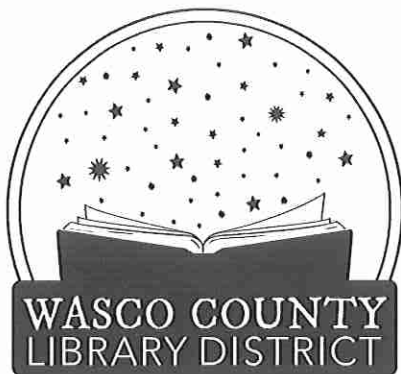
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R254 G248 B195



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R199 G200 B202

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Alternate Logos



Fonts

IM FELL DW Pica

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Avenir Light

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