

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, March 25, 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, Public Services Manager-Rondi Downs, IT Manager-Melissa Vickers, Regional Library Manager Region 2- Heather Campbell, Technical Services & NWRR Manager -Sherrie Prentice, Facilities Manager-Susan Miller, Collection Development & Circulation Manager- LeNee Gatton, Community Engagement & Impact Manager- Sully Gama

Absent: Executive Assistant- Michael Huff, Regional Library Manager Region 1- Kristine Tardoff

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 MacKintosh moved to approve the agenda as presented. Trustee Panagakos 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*

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the February 26, 2024, regular minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, and February Unaudited Financials. Trustee Watkins seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

February 2024 Warrants for Trustee Approval

General Fund

Payroll Warrants

322082	to	322083	\$	803.84
322084	to	322087	\$	80,957.64
Direct Deposit ACH Transfer to Key Bank			\$	123,156.87
Direct Deposit ACH Transfer to Key Bank			\$	117,724.21
ACH Payments to Dept of Retirement 2/09/2024			\$	29,172.28
ACH Payments to DSHS 2/09/2024			\$	240.00
ACH Payments to IRS (PR Taxes) 2/09/2024			\$	40,879.01
ACH Payments to Dept of Retirement 2/23/2024			\$	27,849.48
ACH Payments to DSHS 2/23/2024			\$	240.00
ACH Payments to IRS (PR Taxes) 2/23/2024			\$	37,892.53
<i>Total Payroll and Benefits</i>			<u>\$</u>	<u>458,915.86</u>

Accounts Payable Warrants

85937	to	86006	\$	185,747.75
86007	to	86052	\$	65,922.43
85906		85936		
<i>Total AP Warrants</i>			<u>\$</u>	<u>251,670.18</u>
<i>Total Warrants Disbursed General Fund</i>			<u>\$</u>	<u>710,586.04</u>

Voided Warrants - A/P

85933	No longer Needed	\$	541.50
<i>Total Voided Warrants</i>		<u>\$</u>	<u>541.50</u>

IV. Director's Report

Information

Mendoza shared that YVL's new Community Engagement Impact Manager, Sully Gama, has a background in education and has been at YVL for two weeks. Mendoza also shared that YVL's newest CLS IV, Jason Stieber, has recently started at Central, and he has an academic background.

Trustee MacKintosh referred to page 27 of the Director's Report. She asked if the fiscal year-to-date charts were reflecting goals for the month. Mendoza confirmed that the Year to Date numbers were tracking monthly goals. President Charbonneau commented that she likes the key indicators. Trustee MacKintosh suggested using an outside Board, such as Facebook to share our progress with our community. Mendoza agreed with the idea and mentioned that they could also possibly share goals and accomplishments at Chamber lunches and do presentations for other organizations. Referring to page 26, it was asked why website visits were lower. Mendoza replied that she couldn't think what drove it. Trustee Panagakos wondered if there was anything she could do to help. Mendoza said yes- to help YVL acquire more subscribers. Mendoza said she would keep Trustee Panagakos and others informed so she could share with others.

V. Unfinished Business

a. 2024 Strategic Plan Goals

Information/Discussion

Mendoza moved to page 60 of the Board Packet to show the Key Indicators graphic and then to a PowerPoint presentation titled 2024 District & Strategic Goals (slides are attached). The presentation showed what YVL's monthly initiative highlights would look like and how some items would be broken down. Mendoza then asked if there was any feedback on how to make the information clearer. It was asked what the definition of active borrowers was? Mendoza let the Trustees know that an active borrower is anyone that has triggered an activity of circulation in the last three years. It was added that Libby does not always fall under Active Borrowers, and YVL plans to revisit the definition in the future. Vickers commented that the Active Borrower data comes from Polaris, and she added that YVL doesn't have access to that data in Libby for privacy reasons. Mendoza said that YVL does count circulation in Libby and tracks updated library accounts every three years.

