

WASCO COUNTY LIBRARY SERVICE DISTRICT

AGENDA

WEDNESDAY, JUNE 5, 2024

LOCATION: This meeting will be held at 401 E. Third St., The Dalles, OR and will also be available for virtual attendance. You can join the meeting at <https://wascocounty-org.zoom.us/j/3957734524> or call in to [1-253-215-8782](tel:1-253-215-8782) Meeting ID: 3957734524#

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.

9:30 a.m.

CALL TO ORDER

9:30 a.m. Library Services Budget Hearing

5.15.2024 Minutes Approval

NEW / OLD BUSINESS

ADJOURN

Wasco County Library Service District

Fiscal Year 2024-2025 Proposed Budget

FISCAL YEAR 2024-2025 BUDGET MESSAGE

SECTION I: Background

Fiscal year 2024-2025 will be the eighteenth 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 2024-2025 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 will now also come from the Library District.

Under the terms of the Intergovernmental Agreements (IGA) 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). Each library benefits from districtwide services such as Sage Library System membership, programming, collection development, technical support, outreach, courier, and staff training. These services will now be funded from the Library District budget, as the City of The Dalles auditors requested. The stations receive computer workstations, supplies, technical support, book collections, and access to the Internet and Sage Library System collection. The station service model is currently under review. Moreover, the Fourth IGA is currently being negotiated between the Library Board, the City of The Dalles, and Wasco County.

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 2024-2025 District revenues are estimated at \$2,093,458. These revenues include \$1,964,657 from property taxes (91% collectibles rate), \$78,586 in prior year's taxes and

\$50,215 in interest. When added to the beginning fund balance \$1,634,835, the resulting total resources equal \$3,728,293.

During FY 2024-2025 districtwide goal related expenditures include cooperative database purchasing, live and online training for staff and Library Board, expanded public programming, outreach services, van purchase, interactive educational equipment purchase, upgraded library PCs, website maintenance, downloadable audio and e-book service (Library2Go/Libby), streaming video service (Kanopy), Sage Library System membership, and courier. \$32,000 has been additionally funded to the Advantage Library2Go account to give Wasco County residents exclusive rights to some of the more popular digital and audio book titles. This money has been well spent as circulation of these items in Library2Go has been steadily increasing. These Districtwide expenditures are now coming from the Wasco County Library Service District budget instead of The Dalles Library budget.

SECTION III: Budget Components

A. Contractual Library Services

The funding paid to Maupin and Dufur operating expenses includes an increase over each library's FY 2023-2024 allocation, while The Dalles will remain the same. The Dalles allocation also enables the library to have sufficient funds in its beginning balance to operate the library and provide services until tax revenues are received each year in November.

The cost of contractual districtwide services is:

City of The Dalles	\$1,944,428
Dufur School District	49,694
Southern Wasco Co. Library	149,885
Total	\$2,144,007

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. New expenses in the Library District budget include contractual costs, office equipment, books, computer software, assets < \$5,000, and travel, food, lodging, training, and member dues. These costs for FY 2024-2025 total \$378,708. Contingency for the District is budgeted at \$105,000. The Unappropriated Ending Balance of \$5,000 provides funds for operation during the next fiscal year 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 sustained. Funds Reserved for Future Expenditure in the FY 2024-2025 budget total \$1,095,578.

May 16, 2024

Proposed

FISCAL YEAR 2024-2025 BUDGET

WASCO COUNTY LIBRARY SERVICE DISTRICT

REVENUE

Beginning Fund Balance	1,634,835
Property Tax - Current Year	1,964,657
Property Tax - Prior Year	78,586
Interest	50,215
 TOTAL RESOURCES	 3,728,293

EXPENDITURES

Contractual Library Services	
City of The Dalles	1,944,428
Dufur School District	49,694
City of Maupin	149,885
Subtotal Library Services	2,144,007
 Legal Services	 5,000
Audit	4,500
Office Supplies	500
Legal Notices	1,000
Taxes/Permits/Assessments	1,000
Contractual Costs	115,188
Office Equipment	20,720
Books	161,000
Computer Software	29,000
Assets < \$5,000	24,500
Travel, Food, Lodging, Training, Dues	16,300
 TOTAL EXPENDITURES	 2,522,715
 Reserved for Future Expenditure	 1,095,578
 Contingency	 105,000
Unappropriated	5,000
 TOTAL	 3,728,293



