



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ October 24, 2018

PRESENT MOTIONS APPROVED

KCLS BOARD

Angélica Alvarez
Ron Higgs
Robin McClelland
Pamela Grad
Anne Repass
Lalita Uppala
Jim Wigfall

KCLS Staff

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

1. Board Meeting agenda
2. Payroll expenditures
3. General Fund #0010 expenditures
4. Construction Bond Fund 1988 #3020 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 5:08pm.

APPROVAL OF AGENDA

Jim Wigfall moved approval of the Board Meeting agenda. Pamela Grad seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

The motion to approve the September 26, 2018 minutes was not recorded. The minutes will be re-submitted for approval at the November meeting.

PUBLIC COMMENT

Bellevue resident Barbara Spindel offered the following comments for the record:

Good evening. My name is Barbara Spindel. I am a resident of Bellevue and a long-time advocate of the King County Library System. I am currently Vice President of the Bellevue Library Advisory Board and President of the NWLA. I would like to comment on two issues.

First, I would like to ask the Board to review their bylaws to increase the number of Board members for a quorum from three to four to reflect a majority of the members. It is gratifying to all of us that appointments to the Board have been completed and the Board now has all seven seats filled. The State Legislature voted to increase the size of the Board from five to seven members in order to better reflect and respond to the growth in size, complexity and diversity of King County. Allowing decisions to be made by only three members does not fulfill that goal. According to Article V, Section 1, the bylaws can be amended or altered by a majority vote of the Board at the first regular meeting subsequent to the regular meeting at which such action was proposed. I urge you to place discussion of the quorum issue on the agenda of your next meeting in order to facilitate a change as soon as possible. If you did so, the soonest this could go into effect would be December 20th, which would allow the Board to begin 2019 with the change in effect.

The second issue relates to Public Forums. I have been attending KCLS Board meetings for the past 20 years and have witnessed many changes to the Board and to the System. I have often had occasion to make public comments. It was gratifying when the Board adopted a policy of holding quarterly meetings that were designated "Public Forums." At those meetings, Board members directly responded to concerns presented in public comments. Why are they no longer being held? They provided the public the opportunity to have a conversation with the Board and promoted a sense that the Board was listening and responding to public concerns. If this were a Public Forum, I would still be held to the three-minute rule, but you would take the time to discuss whether or not you would

follow up on my request for a quorum discussion. I hope to see you resume the Public Forum format. It is a simple and friendly way to respond to public concerns.

2018 SUMMER READING PROGRAM

Tess Mayer, Director of Library Outreach, Programs, and Services, took the opportunity to introduce and welcome KCLS' new Youth and Family Services Manager Rekha Kuver. She then introduced Christine Anderson, Maren Ostergard, and Emily Calkins and thanked them for stepping in to support the Summer Reading Program in place of KCLS' Teen and Children's Coordinators who recently retired.

Christine reminded the Board that children who lack access to learning resources during the summer fall farther behind academically when starting school again in the fall. A continued pattern of 'summer slides' results in nearly three and a half years of learning that children lose over the course of their K-12 education, particularly those who live in lower income areas. Summer Reading programs help close that achievement gap by giving children of all economic backgrounds the chance to start the school year on an even footing.

Christine said patrons of all ages participated in Summer Reading. She thanked the Graphics staff for creating a variety of reading logs and activity sheets for both children and adults. More than 18,000 adults registered for summer reading, and more than 30 percent finished the program.

Librarians made school visits and talked to 94,180 students to promote Summer Reading. Staff also visited 22,883 people at various community outreach programs and events during the summer. Of the total children registered for Summer Reading, 8.4 percent attend child care facilities served by Library2Go.

Nearly 60 percent of teens surveyed said that because of Summer Reading, they read more books and used more online resources such as eBooks. Of those surveyed, 96.4 percent said they would participate in Summer Reading again.

Another important component of Summer Reading is summer meals. Research has shown that youth who are chronically hungry suffer from cognitive delays. Providing meals not only supports reading and learning but also attracts youth and families to the library and to other programs and services KCLS offers. The KCLS Foundation plays a critical role in funding summer meals and summer reading. With the Foundation's support, more than 10,000 summer meals were served.

In total, 78,080 people of all ages registered for Summer Reading including 65 students at the King County Youth Service Center, a juvenile detention facility in Seattle. Beanstack, an online tracking service, counted a total 1,073,642 minutes read by participants of all ages.

Getting the word out is critical to the success of a Summer Reading program. KCLS received over \$45,000 worth of publicity value from Summer Reading media coverage. Microblogs accounted for 51 percent of the coverage, and many libraries received call-outs in their local media.

2019 PRELIMINARY BUDGET

As reviewed in the Finance Committee, Finance Director Nicholas Lee said the budget process started in June with department reviews of 2018 year-to-date expenditures to determine where adjustments could be made in the 2019 Budget. The KCLS Leadership Team also identified broad strategic Initiatives that will guide the organization over the next five years. Those items that have larger budgetary impacts are highlighted in the Preliminary Budget.

KCLS receives approximately 97 percent of its funding from Property Tax, and revenues are expected to increase 2.4 percent in 2019. KCLS is limited to a one-percent increase in revenue year over year, but budgeted revenue was not adjusted when the 2018 Final Budget was approved last year, making the increase appear higher than expected.

