



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ May 25, 2016

PRESENT MOTIONS APPROVED

KCLS BOARD

Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Julie Acteson
Beth Castleberry
Jenny Engstrom
Maria Hatcher
Holly Koelling
Tess Mayer
Jed Moffitt
Bruce Schauer
Gary Wasdin

1. Board Meeting agenda
2. Board meeting minutes (March 30; April 20; April 27; May 5, 2016)
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. Inter-fund transfer
9. Capital Plan Program Revision

CALL TO ORDER

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

APPROVAL OF AGENDA

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

APPROVAL OF BOARD MINUTES

Rob Spitzer proposed that the minutes from the special meetings held on April 20, 2016 and May 5, 2016 be amended to reference that the Trustees participated by phone conference.

Robin McClelland moved approval of the March 30, 2016 Board Meeting minutes. Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of the April 20, 2016 Special Board Meeting minutes with the proposed amendment. Robin McClelland seconded and the motion passed unanimously.

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

Jim Wigfall moved approval of the May 5, 2016 Special Board Meeting minutes with the proposed amendment. Robin McClelland seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

STAFF REPORTS

Strategic Planning Project Update

Director of Strategy Holly Koelling said the last strategic plan approved by the Board of Trustees was the Future Services Strategy in 2008. Gary Wasdin felt it was time to develop a new strategic plan to give KCLS a renewed purpose and direction. With a directive that the process should include a strong emphasis on community engagement, staff solicited Requests for Proposals from a large and diverse number of consultants. From the 16 firms that responded, KCLS selected Ideation•Collaborative (I•C), which will work with Community Attributes Inc. and Fully Engaged Libraries. The collaboration offers

KCLS strong consulting expertise in the areas of community engagement, facilitation and data analytics, and a flexible process that can be adapted easily for a wide variety of stakeholders. The project kicked off on Monday, May 23 with a meeting of 45 staff members who identified a cross-section of community groups and organizations to help ensure that as many perspectives are represented as possible. Holly is responsible for the project, and will provide regular updates to the Board. She said there are many issues to address and the challenge will be balancing the needs of the community first and foremost, while keeping the process transparent and inclusive to staff so that all voices are at the table.

Gary Wasdin said KCLS budgeted \$250,000 for the project and I•C's proposal was \$225,000. The project is expected to take one year.

FINANCE REPORTS

April 27, 2016 Report for March Expenditures

Gary Wasdin said there were no unexpected expenditures in March for either the General Fund, or the 307 or 302 Project Funds. He said the Board will need to approve an inter-fund transfer of \$3.0M from the General Fund to the 307 Project Fund.

APPROVAL OF MARCH EXPENDITURES

Robin McClelland moved approval of Payroll expenditures for March in the amount of \$2,840,623.87: Mar 1-15 Ck#161342-161416; 390869-392103 and March 16-31 Ck#161417-161491; 392104-393348. Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of General Fund #0010 expenditures for March in the amount of \$5,446,431.59: Travel Advances - Ck#1205-1210; (03/09) Ck#1083538-1083576;5006392-5006458; (03/09) Ck#1083577-1083604; (03/10) Ck#1083605-1083634; (03/14) Ck#1083635-1083718; (03/15) Ck#1083719-1083788; (03/16) Ck#1083789-1083817;1083818-1083847; (03/18) Ck#1083848-1083854;1083855-1083872; (03/18) Ck#5006459-5006463;5006464-5006488; (03/18) Ck#1083873-1083883; (03/21) Ck#1083884-1083903; (03/24) Ck#1083904-1084000; (03/25) Ck#1084001-1084038;1084039-1084050; (03/25) Ck#5006489-5006519; (03/29) Ck#1084051-1084123; (03/31) Ck#1084124-1084175;1084176-1084204; (03/31) Ck#1084205-1084251; (04/01) Ck#1084252-1084270;5006520-5006555; (04/01) Ck#5006556-5006560;1084271-1084275; (04/04) Ck#1084276-1084304; (04/05) Ck#5006561; Voids - Ck#5006447;1083571. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of Construction Bond Fund 1988 #3020 expenditures for March in the amount of \$322,771.81: (03/10) Ck#3020850-3020851; (03/16) Ck#3020852; (03/18) Ck#3020853-3020854; (03/24) Ck#3020855-3020856; (03/29) Ck#3020857-3020858; (03/31) Ck#3020859-3020861; (04/5) Ck#3020862. Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for March in the amount of \$1,295,387.94: (03/10) Ck#3020850-3020851; (03/16) Ck#3020852; (03/18) Ck#3020853-3020854; (03/24) Ck#3020855-3020856; (03/29) Ck#3020857-3020858; (03/31) Ck#3020859-3020861; (04/5) Ck#3020862. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of Gift Fund #6010 expenditures for March in the amount of \$2,250.00: (03/16) Ck#6010677; (03/31) Ck#6010678-6010682. Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of an inter-fund transfer from the General Fund to the 307 Project Fund in the amount of \$3,000,000. Robin McClelland seconded and the motion passed unanimously.

