



King County Library System  
Board of Trustees Meeting  
KCLS Service Center/Hybrid  
5pm ♦ May 31, 2023

**MOTIONS APPROVED**

**PRESENT**

**KCLS Board**  
Jeffery Guddat\*  
Harish Kulkarni  
Anne Repass  
Laura Valenziano\*

1. Board Meeting agenda
2. April 26, 2023 Board Meeting minutes
3. Payroll expenditures
4. General Fund expenditures

**KCLS Staff**

Maria Bassett  
Angie Benedetti  
BJ Colvin  
Lisa Fraser\*  
KD Hall  
Angie Mirafior  
Dominica Myers  
Danielle Perry\*  
Lisa Rosenblum  
Cecile Streitman  
Tracey Thompson  
Lisa Yamasaki  
Donna Zirkle

**CALL TO ORDER**

Note: The meeting started approximately 15 minutes late because President Harish Kulkarni was delayed in traffic and he was needed to establish quorum.

Harish Kulkarni called the meeting to order at 5:16pm.

**APPROVAL OF AGENDA**

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

**APPROVAL OF BOARD MINUTES**

*Laura Valenziano moved approval of the April 26, 2023 Board Meeting minutes. Jeff Guddat seconded the motion. All voted in favor and the motion passed unanimously.*

\*attended remotely

**PUBLIC COMMENT**

Patrons Sarah Marsh, Shelley Huestis and Nancy Hutto each spoke in support of keeping North Bend Library Assistant Tharrin Hollatz at the North Bend Library. Due to current staffing needs, Tharrin's job is scheduled to be shifted to the higher-circulating Redmond Library. The speakers and their families have built a relationship with Tharrin over the decades of his service to North Bend and feel it will be detrimental to their community if he were to leave.

**STAFF REPORTS**

**2022 ANNUAL REVIEW**

Communications and Marketing Director KD Hall gave an overview of the 2022 Annual Report, which is now available online on the KCLS website. The report provides key statistics from 2022, such as program attendance, circulation statistics and number of cardholders. It also details how KCLS began moving past the pandemic in 2022, and focused on the following organizational strategic initiatives: Building Communities of Inclusion and Belonging; Responsive and Inspirational Service, and Organizational Excellence. Finally, the report talks about how KCLS is innovating for the future, and how many of our programs and services are made possible by the work of the KCLS Foundation.

**MAKERSPACE OVERVIEW**

Bellevue Makerspace librarians Jacqueline Lockwood, Andrew Angell, Megan Willan, and Federal Way Makerspace librarians Jessica Hughes and Christine Smart gave an overview of KCLS' two Makerspace locations in Bellevue and Federal Way. They included opening timelines for each location; the equipment, tools and technology one can expect to see if visiting the location and gave some detailed examples of the programs and services offered. Librarians from both locations also gave a summary of the programming statistics, including how many total programs have been offered and how many patrons have participated.

## RESERVE POLICY INTRODUCTION

Matthew Schoenfeld, a senior consultant with PFM Financial Advisors gave an overview of the proposed reserve policy the trustees will be voting on at the June 28, 2023 Board meeting. If adopted, the reserve policy would set aside minimum reserve levels to ensure continuation of services and KCLS' ability to meet expenses under scenarios of economic stress or unforeseen events. Having a formalized financial reserve policy is an established best governmental practice, and a consistent feature of municipalities and districts with high credit ratings. Reserve policy levels are informed by a risk assessment, best practices and peer data.

KCLS already has a general fund balance policy which requires at least 120 days of operating expenses, to bridge the gap between when funds are needed and when property tax revenues are received. The difference between this existing policy and a reserve policy is that the current policy simply protects against the inherent operational mismatches caused by the property tax collection cycle. The reserve policy would guard against unexpected expenses during times of fiscal stress.

## FINANCE REPORT

Donna Zirkle presented the Finance report as of the end of April 2023. Year-to-date (YTD) revenues were \$60.2M, which represents 42.8% of the annual budget of \$140.7M. YTD expenses were \$39.2M, which is 27.9% of the total budget of \$140.7M. CIP expenses YTD at the end of April were \$425K, which is 6.5% of the total budget of \$6.5M.

## APPROVAL OF MONTHLY EXPENDITURES

**Anne Repass moved approval of Payroll expenditures for April in the amount of \$2,820,060.58:** (4/14) Ck#00201467-00201500; 605206861-605207900 (4/28) Ck#00201501-00201526, 610456980-610458018. **Laura Valenziano seconded, and the motion passed unanimously.**

**Jeff Guddat moved approval of General Fund #0010 expenditures for April in the amount of \$5,779,176.85:** Travel Advances - Ck#1459-1461; (4/07) Ck#5013918; (4/07) Ck#1145448-1145449; (4/10) Ck#1145450; (4/13) Ck#1145451-1145606; (4/13) Ck#5013919-5013966; (4/20) Ck#1145607-1145701; (4/21) Ck#1145702; (4/26) Ck#1145703-1145704; (4/27) Ck#1145705-1145853; (4/27) Ck#5013967-5014008; (5/03) Ck#1145854; (5/04) Ck#1145855-1145925; (5/04) Ck#5014009; (5/05) Ck#1145926-1145928; (5/08) Ck#5014010; Voids - Ck#1145522. **Anne Repass seconded, and the motion passed unanimously.**

## DIRECTOR'S REPORT

Executive Director Lisa Rosenblum discussed the sunset of the COVID health screening process for KCLS staff. She talked about the extensive ways KCLS staff were impacted by the different phases of the pandemic and about the staff's resilience and flexibility in serving the changing needs of our communities over the past three years. She commended many departments for their extraordinary work during that time, but specifically the Human Resources department, led by director Danielle Perry.

## BOARD COMMITTEE REPORTS

There were no committee reports.

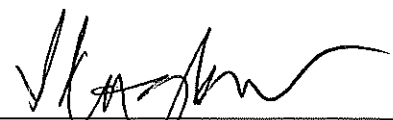
## TRUSTEES REPORTS

There were no trustee reports.

## ADJOURNMENT

Harish Kulkarni adjourned the meeting at 7:04pm.

  
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Harish Kulkarni, President

  
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Srini Raghavan, Secretary