

**WASCO COUNTY LIBRARY SERVICE DISTRICT
AGENDA
WEDNESDAY, JUNE 3, 2015
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. [Public Hearing to Adopt 2015-2016 Budget](#) – Jeff Wavrunek

10:10 a.m. [12.17.2014 Minutes Approval](#)

**NEW / OLD BUSINESS
ADJOURN**



WASCO COUNTY LIBRARY SERVICE DISTRICT
PUBLIC HEARING TO ADOPT THE 2015-2016 BUDGET
JUNE 3, 2015

PRESENT: Scott Hege, County Commissioner
Rod Runyon, County Commissioner
Steve Kramer, County Commissioner
STAFF: Jeff Wavrunek, District Budget Officer
Kathy White, Executive Assistant

At 10:02 a.m. Chair Hege opened the hearing.

Budget Adoption

Mr. Wavrunek said that have put the children's addition to The Dalles Library out to bid around the state with a 7.14.2015 deadline. He said that potential bidders will attend a site visit on June 16th. He said that he is anxious for the bids; some think that the construction market is heating up and that may drive up costs.

Commissioner Runyon noted that a recent article in the paper had shown a picture of five new-hires at the library. Mr. Wavrunek reported that four of those new-hires were replacing departing staff; the teen librarian is the only new position.

Commissioner Kramer moved to approve Resolution #15-005 in the Matter of the Wasco County Library Service District Fiscal Year 2015-2016 budget, tax levy and appropriations. Commissioner Runyon seconded the motion which passed

WASCO COUNTY LIBRARY SERVICE DISTRICT
BUDGET ADOPTION
JUNE 3, 2015
PAGE 2

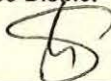
unanimously.}}

Minutes

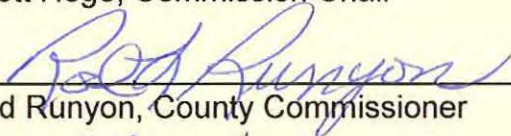
{{{Commissioner Kramer moved to approve the 12.17.2014 Library Service District minutes. Commissioner Runyon seconded the motion which passed unanimously.}}

Chair Hege closed the hearing at 10:05 a.m.

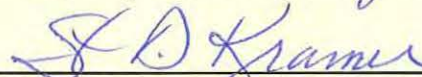
WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the Wasco County
Library Service District*



Scott Hege, Commission Chair



Rod Runyon, County Commissioner



Steve Kramer, County Commissioner

Agenda Item

Budget Hearing

- [Budget Message](#)
- [Resolution 15-005 Adopting the 2015-2016 Budget](#)

Wasco County Library Service District

Fiscal Year 2015-2016 Proposed Budget

FISCAL YEAR 2015-2016

BUDGET MESSAGE

SECTION I: Background

Fiscal year 2015-2016 will be the ninth year of operation for the Wasco County Library Service District. In November 2006 Wasco County voters approved the creation of a Library Service District for Wasco County under ORS Ch. 451 with a formation date of July 1, 2007 and a District tax rate of \$.68 per \$1,000 of TAV (taxable assessed value).

A Feasibility Study Report for the District was prepared by Ruth Metz Associates in January 2006. The proposed 2015-2016 fiscal year budget continues the service plan outlined in the report. During the District's first year of operation, branch libraries were established at Dufur, Maupin, and The Dalles with library stations at Shaniko and Tygh Valley. The branch libraries receive funding directly from the District while funding for the stations is included in the funding for countywide services that The Dalles branch receives.

Under the terms of the Intergovernmental Agreements entered into with the three branch libraries, each entity receives District funding for basic operating costs and routine building maintenance (for Maupin and The Dalles branches only). In addition each library benefits from Districtwide services such as Sage Library System membership, children's programming, collection development, technical support, and staff training. The stations receive computer workstations, supplies, technical support, book collections, and access to the Internet and Sage Library System collection.

The service plan outlined in the Feasibility Study was phased in over two years for The Dalles branch and is being maintained in the proposed budget. The delay in the proposed increase in hours at The Dalles branch was due to the library increasing its hours from 20 to 40 hours per week immediately following the November 2006 election. As a result, a further increase to 55 hours as outlined in the study was delayed. In July 2008 library hours were increased from 40 to 57 hours per week at The Dalles branch.

