



King County Library System Board of Trustees Meeting

Issaquah Library
5pm ♦ September 30, 2015

PRESENT

KCLS BOARD

Angélica Alvarez
Jessica Bonebright
Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Julie Acteson
Philis Bodle
Beth Castleberry
Michele Drov Dahl
Maria Hatcher
Holly Koelling
Tess Mayer
Jed Moffitt
Charlene Richards
Bruce Schauer
Greg Smith
Gary Wasdin
Irene Wickstrom
Dwayne Wilson

MOTIONS APPROVED

1. Board Meeting agenda
2. August 26, 2015 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
7. Gift Fund #6010 expenditures

CALL TO ORDER

President Robin McClelland called the meeting to order at 5:02pm. She welcomed the public, staff and guests.

APPROVAL OF AGENDA

Jessica Bonebright moved approval of the Board Meeting agenda. Angélica Alvarez seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Rob Spitzer moved approval of the August 26, 2015 Board Meeting minutes. Jessica Bonebright seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

Robin McClelland introduced Karen Thielke, attending as a representative of the Shoreline Library Advisory Board.

STAFF REPORTS

Manager Michele Drov Dahl welcomed the Board to the East Cluster, which includes Issaquah, Sammamish, North Bend, Fall City and Snoqualmie, and introduced Librarian Services Managers Philis Bodle (Issaquah/Sammamish) and Irene Wickstrom (Fall City/North Bend/Snoqualmie). The cluster also serves Echo Glen Children's Center, which is part of the Issaquah School District.

Michele said the cluster is very diverse and offers multi-lingual Story Times in Spanish, Hindi, Russian, Chinese, Arabic, and Vietnamese. Beyond statistics called out in the Dashboard, Michele mentioned several programs worth noting:

- For 10 weeks during the summer, staff serves 350 kids every Monday at **Camp Terry**. The camp includes scheduled reading time and children also get to choose a free book to take home as part of the Let's Read program.
- **Prime Time** is a national program to help families work together to improve their children's reading and success in school. Families of children who participate in the program continue to come to the library after the program is over.
- Teen librarians serve a minimum of 60 children detained at **Echo Glen Children's Center** in Snoqualmie. The kids participate in large programs, such as Rap Workshops to smaller programs, such as job skills and resume writing. Librarians have brought in hairstylists from Gene Juarez to teach kids how to style their own hair and to see if they have an interest in the profession. Librarians also have started offering classes through Microsoft Academy.

- In addition to Camp Terry, **Let's Read** programs were very successful with the Hispanic community and were offered at the Issaquah Food & Clothing Bank, Snoqualmie Library's *English as a Second Language Meetups* and Snoqualmie Valley Food Bank. KCLS' teen librarian, who is fluent in Spanish, was able to connect with mothers and children, and now many are visiting the library regularly.
- Sammamish Library Children's Librarian drew up to 300 children and their families at programs offered at the **Sammamish Farmer's Market** over the summer.

Michele said as Cluster Manager she meets with elected officials and attends city council and Library Advisory Board meetings. Staff also attend meetings at Chambers of Commerce, Rotary Clubs and other civic organizations to promote library programs and services. Philis Bodle said librarians also visit schools regularly. At Mt. Si High School, the cluster's Teen Services Librarian has begun the second year of a very successful lunch-time book club, which augments the history department's curriculum. Staff are also present at festivals, parades, farmer's markets and other community events to make sure people know about KCLS Libraries. Michele said many residents, including some patrons, are surprised by what KCLS has to offer. She said there are many opportunities for staff to extend their reach into the community, but the biggest challenge is finding the time and resources to make those connections.

FINANCE REPORT

General Fund expenditures in August were \$8.8M. Total expenditures year-to-date are 61.5% of the budget compared to 61.6% last year. Substitute salaries are running significantly under budget, but expenditures are expected to increase in the fourth quarter.

General Fund revenues were \$1.6M, which includes \$408K in current year property tax payments. KCLS will not receive additional significant property tax revenue until closer to the second semi-annual due date of October 31. Miscellaneous Revenue of \$928K includes \$919K for the sale of the existing Skyway Library property. Year-to-date revenue received reflects 54.9% of the total budget compared to 53.7% last year.

Expenditures in the 307 Fund of \$853K include project payments for Skyway (\$522K), Kingsgate (\$223K), and White Center (\$39K) Libraries; \$8.6K for opening day collections, and \$10K for artwork.

Expenditures in the 302 Fund of \$508K include payments for the Renton Library (\$429K) and the Renton Highlands Library (\$59K). A payment of \$14K for the Tukwila Library was for architectural services.