Total expenditures in 2019 are increasing by 2.4 percent. The Budget includes a three-percent cost of living adjustment pending approval by the Board. Benefits expenditures are increasing nearly four percent.

The 2019 Budget includes a new Capital Investment Plan for anticipated repair and maintenance expenditures that exceed \$50K and a \$790K allocation in the Information Technology Services budget for the Green Initiative that was presented to the Board in September.

Based on a recommendation from the state auditor, the KCLS Foundation will revert to paying for program expenditures directly rather than reimbursing KCLS, which explains the significant decrease in program revenue compared to the prior year.

KCLS is increasing the minimum Ending-Fund Balance from 60 to 120 days of monthly operating expenditures to enable KCLS to sustain library operations until 2021 under the current funding structure.

KCLS will transfer \$600K from the General Fund to the 307 Project Fund to cover construction costs for the final two projects from the 2004 Capital Bond program.

FINANCE REPORT

General fund revenues year-to-date are 56.9 percent of budget with 75 percent of the budget year completed. 2018 revenues are budgeted 2.8 percent higher than 2017. Year-over-year revenue has increased 1.2 percent primarily from current year property tax receipts, investment interest, and KCLS Foundation grants. Miscellaneous revenue decreased by \$902K attributable to a property sale that occurred in the prior year.

General-fund expenditures are 71.9 percent of budget and are budgeted 5.4 percent higher than 2017. Year-over-year expenditures increased \$6.3 million, or 7.5 percent. Repairs and Maintenance expenditures are running ahead of pace. The budget was increased in 2018 to absorb costs associated with the Bellevue Library ideaX Makerspace project. A new Capital Investment Program in the 2019 Budget anticipates future repairs to better control costs.

The Boulevard Park and Kent Panther Lake Libraries are the final construction projects remaining in the 307 Fund.

APPROVAL OF MONTHLY EXPENDITURES

Jim Wigfall moved approval of Payroll expenditures for September in the amount of \$2,851,474.65: Sep 1-15 Ck#172629-172688;370001-371248 and Sep 16-30 Ck#172689-172748; 390001-391240. Anne Repass seconded and the motion passed unanimously.

Anne Repass moved approval of General Fund #0010 expenditures for September in the amount of \$5,712,741.46: Travel Advances Ck#1344-1349; (09/10) Ck#5009842-5009952; 1110689-1110751; (09/12) Ck#5009953-5009955; 1110752-1110755; (09/12) Ck#1110756-1110784; 1110785-1110842; 1110843-1110859; (09/13) Ck#5009956-5009991; 1110860-1110885; (09/13) Ck#1110886-1110907; 1110908-1110920; (09/19) Ck#1110921-1110981; (09/20) Ck#1110982-1111006; 1111007-1111022; 1111023-1111030; (09/21) Ck#5009992-5010035; 1111031-1111056; 1111057-1111112; (09/25) Ck#1111113-1111163; (09/27) Ck#5010036-5010038; 1111164-1111168; 1111169-1111278; (09/27) Ck#1111279-1111295; (09/28) Ck#5010039-5010067; 1111296-1111312; (10/02); Ck#1111313-1111383; 1111384-1111427; (10/02) Ck#1111428-1111447; 1111448-1111457; 1111458-1111463; (10/03) Ck#5010068;5010069-5010105; 1111464-1111481; (10/03) Ck#1111482-1111541; (10/04) Ck#1111542-1111544; 5010106. Pamela Grad seconded and the motion passed unanimously.

Pamela Grad moved approval of Construction Bond Fund 1988 #3020 expenditures for September in the amount of \$15.30: (10/03) Ck#3021129. Robin McClelland seconded and the motion passed unanimously.

Ron Higgs moved approval of Capital Project Fund 2005 #3070 expenditures for September in the amount of \$370,718.46: (09/12) Ck#3073827-3073828; (09/20) Ck#3073829-3073830; (09/21) Ck#3073831; (09/27) Ck#3073832-3073834; (10/02) Ck#3073835. Jim Wigfall seconded and the motion passed unanimously.

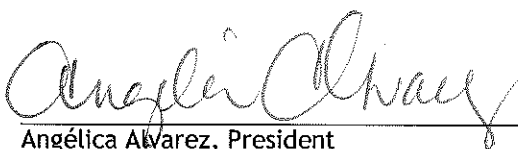
TRUSTEES REPORT

Robin McClelland asked whether the Board bylaws can be amended to change the number that constitutes a quorum of the Board. Maria Hatcher said that the legislation that increased the size of the Board from five to seven members did not include language requiring a change in quorum, but the bylaws can be amended at the Board's discretion at any time. She said the bylaws have only been amended twice and suggested that the Board might want to wait until Trustee Wigfall's seat is refilled before taking action.

In response to a request for future Public Forums, Maria said that the Board instituted Public Forums once a quarter to provide an opportunity for members of the public to share their concerns with the Board of Trustees and to have Administrative staff respond to questions. The public forums have not been offered due to little or no participation during the public comment period in recent months. Public Forums have not been discontinued officially and can be restarted at any time.

ADJOURNMENT

The meeting was adjourned at 6:16pm.



Angélica Álvarez, President



Lalita Uppala, Secretary