

YAKIMA VALLEY LIBRARIES
BOARD OF TRUSTEES
2014 Budget Hearing
4:00 p.m. - Wednesday, November 12, 2013
Yakima Central Library Boardroom

Board Members Present: President Melba Fujiura, Vice-President Pam Perryman, Secretary Jerry Maggard, Trustee Dick E. Ostrander, Trustee Del Rankin

Staff Present: Director Kim Hixson, Finance & Operations Director Nancy Heilman-Schott, Human Resources Director Darline Charbonneau, Community Library Resources Manager Administrative Coordinator Terri Reeder

Public Present: none

I. Open Special Session

1. The Public Hearing was called to order at 3:00 p.m. by President Fujiura
2. President Fujiura determined a quorum was present
3. President Fujiura approved the agenda

II. Review 2014 Draft Budget

Trustee Ostrander - This is a very good budget.

Director Hixson – We estimate 2014 expenditures for the General Fund are expected to be \$11,949,269 in wages and benefits, operation, maintenance, capital projects, debt service, and remaining fund balance. Contracts, copies, etc., will provide some additional revenue. Staff was asked to review their needs, staffing, supplies and other items going into 2014. Regarding capital projects, we will look at both small and large projects. The budget workbook is built by line item. Looking at current year-to-date expenditures is essential to build the estimates for the 2014 requests. The largest expenditure is staffing. The payroll wage and benefit budget was made available to all of the Trustees.

Trustee Ostrander - How many positions do we have?

Director Hixson – 103. 64 Direct Public Service Staff; 30 Support Staff; 9 Certified Librarians.

Trustee Ostrander – Can it (the budget) be defended before the public commissioners?

Director Hixson – Yes, absolutely.

Trustees Maggard - I think even I could even do that!

Director Hixson – Continuing with staffing estimates for 2014, there is an estimated increase built in to the budget for most staff. We have not modified this process in several years and I would like to see a restructure in the wage scale that parallels the performance appraisals. Currently a 3 or better on the appraisal is an automatic increase. I would like to move toward established core competencies and then an equivalent merit increase based on overall score.

Trustee Ostrander – Do we have any unfilled positions?

Director Hixson – Yes, some have not been filled such as the IT manager position.

Trustee Ostrander – I thought Linda was doing that.

Director Hixson – Linda is the Special Projects Director. We have not filled that vacancy. We are working with County to assess our overall IT and equipment needs.

Director Hixson – I want to see staff produce exciting and creative ways using their ingenuity to engage our customers. To do this, we need to look at our staffing configuration. I've compared YVL's current staffing to King County's. This is how the two districts compare: both have 29% support staff, but YVL has only 9% certified librarians versus 20% at King County, and YVL has 63% direct public staff versus King County has 52% direct public service. The District would benefit from the addition of librarians to the system. This budget includes the proposed addition of the following:

- Librarian entry level for West Valley
- Librarian entry level for Yakima
- Librarian assistant for Collection Development
- Librarian assistant to Zone 1 Managing Librarian
- Librarian for Zone 4 (formerly LeNee Gatton/Programming)

It would be favorable to the district for LeNee to be a full-time Collection Development Librarian. She has done a very good job over the past few months. Before she became the Collection Development Coordinator, it was unfortunate that thirty percent of the collection was weeded without a plan to restock the new library's shelves with new materials.

The role of a Collection Development Coordinator is very labor intensive. It would be valuable to have LeNee travel throughout the district helping to develop each community libraries' collection. The routing circuits are not working optimally. One option might be to go to a floating collection. LeNee is researching possible solutions.

Trustee Ostrander – Didn't LeNee work for King County for five years?

Director Hixson – Yes, and she's been an excellent addition to YVL.

Director Hixson - We currently have three certified librarians who do not function as librarians. Creating entry level librarian positions will help improve library services throughout the District. Yakima Central Library's Managing Librarian Francisco Garcia-Ortiz is very skillful and has much to offer our district. We need him to work a higher level – not counting cash, checking in books, etc. Providing Zone 1 with an Assistant Librarian to assist Francisco will help with the many tasks he covers including Yakima Central Library, Southeast Library, Archives, Technical Services, and review of web pages and planning for new library services.

There is a 10% change in the budget to support the new librarian positions, cover the merit increases, and reserve for leave including shared leave.

Director Hixson – Upgrading our technology also requires a plan. We should not purchase equipment just so staff may have new computers. We need to put some things in place so we can begin concentrating on the Strategic Plan and service activities. After the County completes a Business Assessment evaluation we can determine how to move forward.

Director Hixson – The Boaz Trust fund appropriated \$40,000 toward the purchase of e-books. We are anticipating spending another \$45,000-50,000 by the end of the year for online materials.

Trustee Ostrander – What is the history of the Boaz Trust Fund?

