



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ July 21, 2015

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Jessica Bonebright  
Robin McClelland  
Robert Spitzer  
Jim Wigfall

### KCLS Staff

Julie Acteson  
Beth Castleberry  
Marla Hatcher  
Holly Koetting  
Tess Mayer  
Jed Moffitt  
Wendy Pender  
Charlene Richards  
Bruce Schauer  
Denise Siers  
Greg Smith  
Gary Wasdin  
Dwayne Wilson

1. Board Meeting agenda
2. May 27, 2015 Board Meeting and November 14, 2014 Special Board Meeting minutes
3. Payroll expenditures (May & June)
4. General Fund #0010 expenditures (May & June)
5. Construction Bond Fund 1988 #3020 expenditures (May & June)
6. Capital Project Fund 2005 #3070 expenditures (May & June)
7. Gift Fund #6010 expenditures (May & June)
8. Inter-fund Transfer (June)
9. Resolution 2015-01 Disposition of Surplus Real Property (Skyway)
10. Resolution 2015-02 Disposition of Surplus Real Property (White Center)
11. Resolution 2015-03 Library Director's Authority to Execute Real Estate Matters

### CALL TO ORDER

President Robin McClelland called the meeting to order at 5:10pm. She asked for a motion to amend the agenda to add Resolution 2015-03 under Action Items.

### APPROVAL OF AGENDA

*Robert Spitzer moved approval of the Board Meeting agenda as amended. Jim Wigfall seconded and the motion passed unanimously.*

### APPROVAL OF BOARD MINUTES

*Jessica Bonebright moved approval of the May 27, 2015 Board Meeting minutes and the November 14, 2014 Special Board Meeting minutes. Jim Wigfall seconded and the motion passed unanimously.*

### PUBLIC FORUM

There were no speakers.

### STAFF REPORTS

#### Older Adult Services

Public Services Director Denise Siers introduced Wendy Pender, Project Specialist for Older Adult Services. Wendy said the position was recently created to focus on the needs of a growing segment of the population. According to King County Aging and Disability Services, nearly one-quarter of King County's residents will be age 60 or older by 2025, and the 65-and-older population in Washington State will double in the next 20 years. Of the 1,163,208 patrons for whom KCLS has birthdate information, 28.1% are 50 or older, and 21% are baby boomers born between 1946 and 1964. But Wendy said there is actually no magic age that defines older adults. Most will opt for programs and services when they become interested in "later life" issues such as retirement, changes in health, caregiving for elderly parents, raising grandchildren, end-of-life concerns, and legacy wishes. In May, which was Older Adults Month, Wendy participated in the White House Conference on Aging. KCLS also hosted an "Inspiring Elders" film series, and recognized older adult patrons receiving services via Traveling Library Center with a Literary Feast cookbook provided by the KCLS Foundation. KCLS also unveiled a redesigned webpage for adults age 50+ at <http://www.kcls.org/50plus/>.

## 2016 Budget Strategies

As discussed in the Finance Committee meeting, the Administrative Planning Team (APT) has begun the annual budget process with a review of the Budget calendar and the development of strategic goals for 2016. Staff will present a preliminary Budget at the October Board meeting, and conduct public hearings in November prior to final Budget approval at the December meeting.

Preliminary housing assessed value projections from the King County Assessor came out in early spring. The Assessor estimates a 7% increase, but final values have not yet been published. Similar to last year, KCLS expects revenue to increase approximately 2.5% in 2016 based on increased property tax assessments plus new construction revenue.

Gary Wasdin said a common theme that has emerged in his conversations with constituents is the need to develop a long-term, comprehensive vision and strategy for KCLS in collaboration with the communities KCLS serves. In 2016, KCLS will continue to invest in key programs, services and resources that focus on six budget categories: K-12 Education; Early Childhood Literacy; Summer Learning; Operational Improvements; Emerging Technologies; and Community Engagement. KCLS will also continue to invest in the essential resources that provide infrastructural support in the areas of Collections, Facilities, Information Technology, Staffing, Mobile Services, and Marketing.

## JUNE FINANCE REPORT (MAY EXPENDITURES)

General Fund expenditures in May were \$8.9M compared to the monthly budget average of \$9.3M, which represents 37.8% of the budget compared to 39.1% the previous year. May expenditures included \$403K for renewal of annual insurance premiums, which represent the remainder of 2015 expenses.

General Fund revenues were \$9.1M in May, which included \$8.8M in additional property tax payments following the first semi-annual payment on April 30. Year-to-date revenue received reflects 51.9% of the total budget compared to 51.5% last year.

Expenditures in the 307 Fund of \$494K included construction fees for the White Center Library (\$389K) and \$70K for planned opening-day collections for the Skyway, Tukwila and White Center Libraries, which brings year-to-date spending to \$232K of the planned \$400K for opening day collections.

Expenditures in the 302 Fund of \$1.9M included \$750K in construction and design fees for Renton Library; \$636K in construction and design fees for Renton Highlands and \$532K for purchase of land and design fees for Tukwila Library.

