



# King County Library System Board of Trustees Meeting

Fall City Library  
5pm ♦ February 28, 2018

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Jim Wigfall

### KCLS Staff

Julie Acteson  
Beth Castleberry  
Jenny Engstrom  
Maria Hatcher  
Holly Koelling  
Nicholas Lee  
Tess Mayer  
Cynthia McNabb  
Jed Moffitt  
Lisa Rosenblum  
Bruce Schauer  
Greg Smith

1. Board Meeting agenda
2. January 31, 2018 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Capital Project Fund 2005 #3070 expenditures

### CALL TO ORDER

President Angélica Alvarez called the meeting to order at 5:01pm. She noted that a quorum of the Board was not present and proceeded to the staff reports.

### REGIONAL MANAGER'S REPORT

East Regional Manager Michele Drovdaht welcomed the Board of Trustees to Fall City Library, and introduced Librarian Services Manager Irene Wickstrom. In addition to Fall City, the East Region includes the North Bend, Snoqualmie, Issaquah and Sammamish Libraries and has a staff of 93 employees. In 2017, circulation in the region exceeded 1.9 million checkouts and more than 900,000 library visits. She said Sammamish is always in the top three to four circulating libraries in the System, and Issaquah is usually in the top 10. Similarly, program attendance at Sammamish is generally very high, especially during the summer when outdoor programs during the weekly Farmers Market can draw 300-400 attendees. Children's programs range from an "Observe the Moon" event at Fall City Library funded by a grant from NASA and the American Libraries Association; ideaX classes focusing on STEM skills that drew more than 800 attendees; Sammamish's CoderDojo, the longest running coding club at KCLS; and Prime Time Family Reading Time to improve test scores of reluctant readers at Issaquah Valley and Clark Elementary Schools. Serving a large Hispanic community, Issaquah's Teen Librarian is fluent in Spanish and offers a Reading Buddy program at Valley Church. Teen Services Librarians also serve incarcerated youth at Echo Glen Detention Center with programs that help them build both life and job skills. Mobile Services staff provides library outreach to Highland Gardens, a low-income housing community of approximately 50 units. In 2017, more than 180 participants attended adult programs hosted by community partners, including Providence Point Retirement Community, Native Plants Society, and Master Gardeners. Other Adult programs include popular opera preview sessions, Wine Walks in partnership with the Issaquah Downtown Association, and Community Resource Fairs with more than 23 service providers at the events. Display spaces in each library have also been created by staff to promote and encourage use of the full range of items in KCLS' collection.

### OVERDRIVE MEDIA CAMPAIGN

Community Relations and Marketing Director Julie Acteson said that after KCLS' concluded its OverDrive Media Station pilot program at Sea-Tac Airport last fall, OverDrive generously offered to fund an eBook promotional campaign, leaving it to KCLS to decide what to do. Knowing that all libraries in the Puget Sound region have OverDrive collections, KCLS reached out to Seattle Public Library, Sno-Isle Libraries, Pierce County Library System, Kitsap Regional Library, and Tacoma Public Library to include them in the campaign. KCLS has promoted its eBook and audiobook collections through a variety of channels, including radio, outdoor media, digital advertising, TV commercials, print ads, and social media, and continues to do so at a moderate level. With a \$30,000 budget provided by OverDrive and the challenge to provide the most expansive reach possible across four counties (King, Pierce, Snohomish, and Kitsap), KCLS chose to air television advertisements on Comcast Cable channels, due to its high market penetration

(83 percent). Ads will run between February 19 and April 30 on Food Network, HGTV, History Channel, TLC, and several other channels that air popular programs. The spots will run a minimum of 300 times in each county, resulting in approximately 3.5 million impressions throughout the campaign.

#### **ANNOUNCEMENT OF QUORUM**

With the arrival of Jim Wigfall, Angelica Alvarez noted that a quorum was present and returned to the earlier agenda items.

#### **APPROVAL OF AGENDA**

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

#### **APPROVAL OF BOARD MINUTES**

*Jim Wigfall moved approval of the January 31, 2018 Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.*

#### **PUBLIC COMMENT**

There was no public comment.

