



King County Library System Board of Trustees Meeting

Renton Library
5pm ♦ April 25, 2018

PRESENT

KCLS BOARD

Angélica Alvarez
Robin McClelland
Lalita Uppala
Jim Wigfall

KCLS Staff

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

MOTIONS APPROVED

1. Board Meeting agenda
2. March 28, 2018 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Capital Project Fund 2005 #3070 expenditures
6. Gift Fund #6010 expenditures

CALL TO ORDER

President Angélica Alvarez called the meeting to order at 5:05pm. There was no quorum present and she proceeded to staff reports.

REGIONAL MANAGER'S REPORT

Regional Manager Amy Egglar welcomed the Board to the Central Region. She said the region is comprised of six very diverse and busy libraries, including Fairwood, Renton, Renton Highlands, Skyway, Southcenter and the Youth Services Center, and is a microcosm of King County. Renton is the fourth largest city in the county while Fairwood and Skyway are part of the unincorporated area. The region is economically diverse, ranging from the affluent communities of Fairwood and Kenndale to low- income households in the Skyway area.

Amy said that KCLS' Strategic Focus to create opportunities through meaningful connections is reflected in the many community partnerships staff have established and acknowledged KCLS' especially strong partnership with the City of Renton, which holds an annual Summer Reading kick-off event at Heritage Park. The City is also hosting an event for the new Sunset Neighborhood Park on June 16, which includes a celebration of the Renton Highlands Library.

Partnerships with social services agencies help staff to provide services where they are needed and expand the number of programs the libraries offer. Catholic Community Services connects those experiencing homelessness with shelters. Volunteers from the King County Bar Association provide free legal clinics every week. Sound Mental Health workers offer one-on-one support. Renton Technical College provides adult basic study courses and ESL classes. They also partner with KCLS to provide outreach services at Creston Point, a large apartment complex that offers affordable housing and whose residents include many African immigrants. Amy said the Skyway area lacks adequate public transportation so Library2Go staff bring services to the area.

Food Lifeline provides after-school snacks at Fairwood, helping to fill a nutrition gap for some students. The partnership has helped strengthen connections and improve communication between staff and kids.

The Central Region also serves incarcerated youth at the Youth Services Center in Seattle.

Amy said Central Region staff are passionate about what they do and they approach their jobs with thoughtfulness and intention. Their drive comes from knowing that they are making a difference and the amount they accomplish is remarkable. Angélica Alvarez thanked staff for providing so many services to the community.

QUORUM PRESENT

Trustee Jim Wigfall arrived at 5:20pm. With a quorum present, Angelica Alvarez returned to approval of the agenda and minutes.

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 March 28, 2018 Board Meeting minutes. Robin McClelland seconded and the motion passed unanimously.

Trustee Lalita Uppala arrived shortly after Trustee Wigfall.

PUBLIC COMMENT

Barbara Spindel said she has been a longtime library advocate as a member of the Newport Way Library Association and currently serves as the Vice President of the Bellevue Libraries Advisory Board. She said she was speaking out of concern not for the Library System itself, but with the Board of Trustees. She thanked the Board members for their service and acknowledged that serving as stewards of the organization is an enormous job. She also noted that the State Legislature recognized that KCLS serves a large and diverse population and increased the size of the Board to provide greater representation. She expressed frustration that two open Trustee positions have not been filled, including the seat recently vacated by Rob Spitzer. She is concerned that the King County Executive, who is responsible for appointing Trustees, is being lax and isn't looking at how the vacancies affect oversight of the organization. As an example, she said the Regional Manager's report given earlier in the meeting is intended to help the Board understand the needs of communities within its jurisdiction, yet there were only two Trustees present to hear it. She said the Open Public Meetings Act requires Trustees to discuss issues at its monthly meetings, and she would like there to be a discussion on attendance. She said from her perspective sitting on the sidelines, there appears to be an ethos where it is accepted that some Trustees will be absent more than they are present. She said that since it appears there is no longer a Public Forum where she can ask for answers to her questions, she would like to know whether the Board will address the issue of attendance at a future meeting.