May 25, 2016 Report for April Expenditures

Gary Wasdin said there were no unusual General Fund expenditures in April. Year-to-date expenditures for personnel are 31.4 percent compared to 31.2 percent last year. With one-third of the year completed, total expenditures year-to-date are 31.5 percent compared to 29.8% last year, which reflects KCLS' goal to budget closer to actual expenditures in 2016.

General Fund revenues in April included a large property-tax payment of \$45.5M for the April semi-annual due date. The next large semi-annual due date will be in October.

Expenditures in the 307 Fund include large payments for Kingsgate (\$529K) and White Center (\$362K) and smaller payments for Mercer Island (\$33K), Skyway (\$45K) and Valley View (\$5K). A payment of \$15K is for artwork for the Tukwila Library.

Expenditures in the 302 Fund include payments for Renton Highlands (\$451K) and Tukwila (\$302K), trailing payments for Renton Library (\$228K), and small payments for the expansion at Southcenter (\$8K).

APPROVAL OF APRIL EXPENDITURES

Robin McClelland moved approval of Payroll expenditures for April in the amount of \$2,792,096.52: Apr 1-15 Ck#161492-161566; 393349-394585 and Apr 16-30 Ck#161567-161648; 394586-395834. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of General Fund #0010 expenditures for April in the amount of \$7,105,303.23: Travel Advances - Ck#1211-1217; (04/06) Ck#1084305-1084332;5006562;1084333-1084420; (04/07) Ck#1084421-1084447; (04/11) Ck#1084448-1084505; (04/12) Ck#5006563-5006594; 1084506-1084533; (04/13) Ck#1084534-1084563;1084564-1084588; (04/13) Ck#1084589-1084619; (04/14) Ck#1084620-1084665;1084666-1084686; (04/19) Ck#5006595-5006621;1084687-1084698; (04/19) Ck#5006622-5006626;1084699-1084705; (04/19) Ck#1084706-1084732; (04/20) Ck#1084733-1084780;1084781-1084835; (04/20) Ck#5006627; (04/21) Ck#5006628;1084836-1084867; (04/22) Ck#1084868-1084948; (04/25) Ck#5006629; (04/26) Ck#5006630; 1084949-1084966; (04/27) Ck#1084967-1085004; 1085005-1085019; (04/27) Ck#5006631-5006649; (04/28) Ck#1085020-1085051; 1085052-1085089; (04/29) Ck#1085090-1085122; (05/03) Ck#1085123-1085170;1085171-1085197; (05/04) Ck#5006650-5006654;1085198-1085203; (05/05) Ck#1085204-1085219;1085220-1085290; (05/06) Ck#5006655; Voids - Ck#5006622. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of Construction Bond Fund 1988 #3020 expenditures for April in the amount of \$989,244.26: (04/08) Ck#3020863; (04/13) Ck#3020864-3020867; (04/14) Ck#3020868; (04/20) Ck#3020869-3020870; (04/27) Ck#3020871-3020876; (04/29) Ck#3020877-3020878; (05/05) Ck#3020879-3020885. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for April in the amount of \$986,293.67: (04/06) Ck#3073381; (04/07) Ck#3073382; (04/13) Ck#3073383-3073385; (04/20) Ck#3073386-3073391; (04/27) Ck#3073392-3073403; (04/28) Ck#3073404-3073406; (04/29) Ck#3073407; (05/05) Ck#3073408-3073415. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of Gift Fund #6010 expenditures for April in the amount of \$150.00: (04/22) Ck#6010683. **Jim Wigfall seconded and the motion passed unanimously.**

QUARTERLY CAPTIAL PLAN PROGRAM REVIEW

As discussed in the Finance Committee meeting, Gary Wasdin noted only minor changes to the Capital Plan Program. Kingsgate Library has been moved to Completed Projects; Mercer Island project costs have been adjusted to \$1.9M to reflect the actual bid; and Library Connection @ Southcenter has been moved under Future Projects.

