

Yakima Valley Libraries
Board of Trustees
Public Hearing – FY 2025 Budget
Monday, November 13, 2024– 3:15 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: President Darline Charbonneau, Vice-President Bradley Liebrecht, Secretary Mary MacKintosh, Trustee Jameson Watkins

Staff Present: Executive Assistant- Michael Huff, Business Services Director-John Slaughter, Public Library Services Director-Francisco Garcia-Ortiz, Community Engagement & Impact Manager- Sully Gama, Regional Library Manager Region 1- Kristine Tardiff, Regional Library Manager Region 2- Heather Campbell, Facilities Manager-Susan Miller, IT Manager-Melissa Vickers, Technical Services & NWRR Manager -Sherrie Prentice, Collection Development & Circulation Manager- LeNee Gatton, LUCIA

Absent: Executive Director-Candelaria Mendoza, Public Services Manager- Rondi Downs, Trustee Judith Panagakos

Visitors: A patron from the community joined the meeting only to observe.

Call to Order

President Charbonneau called the meeting to order at 3:15 pm.

- a. Determination of quorum
President Charbonneau determined a quorum of the Trustees was present.
- b. Recognition of visitors
Darline welcomed the patron.

Approval of the agenda

MOTION: Trustee Liebrecht moved to approve the agenda as presented. Trustee MacKintosh seconded the motion. Motion passed unanimously.

II. 2025 Proposed Budget

Discussion

Slaughter presented from a PowerPoint (attached). He informed the Trustees that the slides were the same as the budget study session in October and would be left as presented in November, to be amended in early 2025 to account for the Comp and Class and possible reductions to Collection, Professional Services, and Supplies. Trustee Liebrecht asked if the amendment needed to wait for a resolution with the union, and Slaughter said he would provide an update during the regular meeting. Then, he noted that the only item not listed on the first slide was the \$10,000 deducted from the Norman J. Lee fund (unrestricted funds) for staff development.

The following slide covered the 2025 Tax Base, which Slaughter said was also the same as last month, and he asked if there were any questions. Referring to the previous slide, Trustee Liebrecht asked if it was a total of 1.5% to deferred maintenance instead of the 1% listed. Slaughter said yes but clarified that .5% of that is designated for technology, which was shown on the slide. Back to the 2025 tax base, he said on top

of the resolution total of \$9,057,163.29, the following slide showed \$105,249.13 in additional revenues, which comes from the Tax Year 2025 Refund Levy from the Treasurer's office. Additional information was included in the following slide, which covered revenue and rebates. Slaughter reiterated from the October board meeting that the total revenue of \$10,152,583 consists of the state LCIP grant, which YVL won't have an answer on until early 2025. In addition, YVL's share (50%) of the LCIP grant will be paid out of fund 04. However, the full 50% isn't needed from that account because the Library will use operating funds for the balance. The last three items mentioned were the \$40,000 to be used for technology, the \$10,000 from the Norman J. Lee to be used for staff training and recognition, and the \$20,000 from Deferred Maintenance to be used for facilities and emergencies.

Next, Slaughter commented on the salary and wages on the expenses slide and said it's the biggest expense. He then shared that the amendment in 2025 will include a reduction of expenses for collection materials and supplies, and he commented that YVL received the total E-rate amount for internet, so communication expenses could also be reduced. Trustee Liebrecht asked if the amendment would be done in January, and Slaughter replied it would be whenever unionization is finalized, but hopefully before April. He then brought attention to the \$40,000 for capital projects that will fund an app through Polaris and the carryforward funds of \$140,150 for the HVAC in Sunnyside and the move of the micro film from YCL to the NWRR. Slaughter added that the HVAC was recently installed and is working well and that YVL doesn't expect the bill in 2024. Trustee Liebrecht asked about the contract cities, and Slaughter reiterated that they are capped at a 6% increase.