Trustee Watkins asked if each goal was for a 10% increase, and Mendoza confirmed that it was. She said YVL did a blanket 10% increase across the board, which should lead if not exceed a 40% increase by the end of the Strategic Plan. Trustee Panagakos asked if that included Early Literacy and Programming. President Charbonneau wondered if there's a plan to follow up on programs to see if there's an increase in circulation. Mendoza said this would happen during phase two. In this stage, YVL will survey patrons after programming events to see if program created returning customers.

In concluding Unfinished Business, Mendoza said that graphics and statistics would continue to be provided monthly to the Board. President Charbonneau said she is good with that.

VI. New Business

a. Library Capital Improvement Grants Program

Discussion/Action

Mendoza then moved to the Library Capital Improvement Program on page 12 of the same PowerPoint presentation. She gave the disclaimer that there is a quick turnaround, which YVL is hoping to avoid in the future. With that said, Mendoza added that this grant was a good opportunity with good approval odds. She then began to share the core upgrades that YVL is pursuing as well as the estimated costs:

- Elevator replacement for public and staff use (\$540,500).
- Sump pump replacement is like a garbage disposal (\$200,000).
- Asbestos abatement on the south end so YVL can establish meeting spaces (TBD, but not to exceed \$420,000).
- Carpet and painting (\$37,750) for a total of \$778,250.

Mendoza then provided an overview of the program, and the highlights are below.

- It's a state legislative program.
- The state award has \$10 million total, but each project is capped at \$2 million.
- It's a matching grant of 50% of the total cost of the project. Mendoza shared that this hinders smaller rural libraries, so most grants go to libraries on the west side.
- YVL qualifies for the distressed and rural area points. There is also a contract of commitment to keep the location opened for at least 10 years after completion of the project.
- Eligible costs go toward construction-related expenses.
- The application deadline is April 5th for the 2025-2027 cycle. YVL would be able to use the grant money in July 2025 if the projects are selected.

Mendoza commented on the electrical and said that YVL was told that some mediation would cost less than replacement so the scope was removed outside of some minor updates as part of the abatement process. YVL wanted to be efficient with the request and capture items that had the biggest price tags and stay under 50% of the building value to ensure that YVL didn't have to do LEED certification.

Mendoza then updated the Board on the Sunnyside HVAC replacement. She said there's a possibility that the grant would approve the project after it's done for 50% reimbursement of the \$95,910 expense.

Mendoza said the motion is to agree on a commitment to use YVL funds to cover matching funds requirements and the reimbursement process. President Charbonneau asked if YVL had the money to fund. Slaughter said yes, in fund 02, YVL's capital fund. Mendoza added that the projects would be included in the budget development process. Trustee Watkins asked if it was because YVL doesn't own the other buildings that other projects weren't included as the need seemed higher in other locations. Mendoza said yes but expressed that other essential projects could be done in a future funding cycle. She said YVL would need to have an agreement with the building owners as there is a commitment for at least ten years, requiring more work for the 2028 cycle.

MOTION: Trustee Liebrecht, moved to approve YVL staff to apply for the 2025-2027 Library Capital Improvement Program for Yakima Central and Sunnyside, and if the grant is awarded for one or both projects, there is a commitment to use YVL funds to cover the matching fund requirement and reimbursement process. Trustee Panagakos seconded the motion. Motion passed unanimously.

VII. Adjournment

MOTION: President Charbonneau moved to adjourn the meeting after confirming that there weren't any additional items to address.
Motion passed unanimously.

President Charbonneau adjourned the meeting at 3:56 p.m.

