



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ September 27, 2017

PRESENT

KCLS BOARD

Angélica Alvarez
Robin McClelland
Robert Spitzer
Jim Wigfall

KCLS Staff

Julie Acteson
Beth Castleberry
Jenny Engstrom
Maria Hatcher
Tess Mayer
Cecilia McGowan
Cynthia McNabb
Jed Moffitt
Bruce Schauer
Greg Smith
Stephen Smith
Jim Wood

MOTIONS APPROVED

1. Board Meeting agenda
2. August 30, 2017 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. Inter-fund Transfer

CALL TO ORDER

President Jim Wigfall called the meeting to order at 5:05pm.

APPROVAL OF AGENDA

Rob Spitzer moved approval of the Board meeting agenda. Angelica Alvarez seconded and the motion passed unanimously.

APPROVAL OF MINUTES

Angelica Alvarez moved approval of the August 30, 2017 Board meeting minutes. Robin McClelland seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment

2017 SUMMER READING PROGRAM

Children's Service Coordinator Cecilia McGowan gave a report on the 2017 Summer Reading Program. This year's theme, "*Build a Better World*," represented a collaborative effort between Children, Teen and Adult Services Librarians to encourage reading through all stages of life. KCLS hosted 37 kick-off events, compared to four last year. More than 4,900 people attended.

KCLS partnered with Woodland Park Zoo, which donated tickets for free admission to the first 2,000 children to register for Summer Reading. Kids who finished the program received vouchers for two free game tickets donated by the Seattle Storm.

Outreach Services visited YMCA summer day camps, including Camp Terry in Preston and Cottage Lake in Woodinville, and kids got to choose a free book to take home. Teens who finished the program were entered into a drawing for an Apple iPad, with winners in every branch.

Adult readers participated in reading parties and author events throughout the summer.

Summer Meal events were held at 13 library locations and more than 8,400 meals were served. KCLS partners with the Des Moines Food Bank and Federal Way Multi-Service Center to host the events, and receives funding from the KCLS Foundation for book giveaways and some of the meals. In addition to books and reading, KCLS staff offer hands-on math and literacy activities at the events.

Program highlights are included in the report.

QUARTERLY CAPITAL PLAN PROGRAM REVIEW

As discussed in the Finance Committee meeting, Facilities Director Greg Smith said there are only two active projects in the Capital Plan: renovation of the Boulevard Park Library and the new Kent Panther Lake Library, which is a tenant-improvement project. The recently expanded Library Connection @ Southcenter reopened on August 11, but will not be moved to Completed Projects until change orders and final invoices have been closed out. There are no Future Projects.

Centralized Projects that were funded by the Capital Bond include Traveling Library Center vehicles purchased in 2010; Administrative Costs for staff involved in the program; Materials Handling for automated systems installed in 17 libraries; Outsourced Project Management for consultant services provided by URS; and Artwork Acquisition/Management costs for KCLS' public art collection.

In those cases where escalated construction costs exceeded project budgets, shortfalls have been covered by transfers from the general fund, proceeds from property sales, investment interest and grants.

KCLS expect to complete the Capital Bond program at the end of 2018.

FINANCE REPORT

As of August 31, total general-fund expenditures year-to-date are 63.2 percent of the annual budget with 66 percent of the budget year completed. Salaries and Benefits, which represent the majority of general fund expenditures, have increased 6.6 percent year over year and were impacted by recent labor contract settlements. The remaining year-to-date operating expenditures of \$26.5M are comparable to the prior year and include Professional Services expenditures of \$3.0M compared to \$2.4M in the prior year, primarily attributable to KCLS' recent Classification/Compensation study. Operating Lease expenditures of \$1.7M year-to-date compared to \$1.5M in the prior year reflect new building leases in 2017. The Reserve fund of \$300,000 remains unused.

Year-to-date general-fund revenue received of \$66M compares favorably to the prior year of \$63M. August property-tax revenue received was \$443K. KCLS will receive the majority of its second-half tax installment in October. Timber revenue is lagging but an installment is expected before year end. Investment interest revenue year-to-date of \$500K compares favorably with the \$345K for the prior year and the current-year budget. KCLS Foundation revenue of \$332K represents a portion of the annual commitment. E-rate revenue of \$490K received in August exceeds the annual budget of \$320K.

August expenditures in the 307 Fund of \$206K included expenditures for Kent Panther Lake (\$180K); Boulevard Park demolition costs (\$13K) and \$11K for Outsourced Project Management (Baker & Taylor).

Expenditures in the 302 Fund of \$227K include trailing expenses of \$113K for Library Connection @ Southcenter and \$113K for Tukwila Library.