Slaughter reiterated that each fund listed in the report had an estimated ending balance. He said that he estimated interest income through the end of December for the balances displayed on the internal funds. As he shared last month, he was cautious about YVL's interest income in 2025 because interest rates continue to fall. On the slide, 2025 Capital Budget, he commented on the carry-forward funds: \$5,000 to move the microfilm to the NWRR and the 135,149.73 for the HVAC system in Sunnyside.

Moving to the final slide, 2025 Grant Revenue and 2025 Grant Expenses, Slaughter said that if the grant is approved, YVL would receive 50% of the cost of the projects submitted as part of the grant.

Slaughter asked if there were any questions, and there weren't any. Trustee Charbonneau followed up and asked the visitor if they had any questions, and they didn't.

III. Adjournment

MOTION: Trustee Liebrecht moved to adjourn the public hearing. Trustee Watkins seconded. Motion passed unanimously.

President Charbonneau adjourned the meeting at 3:29 p.m.

Respectfully submitted,



Mary MacKintosh

Secretary

2025 Final Budget Presentation

Items included in Recommended FY 2025 Budget

- Keeping our Current Salary Schedule w/ only the minimum wage adjustment
- 1% of Total Revenue for Deferred Maintenance
- .5% of Total Revenue to Technology
- Successfully receiving the Library Capital Improvement Program (LCIP) Grant for Yakima Central and Sunnyside
- \$20,000 for Critical Infrastructure
- Redesign Community Project
- Closure of the Southeast Library (*leaving a small amount for 1 month of rent and moving out expenses*)

2025 Tax Base

Yakima Valley Regional Library

Current Tax Base* **\$31,686,774,860**

**This includes estimated state assessed and personal property amounts.*

Estimated 2025 Max Lawful \$8,973,346.83

Estimated 2025 State Maximum \$15,843,387.43

Requesting the 1% Increase:

Previous Amount Levied \$8,841,672.87

(New Construction) Allowed Increases \$127,073.69

1% (Dollar Amount) \$88,416.73

Resolution Total \$9,057,163.29

TO: Taxing Districts

FROM: Ilene Thomson, Yakima County Treasurer

Subject: Tax Year 2025 – Refund Levy – RCW 84.69.180

RCW 84.69.180 allows taxing districts other than the state to levy an annual refund levy to recover the tax dollars lost to the district for the purpose of:

- a. Funding refunds paid within the preceding twelve months, including interest, and
- b. Reimbursing the taxing district for taxes abated or cancelled, offset by any supplemental tax collected within the preceding twelve months.

RCW 84.69.180 also gives a taxing district the authority to recover that portion of their levy which was reduced within the preceding twelve months due to tax record adjustments such as senior exemptions, DOR exemptions, government exemptions and others.

We calculate the information from October 1st through September 30th of each year. By establishing this earlier date, each district will have the opportunity to discuss this levy with your Board of Directors prior to submitting your levy requests. We will be providing this information to the County Assessor who you would work with, as you do with all levies. In addition, we will continue to submit the calculation to the Board of County Commissioners.

Listed below are the refund levy amounts calculated in accordance with RCW 84.69.180 for the period of 10/01/2023 through 09/30/2024, including interest paid.

<u>District Name</u>	<u>Fund Name</u>	<u>Amount</u>
Yakima Valley Libraries	Yakima Valley Libraries	\$105,249.13

WORKSHEETS FOR BUDGET - 2025

Estimated Revenue 2025				
Revenues				Rebate
Property Tax	9,057,163			105,249 (1) Property tax - Amount set by Assessor's Office
Remittance	-1,000			
Timber Tax	4,500			
Leasehold	15,000			
Federal In Lieu - Wildlife	4,300			
PUD Privilege Tax	12,000			
DNR PILT Nap	4,100			
State In Lieu -Gamelands	5,200			44,100 (2)
Granger	24,199			
Mabton	11,408			
Naches	20,272			
Tieton	23,507			
			79,385	(4)
Donations/Grants	20,000			(5)
Wellness Grant	2,000			
State LCIP Grant - YCL	592,185			
State LCIP Grant - SS	48,500			
Boaz	9,000			(5) Boaz
McAuley	9,000			(5) McAuley-Foundation
Copies	20,000			(6) copies all including internet
Fees	10,000			(7) Fees, Lost Books
Investment Interest	150,000			Interest rates are coming down so we are not going to be as aggressive with interest income as we were in 2024
Miscellaneous	6,000			(8) all miscellaneous
	10,152,583			0

