

Yakima Valley Libraries
Board of Trustees
Public Hearing – 2018 Budget
Friday, November 17, 2017 – 1:00 p.m.

Meeting begins:

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

Staff Present: Executive Director Kim Hixson MLIS, Accounting Manager John Slaughter, Executive Assistant Terri Reeder

Visitors: no visitors were present

Public Hearing: 2018 Proposed Budget and Revenue Sources

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

2018 Proposed Budget

I. Open Special Session

a. Call to order

President Perryman called the meeting to order at 1:00 p.m.

Action

President May Adopt

b. Determination of quorum

President Perryman determined a quorum of the Trustees were present.

c. Approval of Agenda

President Perryman approved the agenda as presented.

II. Review 2018 Draft Budget

Executive Director Hixson reiterated information on the Budget for 2018 as it was presented last month.

Trustee Perryman shared her concerns regarding budget cuts in the Collection. Hixson confirmed the reduction of the Collection budget and affirmed there is a reserve in designated funds if monies are needed. With the addition of software products Collection HQ and ESP, they will significantly help track community library collections and provide efficient data for purchasing future materials. Collection Development Librarian LeNee Gattton will provide a presentation on Collection HQ during the January Board meeting.

Purchasing training software programs such Lynda.com will benefit the public as well as on-site training for staff. She said Accounting Manager John Slaughter continues to work with capital expenses such as Bibliotheca. There are some projects have not yet been completed such as the security gates at the larger libraries. She added, we will know more of where we stand at the end of December.

The vehicle budget is underspent and will be repurposed to assist upcoming technology projects. This will be on the December agenda as a budget item. Hixson reflected again that the library works on a cash basis. Hixson complimented Mr. Slaughter on his work detailing the libraries and departments down to a penny mirroring the Comp and Class scale approved last year.

Hixson noted it is important to keep a reserve for payroll contingency for staff retirements, the Department of Retirement payouts.

There is also a reserve set aside for Facility Assessment projects, expenses and wages. In January the Board will begin addressing the overall district's needs. The biggest concern is that there is not a lot of funds left toward future maintenance if we continue to grow. Growth is not a negative, but an opportunity to look at how we can do things differently. Some communities still want bricks and mortar and others want more on-line services. Board members agreed there is a need to set up reserve funds for each library to cover future costs when maintenance is required.

Hixson commented on the public survey which is underway. The purpose is to gain the public's input on what they want and need in library services. Hixson also explained the need of project management training to help staff to manage projects.

Hixson said she is grateful YVL has spent prudently over the years. It is important to continue to be wise on how monies are allocated. With 240,000 people in the County, we see that e-services are just now catching on.

Discussion among Board members focused on Resolution 17-019 In the Matter of Levying the 2018 Ad Valor Property Taxes. Hixson noted she always appreciates direction from the Trustees. She cited the Board reviewed and approved the Budget Calendar during their July meeting. A presentation of the Budget is made and changes are recommended during the October Study Session. The Public Hearing is held in November, with the Board finalizing their approval of the Budget during the Regular Meeting. Once approved, the Budget is posted on line for public access.

Mr. Slaughter clarified that each manager receives a detailed, line-item budget which explains procurement for expenditures and keeps track of spending. They need to see the ripple effects in their budget he said. Mr. Slaughter commented the information is also used for ongoing reports. Hixson noted this only outlines direct costs. Next year the budget will include a breakout of direct costs, indirect cost, expenses and overall salaries. Hixson said she will work on a summary document to publish for this year. Trustee Rankin suggested Outreach be considered as a virtual branch.

III. Public Input

No public was present.

IV. Closing Comments

Trustee Rice commented: "Go forward and spend wisely."

V. Adjournment

Action

The Budget Public Hearing was adjourned at 2:10 p.m.

Respectfully submitted,

Glenn Rice
Secretary