Next meeting will be
Regular Meeting
Monday, April 22, 2024, at 3:15 p.m.
Yakima Central Library Boardroom

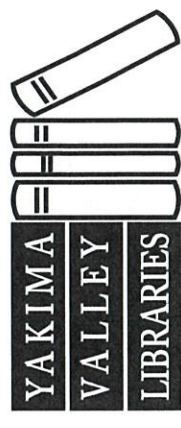
Respectfully submitted,



Mary MacKintosh
Secretary



2024 DISTRICT & STRATEGIC GOALS





FEBRUARY 2024

FY 2024

YAKIMA VALLEY LIBRARIES KEY INDICATORS

Presented below are key indicators that align with the Library's Strategic Plan.

LIBRARY VISITS: FISCAL YEAR TO DATE (1/1-2/29)

60,791
FYTD Goal



398,116
Total FY Goal

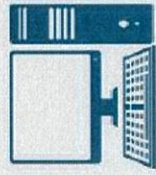


61,678

Actual FYTD
Library Visits

1.5%
Above
FYTD Goal

DIGITAL ACCESS: FISCAL YEAR TO DATE



6,571
Computer Sessions



1,699
EARLY LITERACY COMPUTER SESSIONS



2,838
Wi-Fi Use Sessions

10,141
FYTD Goal



72,412
Total FY Goal

11,108

Actual FYTD Total
Digital Access Hours



9.5%

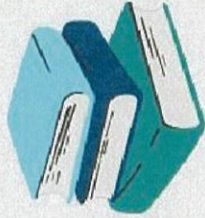
Above
FYTD Goal

CIRCULATION: FISCAL YEAR TO DATE

142,472
FYTD Goal



884,104
Total FY Goal



145,168

Actual FYTD
Circulation



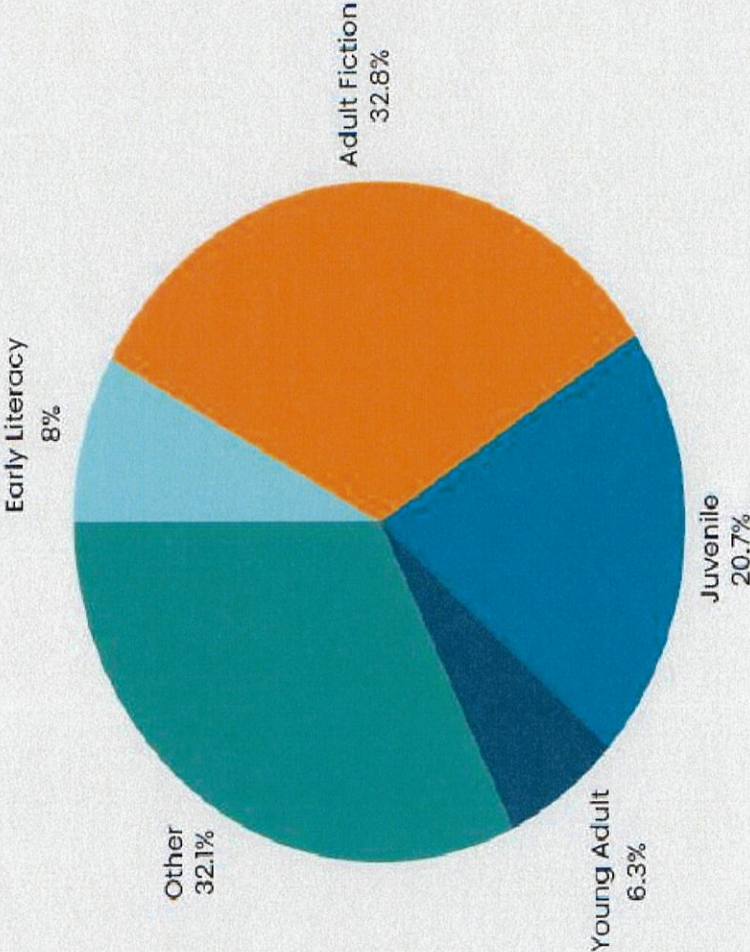
1.9%

Above
FYTD Goal