SECTION II: Proposed Budget Highlights

For FY 2015-2016 District revenues are estimated at \$1,900,850. These revenues include \$1,219,478 from property taxes (93% collectibles rate), \$48,779 in prior year's taxes and \$3,226 in interest. When added to the beginning fund balance (\$629,367), the resulting total resources equal \$1,900,850.

During FY 2014-2015 Districtwide goal related expenditures include cooperative database purchasing, live and online training for staff and Library Board, expanded public programming, outreach services, upgraded library PCs, downloadable audio and e-book service (Library2Go), library mobile app, and Sage Library System membership. These expenditures are included in the allocation to The Dalles branch.

SECTION III: Budget Components

A. Contractual Library Services

The funding to be paid directly to Maupin and Dufur library operating expenses includes a 3% increase over each library's FY 2014-2015 allocation while The Dalles allocation rises 7.9%. This offsets an added Teen Librarian position that will serve the county and a big increase in administrative fees charged by the City of The Dalles. The Dalles allocation also enables the library to have sufficient funds in its beginning balance to operate the library and provide Districtwide services until tax revenues are received each year in November.

The cost of the Districtwide services is included in the amount for the City of The Dalles and makes up an estimated 59% of the allocation for The Dalles.

City of The Dalles	\$1,162,517
Dufur School District	20,184
Southern Wasco Co. Library	<u>47,520</u>
Total	\$1,230,221

B. Library District General Expenses

This category includes the cost to the County for governing the District. It includes legal services, audit, office supplies, legal notices, and assessments. For FY 2015-2016 these expenses are budgeted at \$7,900. Contingency for the District is budgeted at \$10,000. The Unappropriated Ending Balance of \$3,000 provides funds for operation during the next fiscal year (FY 2015-2016) until the first tax revenues are received in late November.

C. Reserve Fund

The District Feasibility Study recommends building a reserve fund in order to sustain the service level over time. If revenues are higher than anticipated, the reserve fund should continue to be built until it is certain that higher service levels can be maintained. Funds Reserved for Future Expenditure in the FY 2015-2016 budget total \$649,729, which is above the \$450,000 projected in the Feasibility Study.

April 13, 2015

Proposed

FISCAL YEAR 2015-2016 BUDGET

WASCO COUNTY LIBRARY SERVICE DISTRICT

REVENUE

Beginning Fund Balance	629,367
Property Tax - Current Year	1,219,478
Property Tax - Prior Year	48,779
Interest	3,226
TOTAL RESOURCES	1,900,850

EXPENDITURES

Contractual Library Services	
City of The Dalles	1,162,517
Dufur School District	20,184
City of Maupin	47,520
Subtotal Library Services	1,230,221
Legal Services	3,000
Audit	3,400
Office Supplies	400
Legal Notices	500
Taxes/Permits/Assessments	600
Total Expenditures	1,238,121
Reserved for Future Expenditure	649,729
Contingency	10,000
Unappropriated	3,000
Total	1,900,850

**County Library budget proposal for
Dufur School/Community Library
2015- 2016**

Prepared by Sarah Tierney 2/20/15

		Est. cost	Last Year 2014-15	Next Year Proposed
Description	Explanation			
Books	All levels of Fiction and Nonfiction books	n.a.	\$3,649	\$3,758
Consumable Supplies	Processing of books and media items, incentives such as summer reading program materials and prizes	n.a.	\$3,649	\$3,758
Dues and Fees	Memberships and video licensing	n.a.	\$500	\$500
Media	Material formats such as; CD, DVD, Books on Tape, etc.	n.a.	\$1,500	\$2,045
Non-consume. Supplies	Permanent library resources/equipment	n.a.	\$3,448	\$2,418
Periodicals	Newspaper subscriptions- 3 Magazine subscriptions- 19	\$907/yr \$374/yr	\$1,500	\$2,045
Repair	Servicing or repair of equipment purchased with Co. monies	n.a.	\$500	\$500
Software	Computer programs and maintenance agreements/support	n.a.	\$500	\$500
Substitute pay	To cover librarian's job if a County Library meeting is scheduled during school hours:\$10.14/hr for nine meetings of 3 hrs.	\$274	\$300	\$300
Telephone/Internet	Separate line allowing direct contact with the library Separate Internet line for checkout computer- schools internet has heavy use	\$77/yr \$811/yr	\$1,200	\$1,500
Travel	To cover expenditures for librarian to attend Co. Library Meetings (\$.48/mi)	\$200	\$350	\$360
Ad. Reading Program	Held during summer break for children who wish to advance reading skills.	n.a.	\$2,000	\$2,000
Other		n.a.	\$500	\$500
Total			\$19,596	\$20,184

