



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ February 24, 2016

PRESENT

KCLS BOARD

Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Beth Castleberry
Marta Hatcher
Holly Koelling
Tess Mayer
Jed Moffitt
Bruce Schauer
Greg Smith
Gary Wasdin
Dwayne Wilson

MOTIONS APPROVED

1. Board Meeting agenda
2. January 27, 2016 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
8. Resolution 2016-01 Disposition of Surplus Real Property Foster Library

CALL TO ORDER

President Rob Spitzer called the meeting to order at 5:12pm.

APPROVAL OF AGENDA

Jim Wigfall moved approval of the Board Meeting agenda. Robin McClelland seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Robin McClelland moved approval of the January 27, 2016 Board Meeting minutes. Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of the February 3, 2016 Special Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment. Robin McClelland introduced a Lake Forest Park resident who has lived a half block from the Lake Forest Park Library for 37 years. The patron said she loves the Library and hopes it doesn't change, noting that it serves as the cultural center of the town.

STAFF REPORT

Facilities Management Services Director Greg Smith said KCLS has completed 38 projects over the last 11 years. Six are in progress and one project, East Hill Kent is planned for a future date. KCLS also completed the Renton and Renton Highlands Libraries that were not part of the Capital Bond program. All projects are featured in "Delivering on a Promise to Voters: KCLS Capital Improvement Plan 11-Year Report."

2015 SURPLUS SUMMARY

As discussed in the Finance Committee, Dwayne Wilson said the Board of Trustees gives the Director of Finance authority to declare as surplus any property owned by the District with an estimated value of \$1,000 or less, and to arrange for disposal of the property according to the District's Purchasing Policy. The Board packet includes the annual report showing all items estimated at \$1,000 or less that were declared surplus during fiscal year 2015.

QUARTERLY CAPITAL PLAN PROGRAM REVIEW

As discussed in the Finance Committee, the quarterly Capital Plan program review (green sheet) shows no change in forecasted costs for active or future projects since last presented in November 2015. The only update is the Skyway Library, which has been moved from Active to Completed Projects.

FINANCE REPORT

Dwayne Wilson presented the final December report and the January report.

DECEMBER

Final General Fund expenditures in 2015 were \$106.4M, which represents 95.3% of the budget compared to 94.3% for the previous year. KCLS closed the books at approximately \$5.0M under budget.

Final General Fund revenue in 2015 was \$113.9M, which represents 101.7% of the budget. Included in the positive variance is \$920K from the sale of the Skyway Library.

Final December expenditures in the 307 Fund, which increased \$1.5M from the preliminary report in January, included \$1.0M for White Center and \$500K for the Kingsgate and Skyway projects.

Final December expenditures in the 302 Fund increased slightly from the preliminary report in January, since the majority of expenditures for the two Renton projects were booked in 2015.

JANUARY

General Fund expenditures in January were \$9.9M, which represents 8.6% of total budget expended compared to 8.3% of the budget year passed. The Operating Leases and Insurance lines are inflated because they include prepaid expenditures that are booked in January for accounting purposes.

General Fund revenues in January were \$381K, which includes \$29K in Miscellaneous revenue from our annual Staples rebate. There will not be significant revenue until the first semi-annual property tax due date of April 30.

January expenditures in the 307 Fund of \$383K include \$320K for Skyway, \$12K for opening day collections and \$17K for artwork for the Skyway Library.

January expenditures in the 302 Fund were \$11K for the Renton projects. As noted in the Finance Committee meeting, the worksheet has been revised to mirror the format of the 307 Fund presentation.