2025 Contract City/Town Fees

City/Town	September 2023 - Assessed value per Assessor	September 2024 - Assessed value per Assessor	Percent Increase in Assessed Value	2024 Fee before Maint	Less maint Fee @ 1.50 Sq. ft	Proposed Contract Fee Based on 2024 Paid	Based on Max 100% Cap 2025	2024 Library Rate	2024 Fee Library rate Amount subsidized by YML includes maint	Notes
GRANGER	183,914,351	218,840,397	18.99	27,518.02	3,319.30	24,198.52	0.1127	64,165.96	39,967.44	Capped at 6% increase per contract.
MABTON	103,343,045	110,262,917	6.70	13,291.54	1,884.00	11,407.54	0.1105	32,330.07	20,922.53	Capped at 6% increase per contract.
MAC-ES	170,950,044	188,979,746	10.55	21,611.42	1,339.30	20,271.92	0.1144	55,740.55	35,138.63	Capped at 6% increase per contract.
TIETON	175,166,845	189,322,440	8.08	24,092.30	585.00	23,507.30	0.1173	55,511.03	32,003.73	Capped at 6% increase per contract.
TOTAL	633,374,285	707,405,500	11.08	86,513.28	7,128.00	79,385.28		207,417.62	128,032.34	

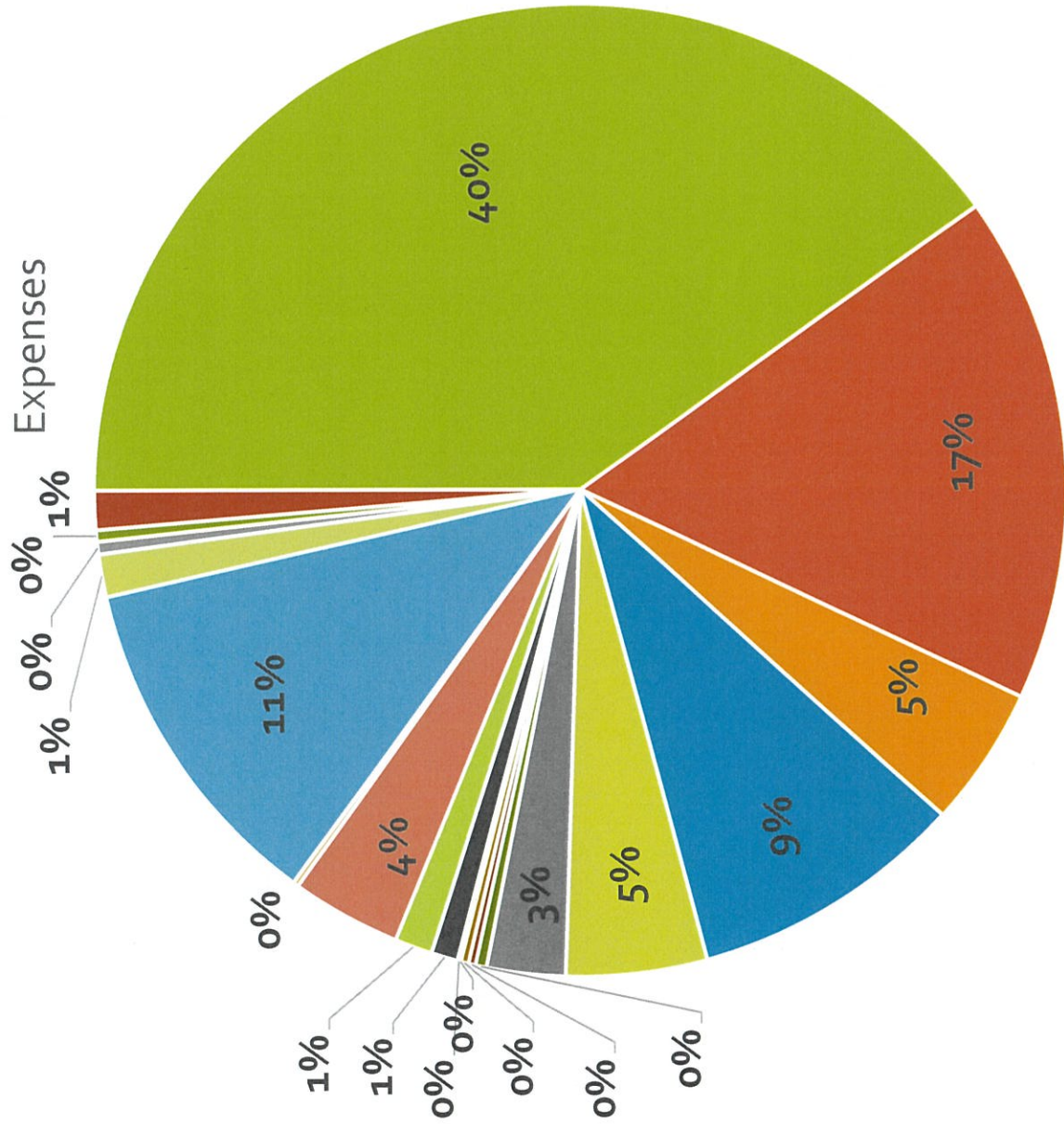
2025 Estimated Total Revenue (Income) Budget		
	Amount	% of Total
Real Estate Taxes	9,162,412	85.46%
Misc. Taxes Timber, Leasehold, Gamelands E	44,100	0.41%
Contract Cities	79,385	0.74%
Grants & Donations	680,685	6.35%
Copies	20,000	0.19%
Fees	10,000	0.09%
All other revenues - Interest on Investments, etc.	156,000	1.46%
Total Revenue	10,152,582	94.70%
Reserve & Carry Forward Funds - Must have Board Approval		