FORM
LB-20

RESOURCES
Wasco County Library Service District
(Fund)

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget For Next Year FY 2015-2016			
	Actual		Adopted Budget This Year 2014-2015		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-2013	First Preceding Year 2013-2014						
1	451,456	542,467	609,887	1. Available cash on hand* (cash basis) or	629,367			1
2	0	0	0	2. Net working capital (accrual basis)	0			2
3	43,815	49,927	46,698	3. Previously levied taxes estimated to be received	48,779			3
4	3,861	3,882	3,861	4. Interest	3,226			4
5	0	0	0	5. Transferred IN, from other funds	0			5
6				6 OTHER RESOURCES				6
7	9,060	0	0	Miscellaneous receipts	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	508,192	596,276	660,446	29. Total resources, except taxes to be levied	681,372	0	0	29
30			1,167,447	30. Taxes estimated to be received	1,219,478			30
31	1,114,592	1,150,903		31. Taxes collected in year levied				31
32	1,499,919	1,747,179	1,827,893	32. TOTAL RESOURCES	1,900,850	0	0	32

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

**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 2015-2016			
	Actual		Adopted Budget This Year FY 2014-2015		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year FY 2012-2013	First Preceding Year FY 2013-2014						
				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	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	1,076,787	1,109,091	1,142,364	8 Contractual Library Services	1,230,221			8
9	196	0	3,000	9 Legal Services	3,000			9
10	2,750	3,309	3,400	10 Audit	3,400			10
11	260	0	0	11 Insurance	0			11
12	0	0	350	12 Office Supplies	400			12
13	107	107	500	13 Legal Notices	500			13
14	0	516	550	14 Taxes/Permits/Assessments	600			14
15	1,080,100	1,113,023	1,150,164	15 TOTAL MATERIALS AND SERVICES	1,238,121	0	0	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	0	22
				TRANSFERRED TO OTHER FUNDS				
22				22				23
23				23				24
24	0	0	0	24	0	0	0	25
25			25,000	25 OPERATING CONTINGENCY	10,000			
26			649,729	26 Reserved For Future Expenditure	649,729			
27	542,467	629,367		27 Ending Balance (Prior Years)				28
28			3,000	28 UNAPPROPRIATED ENDING FUND BALANCE	3,000			29
29	1,622,567	1,742,390	1,827,893	29 TOTAL REQUIREMENTS	1,900,850	0	0	30

RESOURCES

FORM
1.B-20

SOUTHERN WASCO COUNTY LIBRARY

CITY OF MAUPIN

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015 - 16			
	Actual		Adopted Budget This Year 2014-15		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
				Beginning Fund Balance				
1	27,116.37	36,937.24	53,328	Available cash on hand* (cash basis), or	64,158			1
				Net working capital* (accrual basis)				2
3				Previously levied taxes estimated to be received				3
4	114.70	192.79	180	Interest				4
5				OTHER RESOURCES				5
6	43,487.00	44,792.00	46,136	District Library Budget Distribution	47,520			6
7	0	0	0	GRANT: WC Commission on Children	0			7
8	1,000.00	1,000.00	1,000	GRANT: State Reading Program	1,000			8
9	750.00	0.00	0	GRANT/DONATIONS: WC Cultural Trust Coalition	0			9
10	76.30	56.40	55	Wasco Electric Capital Credits	50			10
11	159.95	13.67	50	Miscellaneous	50			11
12								12
13								13
14								14
15								15
16								16
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19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	72,704.32	82,992.10	100,749	Total resources, except taxes to be levied	112,778			29
30				Taxes estimated to be received				30
31				Taxes collected in year levied				31
32	72,704.32	82,992.10	100,749	TOTAL RESOURCES	112,778			32