KCLS FOUNDATION FUNDRAISING AND GRANT MAKING

KCLS Foundation Executive Director Beth Castleberry said the KCLS Foundation provides financial support beyond public funding to enable the King County Library System to better meet the needs of the community. She said it is KCLS librarians who design programs and identify outcomes, but it is the role of the Foundation's Impact Committee to review program proposals and recommend to the Foundation's Board of Directors which ones to fund. Once proposals are approved as part of the Foundation's annual budget process, Foundation staff seek and secure funding for the programs.

The Foundation's annual Literary Lions Gala is by far the single biggest source of funding, attracting 300 new donors a year, but donor loss seems to be a trend that is accelerating. Beth said there are some donors who attend the gala only once as someone's guest, and the Foundation does not continue to solicit these donors, or donors who make one-time gifts in memoriam. Beth also noted that fewer households are giving money, but those who continue to donate are giving larger gifts, and the Foundation has leveraged this trend with positive results by challenging donors to give at higher levels with the offer of matching funds. In general, Beth said there are three key components to guard against donor loss: prompt and accurate acknowledgement of gifts, regular reports on how gifts are used, and attention from leadership.

The Foundation's primary source of funding is from individuals who make smaller donations. The Foundation has traditionally reached this group of donors through direct mail and email marketing efforts, Workplace Giving Campaigns, and special-event ticket sales. The Foundation has also had significant growth in grant funding, which almost doubled from 2017 to 2018.

Looking ahead, the KCLS Foundation has committed \$1.2M in funding for 2018 with the majority supporting the Bellevue Library IdeaX Makerspace and Summer Reading programs.

FINANCE REPORT

General Fund revenues of \$7.1M year-to-date represents 5.8 percent of the budget received. Compared to the same period in 2017, current property-tax receipts decreased \$394K, revenue from fines decreased \$17K, and investment interest increased \$223K for a net decrease of \$154K or 2.1 percent.

General Fund expenditures of \$30.18M year-to-date represents 24.2 percent of the budget expended. The year-over-year (YOY) budgetary increase of 5.1 percent is largely due to increases in health and benefits cost. YOY spending on labor has increased 11.3 percent but should subside as big projects, such as ideaX, come to completion. Some expenditures are large and intermittent, which has the effect of accelerating reported expenditure totals. KCLS will do a thorough review of capital expenditures in 2018 to separate these from the operating budget.

There are no further expenditures anticipated in the 302 Fund as associated projects have been completed. KCLS expects to close the 302 Fund by the end of 2018.

Expenditures in the 307 Fund include minimal design and consulting fees for the Kent Panther Lake project (\$21K). The Boulevard Park project is currently out to bid.

APPROVAL OF MONTHLY EXPENDITURES

Jim Wigfall moved approval of Payroll expenditures for March in the amount of \$4,361,375.15: Sep 1-15 Ck#171680-171736;90001-91228 and Sep 16-30 Ck#171737-171799;1110001-111225; Ck#171800-171867;130001-131265. **Robin McClelland seconded and the motion passed unanimously.**

Robin McClelland moved approval of General Fund #0010 expenditures for March in the amount of \$5,788,999.16: Travel Advances Ck#1312-1320; (03/06) Ck#5009122-5009152;1105429-1105450; (03/07) Ck#1105451-1105501; (03/08) Ck#5009153-5009157;1105502-1105529; (03/09) Ck#1105530-1105606; (03/13) Ck#1105607-1105685; (03/14) Ck#1105686-1105717; (03/15) Ck#5009158-5009187;1105718-1105736; (03/15) Ck#5009188-5009190;1105737-1105742; (03/15) Ck#1105743-1105780;1105781-1105818; (03/20) Ck#1105819-1105890;1105891-1105929; (03/21) Ck#1105930-1105948;5009191-5009219; (03/22) Ck#1105949-1105999; (03/23) Ck#1106000-1106036; (03/26) Ck#5009220;1106037-1106076; (03/27) Ck#1106077-1106096;5009221-5009250; (03/28) Ck#1106097-1106140; (03/29) Ck#5009251-5009253;1106141-1106142; (03/29) Ck#1106143-1106169;(04/02) Ck#1106170-1106262;(04/03) Ck#1106263-1106290;5009254-5009290;(04/04) Ck#1106291-1106385;(04/05) Ck#1106386-1106412;(04/06) Ck#1106413-1106415;5009291; Voids - Ck#5009135;1105692. **Lalita Uppala seconded and the motion passed unanimously.**

