

Yakima Valley Libraries

Board of Trustees

Budget Study Session - Virtual Zoom Meeting
Monday, October 25, 2021 – 1:00 p.m.

Meeting begins: 1:00 p.m.

Board Members Present: President Del Rankin, Vice-President Glenn Rice, Secretary Dan Seifert, Trustee Mary MacKintosh, Trustee Darline Charbonneau

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarian Heather VanTassell, Special Projects Manager Deb Stilson, Managing Librarian Georgia Reitmire, Outreach & Technical Services Sherrie Prentice, Programming and Marketing Librarian Krystal Corbray

Visitors: none

I. Opening of Meeting

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors
- d. Approval of the agenda

Action

President May Adopt

II. Budget

a. Overview 2022

John Slaughter

i. Levy Estimate

Executive Director Hixson explained the budget process saying we start with expenditures first, then go to revenues. November's meeting will be held earlier in the month for the purpose of delivering the adopted budget documents to the County Commissioners before the deadline of November 22nd.

Business Services Director Slaughter proceeded with the Budget Study Session. He addressed pages 3 and 4 located in the Study Session documents. He highlighted details about the 2022 property tax levy certification. The calculations included certain estimates; in addition exemptions and changes to property can change the total assessed value which can adjust the final maximum levy in some cases. Trustee Rice asked if \$81,745.45 will be closer the amount later on in the year? Slaughter confirmed that is correct.

Referring to page 5, Slaughter gave a brief description of the Tax Year 2022 Refund Levy. Trustee Rankin asked if the Refund Levy of \$28,903.88 will be added into the proposed budget. Slaughter affirmed that is correct.

On page 6, Slaughter cited estimated revenues for 2022: property tax, contract libraries, donations, grants, copies, fines and fees, investment interest and miscellaneous. He reported he recently learned of an additional grant for \$67,000 he will add under Donations/Grants. Slaughter gave a verbal review of page 7 noting 2022 Contract City/Town fees.

He defined the Revenues and Expenditures on pages 8-10. Trustee Charbonneau asked about the increase in line item 24: *Communications*. Slaughter said the additional expense is due to connectivity. Previously Yakima County's Technology Department's director was an advocate of collaborative partnerships with business organizations concerning fiber optics. However, with his retirement and personnel changes at the County, the library can expect to see an increase in cost of usage.

Trustee Rankin inquired about the additional \$30,000 in line item 25: *Travel and Training*. Slaughter explained staff will likely be attending conference that are going back to live, on-site conferences in 2022. Next year's PLA conference is held in Portland, Oregon. Due to the location, we anticipate sending more staff to attend.

Slaughter introduced a proposal concerning Deferred Maintenance. He recommended splitting the Deferred Maintenance in half to assist the Technology Fund. Slaughter said the objective is to try and keep up with the expense of technology and internet bandwidth which is a focus of the Strategic Plan. Trustee Charbonneau agreed with the suggestion.

Slaughter explained line item 38: *Debt Service*. Anything leased must now be noted as lease payment such as copiers, postage machines, etc., Beginning 2022 the library must show these expenses as debt.

Another proposal Slaughter submitted is designating capital into two categories: owned and non-owned. This includes all internal accounts and will make it easier to report progress back to the Board. It also helps staff when filling out Purchase Requisitions to select its designation as either owned or non-owned. Trustees Charbonneau and MacKintosh agreed the budget reporting would be easier to follow.

Trustee Charbonneau asked about the safety issue regarding a Sunnyside Community Library's staff door and plans to have it repaired. Slaughter responded it is a prevailing wage job. The library will go out to bid at the end of the year. Charbonneau noted it as an urgent issue.

ii. Cost of Organizational Restructure

Meeting was moved forward to the Bookmobile presentation.

b. Bookmobile Presentation

Sherrie Prentice

Executive Director Hixson stated her preference is to find ways to provide services to the county in the future. She invited Technical Services and Outreach Services Manager Sherrie Prentice to present her research on Bookmobiles.

Prentice presented a power point beginning with a brief history of YVL Bookmobiles. She concluded the demonstration with a document highlighting Primary Outreach Vehicle Types and their base costs. Board members briefly asked questions. Trustee Rankin reminded the Board this agenda item was only meant to be a presentation during the Study Session. The Bookmobile will be on the agenda for discussion during the November meeting.

III. Adjournment

Budget Study Session adjourned at 2:20 p.m.

Trustee Rankin announced a five minute break. The Regular Board meeting will begin at 2:25 p.m.

Respectfully submitted,

Dan Seifert
Secretary