APPROVAL OF AUGUST EXPENDITURES

Jessica Bonebright moved approval of Payroll expenditures for August in the amount of \$2,801,060.77: Aug 1-15 Ck#160258-160331; 373976-375183 and Aug 16-30 Ck#160332-160398; 375184-376385. **Rob Spitzer seconded and the motion passed unanimously.**

Rob Spitzer moved approval of General Fund #0010 expenditures for August in the amount of \$6,029,979.22: Travel Advances - Ck#1171-1175; (08/10) Ck#1077118-1077143; (08/12) Ck#5005520-5005544;1077144-1077160; (08/12) Ck#1077161-1077252;1077253-1077274; (08/14) Ck#1077275-1077375; (08/18) Ck#5005545-5005577;1077376-1077389; (08/19) Ck#5005578-5005582;1077390-1077401; (08/19) Ck#1077402-1077495; (08/24) Ck#1077496-1077539; (08/25) Ck#1077540-1077549;1077550-1077571; (08/27) Ck#1077572-1077597;1077598-1077601; (08/27) Ck#5005583-5005609;1077602-1077701; (08/27) Ck#1077702-1077727; (08/31) Ck#1077728-1077736; (09/02) Ck#1077737-1077845;1077846; (09/02) Ck#5005610-5005614;1077847-1077856; (09/04) Ck#5005615-5005644;1077857-1077877; (09/04) Ck#1077878-1077907 (09/08) Ck#1077908-1077955; (09/09) Ck#1077956; 5005645; Voids - Ck#5005608. **Angélica Alvarez seconded and the motion passed unanimously.**

Angélica Alvarez moved approval of Construction Bond Fund 1988 #3020 expenditures for August in the amount of \$507,729.01: (08/10) Ck#3020639-3020641; (08/12) Ck#3020642-3020643; (08/14) Ck#3020644-3020645; (08/24) Ck#3020646-3020650; (08/25) Ck#3020651-3020658; 3020659-3020660 (08/27) Ck#3020661-3020667;3020668-3020669; (09/02) Ck#3020670-3020672; (09/04) Ck#3020673-3020674; (09/08) Ck#3020675-3020684; (09/09) Ck#3020685. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for August in the amount of \$842,897.06: (08/10) Ck#3073155; (08/12) Ck#3073156; (08/14) Ck#3073157; (08/19) Ck#3073158 (08/24) Ck#3073159-3073160; (08/25) Ck#3073161-3073163; (08/27) Ck#3073164-3073170; (09/08) Ck#3073171-3073175. Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Gift Fund #6010 expenditures for August in the amount of \$1,369.38: (08/12) Ck#6010624-6010626; (08/14) Ck#6010627; (08/24) Ck#6010628-6010630; (09/02) Ck#6010631; (09/09) Ck#6010632. Rob Spitzer seconded and the motion passed unanimously.

DIRECTOR'S REPORT

The Spanish-speaking population continues to grow rapidly and lots of programs are being offered throughout the county, including business workshops, tutoring for adult learners, and conversation classes. Many programs in libraries for non-native speakers are led by volunteers.

The Student eCard pilot program is going very well. Staff tested database downloads and the school district communicated to parents. Bellevue parents are very excited about the program, and other school superintendents are anxious to launch it in their districts.

Human Resources Director Charlene Richards has announced her retirement at the end of the year. KCLS is working with a recruiter to search for her replacement. Public Services Director Denise Siers retired September 22. Mobile Services Director Tess Mayer has stepped in as Interim.

KCLS has unveiled new library cards and Gary thanked Julie Acteson and her staff for doing a great job on the new designs. Patrons can choose a rainbow or mirror card, a Seahawks "12" card, or design their own.

KCLS has contracted with Portland-based Smarsh, Inc. to archive all digital communications in order to make digital records easily accessible in response to public records requests.

Gary has spent much of his time meeting with King County Council members, mayors, superintendents, Cluster Managers and Librarian Services Managers and staff, and said it has been very helpful to get to know them and hear what they have to say. A common theme among staff is their passion and energy for the work they do. Elected officials expressed a common desire to know more about the work KCLS is doing in the community and how they can be connected to it.

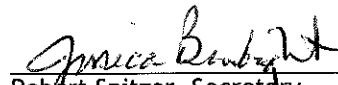
Gary and Robin McClelland participated in a storytelling workshop hosted by the KCLS Foundation and facilitated by Justina Chen. Ms. Chen teaches participants how to connect and engage with audiences by creating compelling stories.

KCLS hosted another wonderful naturalization ceremony at the Burien Library on September 22 where 23 individuals from 14 countries took their Oath of Citizenship. The federal government encourages libraries to host these events to illustrate the importance of libraries in a democracy. The next ceremony is scheduled for November 16 at the Renton Library.

ADJOURNMENT

The meeting was adjourned at 6:04pm.


Robin McClelland, President


Robert Spitzer, Secretary