## APPROVAL OF MAY EXPENDITURES

*Jim Wigfall moved approval of Payroll expenditures for May in the amount of \$2,798,088.68: May 1-15 Ck#159809-159881; 366763-367972 and May 16-31 Ck#159883-159954; 367974-369173. Jessica Bonebright seconded and the motion passed unanimously.*

*Jessica Bonebright moved approval of General Fund #0010 expenditures for May in the amount of \$7,350,238.18: Travel Advances - Ck#1163-1167; (05/06) Ck#1074581-1074640; (05/08) Ck#1074641-1074699; (05/11) Ck#5005191-5005208;1074700-1074718; (05/11) Ck#1074719-1074754; (05/12) Ck#1074755-1074777; (05/14) Ck#1074778-1074800;1074801-1074854; (05/18) Ck#5005209-5005222;1074855-1074880; (05/19) Ck#5005223-5005227;1074881-1074893; (05/20) Ck#1074894-1074997;1074998-1075021; (05/21) Ck#5005228; (05/22) Ck#5005229-5005251;1075022-1075028; (05/22) Ck#1075029-1075125; (05/26) Ck#1075126-1075138;1075139-1075158; (05/27) Ck#1075159-1075212; (05/29) Ck#1075213-1075272; (06/02) Ck#5005252-5005279;1075273-1075294; (06/02) Ck#1075295-1075354; (06/04) Ck#1075355-1075364;5005280-5005284; (06/04) Ck#1075365-1075390; (06/08) Ck#1075391-1075488; (06/09) Ck#1075489-1075491;5005285; Voids - Ck#1074663. Rob Spitzer seconded and the motion passed unanimously.*

*Rob Spitzer moved approval of Construction Bond Fund 1988 #3020 expenditures for May in the amount of \$1,917,353.41; (05/20) Ck#3020575; (05/22) Ck#3020576-3020578; (05/27) Ck#3020579-3020581; (06/2) Ck#3020582-3020586. Jim Wigfall seconded and the motion passed unanimously.*

**Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for May in the amount of \$493,652.93:** (05/08) Ck#3073087; (05/11) Ck#3073088; (05/14) Ck#3073089; (05/20) Ck#3073090-3073091;3073093; (05/22) Ck#3073094; (05/27) Ck#3073095-3073098; (06/02) Ck#3073099-3073100; (06/04) Ck#3073101. **Jessica Bonebright seconded and the motion passed unanimously.**

**Jessica Bonebright moved approval of Gift Fund #6010 expenditures for May in the amount of \$3,758.30:** (05/08) Ck#6010615. **Rob Spitzer seconded and the motion passed unanimously.**

#### **JULY FINANCE REPORT (JUNE EXPENDITURES)**

General Fund expenditures in June were \$8.9M compared to the monthly budget average of \$9.3M, and represented 7.9% of the budget. Total compensation expenditures represent 46.9% of the budget expended compared to 47.2% in 2014. Total expenditures represent 45.8% of the budget expended compared to 46.2% last year.

General Fund revenues in June were \$1.1M, with the largest item being \$755K in current year property-tax payments. There will not be significant property-tax revenue again until the second semi-annual due date of October 31. Year-to-date revenue received reflects 52.8% of the total budget compared to 52.5% the prior year. Budgeted contracts revenue of \$491K includes reimbursements from the Youth Services Center and Burien Condominium Association.

Expenditures in the 307 Fund of \$1.5M include payments for the Kingsgate (\$357K), Skyway (\$738K), and White Center (\$404K) projects, and \$25K year-to-date for opening day collections at Skyway, Tukwila and White Center.

Expenditures in the 302 Fund were \$1.2M includes \$626K in construction and architect fees for Renton Highlands, \$535K for construction and furniture payments for Renton Library and \$27K for legal and consulting fees for the Tukwila project.

An inter-fund transfer of \$1.7M is for the Service Center debt obligation payment. The last payment is scheduled for December 2016.

#### **APPROVAL OF JUNE EXPENDITURES**

**Jim Wigfall moved approval of Payroll expenditures for June in the amount of \$2,789,034.88:** Jun 1-15 Ck#159956-160025; 369174-370368 and Jun 16-30 Ck#160026-160104; 370369-371562. **Jessica Bonebright seconded and the motion passed unanimously.**

**Jessica Bonebright moved approval of General Fund #0010 expenditures for June in the amount of \$6,414,919.45:** Travel Advances - Ck#1168; (06/10) Ck#1075492-1075516; (06/11) Ck#1075517; (06/12) Ck#1075518-1075588;1075589-1075608; (06/12) Ck#5005286-5005313; (06/15) Ck#1075609-1075700; (06/17) Ck#1075701-1075751;1075752-1075771; (06/18) Ck#1075772-1075783;1075784-1075797; (06/18) Ck#5005314-5005339;5005340-5005344; (06/18) Ck#1075798-1075853; (06/22) Ck#1075854-1075905;1075906-1075916; (06/23) Ck#1075917-1075940;1075941-1075955; (06/25) Ck#1075956-1076035; (06/26) Ck#1076036-1076050;5005345-5005373; (06/30) Ck#1076051-1076109; (07/02) Ck#5005374-5005378;1076110-1076119; (07/02) Ck#5005379-5005406;5005407-5005409; 1076120-1076130; (07/02) Ck#1076131-1076180; (07/03) Ck#1076181-1076224; (07/07) Ck#1076225;5005410; Voids - Ck#1075811. **Rob Spitzer seconded and the motion passed unanimously.**