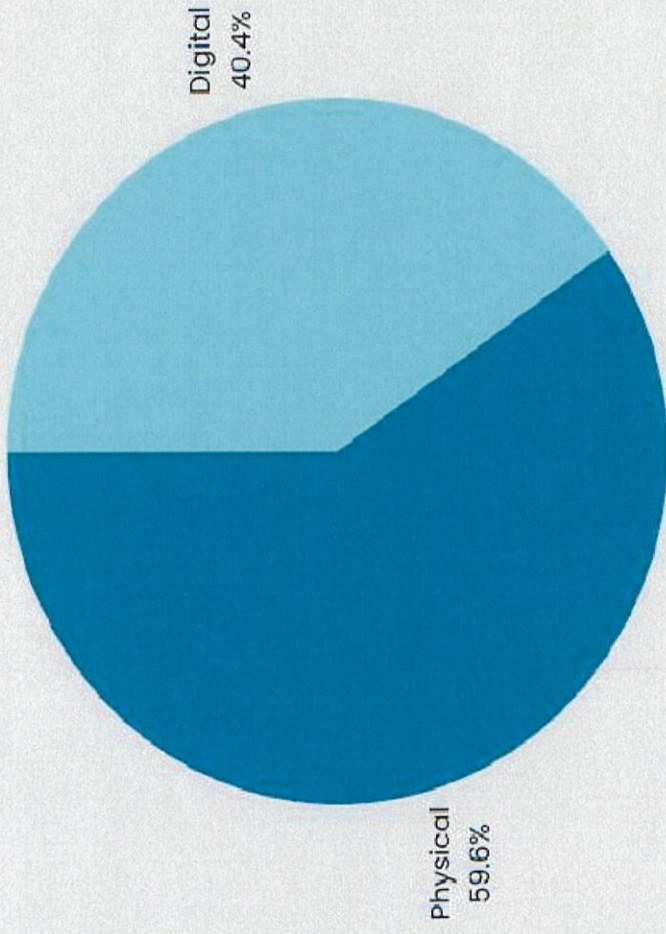
YAKIMA VALLEY LIBRARIES
KEY INDICATORS
JANUARY 2024 (continued)

USE OF COLLECTION: FISCAL YEAR TO DATE (1/1-2/29)

Circulation
by Collection



**Circulation
by Type**



YAKIMA VALLEY LIBRARIES KEY INDICATORS

JANUARY 2024 (continued)

ACTIVE BORROWERS: FISCAL YEAR TO DATE (1/1-2/29)

35,425
FYTD Goal



38,330
Total FY Goal



35,654

Actual FYTD
Active Borrowers



.6%
Above
FYTD Goal

WEBSITE VISITS: FISCAL YEAR TO DATE

69,247
FYTD Goal



378,117
Total FY Goal



66,529

Actual FYTD
Website Visits



3.9%
Below
FYTD Goal

eNEWSLETTER SUBSCRIBERS: FISCAL YEAR TO DATE

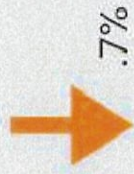
1,911
FYTD Goal



2,068
Total FY Goal



1,897
Actual FYTD
Subscribers



.7%

Below
FYTD Goal

SOCIAL MEDIA FOLLOWERS: FISCAL YEAR TO DATE

5,617
FYTD Goal



6,062
Total FY Goal



5,765
Actual FYTD
Followers



2.6%

Above
FYTD Goal

YAKIMA VALLEY LIBRARIES KEY INDICATORS

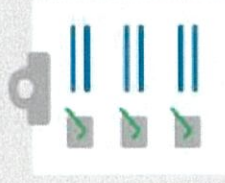
JANUARY 2024 (*continued*)

TOTAL PROGRAM COUNT: FISCAL YEAR TO DATE (1/1 - 2/29)

