

Yakima Valley Libraries

Board of Trustees

Public Hearing – 2016 Budget

Monday, November 9, 2015 – 3:00 p.m.

Yakima Central Board Room

Meeting begins at: 3:00 p.m.

Board Members Present: President Pam Perryman, Vice-President H.E. Jerry Maggard, Secretary Glenn Rice, Trustee Del Rankin

Board Member Absent: Trustee Jim Davenport

Staff Present: Director Kim Hixson, Administration Coordinator Terri Reeder

Public Hearing: 2016 Proposed Budget and Revenue Sources

The public is invited to speak on this topic for a maximum of 3 minutes per person

Public Present: none

2016 Proposed Budget

1. Opening Special Session

Action

a. Call to order

President may adopt

President Perryman called the meeting to order at 3:00 p.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Approval of Agenda

President Perryman approved the agenda as presented.

2. Review 2016 Draft Budget

Director Hixson reported there were no changes, additions or deletions to the 2016 draft Budget since the Board of Trustee's Budget Study Session last month on October 19, 2015.

Director Hixson presented goals for the budget year and expressed a desire to make 2016 as "the year of the plan." She said her strategy is to break-out the budget by department and community library. This would allow managers ownership of their budgets. They will have direct access to information about their staff's salaries and expenditures. The plan includes reorganizing the General Ledger and offering a better view of costs per library and department. Monthly reports of expenditures and salaries would be submitted by each manager. Trustee Rice stated the managers need to be accountable and give reasons for their expenditures. Hixson agreed and stated the Managing Librarians know the public side of the library; however, they need a better understanding of the business role of the library. She said when managers consider having staff work overtime, they can access their own budget to determine if their department or library can afford the overtime or not. Trustee Perryman asked what information is currently available to the managers. Hixson responded the General Ledger is the only source, but it is not meaningful to them as we have just begun to break out information by department. She noted to Board members that John Slaughter, the new Accounting Manager, will directly

help with this budget restructure. Hixson said she feels confident his work, common sense and logical thinking will promote in his success at YVL. She said Mr. Slaughter will be learning more about the library in the weeks ahead as he meets with the State auditors who are currently conducting their on-site audit.

Director Hixson announced the State Auditor's Entrance Interview is set for tomorrow at 3:30 p.m. Trustees Del Rankin and Glenn Rice will attend the session. Trustee Maggard commented he was asked to attend a recent meeting with the Auditor to answer their questions about YVL's risk assessment. Director Hixson stated YVL works diligently to perform the best internal controls possible. Hixson stated the Washington State Auditor's office has historically concentrated on children's programming as the primary focus to library services. Director Hixson stated YVL has program plans in place with defined criteria and summaries. She relayed that Auditors will look closely at the relationship between a Library and its Foundation. Hixson concluded in saying there may be a new shift in auditing practices of libraries by State Auditors. It is possible auditors may look at the performance, efficiencies and processes set within libraries. She commented that a State Auditor's position is to look critically at how tax payers' dollars are being spent.

Trustee Rice referred to page 8 in the prepared 2016 draft Budget. Rice noted only 829 teens attended programs in 2014. Director Hixson conveyed it is difficult to draw this age group into the library. She said she hopes the STEM projects will gain a greater response to YVL's teen programming. Hixson said there is no major high school around the downtown library which consequently impacts the demographics and statistics on teen programs. She added that the Managing Librarian for the White Swan Library would like to encourage teens into the library with Internet compatible programs. However, although the County has extended fiber to the White Swan area, it is cost prohibitive for the library to connect to the cable. The White Swan Library is not open enough to make the Internet service monthly fee feasible.

Director Hixson spoke about the work Outreach Services has been doing to create a better awareness of their program. She said there may be a need in the future to rely on Outreach Services to further expand YVL's programs. One of the projects for 2016 is developing a Pop-up Library as a portable means of bringing materials to the public during community events on through on-site visits.

Director Hixson verbally reviewed the hand-out of the General Fund provided to each Board member. One of the future goals is to rename the Cumulative Fund as possibly the Facility Fund. The purpose of the fund is to cover facility expenses for Sunnyside, Selah, West Valley and Yakima Central Library. Referring back to the General Fund sheet, she noted six funds YVL has designated through the County; however, warrants can only be issued from three of these accounts: the Plath Fund, the West Valley Disbursement Fund and General Fund. Monies from the Capital Fund, Technology Fund and Facility Fund can only be disbursed through a Resolution approved by the Board of Trustees. Funds from these three accounts are restricted and do not have warrant capabilities. Trustee Rankin recommended that these three funds could be better defined under one fund. Trustee Rice stated it may be preferable to designate the funds by each library building. Director Hixson thanked the Board for their input and suggestions to define the funds in different terms. Trustee Rice stated he appreciated Director Hixson's effort to complete such a comprehensive budget. He also reiterated the purpose of the Board as a body is to determine policy.

3. Public Input

No public was present at the meeting.

4. Closing Comments

The Trustees thanked Director Hixson for exceptional work and effort preparing the library district's Budget for 2016.

5. Adjournment

The Budget Public Hearing adjourned at 4:00 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Glenn Rice". The signature is written in a cursive style with a large initial "G" and "R".

Glenn Rice
Secretary