APPROVAL OF JANUARY EXPENDITURES

Jim Wigfall moved approval of Payroll expenditures for January in the amount of \$2,755,932.44: Jan 1-15 Ck#160989-161062; 386029-387230 and Jan 16-31 Ck#161063-161148; 387231-388440. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of General Fund #0010 expenditures for January in the amount of \$7,270,185.40: Travel Advances - Ck#1184-1197; (01/15) Ck#1081884-1081894;5006200-5006204;1081895-1081902; (01/15) Ck#1081903-1081904;1081905-1082017; (01/20) Ck#5006205-5006244;1082018-1082047;1082048-1082078; (01/22) Ck#1082079-1082105;1082106-1082153;1082154-1082175; (01/22) Ck#1082176-1082213;1082214-1082275; (01/27) Ck#5006245-5006259;1082276-1082297;1082298-1082320; (01/28) Ck#1082321-1082382;1082383-1082453;1082454-1082456; (01/28) Ck#1082457-1082497; (02/02) Ck#1082498-1082568; (02/03)Ck#5006260-5006290;1082569-1082586;1082587-1082629; (02/03) Ck#5006291-5006295;1082630-1082634;1082635-1082678; (02/05) Ck#1082679-1082721;1082722-1082724; (02/08) Ck#5006296-5006316;1082725-1082742;1082743-1082750; (02/09) Ck#1082751-1082808;5006317; Voids - Ck#. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Construction Bond Fund 1988 #3020 expenditures for January in the amount of \$247,680.76: (01/15) Ck#3020807-3020814; (01/19) Ck#3020815-3020816; (01/20) Ck#3020817-3020820; (01/22) Ck#3020821-3020828; (01/27) Ck#3020829; 02/03) Ck#3020830-3020831;3020832-3020834; (02/05) Ck#3020835. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for January in the amount of \$1,883,875.50: (01/15) Ck#3073274; (01/20) Ck#3073275-3073278; (01/22) Ck#3073279-3073292;3073293; (01/28) Ck#3073294-3073296; (02/03) Ck#3073297-3073299;3073300-3073310; (02/05) Ck#3073311-3073312;3073313. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Gift Fund #6010 expenditures for January in the amount of \$973.11: (01/15) Ck#6010670; (01/19) Ck#6010671-6010672; (02/09) Ck#6010673. **Robin McClelland seconded and the motion passed unanimously.**

RESOLUTION 2016-01 DISPOSITION OF SURPLUS REAL PROPERTY - FOSTER LIBRARY

As discussed in Finance Committee meeting, KCLS is constructing a new Tukwila Library and the Board must approve the surplus of the existing Foster Library before it can be sold. The City of Tukwila and the Tukwila School District have expressed interest in the property. **Jim Wigfall moved approval of Resolution 2016-01. Robin McClelland seconded.** There was no discussion. **The motion passed unanimously.**

DIRECTOR'S REPORT

Gary Wasdin welcomed Cynthia McNabb as the new Director of Human Resources. Cynthia joins KCLS from the King County Department of Adult and Juvenile Detention.

In early March, KCLS will conduct first-round interviews with seven candidates for the Director of Library Operations. The pool will be narrowed to three finalists for interviews in mid-March.

The King County Library System Foundation will host its annual Literary Lions Gala on Saturday, March 5. Ruth Reichl, food writer and former editor of Gourmet Magazine, is the keynote speaker.

The monthly Dashboard has undergone minor revisions to refocus attention on key topics, and to make information easier to scan and comprehend. The new format will be used for the rest of the year and the Board can expect a completely revised set of metrics that correlates to the strategic plan for 2017. Gary pointed out that one figure, number of cardholders, is much lower than previously reported—755,000 compared to 1.2 million—because KCLS recently purged its database of inactive and expired accounts.


The Board is invited to attend the next Naturalization Oath Ceremony on Wednesday, March 30, 2pm at the Kent Library.

Based on input from staff and patrons, KCLS will revert to “Summer Reading Program” to brand all the programs and events that KCLS offers in the summer. “Summer Reading” is a brand that has existed for decades and resonates strongly with library users.

Gary encouraged Board members to attend “Reading with Rover,” a remarkable reading program that gives reluctant or struggling readers an opportunity to read to therapy dogs that are trained to listen and encourage. The program was started at Bothell Library on February 14. KCLS will continue to expand the program and will offer it next at the Algona-Pacific Library.

ADJOURNMENT

The meeting was adjourned at 6:10pm.



Robert Spitzer, President

Jim Wigfall, Secretary