APPROVAL OF MONTHLY EXPENDITURES

Robin McClelland moved approval of Payroll expenditures for August in the amount of \$2,673,048.50: Aug 1-15 Ck#170670-170740; 310001-311242 and Aug16-30 Ck#170741-170816; 330001-331241. Angélica Alvarez seconded and the motion passed unanimously.

*Angélica Alvarez moved approval of General Fund #0010 expenditures for August in the amount of \$5,353,535.93: Travel Advances - Ck#1265-1272; (08/04) Ck#1099230-1099248; 5008292-5008313; (08/07) Ck#1099249-1099272; (08/08) Ck#1099273-1099292; 1099293-1099323; (08/09) Ck#1099324-1099340; 1099341-1099365; (08/14) Ck#1099366-1099391; (08/15) Ck#5008314-5008342; 1099392-1099410; (08/16) Ck#1099411-1099437; 5008343-5008345; (08/16) Ck#1099438-1099446; 1099447-1099557; (08/18) Ck#1099558-1099586; (08/21) Ck#1099587-1099624; (08/22) Ck#1099625-1099649; 1099650-1099692; (08/25) Ck#1099693-1099754; (08/28) Ck#5008346-5008381; 1099755-1099782; (08/29) Ck#1099783-1099803; (08/30) Ck#1099804-1099837; 5008382-5008384; (08/30) Ck#1099838-1099842; 5008385;1099843-1099883; (08/31) Ck#1099884-1099903; (09/05) Ck#1099904-1099997; (09/06) Ck#1099998-1100033; 5008386; Voids - Ck#5008311; 5008300; 1099377;1099589; 5008383
*Pamela Grad seconded and the motion passed unanimously.**

Pamela Grad moved approval of Construction Bond Fund 1988 #3020 expenditures for August in the amount of \$225,751.87: (08/08) Ck#3021090; (08/09) Ck#3021091; (08/16) Ck#3021092-3021097; (08/22) Ck#3021098-3021099; (08/30) Ck#3021100; (09/06) Ck#3021101-3021102. **Rob Spitzer seconded and the motion passed unanimously.**

Rob Spitzer moved approval of Capital Project Fund 2005 #3070 expenditures for August in the amount of \$ 206,626.43: (08/08) Ck#3073711-3073712; (08/16) Ck#3073713-3073714; 3073715-3073718; (08/22) Ck#3073719-3073720; 3073721; (08/30) Ck#3073722-3073724; (09/06) Ck#3073725-3073726. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of an Inter-fund transfer in the amount of \$4,168.75. Angélica Alvarez seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Interim Director Steve Smith noted that the Board was given copies of "Delivering on a Promise to Voters," which he said is a good pictorial summary of KCLS' Capital Bond Program. Copies will be mailed to the King County Council and his letter inside the cover will be released to suburban newspapers. He acknowledged Greg Smith and Facilities staff for building spectacular libraries. The report can be found on the KCLS [website](#).

Steve said he and Government Relations Manager John Sheller presented KCLS' annual report to the King County Council on September 20. They updated councilmembers on current capital projects, the search for a new Library Director and KCLS' plan for a levy-lid lift sometime over the next several years.

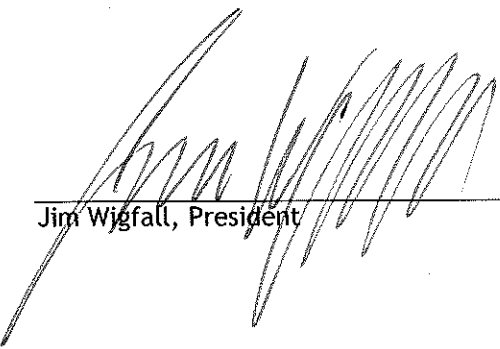
The KCLS Leadership Team, Business Office staff and a group of representative staff from around the System are interviewing four finalists for the Finance Director position. Human Resources handled the search and received a good number of qualified candidates.

The Library Director Search Committee will meet on Tuesday, October 3 to review and pare down resumes to identify semi-finalist candidates to interview on October 19. The Committee will forward three to four candidates for final interviews with the Board of Trustees and other library stakeholders on November 14 and November 15.

Steve said it was a privilege to visit Camp Terry in Preston and to observe kids being encouraged to read. He said staff teaches the camp counselors to model reading, and the kids are excited to be able to pick out a book to take home with them.

ADJOURNMENT

The meeting adjourned at 5:52pm.



Jim Wigfall, President

Angélica Alvarez, Secretary