**Rob Spitzer moved approval of Construction Bond Fund 1988 #3020 expenditures for June in the amount of \$1,188,393.43:** (06/15) Ck#3020587-3020592; (06/22) Ck#3020593-3020595; (06/25) Ck#3020596-3020598; (06/30) Ck#3020599-3020607; (07/03) Ck#3020608-3020610. **Jim Wigfall seconded and the motion passed unanimously.**

**Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for June in the amount of \$1,528,917.20:** (06/10) Ck#3073102-3073103; (06/12) Ck#3073104-3073113; (06/17) Ck#3073114; (06/22) Ck#3073115-3073118;3073119; (06/23) Ck#3073120; (06/25) Ck#3073121-3073126; (06/30) Ck#3073127-3073131; (07/03) Ck#3073132. **Jessica Bonebright seconded and the motion passed unanimously.**

*Jessica Bonebright moved approval of Gift Fund #6010 expenditures for June in the amount of \$1,050.00: (06/04) Ck#6010616-6010617; (06/05) Ck#6010618. Rob Spitzer seconded and the motion passed unanimously.*

*Rob Spitzer moved approval of an Inter-fund transfer for June in the amount of \$1,665,500.00. Jim Wigfall seconded and the motion passed unanimously.*

#### **RESOLUTION 2015-01 DISPOSITION OF SURPLUS REAL PROPERTY (SKYWAY)**

*Rob Spitzer moved approval of Resolution 2015-01. Jim Wigfall seconded and the motion passed unanimously.*

#### **RESOLUTION 2015-02 DISPOSITION OF SURPLUS REAL PROPERTY (WHITE CENTER)**

*Jim Wigfall moved approval of Resolution 2015-02. Jessica Bonebright seconded. Greg Smith said that the property will be listed on July 22 and bids will be due August 5. The new Library is anticipated for completion in March 2016. There was no further discussion. All voted in favor and the motion passed unanimously.*

#### **RESOLUTION 2015-03 LIBRARY DIRECTOR'S AUTHORITY TO ACT ON OR EXECUTE REAL ESTATE PROPERTY MATTERS**

Robin McClelland said Resolution 2015-03 replaces Resolution 1998-09, which granted authority to execute property matters to KCLS' previous Library Director. Resolution 2015-03 grants authority to the current Library Director. *Jessica Bonebright moved approval of Resolution 2015-03. Rob Spitzer seconded and the motion passed unanimously.*

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

Gary said KCLS has a process that it follows to solicit bids for surplus real property that is fair and transparent. KCLS is required to accept bids that are at least 90% of the appraised value of the property, which prevents deals being made behind the scenes.

At the last meeting the Board voted to select a site for the East Kent Library but the property has since been sold to a new developer. The project is likely to be on hold for at least two months until the developer decides whether or not to move forward with redevelopment of the property.

KCLS has an opportunity to expand the Library Connection @ Southcenter. The 3,300 square foot Library is the second smallest branch in the System but one of the busiest, high-performing locations. Mall owners presented a reasonable offer for KCLS to expand into space previously occupied by a jewelry store. When completed, the Library will have 5,085 square feet of space.

The July Board packet includes the handout *KCLS by the Numbers* which presents at-a-glance information about the many ways KCLS serve the community.

The King County Executive has appointed Angelica Alvarez to the KCLS Board of Trustees. Ms. Alvarez lives in Burien and is currently a Highline School District board member. Her areas of interest include early literacy, social programs and early childhood education. The King County Council is in recess during the month of August, so her appointment is not likely to be approved until September.

#### **EXECUTIVE SESSION**

At 6:15pm, President Robin McClelland convened an Executive Session to discuss a complaint against a public employee in accordance with RCW 42.30.110, Section 1, (f). The estimated duration of the session was 10 minutes. Jim Wigfall, Jessica Bonebright, Robert Spitzer and Gary Wasdin were in attendance.


#### **RECONVENE REGULAR SESSION**

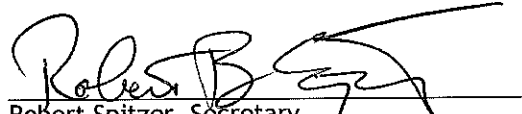
Robin McClelland reconvened the regular session at 6:25pm.

**ADJOURNMENT**

*Rob Spitzer moved to adjourn. Jim Wigfall seconded.*

The meeting adjourned at 6:25pm.

  
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Robin McClelland, President

  
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Robert Spitzer, Secretary