



**WASCO COUNTY LIBRARY SERVICE DISTRICT
BUDGET COMMITTEE
ANNUAL MEETING
MAY 17, 2018**

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

STAFF: Jeff Wavrunek, Budget Officer
Kayla Nelson, Finance Manager

ABSENT: Rod Runyon, County Commissioner/Committee Member

At 9:47 a.m., Chair Davis opened the Annual Meeting of the Wasco County Budget Committee, noting the absence of Commissioner Runyon.

BUDGET PRESENTATION AND DISCUSSION

Mr. Wavrunek described goals of limiting personnel increases to 3% and focusing on building up a reserve fund. 12 years ago the library was restructured, and following HR library closure, emphasis on financial security has been paramount.

Mosier: Mr. Wavrunek explained that some of the committee members contacted him regarding Mosier, when they requested a library services. He met with a city councilmember, and is aiming to start library service in the new fiscal year. It's a no cost to Mosier plan for them to see if there is any support for the program. A couple of laptops and hotspots will be in circulation. There would be a once per week drop-off, and may increase depending on demand. This is in advance of the proposed civic center build, which is a similar model to Maupin.

Maupin: Mr. Wavrunek discussed the resignation of the Maupin library director. A new librarian has been hired, and things are in transition. The City of Maupin has received a large amount of funding to build new civic center with library inside. There is a good chance of them receiving private foundation funds.

Dufur School & Community Library: Mr. Wavrunek described a grant received for exterior remodeling.

The Dalles: Mr. Wavrunek described staffing challenges in this past year. The library recently set a record for circulations, jumping from around 14,000 per month in January 2015, to 21,000 in recent months, resulting in an increased workload. One staff position is still open. It may be another couple of months before they are fully staffed, after almost one year of short staffing.

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Mr. Wavrunek described issues with grant writing in the past. The library board is evaluating grant options. Caroline White is the chair of the board and is doing some research. The city has stated that the auditor will not allow library staff to write grants. Foundations that write grants to libraries typically do so through a 501(c)(3), so potential grants could go to the foundation, but cannot be written by library staff. The library board is evaluating other area agency/foundation grant to see if this sort of relationship could work.

Mr. Wavrunek described that City of The Dalles was charging approximately \$36,000 in administrative fees prior to the formation of the library district. 12 years ago when the district was formed, there was not supposed to be an administrative fee. This eventually changed and the fee climbed to approximately \$86,000 last year and approximately \$81,000 this year. Commission Kramer asked if that was in the City's budget, Mr. Wavrunek pointed out the second page of the City's budget summary as a part of contracted services.

Commissioner Hege asked what "contracted services" was comprised of. Mr. Wavrunek described that it includes consortium fees, OCLC for records, dark fiber, and other similar services. The City had renegotiated contract with cable company, and the cost is now about 600/month as opposed to free.

Chair Davis, with regards to the admin fee, recalled that Mr. Wavrunek was going to meet with City last year and address the raising cost. Mr. Wavrunek explained that the library board talked to the city, which seemed to slow the fee. The City acknowledged that the jump was excessive, and he thinks it will stay in the ballpark. He further explained that the City changed the formula, and it seems to be based on the size of the budget as opposed to the volume of invoices, resolutions, etc. Chair Davis asked if this was consistent with other departments, to which Mr. Wavrunek replied, "yes."

Chair Davis asked if legal services billed by the City were this part of administrative fee in the past? Mr. Wavrunek explained that the admin fee is covering actual legal fees for The Dalles Public Library. This is for district legal fees. They will leverage city legal dollars for issuing legal notices for high balances/unreturned books.

Chair Davis, directed at Mr. Middleton and Mr. Stone, stated the relationship with the City and a portion of the district seems to be convoluted. Mr. Wavrunek explained that he city is contracted through an IGA to supervise the whole district. Chair Davis asked if if this is delineated in an MOU, and Mr. Stone replied that it's in an IGA. He went on to say that it would be more optimal to have the tax dollars flow straight through but because it's a county district its more complicated.

Commissioner Hege stated that he recalled a discussion in the prior year about additional funding from the city for library operations. Mr. Stone explained that it's the building contribution, maintenance after 10k of services.

Chair Davis complimented the library on a reserve for future expenditure line that is still going up significantly.

APPROVAL OF MINUTES

{{{Commissioner Hege moved to approve the 5.17.2017 minutes. Commissioner Kramer seconded the motion, which passed unanimously.}}}

PUBLIC COMMENT

No members of the public in attendance.

APPROVAL

{{{Commissioner Kramer moved to approve the Wasco County Library Service District 2019 Fiscal Year Budget for \$2,326,260. Commissioner Hege seconded the motion, which passed unanimously.}}}

{{{Commissioner Kramer moved to set the Wasco County Library Service District tax rate at \$0.68 per \$1,000 of assessed value. Mr. Polehn seconded the motion, which passed unanimously.}}}

Chair Davis adjourned the meeting at 10:28 a.m.

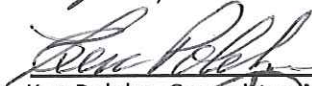
WASCO COUNTY LIBRARY SERVICE
DISTRICT BUDGET COMMITTEE



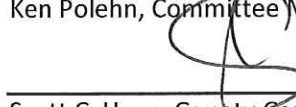
Pat Davis, Committee Chair



John Carter, Committee Member



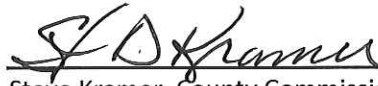
Ken Polehn, Committee Member



Scott C. Hege, County Commissioner

ABSENT

Rod Runyon, County Commissioner



Steve Kramer, County Commissioner