Lalita Uppala moved approval of Capital Project Fund 2005 #3070 expenditures for March in the amount of \$21,461.77: (03/07) Ck#3073788-3073789. **Jim Wigfall seconded and the motion passed unanimously.**

Jim Wigfall moved approval of Gift Fund #6010 expenditures for March in the amount of \$1,034.28: (03/07) Ck#6010695; (03/13) Ck#6010696; (03/20) Ck#6010697. **Lalita Uppala seconded and the motion passed unanimously.**

DIRECTOR'S REPORT

Lisa Rosenblum called attention to a reprinted article she distributed from "Voices," a publication of the American Library Association. The author talks about the important role Trustees play as advocates for libraries. She said it would be a good topic for discussion at a future Board retreat.

Lisa thanked Board members Robin McClelland and Pamela Grad for attending the grand opening of the Bellevue Library IdeaX Makerspace on April 14, and thanked the KCLS Foundation for helping to fund the space. Lisa also thanked KCLS' Marketing team for generating media attention around the \$100,000 grant from Google, including a television interview on King 5 Weekend Morning show featuring Lisa and Darcy Nothnagle, Google's Head of External Affairs Northwest.

Congresswoman Suzan DelBene toured the IdeaX Makerspace with Lisa a few days in advance of the grand opening. For their involvement in the project and opening event, Lisa thanked Tess Mayer, Director of Library Outreach, Programs and Services, and all those whose names are too many to mention.

Lisa attended a Día event at the Burien Library on April 29 that gave her the opportunity to meet Jimmy Matta, the new Mayor of Burien. She was also interviewed as part of local radio Warm 106.9's series on Inspirational Women.

Facilities Design Coordinator Adrienne (Dri) Ralph is leaving KCLS to take a new job with the Northshore School District. Dri has been involved with KCLS' capital bond projects every step of the way, which included 226 public meetings. Lisa said a large part of what the public sees has to do with a great facilities team led by Greg Smith.

Lisa attended a meeting of the North Highline Unincorporated Area Council on April 5. Among the group's concerns is the pending closure of the Boulevard Park Library during renovation. Lisa and staff discussed a number of options to mitigate disruption during the closure, including access to nearby libraries and services provided by Mobile Outreach staff.

Trustee Jim Wigfall and Government Relations Manager John Sheller accompanied Lisa to present KCLS' Year in Review to the King County Council Committee of the Whole on April 4. One councilmember remarked at how much KCLS is doing beyond what is typical for libraries. KCLS will continue to appear before the Council each year and Lisa is focused on scheduling individual meetings with each councilmember.

John Sheller hosted a half-day forum for members of Library Advisory Boards that are established in 13 cities within KCLS' service area. Attendees had a chance to meet Lisa Rosenblum, and to learn how to report to city councils from a panel that included representatives from the cities of Enumclaw and Issaquah.

TRUSTEES REPORT

Robin McClelland thanked staff for a well-attended ideaX event. She also noted that election returns were currently 49 percent in favor of a levy lid lift for Sno-Isle Libraries.

Jim Wigfall said he attended a very informative author salon featuring Jamie Ford and moderated by Seattle Times columnist Nicole Brodeur.

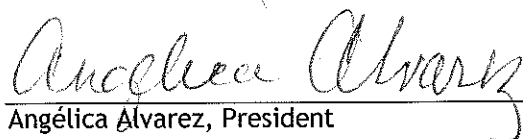
Facilities Director Greg Smith shared renderings of a proposed development by the City of Renton that impacts the site in front of the Renton Library. KCLS weighed in on the proposal to ensure that the Library's parking lot would be preserved.

Angelica Alvarez suggested that name tags be made for Board members so that they are identifiable when visiting community libraries or attending library-related events.

Amy Egger invited Board members to attend the Sunset Neighborhood Park Celebration on Saturday, June 16, which will include festivities for the Renton Highlands Library, which did not have an official opening ceremony.

ADJOURNMENT

The meeting was adjourned at 6:21pm.



Angelica Alvarez, President



Lalita Uppala, Secretary