

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, February 24, 2025– 3:30 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: President Bradley Liebrecht, Vice-President Jameson Watkins, Trustee Judith Panagakos

Staff Present: Executive Director-Candelaria Mendoza, 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, Collection Development & Circulation Manager- LeNee Gaton, Technical Services & NWRR Manager -Sherrie Prentice, Public Services Manager- Rondi Downs

Absent: Secretary Mary MacKintosh, Trustee Noemi Yaneli Sanchez

Visitors: No Visitors

Call to Order

Trustee Liebrecht called the meeting to order at 3:30 pm.

- a. Determination of quorum
Trustee Liebrecht determined a quorum of the Trustees was present.
- b. Recognition of visitors
- c. Approval of the agenda

Trustee Liebrecht referenced last month's board meeting regarding the Uncollectible Debt Policy. He asked that the topic be included in new business as a decision wasn't made. Executive Director Mendoza reiterated that the topic was related to her question about the need to bring uncollectible debt amounts to the Board for approval, as they must be waived by law. It was decided to include this topic in New Business, section c.

MOTION: Trustee Panagakos moved to approve the agenda as presented, with the addition of the Uncollectible Debt Policy to new business, section c. Trustee Watkins seconded the motion. The motion passed unanimously.

II. Public Comment

N.A.

III. Consent Agenda

The consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval. Any of the items can be broken out and questions may be asked at any time regarding any of the items:

- a. *Approval of minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of accounts payable vouchers*
- e. *Unaudited Financials: Community Libraries and Department*

MOTION: Trustee Watkins moved to adopt the Consent Agenda to include the January 21, 2025, ~~budget public hearing minutes and~~ regular minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, and January Unaudited Financials. Trustee Panagakos seconded the motion. The motion passed unanimously.



Summary of Warrants Disbursed

January 2025 Warrants for Trustee Approval

General Fund

Payroll Warrants			
322173	to	322175	\$ 86,650.76
Direct Deposit ACH Transfer to Key Bank			\$ 131,535.50
Direct Deposit ACH Transfer to Key Bank			\$ 123,003.99
ACH Payments to Dept of Retirement 1/10/2025			\$ 28,985.78
ACH Payments to DSHS 1/10/2025			\$ -
ACH Payments to AWRehn FSA 1/10/2025			\$ 692.17
ACH Payments to IRS (PR Taxes) 1/10/2025			\$ 40,123.40
ACH Payments to Dept of Retirement 1/24/2025			\$ 27,837.20
ACH Payments to DSHS 1/24/2025			\$ -
ACH Payments to IRS (PR Taxes) 1/24/2025			\$ 38,625.67
ACH Payments to AWRehn FSA 1/24/2025			\$ 692.17
Total Payroll and Benefits			\$ 478,146.64
Accounts Payable Warrants			
87010	to	87015	\$ 1,783.79
87016	to	87063	\$ 65,334.33
87064	to	87106	\$ 174,238.24
<i>Total AP Warrants</i>			<u>\$ 241,356.36</u>
Total Warrants Disbursed General Fund			<u>\$ 719,503.00</u>
Plath Fund			
Accounts Payable Warrants			
57263			\$ 6,772.71
Total Warrants Disbursed Plath Fund			<u>\$ 6,772.71</u>

IV. Director's Report

Information

Mendoza began with updates on current legislation in Washington State. She commented that Friday, February 21st, was the deadline for most of the bills, many of which wouldn't get past the committee and would be removed from the queue for 2025. Of the few still in process, she elaborated on the ones impacting libraries.

The first bill is HB 1334, which revisits the 101 percent cap. Mendoza communicated that the bill states a change from 101 percent to 100 percent plus population change and inflation, with a capped limit of 103%. She said there was a hearing on February 11th, which indicated interest in it as a new tax and in addition, public agencies have been giving feedback on the inadequacies of the current 1% cap. She stated that the conversation continues as there is a lot of opposition for it as well.