Director Hixson – I don't have that information with me, but recently the Boaz Trust's financial firm let us know they expect the allocation to be spent each year. It was discovered they had the wrong Tax Identification number and thought YVL was under the Foundation. That information has since been updated and corrected.

Trustee Ostrander – The Boaz Trust didn't exist when I was Director.

Director Hixson – We used very little of the Reserve funds for Capital, Facilities and Technology last year. The previous IT Manager wanted to switch to the Integrated Library System, but we've opted to stay with Polaris.

Director Hixson – We will be able to pay off West Valley in close to three years.

Trustee Maggard – Can we just pay it off early?

Director Hixson – There are penalty fees involved if we paid off the loan early; however, we have restricted funds that are set aside for the repayment of the bond.

Trustee Fujiura- Are the Managers happy about the increase in Librarian positions?

Director Hixson – The managers are, but some staff have shared concerns. They are worried they will lose their jobs to librarians despite the many years they have been employed here. I have explained that these are additional positions and no jobs have been eliminated. The goal is to increase the professional staff. For example, a school district hires teachers for their expertise to teach students, a library district requires librarians to conduct professional librarian tasks in the library.

Director Ostrander – You're a good Director doing a good job. It is not going to get any easier.

Trustee Rankin – It is a conceptual issue. Adding Librarian professionals increase the value of the library system and would be a benefit for all staff.

Trustee Fujiura – Tell them (staff) they are doing a good job.

Trustee Maggard – Explain to them you want to encourage growth.

Trustee Perryman – I think your plan to add the merit pay increase encourages employees to improve in their jobs. It is a good idea. It tells the employee: if you want more, do more. This provides opportunities to seek advancement.

Trustee Maggard – What is the amount of the West Valley debt service and when is the next payment?

Director Hixson - \$350,000 to be paid by the end of this year.

Trustee Maggard – How much did it cost to remodel YCL?

Director Hixson - \$600,000

Trustee Maggard – So, \$600,000 to improve Yakima Central and \$350,000 for the West Valley debt service and the building will be paid off in three years. You would think people would be thrilled to know that. And only a \$500,000 increase in our budget over last year. Isn't that great?

Director Hixson - We must be proactive on library services such as Programming. We spent a half-million dollars one year and some were insignificant public programs. I expect the Zone managers to work with the Community Library Supervisors to promote beneficial programs for the public.

Director Hixson – We are still saving on our HVAC costs.
Trustee Maggard – We were paying out \$30,000 a month on the heating bill at this building. The cost to upgrade the HVAC is paying for itself. We paid \$500,000 to change to new system.

Director Hixson – The improvements to the Sunnyside Library will be approximately \$400,000 as one of our capital projects. The renovations are long overdue. We do expect to keep within budget for this remodel.
Trustee Ostrander – Can we hire Sheri Brockway?
Director Hixson – We will need to go through the RFQ bidding process. Once again we will need to work with staff to determine the most efficient work flow. It was valuable to work with Sheri Brockway during the construction of the West Valley Library project and the Yakima Central Library remodel. As an architect she previously worked with libraries. She understands what it takes to develop a good working system.
Trustee Rankin – I spent 10 years in Sunnyside. Often the community, as a whole, feels separate from other communities. I would suggest looking at hiring someone from the lower valley for this project. The connection will make the community part of the process.

Director Hixson – The Selah contract will come up next year.
Trustee Ostrander – With the Letter of Intent we have an opportunity to buy the building.
Director Hixson – We pay \$1200 per month which is matched by the City of Selah. There is a merit to owning our own building. The City's charging us for maintenance and I would rather see us own our own building. It would be more cost effective.
Trustee Maggard – Do we have a Letter of Intent from Selah?
Trustee Hixson – We don't have a letter with City of Selah, only with Garner.

Director Hixson – The City of Union Gap will possibly propose annexation for library services in 2014. They would like to see library services offered in a larger building with possibly more hours and staffing.

Director Hixson– We were recently approached about developing space at Yakima Central to house the current Law Library. There are sixty attorneys who access the existing Law Library. However, under its current situation it is no longer sustainable. After researching the information provided, it would be cost prohibitive for the library district to take this on. To fund a Law Library, which is exclusive only to attorneys, we would need to reduce our staff and cut resources to cover the cost.

Director Hixson – There will be three Resolutions brought before you during the Regular Board meeting: Resolution #13-017 Approving 2014 Budget; Resolution #13-018 Levying the 2014 Ad Valor Property Taxes; Resolution #13-019 Adopting the 101% Limit Factor.

III. Public Comment

No visitors were present.

IV. Closing Comments

No comments were added.

V. Adjournment

President Fujiura adjourned the Public Hearing at 3:50p.m.

The next regularly scheduled meeting of the Yakima Valley Libraries Board of Trustees follows the Budget Hearing. The adoption of the 2014 Budget will be on the agenda.

Respectfully,



H.E. Jerry Maggard
Secretary