

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, February 26, 2024– 3:15 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: President Darline Charbonneau, Vice-President Bradley Liebrecht, Secretary Mary MacKintosh, Trustee Jameson Watkins, Trustee Judith Panagakos

Staff Present: Executive Director-Candelaria Mendoza, Business Services Director-John Slaughter, Public Library Services Director-Francisco Garcia-Ortiz, Administrative Assistant-Michael Huff, IT Manager-Melissa Vickers, Regional Library Manager Region 1- Kristine Tardoff, Regional Library Manager Region 2- Madison Gailus, Regional Library Manager Zone 3- Heather Campbell, Technical Services & NWRR Manager -Sherrie Prentice, Facilities Manager-Susan Miller, Programming Librarian-Krystal Corbray, and Collection Development & Circulation Manager- LeNee Gatton, Managing Librarian- Rondi Downs

Absent:

Visitors: No visitors

Call to Order

President Charbonneau called the meeting to order at 3:15 pm.

- a. Determination of quorum
President Charbonneau determined a quorum of the Trustees was present.
- b. Recognition of visitors
No visitors were present.
- c. Approval of the agenda

MOTION: Trustee Watkins moved to approve the agenda as presented. Trustee MacKintosh seconded the motion. Motion passed unanimously.

II. Public Comment
N.A.

III. Consent Agenda

The consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval. Any of the items can be broken out and questions may be asked at any time regarding any of the items:

- a. *Approval of minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of accounts payable vouchers*
- e. *Unaudited Financials: Community Libraries and Departments*

Trustee MacKintosh noted some grammatical errors on page four of the January meeting minutes. In the second paragraph, the word "sale" was changed to "sell," and a comma was removed in the paragraph under 2024 Board Packet Revisions. The minutes were then approved.

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the January 22, 2024, regular minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, and January Unaudited Financials. Trustee Watkins seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

January 2024 Warrants for Trustee Approval

General Fund

Payroll Warrants

322076	to	322077	\$	778.84
302078	to	322081	\$	78,318.00
Direct Deposit ACH Transfer to Key Bank			\$	103,539.57
Direct Deposit ACH Transfer to Key Bank			\$	114,528.07
ACH Payments to Dept of Retirement 1/10/2024			\$	24,423.72
ACH Payments to DSHS 1/10/2024			\$	240.00
ACH Payments to IRS (PR Taxes) 1/10/2024			\$	32,990.37
ACH Payments to Dept of Retirement 1/25/2024			\$	27,271.31
ACH Payments to DSHS 1/25/2024			\$	240.00
ACH Payments to IRS (PR Taxes) 1/25/2024			\$	37,003.96
Total Payroll and Benefits			\$	419,333.84

Accounts Payable Warrants

85841	to	85848	\$	25,313.70
85849	to	85905	\$	36,586.42
85906		85936	\$	103,862.10
Total AP Warrants			\$	165,762.22

Total Warrants Disbursed General Fund **\$ 585,096.06**

Plath Fund

Accounts Payable Warrants

57252			\$	5,138.87
Total Warrants Disbursed Plath Fund			\$	5,138.87

Voided Warrants - A/P

85786		Issued to wrong payee	\$	51.01
Total Voided Warrants			\$	51.01

IV. Director's Report

Information

Mendoza shared what YVL has in the queue for 2024 with an update on Union Gap, WA State Legislation, and the Compensation and Classification Study.

Union Gap: Mendoza said the opening date had been pushed back due to electrical component issues and is estimated for May or June instead of April. She stated that the opening celebration conversation will continue once the delays are resolved, but YVL is moving ahead with the supervisor position.

