

# Yakima Valley Libraries

## Board of Trustees

*Budget Study Session – 2015 Budget*

Monday, October 27, 2014 – 3:00 p.m.

**Meeting begins:** 4:00 p.m.

**Board Members Present:** President Melba Fujiura, Vice-President Pamela J. Perryman, Secretary Del Rankin, Trustee Jerry Maggard, Trustee Glenn Rice

**Staff Present:** Director Kim Hixson, Administrative Coordinator Terri Reeder

Director Hixson began today's session referring to the preliminary draft and budget outline for 2015. She presented an overview of the budget and explained how she acquired the information:

Beginning in mid-July she requests each manager formulate and submit a budget plan. Once all the submissions are gathered she proceeds to the task of entering the information into an excel worksheet to calculate the numbers. She also reviews payroll and benefits for total wages and benefit factors. Additionally she focuses on historical expenditures, looks at trends, ongoing contracts, debt service, etc. After compiling the necessary figures, she meets with managers to clarify and agree on budgets proposals.

Next she looks at County figures and the Contract Cities/Town fees. She commented that YVL subsidizes a significant cost to maintain libraries in some of the contract cities/towns. Director Hixson gave further detail and history about the contract cities.

Another area taken into account she said, when evaluating the budget are the endowments such as the Boaz Funds and McAuley Funds.

To determine overall operating costs, Director Hixson said she looks at anticipated expenditures first then revenues. She then proceeded to review various line items with the Trustees:

Beginning with expenditures, Director Hixson proposed salary and wages estimates for 2015. This includes estimated performance merits, restructured positions and reserves for leave pay outs. Hixson relayed the need for restructure of the wage and grade scale and would like to modify for 2015. Director Hixson said she is also working with YVL's Human Resources Director to develop standards of Core Competencies and make adjustments with the Comp and Classifications which better meet the needs of the organization and staff.

Clarifying Line Item 16, Director Hixson stated this represents the projected increase in payroll benefits, an estimated 7% increase in medical benefits, and a \$33,000 increase in PERS as of July 1.

Under supplies on Line 17, it is determined to move computer replacement to capital funds for 2015. A replacement schedule is in process that will allow YVL to build in ongoing upgrades instead of upgrading all at once.

Director Hixson conveyed that YVL's Collection Development Manager requested money be carried forward into the 2015 budget for new materials to be purchased for the Sunnyside library once the remodel is complete. The Collection Development Manager also plans to utilize \$50,000 in funds toward the Wapato Library's Lucky Day collection with an assortment of books, DVDs, and CDs. She also will increase e-materials into the overall library district's 2015 collection. Director Hixson announced that discussion is underway with vendor CollectionHQ. They service a software program which not only connects to Polaris, but will also help track individual materials within our collection. YVL's Collection Development Manager will continue to look at the collection with depth to determine what we need.

Director Hixson touched on Line Item 21 - Travel and Training. Noting the increase, she explained there is a need for employees to attend primary workshops such as ALA, PUG, WLA, WALE, national book fair, and other trainings intended for staff and Trustees. A criterion for attending a workshop requires an employee to complete a Training form and tell why the conference would be beneficial to themselves and the organization. All requests must be approved by the Director. YVL has a tracking system in place for reimbursement of costs to the employee for mileage, etc. Hixson added that staff is always excited to attend a conference for the enrichment they'll gain and is very frugal about expenses.

Director Hixson concluded the Budget Study Session expressing her ongoing willingness to adapt to change which comes with the library's organization. With the vacancy of a Library Deputy Director not filled, the entire middle Management Team now reports directly to Hixson. She relayed to the Trustees she recently questioned the Managers asking if they felt this was a workable resolution. They responded affirmatively how much they appreciated being able to go to her directly. Hixson did say she is considering forming a small core group made up of several upper management employees who will work in a concentrated effort to move Yakima Valley Libraries forward. The Board ended the session acknowledging their approval of this plan.

**Budget Study Session adjourned at 4:00 p.m.**

Respectfully submitted,



Del Rankin  
Secretary