

**Yakima Valley Libraries**  
**Board of Trustees**  
*Budget Study Session*  
Monday, September 25, 2023– 3:00 p.m.  
Yakima Central Library Boardroom

**I. OPENING OF MEETING:**

**Board Member Present:** President Glenn Rice, Vice-President Darline Charbonneau, Secretary Mary MacKintosh, Trustee Jameson Watkins

**Staff Present:** Executive Director Candelaria Mendoza, Administrative Assistant Michael Huff, Business Services Director John Slaughter, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Collection Development Librarian LeNee Gattton, Tech Services & Outreach Manager Sherrie Prentice, and Public Library Services Director Francisco Garcia-Ortiz, Assistant Zone Manager Zones 3 & 4, West Valley Community Library- Madison Gailus

**Absent:** Trustee Bradley Liebrecht, Assistant Zone Manager Zones 1 & 2, Selah Community Library- Heather Campbell, Facilities Manager Susan Miller, and Programming Librarian Krystal Corbray

**Visitors:** No visitors

Call to Order

President Rice called the meeting to order at 3:01 p.m.

- a. Determination of quorum  
President Rice determined a quorum of the Trustees was present.
- b. Recognition of visitors  
No Visitors
- c. Approval of the agenda- Trustees approved agenda unanimously

**II. 2024 Budget Study Session**

Mendoza stated that the goal of the study session was to workshop a few potential projects and receive the Board's feedback so it can be incorporated in preparation for the second budget study session in October. Mendoza then handed the discussion over to Slaughter.

Slaughter shared from a PowerPoint presentation (attached) and covered the items in the first slide.

**2024 Levy Information**

- Slaughter shared the 2024 Levy information that was provided by the County; the current max amount for 2024 is \$8,755,323.04, up from \$8,618,618.44
  - We will know about any rebate funds in October 2023

**2024 Staffing Numbers**

- 86.05 FTEs from 83.1375 part of the increase in Full Time Employees (FTEs) is from additional staff for Union Gap

## 2024 Benefits

- Medical increased by 10.3402%, which is \$93,836.97 more than 2023
- Dental increased by 3.47%, which is \$1,619.94 more than 2023
- No changes to Vision and Life Insurance

Mendoza led the second slide to cover potential projects for the Board's consideration and potential guidance. The potential 2024 projects include Differed Maintenance, Facilities Plan, Classification and Compensation Study, Rebranding, and Strategic Priority Funding Support. Mendoza provided a little context for each project and then shared more information on each one.

**Differed Maintenance:** Staff recommends that the 1.16% of revenue currently going into differed maintenance every year be split 50-50 with technology. Slaughter stated that technology costs are increasing, and he would like to split the deferred maintenance between facilities and technology to continue building the technology reserve. Slaughter said that the deferred maintenance could increase from 1.16% if the Board approved a different amount. More information will be provided at the October Budget Study Session to make a final decision.

**Facilities Plan:** Mendoza shared more information on the recommendation from staff to update and create a new 2024 Facilities Plan that would pull from the 2018 assessment. However, some components can no longer be used, such as estimated amounts for the updates and other items not included in the 2018 report, like service levels that could be accomplished in each space. Mendoza shared that the 2024 Facilities Plan will incorporate community priorities discovered in the 2023 Community Needs Assessment to include meeting rooms, after-school spaces for youth, general programming, and updates to the physical spaces. She explained that YVL would develop a project team to navigate between annexed vs. owned vs. contact cities, and an architect would be hired to update the estimates of potential designs/remodels. Trustee Watkins asked how YVL can do an assessment before knowing what can be done or accomplished. Mendoza stated that the team needed to do some work so that the facilities plan could include more than just the physical aspects and more on how to create spaces that could meet our new strategic objectives. Mendoza also said she would want to look into facility grants to support technology updates and general remodels.

**Classification and Compensation Study:** Mendoza shared that the market has changed dramatically over the last few years, and the staff recommends that a Classification and Compensation Study be done to ensure YVL can stay competitive as an employer. YVL recommends hiring a consultant, as our current staffing complement doesn't have enough capacity to do it. Trustee Charbonneau shared that the last study took place in 2015, and she led it. It took almost 6 to 8 months of her time, along with the other items on her plate. Trustee Watkins shared his experience with a recent Class and Comp project at his place of employment and shared some challenges of comparing job descriptions. Trustee Charbonneau mentioned that in 2015, they did a big lift to align their job descriptions with other library systems. Trustee Watkins recommended that there should be a goal for the outcome YVL is trying to achieve in order to be competitive in Yakima County. Do we also need to include other public entities like the County, City, school districts, etc.?

**Rebranding:** Mendoza shared that YVL had this as a project for 2023 to align with the new strategic plan but that other items with higher priority have created the delay. Mendoza would like to do a rebrand sometime in the future, but it may move down on the list of priorities now that the strategic plan is complete.

**Strategic Priority Funding Support:** Mendoza shared that the 2024-2028 Strategic Plan is almost complete, and YVL plans to bring a few recommendations on how to support our strategic priorities at the October Budget Study Session. Mendoza communicated that YVL's strategic priorities currently include a stronger focus on programming, community engagement and outreach. She expressed that YVL will ensure staff feel confident and acquire the skills for these priorities. Trustee Rice asked about the temperature of the staff: are they happy, angry, or content? Mendoza stated that YVL continues to reset after the pandemic, so there is still a little bit of everything as they work to establish a new normal, and she hopes the strategic plan will help.

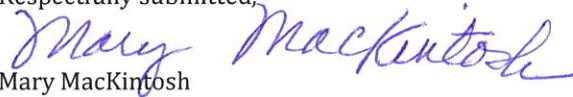
Trustee Watkins recommended that the projects be shared in the context of the benefits they would bring to YVL and to confirm that the money used to support these projects is available without impacting other service areas. Mendoza agreed with Trustee Watkins' recommendation and will work with the team to provide a more detailed scope of each project, benefits for YVL, and an estimated amount to implement each project so that the Board could discuss and provide their feedback at the October Budget Study Session.

### III. Adjournment

**MOTION:** Trustee Charbonneau moved to adjourn the meeting. Trustee MacKintosh seconded.  
Motion passed unanimously.

Budget Study Session adjourned at 3:47 p.m.

Respectfully submitted,

  
Mary MacKintosh

Secretary