The second bill is HB 1042, which YVL opposes. Mendoza shared that she sent a letter in opposition, as the bill would authorize county treasurers to charge entities like YVL a fee to recover any administrative costs. She said this would take YVL's 1% annual increase as it currently exists. In addition, there seems to be enough testimony from entities in opposition to the bill, so it's unlikely to progress.

The third bill is HB 1517. Mendoza communicated that it intends to find ways of funding the state's digital equity account. YVL is watching this one closely because the bill would require YVL to also pay a tax on new "smart wireless devices" costing more than \$250. Mendoza said public libraries are looking into an exemption if the bill continues to move forward.

The fourth and final bill Mendoza shared was HB 1503. She said this bill was supplemental to HB 1517, but nothing new was to be reported.

Mendoza concluded these updates by letting the Board know she would keep them informed. There were no questions.

Next, Slaughter announced that he was retiring on May 30th. Mendoza said the leadership team is working on a transition plan and will keep the Board informed. Then, Mendoza briefly mentioned that YVL's audit was recently finished and had no findings. Slaughter said the next audit will be in 2026 and will return to the two-year schedule.

Mendoza asked if there were any additional comments on the Director's Report. Trustee Liebrecht commented on the number of injuries documented on the incident report and asked if everyone was okay. Mendoza said there were fourteen total incidents at Central and assured the Board the ambulance calls were made for members of the public and not staff. Moving from the subject of incidents, Mendoza commented that the Key Indicators were not provided in February's report and would be discussed under New Business.

V. New Business

a. Key Indicators

Discussion/Action

Mendoza shared a PowerPoint Presentation titled *2025 Key Indicators & Contract Process*. She started with the Key Indicators and told the Board she was recommending some goal adjustments. As a reminder, she reiterated that YVL's goals are measured against 2023 numbers. In 2024, YVL set an easy 10% goal increase across the board to see how it would go, and in most cases, there was an increase of 10% or more.

Slide One: 2025 Key Indicators-Recommended Adjustments (by 2028)

Mendoza shared that the original goal for early literacy programs system-wide was a 40% increase in attendance. The recommendation she presented was a 100% increase, which would be about 20% per year.

Next, she communicated that the number of social media followers and newsletter subscribers was set to increase by 40%. She recommended a 100% increase for social media followers, about 20% per year, and a 150% increase for newsletter subscribers, which would be close to 30% per year.

The next goal pertained to early literacy materials. The original goal for the circulation of picture books, board books, and e-books was an increase of 40%. Her recommendation was a 60% increase, roughly 12% per year.

In addition, Mendoza shared her recommendation to make early literacy the primary focus to align with YVL's strategic plan. Trustee Watkins asked if attention would be made to more than early literacy. Mendoza said she wants to push YVL's physical collection, which includes a 7% increase for 2025, but circulation as a whole would track at a 40% increase. Trustee Watkins replied by asking what goes into prioritizing early literacy and why. Mendoza said early literacy became more of a priority based on what was identified in the strategic plan. She added that more resources would be directed at early literacy while YVL improves in that area. In addition, she stated there are cross-promotional opportunities as adults

join their children at the library.

The final goal on this slide addressed WIFI sessions. She said the original goal was to see an increase of 50%, but her recommendation was an increase of 100%, which would be about 20% per year. She said this would encompass computers, WIFI, and early literacy.

Slide Two: 2025 Key Indicators-Recommended Adjustments (continued)

The first goal on the slide concerned active library users. Mendoza said the original goal was to increase by 50%, but she recommended a 100% increase of about 20% per year.