Next, Mendoza shared that YVL was pulled into a meeting with the Friends of the Union Gap Library in January. She said the Friends had applied for a one-million-dollar USDA grant last year, which they received to use for the Library and Community Center with the City of Union Gap. YVL found out at that meeting that the Friends and the City parted ways because they couldn't agree to the terms required for them to be co-applicants and recipients of the funds. She said the Friends set up the meeting to ask YVL if they had any needs that the money could be spent on. YVL did provide the Friends with a list of items (furniture, shelving, equipment, collection, etc.) that totaled around \$300,000. The list reflects the item, the amount, the ordering status, and if it's been paid. USDA needs to know which ones have already been ordered and paid. Mendoza mentioned that reimbursement approvals from the USDA usually require consultation from them first, so it may affect whether the Library receives a reimbursement for the item(s). The Friends have a few ideas, but it is still unclear how the remaining \$700K will be used if it can't be used to pay for construction.

WA State Legislation: Mendoza shared that bill SB 5824, which spoke to the dissolution of libraries, cleaned up the current language and removed the loophole that was not allowing all residents to vote. Additionally, the bill increased the petition signature percentage from 5% to 25% of voters. Then, Mendoza told the Board that HB 1670 died, which would have increased the 1% property tax cap to 3%. For the others, Mendoza said that HB 1793, concerning a tax on electronic devices, didn't pass, HB 2106, which was similar to SB 5824, has died, and SB 5924, concerning access to personal records, hasn't progressed. She said the only other bill still active is SB 5444, which concerns allowing firearms in sensitive spaces. Mendoza said the bill had removed the requirement for gun lockers but now requires that staff enforce it if patrons open carry in the library. The bill is still alive, and Mendoza will keep the Board informed.

Compensation and Classification Study: Mendoza shared that a consultant had been selected, and the project would begin next month. Trustee Watkins asked who the consultant was, and Slaughter shared that McGrath was chosen. Mendoza said the agency would engage with staff and evaluate job descriptions. Trustee Panagakos asked when the last time YVL had updated its job descriptions was, and Slaughter replied that they're often reviewed, but the consultant will make sure nothing has been missed.

In concluding her report, Mendoza asked if there were any questions. Trustee MacKintosh turned to page 22 of the Director's Report and asked why the YTD circulation numbers of physical materials were down from 2023. Mendoza replied that patrons are moving toward digital materials, especially since COVID. With additional programming across the district, Mendoza said there could be an increase in physical material circulation again.

Trustee Watkins asked if there was an update on YVL's new payroll system. Slaughter said references are still being contacted, but finding them for payroll has been challenging. He said that's because most organizations are either in the middle of their own implementation process or about to start. Slaughter said he has a reference to connect with on 2.27, which may be what YVL has been looking for. Lastly, Watkins asked if YVL used an RFP to find a new vendor. Slaughter said YVL followed its purchasing policy, but an RFP wasn't required because the cost didn't warrant one.

V. New Business

a. 2024 Strategic Plan Goals

Information/Discussion

Mendoza shared from a PowerPoint (attached) that covered pages 57-60 of the Board Packet. She shared YVL's plan to start with a 10% increase in numbers measured by 2023 totals. With the addition of Union Gap and increased programming across the district, Mendoza said the 10% increase should be attainable. On page 58, she addressed the WIFI usage goal and shared that the Affordable Connectivity Program, which provided low-income households a stipend to pay for internet, will end soon. This may leave some families unable to afford the internet from home, possibly increasing YVL's WI-FI demand.

Moving to page 61, Mendoza commented on the new goals for 2024 and that YVL won't have a number to track from 2023 totals since these are new and haven't been tracked before. The goals include Effective Partnerships, Mission-Aligned Events Across the Community, and Visit or host a program at or with organizations that serve marginalized or underserved communities. Addressing Effective Community Partnerships: Mendoza said they require a memorandum of understanding, such as our partnerships with Perry Tech and the school districts. Mendoza commented that some school districts haven't been responsive, and she hopes the Community Engagement and Impact Manager can help.

Mendoza shared that Marketing is continuing to work on improved graphics for the board packet to make them easier to read. She also stated that another item in the strategic plan is the utilization of surveys, which the team is pulling together to assess patrons' experiences after events. Mendoza said the feedback from the surveys, along with YVL's statistical goals, would be used for evaluation and measuring success. Trustee Charbonneau expressed that it would be good to have something tangible.

