



King County Library System Board of Trustees Meeting

Mercer Island Library
5pm ♦ February 22, 2017

PRESENT MOTIONS APPROVED

KCLS BOARD

Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Beth Castleberry
Kirsten Corning
Marla Hatcher
Tess Mayer
Jed Moffitt
Bruce Schauer
Greg Smith
Debra Westwood
Dwayne Wilson
Jennifer Wiseman

1. Board Meeting agenda
2. January 25, 2017 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Construction Bond Fund 1988 #3020 expenditures
6. Capital Project Fund 2005 #3070 expenditures

CALL TO ORDER

President Jim Wigfall called the meeting to order at 5:05pm.

APPROVAL OF AGENDA

Rob Spitzer moved approval of the Board Meeting agenda. Robin McClelland seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Robin McClelland moved approval of the January 25, 2017 Board Meeting minutes. Rob Spitzer seconded and the motion passed unanimously.

PUBLIC COMMENT

Gary Robinson welcomed the Board to what he called "the hub of all activity on Mercer Island." Sharon Smith, President of the Friends of the Mercer Island Library, presented chocolates to the Board on behalf of the community as thanks for its beautiful library.

REGIONAL MANAGER'S REPORT

Northcentral Regional Manager Debi Westwood welcomed the Board of Trustees to Mercer Island Library, and introduced Sharon Smith, President, Friends of the Mercer Island Library; Lori Robinson, Mercer Island Library Advisory Board member; Teen Librarian Carrie Bowman; Library Technical Assistant Catherine Reese; and Children's Librarian Linda Ernst. She shared circulation and traffic statistics for Mercer Island Library in 2016 and introduced Kirsten Corning, who gave an overview of programs and attendance. On average, the library offers 20 programs a month with 19 people in attendance. Opera Preview is one of the most popular adult programs, routinely drawing crowds of 55 or more, and Infant Story Times, led by Linda Ernst, have drawn participants from Redmond, West Seattle and other areas of the county. Teen Librarian Carrie Bowman works with Mercer Island High School students to engage teens and adults in conversations around topics of interest, which have included hunger, immigration, and racism. Mercer Island Library staff continue to expand community outreach by offering summer programs in the park for all ages. In 2017, the Library is focused on Diversity and Intergenerational programming, as well as building partnerships with organizations that serve adults. In observance of Holocaust Remembrance Day in April, Kirsten said the Library is honored to exhibit the artwork of Maria Frank Abrams, who survived two Nazi death camps during World War II. Kirsten said the exhibition is a wonderful example of programming that reaches multiple target goals.

COLLECTION STRATEGY

Business Analysis Manager Jennifer Wiseman said the process to develop a new collection development strategy began in 2016 and included extensive input from staff and key stakeholder groups. The Collection Strategy Team reviewed usage statistics, examined strategies of other library systems, and reviewed current collection trends and external influences.

The team concluded, based on the feedback, that KCLS provides a robust collection of both physical and electronic materials and that a new strategy does not need to include wholesale changes to the way the collection is managed. The strategy will instead focus on making incremental adjustments that will further improve the collection and ensure its responsiveness to the needs of various geographic and demographic communities.

2016 SURPLUS SUMMARY

As discussed in the Finance Committee meeting, the Board in 2012 gave the Finance Director the authority to surplus any items with an estimated value of \$1,000 or less. Dwayne Wilson presented the annual report showing all such items that were declared surplus during fiscal year 2016.

QUARTERLY CAPITAL PLAN PROGRAM REVIEW

As discussed in the Finance Committee, Dwayne said there have been few changes to the capital plan program (green sheet) since it was last reviewed in November:

- Valley View Library opened in December and has been moved to Completed Projects.
- Tukwila Library and Library Connection @ Southcenter remain under Active Projects. Tukwila is scheduled to open April 29.
- Boulevard Park and Kent East Hill Libraries remain under Future Projects. Boulevard Park is an interior remodel project Kent East Hill Library is a tenant-improvement project.

FINANCE REPORT

Dwayne Wilson presented the final December report and January report.

December

- Final general fund expenditures for 2016 were \$110.7M and represent 96.4 percent of the budget, compared to 95.2 percent for the previous year.
- Final revenue for 2016 was \$116.8M, or 101.6 percent of budget.
- Final December expenditures in the 307 Fund of \$662K represent a slight increase since the preliminary report (\$589K), due to trailing expenses for the Valley View Library.
- Final December expenditures in the 302 Fund (\$1.3M) represent a \$400K increase since the preliminary report due to trailing expenses for the Renton Highland project, and additional expenses for Tukwila.

January

- General fund expenditures in January of \$9.4M represent 7.9 percent of the budget, compared to \$9.9M or 8.6% of the budget for January of the prior year.
- General fund revenue in January of \$417K includes \$276K in prior-year property-tax payments. The report now breaks out revenue received from the KCLS Foundation and eRate reimbursements to provide better visibility of miscellaneous revenue sources.
- There were no expenditures in January for either the 307 or 302 Funds.

APPROVAL OF EXPENDITURES

Rob Spitzer moved approval of Payroll expenditures for January in the amount of \$2,874,368.33: Jan 1-15 Ck#162734-162797; 415843-417074 and Jan 16-31 Ck#162798-162873; 417075-418318. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of General Fund #0010 expenditures for January in the amount of \$6,770,688.29: Travel Advances - Ck#1235-1237; (01/17) Ck#1093189-1093255; (01/18) Ck#5007506-5007529;1093256-1093275; (01/19) Ck#1093276-1093360;1093361-1093366; (01/19) Ck#5007530-5007534;1093367-1093398; (01/20) Ck#1093399-1093441; (01/23) Ck#5007535-5007552;1093442-1093460; (01/25) Ck#1093461-1093477;1093478-1093568; (01/26) Ck#1093569-1093609; (01/27) Ck#1093610-1093648

(01/31) Ck#1093649-1093715;1093716;1093717-1093738; (02/1) Ck#5007553-5007579; (02/2) Ck#1093739-1093806;1093807-1093836; (02/3) Ck#5007580-5007584;1093837-1093840; (02/03) Ck#1093841-1093856;5007585-5007602; (02/08) Ck#1093857-1093905; (02/09) Ck#1093906-1093934;1093935; (02/10) Ck#5007603; (02/13) Ck#1093936-1093939; Voids - Ck#1093415; 1093223; 5007569; 5007570.
Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Construction Bond Fund 1988 #3020 expenditures for January in the amount of \$354,406.09: (01/25) Ck#3021012-3021015; (02/09) Ck#3021016. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for January in the amount of \$72,992.03: (01/20) Ck#3073657-3073658; (01/25) Ck#3073659-3073666. **Rob Spitzer seconded and the motion passed unanimously.**

DIRECTOR'S REPORT

There was no report in Gary Wasdin's absence.

ADJOURNMENT

The meeting was adjourned at 6:30pm.



Jim Wigfall, President

Angélica Alvarez, Secretary