#### **2017 SURPLUS SUMMARY**

Finance Director Nicholas Lee reminded the Board that in 2012, the Finance Director was given authority to surplus any items with an estimated value of \$1,000 or less. The Surplus Summary (Attachment B in the Board packet) lists all such items that were declared surplus during fiscal year 2017. Depending on the type of item, KCLS works with different outlets to dispose of the items, including the state of Washington, King County, and private contractors.

#### **FINANCE REPORT**

Nicholas Lee noted a misprint in the Board packet and distributed corrected copies of the Final December Fund 302 and 307 expenditure reports. He said there was little activity in the 302 Fund, which is set to close out when all trailing invoices have been paid for completed projects.

Nicholas reviewed the 2017 Year-end Financials. Revenue increased approximately \$700K, which included Foundation funding, Contracts revenue, and investment interest. Expenditures increased \$174K. A projected \$5.5M surplus is \$387K less than 2018 budget estimates.

January expenditures include noteworthy items in the Benefits, Advertising, Operating Leases, Insurance and Capital Furniture/Fixtures/Improvements lines, which are related to timing of invoices, including a truck that was purchased in 2017 but not delivered until January 2, 2018.

A year-over-year comparison of revenue received in the month of January shows little to report since the majority of KCLS' revenue (95 percent) is received through property-tax payments twice a year in April and October. The remaining 5 percent is received from other sources throughout the year, including state timber revenue, fees for late or lost materials, etc.

#### **APPROVAL OF MONTHLY EXPENDITURES**

*Jim Wigfall moved approval of Payroll expenditures for January in the amount of \$2,720,188.18: Jan 1-15 Ck#171419-171475; 10001-11244 and Jan 16-30 Ck#171476-171532; 30001-31235. Robin McClelland seconded and the motion passed unanimously.*

*Robin McClelland moved approval of General Fund #0010 expenditures for January in the amount of \$4,044,647.07: Travel Advances - Ck#1294-1306; (01/18) Ck#1104030-1104033;1104034-1104052; (01/18) Ck#1104053-1104068;5008910-5008930; (01/19) Ck#5008931-5008933;1104069-1104073; (01/19) Ck#1104074-1104173;1104174-1104238; (01/24) Ck#1104239-1104260;1104261-1104292; (01/24) Ck#1104293-1104317; (01/25) Ck#5008934;1104318-1104371; (01/25) Ck#1104372-1104404; (01/26) Ck#5008935-5008975;1104405-1104428; (01/26) Ck#1104429-1104472; (01/31) Ck#1104473-1104550; (02/01) Ck#1104551;1104552-1104575; (02/02) Ck#5008976-5008978;1104576-1104579; (02/02) Ck#1104580-1104659;1104660-1104690;*

(02/02) Ck#5008979-5009023; (02/05) Ck#1104691-1104757; (02/06) Ck#5009024; Voids - Ck#1104330. *Jim Wigfall seconded and the motion passed unanimously.*

*Jim Wigfall moved approval of Capital Project Fund 2005 #3070 expenditures for January in the amount of \$62,318.24: (02/18) Ck#3073775-3073777; (02/26) Ck#3073778; (02/30) Ck#3073779; (02/01) Ck#3073780; (02/05) Ck#3073781. Robin McClelland seconded and the motion passed unanimously.*

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

Lisa Rosenblum said that KCLS worked with Make-a-Wish Alaska and Washington to fulfill a child's wish by participating in a special book launch event at Olympic Sculpture Park and distributing the book "Malakii's Wish" in KCLS' community libraries. Lisa said the family was very appreciative and thanked Julie Acteson and her team for assisting with the event.

Lisa met with Washington State Librarian Cindy Aden to discuss the financial structure of Washington state libraries and KCLS' structure as a junior taxing district.

Along with KCLS' Government Relations Manager and West Regional Manager, Lisa said she attended a meeting with the Burien City Manager, City Attorney, and Interim Police Chief to discuss behavior issues in the common areas shared by City Hall and the Burien Library. It was a productive conversation about how to ensure that library staff, patrons and members of the public feel safe and welcome when they're on the premises.

Last year, the State legislature passed a bill to increase the number of KCLS Trustees from five to seven members. Lisa reminded the Board that there are currently two vacant seats and said they should encourage anyone they know who might be interested in the positions to contact the King County Executive's office directly to submit an application for consideration.

#### **ADJOURNMENT**

The meeting was adjourned at 6:04pm.

  
Angélica Alvarez, President

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Lalita Uppala, Secretary