

Yakima Valley Libraries

Board of Trustees

Budget Study Session – 2017 Budget

Monday, October 24, 2016 – 3:00 p.m.

Yakima Central Library Boardroom

Meeting begins: 3:00 p.m.

Board Members Present: President Pamela J. Perryman, Vice-President Jerry Maggard, Secretary Glenn Rice, Trustee Del Rankin, Trustee Jim Davenport

Staff Present: Director Kim Hixson, Public Library Services Director Francisco Garcia-Ortiz, Administrative Coordinator Terri Reeder

Director Hixson began the Budget Study Session referring to the preliminary draft and budget outline for 2017. She presented an overview of the budget and explained how the information is acquired:

Beginning in mid-June she requests each manager to formulate and submit their budgets. Once they are received she proceeds entering the information into an excel worksheet to calculate the budget numbers. She closely reviews IT expenditures, payroll and benefits. Hixson commented there will be a 7% increase in benefits for 2017. She then focuses on historical expenditures, trends, ongoing contracts, debt service, etc. Next she looks at County figures and Contract Cities/Town fees. YVL subsidizes a significant cost to maintain libraries in some of the contract cities/towns. The 2016-2017 Facilities Assessment project will help calculate the needs and/or improvements of the library district.

Hixson noted the Accounting Manager is working hard to develop a new General Ledger, dividing it up among departments and community libraries thus allowing managers to maintain their own budgets. Although the overall current budget is underspent, she affirmed it is better than being overspent. Hixson then outlined information about the Reserve funds and Capital expenditures. Trustee Rankin strongly recommended Hixson to use underspent funds in the coming year.

Hixson said she annually sets money aside in the budget for staff to attend conferences and workshops. She commented Collection Development Librarian LeNee Gatton has requested to attend in a book conference in New York in 2017. Ms. Gatton said the experience would be valuable to her profession. Trustee Rice stated it's important to make funds available in the budget for continuing education and travel. Supporting staff in this way encourages them to remain employed with the library.

Trustee Maggard questioned the IT-Professional Services Web Consultant cost of \$70,000 on page 10 of the Budget draft. Director Hixson explained the necessity for hiring a web design expert and a consultant for the purpose of updating YVL's website. She said despite their attempts and determined efforts by the IT department, it has become evident we need to hire a specialist in this field.

The Board asked what the expectations are for the Collection in 2017. Hixson said she will arrange to have the Collection Development Librarian speak at the November Board meeting highlighting her plans and objectives for next year's collection. Hixson took this opportunity to thank the Board for their ongoing support of the Collection. Trustee Rankin said he'd like to see the Programming and Marketing

Librarian produce more advertising regarding the Collection. Hixson agreed saying we don't want to shortchange the library when it comes to advertising.

Director Hixson spoke on Capitol projects for 2017. One of these tasks will be to purchase furniture and reconfigure the mezzanine to a comfortable space for library users. Mr. Garcia-Ortiz gave a brief slide show of proposed designs featuring the Yakima Central Library's southeast area of the mezzanine. Trustee Rankin shared his concerns about security issues that could develop in that area if left unattended by staff. Installing security cameras or curved mirrors used to deter negative patron conduct and behavior was also discussed. Mr. Garcia-Ortiz assured the Board the area will be monitored by staff and thanked the Trustees for their input.

Another proposed project planned for next year is the remodeling of the Boardroom. This includes installing the room with technical equipment, mounting a flat screen TV on the wall, and purchasing furniture to better accommodate trainings and meetings.

Director Hixson respectfully requested the Board consider replacement of the self-check machines as a part of next year's project list. She stated the current self-check equipment is connected to Windows XP which is now obsolete and is no longer supported. Mr. Garcia-Ortiz presented a detailed power point outlining the pros and cons of replacing the self-check machines. The new system is estimated at over \$500,000. Questions and concerns from the Board included: theft protection and having it integrated into the new system, efficiency and quicker service for checking out materials, number of machines at each library, how many stand-up-models and/or table-top models, uniformity of machines purchased so patrons are familiar with the same model being used at every library. Director Hixson asked Mr. Garcia-Ortiz to compile and prepare an itemized list of information about these concerns for the Trustees by the next Board meeting. He said he would gladly submit a complete document highlighting all the facts discussed at today's meeting.

Budget Study Session adjourned at 4:00 p.m.

Respectfully submitted,


Glenn Rice
Secretary