The next goal stated that YVL would annually visit or host a program at or with 75 organizations that serve marginalized or underserved communities. Mendoza said her recommendation is to annually host a program at or with 75 unique organizations that serve marginalized or underserved communities, which would be 50 in 2025. She said YVL decided to remove the visit aspect and focus on doing a program with or at another organization. Trustee Watkins asked if YVL knew how many organizations there were in Yakima County to ensure the goal was realistic. Mendoza stated there were enough organizations and opportunities to meet the goal, such as Yakima's Epic Centers and various childcare centers. She added that the leadership team wanted a challenge and to include more organizations. Trustee Liebrecht asked if a bookmobile visit would count, and Mendoza replied that it would. She added that the Bookmobile could go to different agencies with targeted audiences, which would count as a program. Trustee Liebrecht then asked what was meant by "program," because he wanted to know if Programming could manage all the work. Mendoza said YVL would be doing fifty for the whole year. Trustee Panagakos commented that the same content could be used, so each program wouldn't need to be different. Mendoza then explained how it would be manageable between the sixteen library locations. She added that since YVL did one hundred in 2024, doing one hundred and fifty mission-aligned events is manageable. Trustee Panagakos asked when the VR program started. Public Library Services Director Francisco Garcia-Ortiz and Slaughter replied that it was around 2022. Trustee Panagakos asked if it's open to the public, and Mendoza said YVL that it is now and will become a more active program in the future.

Slide Three: 2025 Key Indicators - With No Adjustments (by 2025)

The first goal concerns annual library visits. Mendoza stated that the goal will continue to be an increase of 50%, which is about 10% per year.

Then, Mendoza addressed the annual circulation goal of an increase of 40%, roughly 8% per year.

The final goal on the slide stated that YVL would annually maintain fifty effective strategic partnerships outlined with an MOU. She said the goal for 2025 is fifteen. She updated the Board that YVL's partnership with Garfield Elementary is going well and that more school partnerships may develop, depending on the scope of future MOUs.

Slide Four: Remove from Strategic Goals, but Keep in Year-to-Date Statistics

Mendoza recommended removing the circulation of adult fiction materials, the circulation of juvenile and YA materials, and the annual program count from the strategic goals but continuing to report on them in the YTD statistics each month. She added the need to focus on the quality over quantity of YVL's programming and attendance rather than the number of programs. Trustee Liebrecht asked if there was an expectation of monthly programs, and Mendoza replied that the expectations were recently finalized. She said they give the bare minimums but also enforce community profiles with demographics so that programs align with the community's interests.

Slide Five: Year-to-Date Statistics

Mendoza shared the total count of programs, public computer sessions, and circulation of adult fiction, juvenile, and young adult materials. The numbers reflected the baseline from 2023, the 2024 totals, and the percent increase for 2025.

Slide Six: Key Indicators- Strategic Plan

This slide presented total visitor counts, early literacy program attendance, program attendance, digital access, total active borrowers, social media followers, and newsletter subscribers. The numbers reflected the baseline from 2023, percent increase for 2025, 2024 totals, goals for 2025, and total increase from 2024. Mendoza said each goal has different levels of attention and resources, but they are attainable based on what was accomplished in 2024. Trustee Panagakos asked if the staff felt comfortable with the new numbers, and Mendoza replied that she worked with the management team on the numbers and that they were comfortable with them.

Slide Seven: Key Indicator- Strategic Plan (continued)

This slide covered circulation, physical circulation, and the total early literacy material circulation for ages 0-5. The numbers included the 2023 baseline, percentage increase for 2025, 2024 totals, goals for 2025, and the total increase from 2024. Mendoza said YVL is piloting the physical circulation goal to have a 7% increase and a 14% increase for early literacy.

Slide Eight: Key Indicator- Strategic Plan (continued)

This slide presented effective partnerships, mission-aligned events across the community, and hosting a program at or with organizations that serve marginalized or underserved communities. The numbers included 2024 totals, goals for 2025, and the total increase from 2024. Trustee Watkins asked if the goal of an effective partnership had to be met with new partnerships, and Mendoza replied that it was based on accumulative partnerships year after year. She said YVL plans to gain ten more in 2025 than 2024.