**WASCO COUNTY LIBRARY SERVICE DISTRICT
BUDGET COMMITTEE
ANNUAL MEETING
MAY 11, 2023**

PRESENT: Pat Davis, Committee Member
DeOra Patton, Committee Member
Ken Polehn, Committee Member
Scott Hege, County Commissioner/Committee Member
Steve Kramer, County Commissioner/Committee Member
Phil Brady, County Commissioner/Committee Member

STAFF: Jeff Wavrunek, Budget Officer
Mike Middleton, Finance Director
Shayla Maki, Finance Manager
Tyler Stone, Administrative Officer
Ali Postlewait, Administrative Services Director
Robert Hughes, Work Crew Coordinator & Facilities Manager

At 9:43 a.m., Chair Davis opened the Annual Meeting of the Wasco County Library Service District Budget Committee.

APPROVAL OF MINUTES

{{{Ms. Patton moved to approve the 5/11/2022 minutes. Commissioner Hege seconded the motion, which passed unanimously.}}}

ELECTION OF OFFICERS

{{{Ms. Patton motioned to nominate the current chair, Pat Davis, to continue to serve as chair. Commissioner Kramer seconded the motion, which passed unanimously. No further nominations.}}}

PUBLIC COMMENT

No public comment received.

BUDGET PRESENTATION AND DISCUSSION

Mr. Wavrunek provided some general updates related to library services, covering Dufur, Maupin, and The Dalles library. He explained several of the events that have taken place so far this year, as well as what is upcoming in the next year.

WASCO COUNTY LIBRARY SERVICE BUDGET COMMITTEE ANNUAL MEETING

MAY 11, 2023

PAGE 2

The Dufur library has seen a 10% increase last year in the issuance of new library cards. Sarah Tierney, the Librarian, is doing very well in her role. She is visiting seniors once a week, as well as holding pre-preschool and daycare story time. A few of the special things Sarah has helped put on include planting a salsa garden, teaching others how to make balloon animals and how to sew by hand.

Maupin is also doing well, seeing a 29% increase in patronage usage last year. The Librarian, Valerie, has led several events including putting together a story walk in the community, and she has also started a book club and a creative writing workshop. A couple of days a month, she puts on snap dragon yoga for kids. The Portland Taiko drummers made an appearance at Maupin Days last year, bringing a large presence to the area. A dinosaur exhibit was brought into Maupin as well and that had a good turnout.

Several staff members from the Wasco County Library District attended the Public Library Association National Conference in Portland last year, which opened the door for some new ideas. The Dalles City Council approved of the bookmobile in September. It currently is on for delivery in December 2023. The coordinator Kristen has a labradoodle who they are training to be a reading dog, where children can read to the dog. The library website was recently redesigned and the logo was updated. A couple of big events for The Dalles library includes the summer reading kickoff, Starwars & Harry Potter, where each event brought in 1200-1400 participants. There was also a tap dancing recital held by one of the staff members, which was also a fun event. One of the hot topics was the story dispenser, which is new at all three libraries. It allows for a 1-3 minute story to dispense, in child, teen, and adult categories.

The Dalles Library exterior is being painted this spring by Isaac Painting. Mr. Wavrunek has applied for a grant in the amount of \$250,000 that should I be received, it will go toward replacing the HVAC system. It is the original HVAC system from 1966 and it is beginning to start needing more and more attention. Mr. Wavrunek told the audience that he feels 50/50 about receiving the grant. He was told that the grant application looked good, however he is having a hard time getting a quote. Many of the large companies in The Dalles are turning down the idea because of the size of the job.

As for the upcoming budget, Mr. Wavrunek would like to use close to \$198,000 for installation of custom made interactive learning spaces for children, by a company called Burgeon Group. These are made exclusively for public schools. The idea would be to have one at each library and then rotate them around every 4 months or so.

The library board and the city would like to renegotiate the IGA. There is a lot of language that needs to be changed and a lot of back and forth that needs to take place.

APPROVAL

{{{Ms. Patton moved to set the Wasco County Library Service District tax rate for 2024 at \$0.68 per \$1,000 of assessed value. Commissioner Hege seconded the motion, which passed unanimously.}}}

{{{Ms. Patton moved to approve the Wasco County Library Service District 2024 Fiscal Year Budget for \$3,547,154. Commissioner Kramer seconded the motion, which passed unanimously.}}}

Chair Davis adjourned the meeting at 2:57pm.