Use of fund 04 this is a poertion of the monies in 04	498,493	4.65%
Use of Technology fund 06 this is a portion of fund 06	40,000	0.37%
Juser of Norman J Lee endowment - To be used for Staff training & recognition	10,000	0.09%
Use of Deferred Maintenance fund - To be used for facilities emergencies	20,000	0.19%
	568,493	5.30%
Total Revenue (Income) Budget	10,721,075	100.00%

2025 Estimated Total Expense Budget

	Amount	% of Total
Salary and Wages	4,301,758	40.12%
Benefits	1,814,785	16.93%
Supplies	496,604	4.63%
Collection Materials	982,960	9.17%
Professional Services	500,444	4.67%
Communications	278,805	2.60%
Travel & Training	39,300	0.37%
Mileage	26,410	0.25%
Advertising	27,500	0.26%
Rentals - Building Leases	700	0.01%
Rentals - Equipment	10,875	0.10%
Insurance	96,000	0.90%
Utilities	134,315	1.25%
Repair & Maintenance	390,710	3.64%
Misc. - Dues & Fees	19,075	0.18%
Grant Expenses - Wellness Grant / LCIP Grant (Library Capital Improvement)	1,223,000	11.41%
Deferred Maint - Board approved 1.5% from Revenue for Owned Buildings & Technology	152,289	1.42%
Debt Services - Per State Auditors multi year leases and software contracts	45,396	0.42%
Capital Projects - These monies come out of reserve funds approved by the Board	40,000	0.37%
Capital Projects Carryforward - Same as above	140,150	1.31%
Total Expense Budget	<u>10,721,076</u>	<u>100.00%</u>
Difference	<u>0</u>	

