



WASCO COUNTY LIBRARY SERVICE DISTRICT  
BUDGET COMMITTEE ANNUAL MEETING  
MAY 17, 2016

PRESENT: Pat Davis, Committee Chair  
Ken Polehn, Committee Member  
Scott Hege, County Commissioner/Committee Member  
Steve Kramer, County Commissioner/Committee Member

STAFF: Jeff Wavrunek, Budget Officer  
Kathy White, Executive Assistant

ABSENT: John Carter, Committee Member  
Rod Runyon, County Commissioner/Committee Member

At 9:38 a.m. Chair Davis opened the Annual Meeting of the Wasco Library Service District Budget Committee.

**Election of Officers**

{{{Commissioner Hege moved to nominate Pat Davis Chair and Ken Polehn, Vice Chair. Commissioner Kramer seconded the motion which passed unanimously.}}}

There were no further nominations.

{{{Commissioner Kramer moved to elect Pat Davis, Chair and Ken Polehn Vice Chair of the Wasco County Extension and 4H Service District. Commissioner Hege seconded the motion which passed unanimously.}}}

**Minutes**

{{{Commissioner Kramer moved to approve the 5.19.2015 minutes. Mr. Polehn seconded the motion which passed unanimously.}}}

### Budget Message

Mr. Wavrunek reviewed his budget message (attached) saying that the District experienced a \$59,000 due to compression; last year the loss was \$20,000 – he hopes that that it is not a trend. Commissioner Hege observed that the net loss was buffered by an increase in over tax revenues. Mr. Wavrunek concurred but said that it could be troubling if it continues. He stated that each of the libraries received a 3% budget increase which happens each year.

He stated that the Library Service District Board has looked into the Maupin service plan issues; there is a lot of flexibility and he is receptive to increasing their service plan in conjunction with their facility expansion. He reported that the Maupin library plans to extend their hours once the new facility is complete; the plans for the facility are very nice. He commented that once completed, it will be one of the nicest libraries in the country for a town the size of Maupin. He said he will work with them to expand their hours but will be conservative so as not to dip into the reserve fund.

Mr. Wavrunek continued saying that there has been a huge turnover in leadership throughout the Wasco County Library system with a coinciding loss of institutional knowledge. He reported that things are still getting done, just a little differently; new staff is doing a great job and they are trying to integrate more with Dufur and Maupin to make for a more cohesive District. In addition, they are striving to build a rotating collection – some items that have grown stale at one location can be moved to one of the other County libraries, placing those items in high traffic areas to stimulate interest. In addition, they will be sharing STEM related items with all the County libraries and have revived the senior center program to get materials into the hands of that population. He reported that the new collections browsing sections are very popular and they are modeling the what the book stores do in promoting those items. He stated that when he started the check-out rate was 14,500 per month and is now up to 16,000.

Commissioner Hege asked if that is just physical books. Mr. Wavrunek replied that it includes everything; there is a lot less staff time required for digital items. Commissioner

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Hege asked if electronic usage is up. Mr. Wavrunek responded that it is up slightly but not as much as he would like; there seems to be a plateau. He stated that the children's library uses Tumble books which are digital and the Library has been encouraging that through teaching staff; those numbers are rising.

Mr. Wavrunek reported that they have instituted TED talks – a facilitator comes in and shows a prerecorded talk and then facilitates a discussion. He added that they have some nice summer reading programs; last year one of the prizes was a ride to the first day of school on a fire engine – this year it will be a free rafting trip out of Maupin.

Mr. Wavrunek went on to say that the construction project came in higher than anticipated; a lot of the Google grant will be used for that. Mr. Stone asked if the grant is tied to the purchase of specific items. Mr. Wavrunek replied that it is for a digital media lab and the grant was written to support a facility where families would be encouraged to be there; Google is aware of how the funding is being applied.

Mr. Wavrunek reported that the administrative fees being charged by the City of The Dalles are continuing to rise; two years ago it was \$36,000 – next year it will be \$86,000. He said that the City has indicated that since Daniel Hunter is overseeing the construction of the children's wing, the costs associated with that will be eliminated once construction is complete; that should somewhat reduce the administrative costs. He said he will be pleasantly surprised if that is the case but expects it to be an ongoing issue.

Mr. Wavrunek continued by saying that the HVAC in The Dalles Library has not been replaced since it was installed in 1967; maintenance recommends it be replaced. Mr. Stone asked if the City is responsible for any repairs in excess of \$10,000. Mr. Wavrunek replied that they are but it is an issue. He reported that under the previous regime, the City agreed to pay for repaving the upper parking lot which costs \$26,000 however, they did not have time to do it this year and it was not included in their budget for next year. He stated that the Public Works inspector says it needs to be replaced; roots are causing the asphalt to buckle – it is concerning.

Mr. Wavrunek reported that construction is going well and he anticipates it will be complete by July 1<sup>st</sup>. He said they are waiting until it is done to plan how to organize the space although some pre-planning is already occurring. He stated that the meeting room

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floor needs replacement and they are getting quotes for that. He said that a patron paid a landscape architect to design the courtyard and they hope to incorporate that plan in the next two to three years.

Mr. Davis suggested that there might be a break-even point at which it would be more cost effective for the Library to bring the administrative functions in-house rather than paying the City of The Dalles. He said that many grant agreements limit administrative costs to 10% which would be \$200,000. He said that it seems reasonable that the library would handle its own administrative functions and it might not take much to get that done. He asked if it includes legal costs. Mr. Wavrunek replied that it does but is based on a formula rather than actual usage. He said that the fees are supposed to be negotiated but that is not happening. He observed that when the district was formed and the tax rate set, it was based on no administrative fee being charged; the \$86,000 takes a huge bite out of the service plan.

Mr. Davis said that it is something to look at; it seems reasonable that the library would have its own admin. It may no longer be reasonable for The Dalles to foot that bill; he said he agrees that the fees being charged are not likely to go down. Mr. Wavrunek noted that Wasco County has one of the most complicated districts in the State; at the time it was created, it was felt that this was the only way to get it passed.

Commissioner Hege noted that this is an issue between The Dalles Library and the City of The Dalles; the County is only involved at the District level. He said that what the District gives to the Libraries is not necessarily their entire budgets. Mr. Wavrunek confirmed that each library has sources of income outside of what they get from the Library Service District.

Commissioner Kramer said he would like to see the work sheet for the City of The Dalles. Mr. Wavrunek said he would send that to the Committee members.


**{{{Commissioner Hege moved to approve the Wasco County Library Service District 2016-2017 Fiscal Year Budget for \$ 2,002,282 as proposed. Commissioner Kramer seconded the motion which passed unanimously.}}}**

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{{{Commissioner Kramer moved to set the Wasco County Library Service District tax rate at 68¢ per \$1,000 of assessed value. Vice-Chair Polehn seconded the motion which passed unanimously.}}}

Chair Davis adjourned the meeting at 10:57 a.m.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BUDGET COMMITTEE

  
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Scott Hege, County Commissioner

Absent  
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Rod Runyon, County Commissioner

  
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Steve Kramer, County Commissioner

  
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Pat Davis, Committee Chair

Absent  
\_\_\_\_\_  
John Carter, Committee Member

  
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Ken Polehn, Committee Member