Trustee MacKintosh asked about the Southeast Library. Mendoza said that no decisions have been made on YVL's services yet. She said the needs of the different libraries are being assessed and will be captured in the Services and Facilities Assessment. Mendoza added that staff is seeing less traffic at Southeast and that the Services and Facilities Assessment will be a decision-maker on the next steps. Trustee MacKintosh also asked about White Swan, and Mendoza said the Bookmobile has a regular stop there. Lastly, Trustee MacKintosh wondered if there had been any safety issues with the Bookmobile in that area, and the answer was no. Slaughter added that they're stopping in a more visible location.

Mendoza asked if there were any more questions, and nothing else was shared.

In closing, President Charbonneau commented that she will be out of town next month and will try to connect to the meeting over Zoom. She requested that Vice-President Liebrecht take the lead if she's unable to connect.

VI. Adjournment

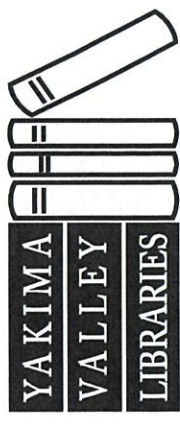
MOTION: Trustee Liebrecht moved to adjourn the meeting. Trustee MacKintosh seconded. Motion passed unanimously.

President Charbonneau adjourned the meeting at 3:50 p.m.

**Next meeting will be
Regular Meeting
Monday, March 25, 2024, at 3:15 p.m.
Yakima Central Library Boardroom**

Respectfully submitted,


Mary MacKintosh
Secretary



2024 DISTRICT & STRATEGIC GOALS



DISTRICT GOALS

	CIRCULATION	TOTAL VISITORS (DOOR COUNT)	TOTAL COUNT OF PROGRAMS	PUBLIC COMPUTER SESSIONS
2023 TOTALS	803,731	361,924	1,646	39,408
10% INCREASE FROM 2023	80,373	36,192	165	3,941
GOALS FOR 2024	884,104	398,116	1,811	43,349



STRATEGIC PLANNING GOALS

	Early Literacy Program Attendance	Total Program Attendance	Total Wi-Fi Sessions	Total Website Visits	Total Active Borrowers	Total Social Media Followers	Total Newsletter Subscribers
2023 Totals	10,857	49,199	9,476	343,743	34,845	5,511	1,880
10% Increase from 2023	1,086	4,920	948	34,374	3,485	551	188
Goals for 2024	11,943	54,119	10,424	378,117	38,330	6,062	2,068



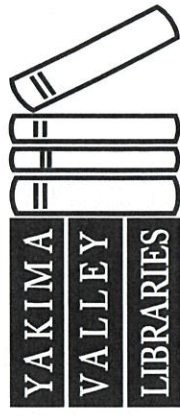
STRATEGIC PLANNING GOALS

	TOTAL EARLY LITERACY MATERIAL CIRCULATION (0-5)	TOTAL ADULT FICTION MATERIALS CIRCULATION (19+)	TOTAL JUVENILE MATERIALS CIRCULATION (6-11)	TOTAL YOUNG ADULT MATERIALS CIRCULATION (12-18)
2023 TOTALS	66,046	269,447	177,488	42,568
10% INCREASE FROM 2023	6,605	26,945	17,749	4,257
GOALS FOR 2024	72,651	296,392	195,237	46,825



STRATEGIC PLANNING GOALS

	EFFECTIVE PARTNERSHIPS	MISSION ALIGNED EVENTS ACROSS THE COMMUNITY	VISIT OR HOST A PROGRAM AT OR WITH ORGANIZATIONS THAT SERVE MARGINALIZED OR UNDERSERVED COMMUNITIES
2023 TOTALS	N/A	N/A	N/A
10% INCREASE FROM 2023	N/A	N/A	N/A
GOALS FOR 2024	10	50	30



2024 DISTRICT & STRATEGIC GOALS