Expenses

- Salary and Wages
- Benefits
- Supplies
- Collection Materials
- Professional Services
- Communications
- Travel & Training
- Mileage
- Advertising
- Rentals - Building Leases
- Rentals - Equipment
- Insurance
- Utilities
- Repair & Manitenance
- Misc. - Dues & Fees
- Grant Expenses
- Deferred Maint
- Debt Svrvices



2025 Estimated Reserve Funds

Transfers Out - General Fund	
Future Designated Funds	
Total Transfers Out	10,721,076
Cash Reconciliation - General Fund (GF)	
Estimated Balance January	11,317,640
Estimated Carry Forward funds	140,150
Estimated Operating Revenues Minus Expenditures	180,150
Carry Forward Capital Projects	140,150
Capital Projects	40,000
Estimated Ending Cash for GF	11,457,790
Reserved Cash - General Fund	
Boaz Endowment for Books	154,508
Fund 04 - Now for use for owned YVL Capital Expenses	1,040,658
Use for Capital projects from Fnd (04)	498,493
Use for reserve for collection	517,765
Fund 05 - This is now the fund for Nonowned YVL capital exp	226,130
Use of Fund 05	0
Technology Fund (06)	407,990
Use for technology replacement schedule from Tech Fnd (06)	40,000
Norman J Lee Donation received 02/22/23	249,040
Use of Norman J Lee Donation	10,000
Deferred Maintenance Owned Buildings	743,335
Use of Deferred Maintenance - Fac Emergency Fund	20,000
Deferred Maintenance Technology	135,748
D Galloway Rst Donation	85,451
Total Reserved Cash - GF	2,992,132
Unreserved Cash - GF	
Wage, Benefits, Comp Absence Liability	283,510
Operating Cash - Working capital	7,712,881
Unreserved Cash - GF	7,996,391
Total Reserved and Unreserved Cash - General Fund	10,988,522
Budget Totals	
Revenues Plus Beginning Cash	22,178,865
Expenditures Plus Ending FB	22,178,865
Cash Reconciliation	
General Fund Estimated Cash	11,457,790
Designated Funds - All	947,189
Total All Funds	12,404,979

2025 Grant Revenue

Description	2025 Requeste	2025 Proposed	2025 Adopted	Notes	Director's Notes
Wellness Grant	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
LCIP Library Cap Imp Program YCL	\$ 592,185.00	\$ 592,185.00	\$ 592,185.00	We apply and are approved for this grant from WCIF every year, so for 2025 I want to budget for it. This is a reimbursement Grant	0
LCIP Library Cap Imp Program SS	\$ 48,500.00	\$ 48,500.00	\$ 48,500.00	State Grant to pay for 50% of new Elevator, Abatement & Paint, and Sump Pumps less 3% admin fee for a total of \$592,185.00. This is a reimbursement Grant	0
	\$ 642,685.00	\$ 642,685.00	\$ 642,685.00	State Grant to pay for 50% of new HVAC less 3% admin fee for a total of \$48,500.00. This is a reimbursement Grant	\$48,500.00 will reimbursed by the LCP Grant. This was originally submitted to the state for a total of \$100,000. The budget was increased due to additional engineering

2025 Grant Expense

Description	2025 Budget Amount	Notes	Director's Notes
Wellness Grant	\$ 2,000.00	We apply and are approved for this grant from WCIF every year, so for 2025 I want to budget for it. This is a reimbursement Grant	
LCIP Library Cap Imp Program - State Department of Commerce YCL	\$ 1,221,000.00	State Grant to pay for 50% of new Elevator, Abatement & Paint, and Sump Pumps less 3% admin fee for a total of \$592,185.00. This is a reimbursement Grant	
LCIP Library Cap Imp Program - State Department of Commerce SS	\$ 1,223,000.00	State Grant to pay for 50% of new HVAC less 3% admin fee for a total of \$48,500.00. This is a reimbursement Grant	This will be paid out of Capital and if allowed \$48,500.00 will reimbursed by the LCIP Grant

Questions??