DETAILED EXPENDITURES

FORM
LB-31

SOUTHERN WASCO COUNTY LIBRARY

CITY OF MAUPIN

	Historical Data			EXPENDITURE DESCRIPTION <i>(By Object Classification, Program or Organizational Unit)</i>	Number of Employees	Budget for Next Year 2015 - 16			
	Actual		Adopted Budget This Year 2014-15			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14							
1				PERSONAL SERVICES:					1
2	21,642.69	17,035.07	30,934	Librarian & Librarian Assitants	0.75	29,818			2
3	3,979.56	2,720.39	5,911	Benefits		3,880			3
4	4,200.00	4,284.00	4,350	City Admin Accounting Personnel	0.06	5,593			4
5	29,822.25	24,039.46	41,195	TOTAL PERSONAL SERVICES		39,291			5
6									6
7				MATERIALS AND SERVICES:					7
8	234.00	556.00	400	Books, Periodicals and Media		750			8
9	215.96	80.00	600	Office Supplies		1,000			9
10	35.86	78.57	500	Supplies		500			10
11	424.89	600.00	1,200	Programs and Children Activities & Supplies		4,200			11
12	89.37	98.56	100	Insurance		150			12
13	531.99	570.29	650	Electric Service		650			13
14	1,141.76	1,490.28	2,000	Propane Heating		2,000			14
15	774.00	834.00	834	Water & Sewer and Recycle Services		859			15
16	0.00	0.00	3,000	Equipment, furniture, tools		3,000			16
17	747.00	800.00	800	Professional & Audit Services		1,000			17
18	0.00	0.00	500	Employee Travel & Training		1,000			18
19	0	0	2,000	Repairs & Maintenance, Prop/Equip		2,000			19
20									20
21	1,000.00	0.00	1,000	GRANT: State Ready to Read Program		1,000			21
22	750	0	0	GRANT: WC Cultural Trust		0			22
23									23
24									24
25	5,944.83	5,107.70	13,584	TOTAL MATERIALS AND SERVICES		18,109			25
26				CAPITAL OUTLAY:					26
27	0	0	42,970	Library Services Expansion		55,378			27
28	0.00	0.00	42,970	TOTAL CAPITAL OUTLAY		55,378			28
29									29
30									30
31				UNAPPROPRIATED ENDING FUND BALANCE					31
32	35,767.08	29,147.16	97,749	TOTAL		112,778			32

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)
2015-2016 BUDGET, TAX LEVY AND) RESOLUTION
APPROPRIATIONS) #15-005

BE IT RESOLVED that the Wasco County Board of Commissioners,
Governing Body of the Wasco County Library Service District, hereby adopts the
Budget approved for Fiscal Year 2015-2016 in the total of \$1,900,850 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, 2015 and for the purposes shown below are hereby appropriated:

GENERAL FUND:

Personnel & Materials & Services	\$1,238,121
Contingency	<u>\$ 10,000</u>
Total Appropriations	\$1,248,121
Total Unappropriated & Reserve Amounts	<u>\$ 652,729</u>
TOTAL ADOPTED BUDGET	\$ 1,900,850

BE IT FURTHER RESOLVED: that the Board of Commissioners, Governing Body of the Wasco County Library Service District, 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 2015-2016 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 3, 2015.

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:

Kristen Campbell
Wasco County Counsel

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

Agenda Item Minutes

- [12.17.2014 Library Service District Minutes](#)



WASCO COUNTY BOARD OF COMMISSIONERS
GOVERNING BODY OF
WASCO COUNTY LIBRARY SERVICE DISTRICT
DECEMBER 17, 2014

PRESENT: Scott Hege, Commission Chair
Rod Runyon, County Commissioner
Steve Kramer, County Commissioner
STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

At 2:09 p.m. Chair Hege opened Regular Session of the Wasco County 4-H & Extension Service District. There were no corrections or additions to the agenda.

Agenda Item – Budget Officer

{{{Commissioner Runyon moved to approve Order 14-088 appointing Jeff Wavrunek as Budget Officer for the Wasco County Library Service District. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – Budget Committee

{{{Commissioner Kramer moved to approve Order 14-128 appointing Ken Polehn to the Wasco County Library Service District Budget Committee. Commissioner Runyon seconded the motion which passed unanimously.}}}

WASCO COUNTY 4-H & EXTENSION SERVICE DISTRICT
REGULAR SESSION
DECEMBER 17, 2014
PAGE 2

Agenda Item – Minutes

**{{{Commissioner Runyon moved to approve the 6.11.2014 Minutes.
Commissioner Kramer seconded the motion which passed unanimously.}}}**

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

Scott Hege, Commission Chair

Rod Runyon, County Commissioner

Steve Kramer, County Commissioner