**WASCO COUNTY LIBRARY SERVICE
DISTRICT BUDGET COMMITTEE**

Pat Davis, Committee Chair

DeOra Patton, Committee Member

Ken Polehn, Committee Member

Scott C. Hege, County Commissioner

Steve Kramer, County Commissioner

Phil Brady, County Commissioner

5-16-24

Library District Budget Committee Motions:

Motion #1 To recommend the adoption of the 68 cents per \$1,000 tax rate for the Wasco County Library Service District for Fiscal Year 2024-2025

Motion #2 To approve the Fiscal Year 2024-2025 Library Service District Budget in the amount of \$3,728,293 as proposed.



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF ADOPTING THE FISCAL YEAR 2024-2025 BUDGET, TAX LEVY AND APPROPRIATIONS FOR THE WASCO COUNTY LIBRARY SERVICE DISTRICT

RESOLUTION #24-011

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

BE IT HEREBY RESOLVED that the Wasco County Board of Commissioners hereby adopts the Fiscal Year 2023-2024 Budget approved by the Budget Committee of the Wasco County Library Service District on May 16th, 2024, for the amount of \$3,728,293.

BE IT FURTHER RESOLVED that the Board of Commissioners of Wasco County, Oregon 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 2024-2025 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>
Library District Fund	\$0.68/\$1,000	

BE IT FURTHER RESOLVED that the amounts and the purposes shown in the detail below for the Fiscal Year beginning July 1st, 2024, be and hereby are as follows: the total appropriated amount is \$2,522,715 for expenditures and \$105,00 for contingency, the total amount reserved for future expenditure is \$1,100,578 for a total budget of \$3,728,293.

Fund	Department/Classification	Budgeted Resources	Budget Expense
LIBRARY SERVICE DISTRICT	LIBRARY SERVICE DISTRICT	3,728,293	2,522,715
	CONTINGENCY	-	105,000
	UNAPPROPRIATED	-	1,100,578
TOTAL GENERAL		3,728,293	3,728,293

BE IT FURTHER RESOLVED that the County Clerk certify to the Assessor of Wasco County, Oregon the tax levy made by this Resolution.

The above Resolution Statements were approved and declared adopted on this 5th day of June, 2024.

ATTEST:

Kelly Walker, Executive Assistant

APPROVED AS TO FORM:

Kristen Campbell, County Counsel

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

Steven D. Kramer, Commission Chair

Scott C. Hege, Vice-Chair

Philip L. Brady, County Commissioner



MOTION

SUBJECT: Library Budget

I move to approve Resolution 24-011 adopting the Fiscal Year 2024/2025 Budget, Tax Levy and Appropriations for the Wasco County Library Service District.



WASCO COUNTY LIBRARY SERVICE DISTRICT MEETING
MAY 15, 2024

PRESENT: Steven D. Kramer, Commission Chair (virtual)
Scott C. Hege, Vice-Chair
Philip L. Brady, County Commissioner
STAFF: Kelly Walker, Executive Assistant
Tyler Stone, Wasco County Administrative Officer

At 9:24 a.m. Chair Kramer opened the meeting.

Library Service District Audit

Wasco County Finance Director Mike Middleton reviewed the audit included in the Board Packet.

Commissioner Brady expressed his appreciation and added that is very reassuring that the auditors indicated that this was done well.

Vice-Chair Hege brought up the statement on the Management's Discussion and Analysis under General Fund Budgetary Highlights, "The General Fund actual revenues exceeded estimated revenues by \$370,220. The majority of this is due to a large commercial property coming off of a 15-year abatement and resulting in a significant increase in taxes collected for the district." He pointed out that it's important for people to know that this is the first google facility in the area coming back onto the tax rolls and this revenue will continue.

Consent Agenda

Commissioner Brady stated that he had some comments and suggestions at the last meeting and he appreciates the changes that were made. He commented that the Library District saves money for both the City and the County.

{{{Commissioner Brady moved to approve the Consent Agenda. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Chair Kramer adjourned the meeting at 9:32 a.m.

WASCO COUNTY LIBRARY SERVICE DISTRICT

MAY 1, 2024

PAGE 2

WASCO COUNTY BOARD
OF COMMISSIONERS

Governing Body of the Wasco County

Library Service District

Steven D. Kramer, Commission Chair

Scott C. Hege, Vice-Chair

Philip L. Brady, County Commissioner



MOTION

SUBJECT: Library Minutes Motion

I move to approve the May 15, 2024 Minutes.