Slides Nine and Ten: 2025 Survey Question Goals- Library Users and Staff

Mendoza said YVL did not focus on these surveys in 2024, but they are being built for 2025. She added that the library user questions for the surveys need to be decided on. Trustee Panagakos asked when YVL would begin sending these surveys to patrons, and Mendoza replied that it would be after the summer.

Mendoza commented that the staff survey questions may change. In addition, the leadership team is considering using a third party to help.

That concluded the presentation on 2025 Key Indicators. Mendoza asked the Board if they had any feedback. Nothing was shared. Lastly, she reminded the Trustees that the next board meeting is on March 17th, but the February Key Indicators may not contain some of the information because of the short turnaround time.

MOTION: Trustee Watkins moved to approve the recommended changes to the 2025 Key Indicators as presented. Trustee Panagakos seconded. Motion passed unanimously.

b. Contract Process: Union & Contract Cities

Discussion/Motion

From the same PowerPoint, Mendoza updated the Board on the contract cities and the union.

Slide Eleven: Contract Process- Contract Cities

Mendoza shared that three of the four meetings with the contract cities have taken place in Granger, Tieton, and Naches. The fourth meeting with Mabton is scheduled for March 17th. She said the initial meetings covered current contracts, amendments, budget, and the timeline for the new contracts. Mendoza informed the board that the second meeting with these locations (hopefully in March or April) will cover statistics and potential options. The cities have been assured that changes would occur in 2026, and many have questions about annexation. Mendoza said she has been working to provide them with that information. She then asked the Board to consider forming a two-person subcommittee that could help guide this project. Trustee Liebrecht asked Mendoza if she would find a subcommittee helpful, and she replied it would as she isn't sure how quickly the different phases would progress and that it would be nice to get feedback from the Board along the way. Trustee Panagakos asked if the idea could be revisited after the second meeting with the cities, and Mendoza replied yes. Trustee Watkins asked how subcommittees would function. Mendoza said first to formalize it, then finalize the scope of decision-making, and then bring final decisions back to the full Board for approval. Trustee Watkins asked how that would shape the meeting structure if it's about contracts. Mendoza said that contract decisions would be avoided, so the meetings would be kept at a high level. She commented that legal could provide feedback on that process. Trustee Liebrecht asked for an update regarding the attorney's feedback at the next meeting. Trustee Watkins added that he would be happy to serve on that.

Slide Twelve: Contract Process- Union

Mendoza shared that the union had elected their representatives for both supervisory and non-supervisory. She also shared that a union negotiation training with PERC and AFSCME happened in mid-February. The training framework was about how and what to negotiate. Mendoza said YVL leadership had looked at other union agreements and commented that YVL's personnel policy isn't far off from what was seen. Next, Mendoza communicated that the first negotiation meeting was set for the middle of April 2025. She added that any contract negotiations would be covered during an executive session.

This concluded the PowerPoint Presentation. There were no further questions or feedback, and the Board did not need to take any action.

C. Uncollectible Debt:

This agenda item was introduced at the top of the meeting by Trustee Liebrecht. He said it would make sense not to bring resolutions of uncollectible debt to the Board for approval. Slaughter commented that the policy would need to be revised. Trustee Liebrecht asked if there were an amount they would ever need to approve. Mendoza said no but that it's a matter of whether the Board wants to stay informed. Trustee Liebrecht asked to be kept informed, and Slaughter commented on the reports that are run to identify uncollectible debt. It was decided that the Board would be informed when debts are written off.

MOTION: Trustee Liebrecht moved to amend the Uncollectible Debt Policy and to authorize the Executive Director to write off uncollectible accounts regardless of the amount. Trustee Panagakos seconded. Motion passed unanimously.

Adjournment

MOTION: Trustee Panagakos moved to adjourn the meeting. Trustee Watkins seconded. Motion passed unanimously.

President Liebrecht adjourned the meeting at 4:32 p.m.

**Next Meeting will be
Regular Meeting
Monday, March 17, 2025, at 3:30 p.m.
Yakima Central Library Boardroom**

Respectfully submitted,



Mary MacKintosh
Secretary