171
FYTD Goal



1,811
Total FY Goal



302

Actual FYTD
Program Count

76.6%
Above
FYTD Goal

EARLY LITERACY PROGRAM ATTENDANCE: FISCAL YEAR TO DATE

1,240
FYTD Goal



11,943
Total FY Goal



1,568

Actual FYTD
Attendance

26.5%
Above
FYTD Goal

TOTAL PROGRAM ATTENDANCE: FISCAL YEAR TO DATE

4,573
FYTD Goal



54,119
Total FY Goal



5,966

Actual FYTD
Total Attendance



30.5%

Above
FYTD Goal

MONTHLY HIGHLIGHTS:



2024 DISTRICT & STRATEGIC GOALS





LIBRARY CAPITAL IMPROVEMENT PROGRAM



LIBRARY CAPITAL IMPROVEMENT PROGRAM (LCIP)

State legislative program to assist libraries operated by governmental units for capital projects to acquire, construct, or rehabilitate their facilities.





LIBRARY CAPITAL IMPROVEMENT PROGRAM

- Department of Commerce, in consultation with the Library Capital Improvement Program Committee, conducts a statewide competitive grant process to award up to \$10 million.
- The maximum grant amount to any one project will not exceed \$2 million
- The program requires a 50% match of the total cost of the project.
- Priority is given to library facilities listed on local, state, or federal registers of historic places and those located in distressed or rural areas.

Rural



<https://esd.wa.gov/labormarketinfo/distressed-areas>

<https://doh.wa.gov/sites/default/files/2022-09/609003.pdf?uid=652d917b7a865>

LCIP PROJECTS

Build or improve a public library facility which will be usable by the public through:

- Acquisition
- Construction
- Renovation

Approved application becomes a controlling document that outlines eligible activities and grantee.

ELIGIBLE PROJECT COSTS

Capital Budget funds may generally be used to pay for the following construction-related expenses:

- Design, architectural, and engineering work
- Building permits/fees
- Archaeological/historical review
- Construction labor and materials
- Demolition/site preparation
- Capitalized equipment
- Information technology infrastructure (cables and wiring)
- Construction management (from external sources only)
- Real property when purchased specifically for the project, and associated costs

INELIGIBLE COSTS

State grants are intended to fund bricks and mortar. The following costs are **not** eligible for reimbursement and cannot be used to match state funds:

- Legal fees
- Internal administrative activities or operating costs
- Project or grant management (from any sources)
- Fundraising activities
- Feasibility studies
- Computers or office equipment
- Rolling stock (such as vehicles)
- Lease payments for rental of equipment or facilities
- Mortgages or loan payments
- Property leases (including long-term)
- The moving of equipment, furniture, etc., between facilities
- Any maintenance or operating costs.

2025-2027 CYCLE

Apply spring 2024 (even year) –

- Application open Jan 5 – Friday **April 5, 2024 Midnight PST**

Committee recommendation September 2024

Funds available July 1, 2025 (odd year)

- Commerce pre-contract conditions must be met before contracting

APPLICATION RATING CRITERIA

Historic Property	10
Rural	10
Distressed	10
Need/Purpose	25
New Service	10
Project Readiness	25
Organizational Capacity	5
Application Webinar Attendance	5
Total:	55/100

SCOPE & COSTS: YAKIMA CENTRAL (\$1.2 MILLION)

Elevator Replacement: \$540,500

Sump Pump Replacement: \$200,000

Asbestos Abatement: TBD, but not to exceed \$420,000

Carpet and Painting: \$37,750

Current Grand Total: \$778,250

SCOPE & COSTS: SUNNYSIDE

HVAC Replacement: \$95,910.00

MOTION IF AN AGREEMENT

“Move to approve YVL staff to apply for the 2025-2027 Library Capital Improvement Program for Yakima Central and Sunnyside and if grant is awarded for one or both projects, there is a commitment to use YVL funds to cover the matching fund requirement and reimbursement process.”



LIBRARY CAPITAL IMPROVEMENT PROGRAM