CAPITAL PLAN PROGRAM REVISION

Also discussed in the Finance Committee meeting: Gary said the Board must approve the revised Capital Plan that has been changed to reflect the actual cost of \$1.9M for the Mercer Island Library project based on the winning construction bid.

Jim Wigfall moved approval of the Capital Plan revisions as presented. Robin McClelland seconded and the motion passed unanimously.

KCLS FOUNDATION LIAISON REPORT

In Angelica Alvarez's absence, the report will be postponed until the June meeting.

DIRECTOR'S REPORT

The summer meals program continues to grow. KCLS hosted meals at four libraries last year and staff is finalizing plans to offer the program at twelve to fourteen locations this year. Meals are funded by other agencies and served by volunteers, and library staff engage kids and families with Let's Read programs and activities during the meal hour.

The Summer Reading Program is about to launch with an added component this year for adults. Summer Reading for adults will include the *Everyone Is Talking About It* adult program series as well as 'read-ins' at local parks, where adults can bring a blanket along with their favorite book, and listen to a DJ while enjoying the shared experience of reading.

The June Board meeting has been changed to Wednesday, June 22 at the Renton Library.

The ALA Annual Conference in Orlando, Florida begins June 24. The AIA/ALA Library Building Award for the Renton Library will be presented to KCLS at the conference.

The Trustees have expressed interest in having opportunities to engage in deeper conversations with staff on library issues, and can decide in what way and how frequently they wish to meet. Since no action would be taken on topics discussed, the meetings will be voluntary. Trustees would be expected to attend to ensure a productive use of time.

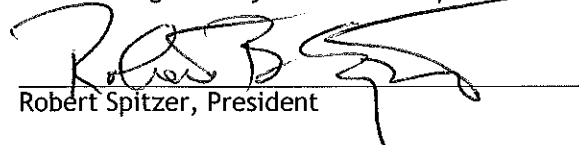
KCLS has completed production of a new art catalog featuring KCLS' spectacular collection of public art. *KCLS Art in Libraries: A Visual Journey of Possibilities, Knowledge and Imagination* will be available for checkout in eBook format as well as in print.

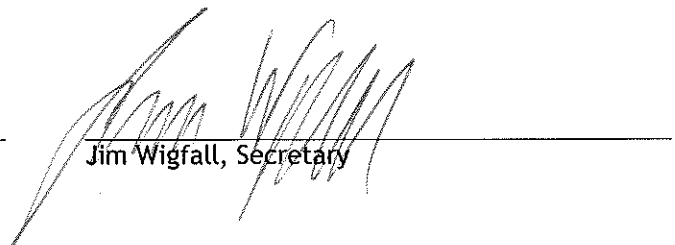
Gary shared circulation and traffic statistics from 2004 through 2015 and said that one reason for creating a new strategic plan is to acknowledge trends that may indicate the need for improvement in certain areas. As an example, since 2004 has built 15 new libraries, expanded 11 libraries, renovated 12 libraries, and increased total interior library space from 550,000 to 753,356 square feet. Yet total gate count (number of visits) between 2005 and 2015 decreased 7.2 percent. Similarly, total circulation increased 19.1 percent, but total physical circulation only increased 1.4 percent, while total digital circulation increased exponentially. Circulation of adult and teen materials decreased 19.5 percent and 22.4 percent, respectively, between 2011 and 2015 while circulation of children's materials for the same period increased 9.5 percent.

Gary said his objective as Library Director is to establish a clear direction for the organization and identify specific metrics that the Board can use to hold the Library System accountable.

ADJOURNMENT

The meeting was adjourned at 6:19pm.


Robert Spitzer, President


Jim Wigfall, Secretary