



King County Library System  
Board of Trustees Meeting  
KCLS Service Center/Hybrid  
5pm ♦ October 25, 2023

**MOTIONS APPROVED**

**PRESENT**

**KCLS Board**

Jeffery Guddat\*  
Harish Kulkarni  
Srinu Raghavan  
Anne Repass  
Verna Seal  
Laura Valenziano

**KCLS Staff**

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

1. Board Meeting agenda
2. September 27, 2023 Board Meeting minutes
3. Payroll expenditures
4. General Fund expenditures

**CALL TO ORDER**

Harish Kulkarni called the meeting to order at 5:04pm.

**APPROVAL OF AGENDA**

*Verna Seal moved approval of the updated Board Meeting agenda. Srinu Raghavan seconded, and the motion passed unanimously.*

**APPROVAL OF BOARD MINUTES**

*Laura Valenziano moved approval of the September 27, 2023 Board Meeting minutes. Anne Repass seconded the motion. All voted in favor and the motion passed unanimously.*

\*attended remotely

**PUBLIC COMMENT**

Helen Stanwell spoke on behalf of the group Library Patrons for Sustainable Funding. She encouraged KCLS to use exit interviews when employees depart in order to obtain data to make a more positive workforce. She provided a number of reasons why her group was in favor of these interviews.

**STAFF REPORTS**

**SUMMER READING**

Adult and Community Services Manager Kirsten Corning gave a recap of the 2023 Summer Reading program. She began by describing the objectives and design of the program, which include encouraging school-aged students to habituate reading for pleasure outside of school, and encouraging engagement with KCLS by being part of a community of readers.

Participants could pick up reading logs at library locations or participate online via the Beanstack app; those who completed 500 and 1,000 minutes of reading were eligible for prizes which included themed patches and journals. Over 20,000 readers completed 500 hours, and over 15,000 readers reached the highest level of 1,000 hours.

Kirsten also reported statistics from many of the programs that are part of Summer Reading. These include outreach, which provides books and meals to nearly 200 sites around the county; Story Times, which bring reading to life in both online and in-person formats and Summer Meals, which provided over 3,500 meals. She also talked about our popular partnership with the Seattle Storm, which provided 15,000 vouchers for game tickets, 7,000 of which were redeemed.

**2024 PRELIMINARY BUDGET**

Executive Director Lisa Rosenblum and Director of Finance and Facilities Donna Zirkle presented the 2024 preliminary budget. Lisa began the presentation by reviewing the strategic focus, which the Board approved in 2016. It remains the same, focusing on communities of inclusion and belonging; responsive, inspirational services; organizational excellence, and strategic communication. The budget outlines numerous programs in support of these four initiatives, as well as the newer Diversity, Equity

and Inclusion pillars which were added last year. Those are co-creation, equitable systems, staff well-being and public accountability.

The 2024 budget is based on revenues of \$145.9 million, primarily from property taxes. The annual growth in property tax revenue is restricted to 1% over 2023, plus any increase derived from new construction. Expenses are projected at \$151.7 million. The expenses are comprised of 61% personnel costs, 32% non-personnel costs, and 7% capital investment programs which includes provisions for improvements in the KCLS Facilities and Information Technology Systems (ITS).

#### **FINANCE REPORT**

Donna Zirkle presented the Finance report as of the end of September 2023. Year-to-date (YTD) revenues were \$79.6M, which represents 56.5% of the annual budget of \$140.7M. YTD expenses were \$90.9M, which is 64.6% of the total budget of \$140.7M. CIP expenses YTD at the end of September were \$2.6M, which is 40.1% of the total budget of \$6.5M.

#### **APPROVAL OF MONTHLY EXPENDITURES**

*Jeff Guddat moved approval of Payroll expenditures for September in the amount of \$4,407,475.94: (9/01) Ck#00201695-00201721, 659770188-659771250; (9/07) Ck#661172596-661172597; (9/15) Ck#00201722-00201743, 665306755-665307821; (9/29) Ck#00201744-00201761; 671017311-671018378. Anne Repass seconded, and the motion passed unanimously.*

*Srini Raghavan moved approval of General Fund #0010 expenditures for September in the amount of \$5,632,682.47: Travel Advances - Ck#1475; (9/14) Ck#5014266-5014298; (9/14) Ck#1148134-1148249; (9/20) Ck#1148250-1148348; (9/20) Ck#5014299; (9/25) Ck#1148349-1148357; (9/29) Ck#5014300-5014327; (9/29) Ck#1148358-1148545; (10/05) Ck#5014328-5014330; (10/05) Ck#1148546-1148680; Voids - Ck#1148324, 1148469,1148233. Laura Valenziano seconded, and the motion passed unanimously.*

#### **DIRECTOR'S REPORT**

Executive Director Lisa Rosenblum reported that the HVAC system at the Fairwood Library was finally being repaired and the location will reopen to full library service on November 5. She thanked the Fairwood community for its patience during the partial closure.

She highlighted the new resource center which opened at the Federal Way Library in September. Federal Way is the second location to offer this service for patrons; Redmond Library also has one. Two times per month, KCLS opens our libraries for community groups to come and provide assistance to patrons. The first one was very successful, and she hopes it will grow in popularity.

She talked about the recent all-staff conference held at the Seattle Convention Center October 9. Nearly 600 staff attended. The event provided an opportunity for staff to reconnect and focus on professional development. She thanked everyone who helped with it.

She also highlighted the \$50,000 check KCLS received from King County Councilwoman Claudia Balducci, which was earmarked for early literacy. There may be some special programs during next year's Summer Reading program as a result of receiving these funds.

Finally, Lisa talked about a KCLS Patron Satisfaction Survey, which is running until November 15. The goal is to get as many patrons to participate as possible and to tell us what they think about KCLS. It will help guide future programming. The last time KCLS had a similar survey was in 2019.

#### **BOARD COMMITTEE REPORTS**

Laura Valenziano gave a brief update on the search for the new Executive Director. The recruiter is bringing forward six candidates this week; the Executive Search Committee will work together to decide who to move forward for interviews.

**TRUSTEES REPORTS**

Harish Kulkarni was able to attend the all-staff conference in Seattle. He was amazed at how large the staff was when fully assembled in one room. While he appreciated all of his interactions with staff, he especially enjoyed meeting Governor Jay Inslee. Harish liked the governor’s story about feeling personally connected to the library. Harish was also impressed with the keynote speaker, Lesliediana Jones. Before leaving, he visited the ITS table and learned about the new technology charging stations the team is piloting.

Harish also mentioned accompanying Lisa Rosenblum October 18 for KCLS’ annual presentation to the King County Council.

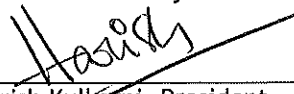
**REOPEN PUBLIC COMMENT**

There was a patron who arrived late to the meeting. President Kulkarni agreed to reopen Public Comment to let the patron speak.

Skip Knox, a Seattle resident, discussed his dissatisfaction with passive proselytizing outside of KCLS facilities. He asked that the Board reconsider the policy which allows this.

**ADJOURNMENT**

Harish Kulkarni adjourned the meeting at 6:35pm.

  
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Harish Kulkarni, President

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Srini Raghavan, Secretary