

# Yakima Valley Libraries

## Board of Trustees

*Study Session – Budget Forecast/Facility Study*

Monday, August 27, 2018 – following Regular Meeting  
Yakima Central Library

**Meeting begins:** 2:10 p.m.

**Board Members Present:** President Del Rankin, Vice-President Glenn Rice, Secretary Jim Davenport, Trustee Dan Seifert, Trustee Mary MacKintosh

**Absent:** Trustee Jim Davenport

**Staff Present:** Executive Director Kim Hixson, Public Library Services Director Francisco Garcia-Ortiz, Human Resources Director Darline Charbonneau, Accounting Manager John Slaughter, Executive Assistant Terri Reeder

**Visitors:** None

### I. Opening of Meeting

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors
- d. Approval of the agenda

### Action

President May Adopt

### II. Budget

#### a. Trends

Executive Director Hixson complimented Trustee Seifert's document, "*5 year Expense Trends Plus YVD June 2018.*" The information was displayed electronically while Trustees viewed categories on Wages & Benefits, Collection Materials and Operating Expenses ranging from 2013-YTD 2018. The information was also provided in the Board packet/Study Session-Budget.

Human Resources Director Darline Charbonneau presented a chart comparing the *YVL Wage and Benefit Comparison 2018 Budget vs. 2019 Budget at \$12.00 per hour Minimum Wage* and a chart showing another proposal of \$12.50 per hour. Both charts include benefit changes in 2019 for PERS, PFML (Paid Family Medical Leave), Medical and Vision. She stated the library is insured through Washington County Insurance Funds (WCIF). If it is decided to move to a higher deductible for 2019, there would be a savings to the budget of \$40,000. Charbonneau reported a significant number of employees participated in a wellness program this year rewarding YVL a 4% reduction in the premium. This results in paying only a 7% premium cost, rather than the rate of 11%. Trustee MacKintosh asked what our current deductible is and if there is an impact on dependents. Hixson responded the present deductible is \$700. Changing to a higher deductible of \$1250 allows the cost of employees to insure their dependents at a lower rate than what employees pay now. Charbonneau added with the higher deductible, the employee's co-pay is applied to the deductible. Hixson said maintaining the 3% earned wage step increase will help compensate employees if the higher deductible is adopted. Trustee Rankin expressed his approval raising the deductible to \$1250 and said it is reasonable to go along with the 3% annual wage increase for employees. Trustees Seifert and MacKintosh agreed with Rankin. Hixson mentioned Charbonneau is on the WCIF Board and is grateful for the information she brings back from the workshops she attends.

Charbonneau stated in 2020 the library will be due for a new compensation study and wage chart. The last one completed was 2016.

Trustee Rice acknowledged the next 24 months will busy with the Facility planning, compensation report and changes in wage and benefit comparisons.

b. **Property Tax Estimates**

Executive Director Hixson referred to the 2006-2018 Levy Rate and Property Tax Comparison, on page 6 of 16 in the Study Session packet. Also cited was the YVL Levy Rate and Tax Base/100 on page 7, composed by Trustee Seifert. Hixson noted Yakima County Assessors Jacob Tate and Dave Cook will speak on Property Taxation during the September 24<sup>th</sup> Board meeting.

c. **Assumptions**

Executive Director Hixson noted Budget Assumptions on page 2 of 16 stated in the Study Session packet. She talked briefly about the revenue and expenditures. She also summarized various highlights: meeting with managers regarding their 2019 requests, review of the upcoming Facility Study costs, review of the Capital requests and preliminary tax info from the County Assessor, balance of draft budget: reduced expenditures, determine use of reserved funds.

Hixson confirmed she will have a draft of the budget ready by October's Budget Study Session. She reiterated we won't have the consultant's Facility Study Report in time to integrate it into the budget and operations. The expenses will come out of reserves. Hixson concluded she will put together a budget that is reasonable.

**III. Facility Study**

a. **Discussion**

Executive Director Hixson commented on the informational emails sent to her by the Trustees. She then turned attention to the YVL Statement in Hierarchy on page 1 of 63 developed by Trustee Rankin. This document outlines the plan of where the district is going with the Long Range Plan. The information was provided to the managers during their August 24<sup>th</sup> Planning Session Retreat. Trustee Rankin noted the Hierarchy connects to the Mission Statement. The Long Range Plan is evaluated every 5, 10, 15 years. The Strategic Plan is assessed every annually to every 3 years. Subset plans and committees are reviewed annually or every 2 years. Managers stepped-up to be on various committees and will set criteria defining their committee. Trustee Rankin remarked community engagement should be added to Long Term Plan. Executive Director Hixson will create a report for the next Board meeting defining the project plans.

Trustee Rankin asked Board members if they agree with Executive Director Hixson to approve YVL Statement on Hierarchy. Trustees confirmed they were in agreement.

**IV. Adjournment**

**Study Session adjourned at 3:05 p.m.**

Respectfully submitted,

Jim Davenport  
Secretary

A handwritten signature in black ink, appearing to read "Jim Davenport", is written over the printed name and title.