



## MOTIONS APPROVED

### PRESENT

#### KCLS Board

Jeffery Guddat  
Ron Higgs\*  
Srinil Raghavan  
Anne Repass  
Lalita Uppala\*  
Laura Valenziano

#### KCLS Staff

Maria Bassett  
Angie Benedetti  
Angie Miralfor  
Dominica Myers  
Danielle Perry\*  
Sergio Razo  
Lisa Rosenblum  
Cecile Streitman  
J Turner  
Tracey Thompson  
Donna Zirkle

\*Attended remotely

1. Board Meeting agenda
2. September 28, 2022 Board Meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures

### CALL TO ORDER

President Anne Repass called the meeting to order at 5:01pm.

### APPROVAL OF AGENDA

*Laura Valenziano moved approval of the Board Meeting agenda. Jeff Guddat seconded, and the motion passed unanimously.*

### APPROVAL OF BOARD MINUTES

*Srinil Raghavan moved approval of the September 28, 2022 Board Meeting minutes. Ron Higgs seconded the motion. All voted in favor and the motion passed unanimously.*

## PUBLIC COMMENT

There was no public comment

## STAFF REPORTS

### SUMMER READING

Rekha Kuver, Manager of Youth and Family Services, gave the Board a recap of the 2022 Summer Reading Program. Throughout the summer 18,755 books were distributed to 185 partner sites serving high-priority youth, including the Burien Community Center; Centro Rendo - St. Vincent de Paul; and Polaris Apartments, a Kent School District meal site. Staff made a total of 543 visits to these locations. In addition to books, over 3,000 STEM activity kits were distributed to youth.

While falling short of pre-pandemic participation numbers, there were still over 20,000 readers who hit the halfway mark and completed 500 minutes, and over 15,000 who completed the full challenge of 1000 minutes.

Program attendance was roughly 30,000 patrons attending approximately 1,700 programs, with slightly more than half participating in person, and the remainder participating virtually. StoryTimes accounted for approximately one-third of the program participation.

### CAPITAL INVESTMENT PROGRAM (CIP): INFORMATION TECHNOLOGY SERVICES (ITS)

ITS Director Sergio Razo presented the five-year ITS CIP covering the years 2022-2026. The CIP program has four main components:

- Network upgrades
- Staff and patron equipment
- Network improvement
- Systems improvement

The 2022 CIP budget was \$2.6 million; the budget in 2023 will be roughly half at \$1.3 million. The lower number is due to fewer items needing routine maintenance or replacement in 2023, and fewer anticipated grant-funded purchases.

## 2023 PROPOSED BUDGET

Executive Director Lisa Rosenblum and Interim Finance Director Donna Zirkle presented the 2023 Preliminary Budget. The budgeting process begins in May each year when priorities and projects are identified. Between June and September each department meets with the budget team and the Executive Director to work through all line items. Between September and November, the Budget Book is created and presented to the Board of Trustees. KCLS will hold a public hearing on the budget during the November 16 Board meeting. The trustees will vote on the budget at the December 14 Board meeting.

The 2023 Budget is rooted in the following System-wide strategic goals and initiatives:

- Communities of Inclusion and Belonging
- Responsive, Inspirational Service
- Strategic Communication
- Organizational Excellence

The primary focuses will be to expand library hours, advance the Diversity, Equity and Inclusion work plans, and to work towards long-term financial sustainability.

The budget lists projected revenue of \$140.7 million, which includes a 1% increase from 2022. Approximately 97% of anticipated revenue comes from property tax, 2% from grants, and 1% from miscellaneous intergovernmental revenues. Since KCLS does operate with a balanced budget, expense projections are equal to revenue projections at \$140.7 million. That figure is comprised of 62% personnel expenses, 33% non-personnel expenses and 5% capital investment program expenses.

## SEPTEMBER FINANCE REPORT

Interim Finance Director Donna Zirkle also presented the Finance report as of the end of September. year-to-date (YTD) revenues at the end of September were \$77.4M, slightly higher than projections of \$77.1M. The large second-half-of-the-year bump in revenue is expected in October. YTD expenses as of the end of September were \$85M, which is lower than the projected amount of \$99M. CIP expenses YTD were \$4.3M, accounting for 77.8% of the total budget of \$5.6M.

## APPROVAL OF MONTHLY EXPENDITURES

*Lalita Uppala moved approval of Payroll expenditures for September in the amount of \$3,977,223.15: (9/02) Ck#00201161-00201179; 525391976-525392996; (9/16) Ck#00201180-00201198; 529819721-529820734 (9/30) Ck#00201199-00201212, 534417638-534418647. Ron Higgs seconded and the motion passed unanimously. Lalita Uppala noted a typo in the printed Board packet: the Summary of Monthly Expenditures page incorrectly states July, rather than September.*

*Srini Raghavan moved approval of General Fund #0010 expenditures for September in the amount of \$4,132,301.26: Travel Advances - Ck#1441-1442 (9/09) Ck#1141647-1141692; (9/09) Ck#1141693-1141707; (9/13) Ck#1141708-1141744; (9/15) Ck#1141745-1141749; (9/15) Ck#5013237-5013240; (9/15) Ck#5013241-5013260; (9/15) Ck#1141750-1141758; (9/15) Ck#1141759-1141768; (9/15) Ck#1141769-1141838; (9/29) Ck#5013261-5013266; (9/29) Ck#1141839-1141849; (9/29) Ck#1141850-1141892; (9/29) Ck#1141893-1141931; (9/29) Ck#1141932-1141967; (9/30) Ck#1141968-1142017; (9/30) Ck#1142018-1142032; (9/30) Ck#5013267-5013283; (10/04) Ck#1142033-1142121; (10/07) Ck#1142122; (10/11) Ck#5013284; Voids - Ck#1141662, 1141847, 1142104. Jeff Guddat seconded and the motion passed unanimously.*

## DIRECTOR'S REPORT

Executive Director Lisa Rosenblum highlighted the Afghan women's driving class coordinated by the Welcoming Center at the Kent Library. She also thanked Anne Repass for attending the King County Council meeting with her on October 17 and co-presenting to the Council.

## BOARD COMMITTEE REPORTS

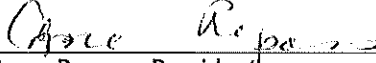
There were no Board committee reports.

**TRUSTEES REPORT**

Anne Repass introduced the newest Trustee, Jeff Guddat.

**ADJOURNMENT**

Anne Repass adjourned the meeting at 6:21pm.

  
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Anne Repass, President

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Harish Kulkarni, Secretary