



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ February 27, 2019

## PRESENT MOTIONS APPROVED

### KCLS BOARD

Angélica Alvarez  
Robin McClelland  
Pamela Grad  
Anne Repass  
Lalita Uppala

### 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 30, 2019 Board meeting minutes
3. February 11, 2019 Special Board meeting minutes
4. Payroll expenditures
5. General Fund #0010 expenditures
6. Capital Project Fund 2005 #3070 expenditures

### CALL TO ORDER

President Lalita Uppala called the meeting to order at 5pm.

### APPROVAL OF AGENDA

*Pamela Grad moved approval of the Board Meeting agenda. Anne Repass seconded and the motion passed unanimously.*

### APPROVAL OF BOARD MINUTES

*Anne Repass moved approval of the January 30, 2019 Board Meeting minutes. Pamela Grad seconded and the motion passed unanimously.*

*Pamela Grad moved approval of the February 11, 2019 Special Meeting minutes. Anne Repass seconded and the motion passed unanimously.*

### PUBLIC COMMENT

Library Technical Assistant Catherine Reese said she wanted to talk about two issues related to the recent snow days: keeping the libraries closed too long and paying staff during extreme weather. She said that during the snowstorms, libraries could not open until their parking lots were cleared. Because every library in the system needed plowing, it was too much for KCLS' contracted company to handle. Citing Mercer Island Library as an example, she said that roads were clear and drivable on Mercer Island on Monday afternoon, February 11. She found absolutely no problems with the roads when she drove to the Mercer Island Library the next day on Tuesday afternoon, however the parking lot was very slushy and it was the only reason why the library was not opened. In contrast, the parking lot at St. Monica's Catholic School across the street was completely clear and dry and there was a snow plow in their parking lot. She said the Mercer Island Library was closed because no one asked the owner of the snow plow at St. Monica's to drive 500 feet and plow the library's parking lot. She said closing the library should be of great concern and keeping it closed when it could have easily been opened is not good for the community.

She also expressed concern that staff was given only two options to account for unworked hours during the closures—vacation leave or leave without pay—and said both options are poor. Vacations are defined as "an extended period of leisure and recreation, especially one spent away from home or in traveling." Being snowbound at home is NOT a vacation. She asked what happens to those who have planned vacations in the future. Do they have to cancel their leisure time if they've had to use their vacation hours for a snow day? Similarly, taking leave without pay would drastically affect some staff, forcing them to decide what bills to pay.

Catherine additionally noted that Brooklyn Public Library employees do not have to charge leave accruals for time off resulting from extreme weather conditions that force employees to stay home from work. She hopes that KCLS staff would be afforded the same respect and courtesy.

## **LIBRARIES AS ENTREPRENEURIAL HUBS**

Community Engagement and Economic Development Manager Audrey Barbakoff said that KCLS identified economic empowerment as a strategic priority in 2018 and 2019. At KCLS, economic empowerment means connecting individuals and organizations with the services and resources to successfully navigate complex and often biased systems to create equitable opportunities to build thriving and resilient local economies.

KCLS is one of 11 public library systems nationwide selected by the Urban Libraries Council to explore ways to reach and engage potential entrepreneurs, particularly people of color, women, immigrants, and veterans. Through a series of interviews and surveys, KCLS engaged with key community stakeholders and staff to identify target audiences, determine what kinds of programs would be most useful, and how to provide them equitably. Target audiences include adults without college degrees; immigrant and refugee micro-entrepreneurs; adults in career transition; creative entrepreneurs and freelancers; small food-businesses; workforce intermediaries, trade contractors; and small- to mid-sized technology companies and workers.

KCLS has partnered with a number of organizations and social service agencies to provide programs and services. Tent City residents use Wi-Fi hotspots provided by KCLS to access the Internet for job resources with assistance from WorkSource volunteers. KCLS and WorkSource staff visit four Tent City sites twice per month. In partnership with Startup 425, KCLS offers a series of workshops taught by successful innovators who teach individuals how to start and run a small business. Ongoing STEAM programs provide opportunities to build digital literacy skills that are in high demand in today's job markets. KCLS has also refreshed and expanded partnerships with WorkSource and the Foundation Network in an effort to increase awareness of valuable online resources.

Audrey said methods used to measure results are different for different initiatives. Metrics for business startups might include annual revenue or the number of full time jobs created, while STEAM classes might include course evaluations that measure self-reported changes in knowledge, skills and abilities.

## **KCLS FOUNDATION 2019 IMPACT REPORT**

KCLS Foundation Executive Director Elizabeth Castleberry said that as of July 2018, the KCLS Foundation began paying many KCLS program costs directly. Beth said she is providing the first of a regular report from the Foundation to keep the KCLS Board of Trustees apprised of the Foundation's fundraising progress and its impact on KCLS.

KCLS staff and the KCLS Foundation work together to determine the programs and services that best meet community needs, and where the Foundation, through private philanthropy, can provide financial support beyond public funding. Following a broad timeline starting each year in July, KCLS staff submit program proposals, which are reviewed by the Foundation's Impact Committee. Based on metrics for desired outcomes, the Impact Committee presents its recommendations to the Foundation Board of Directors who approve grants in November. The Foundation raises funds the following calendar year to meet its financial commitment to KCLS.

The KCLS Foundation views its role as providing funding for KCLS in three key areas: launching innovative programs and services for communities in need, sustaining critical services for which public funds cannot be used, and supporting exceptional capital projects. In 2019, the Foundation committed to raising \$1.3M, which would more than double the Library System's \$1.2M programs budget.

In 2018, donations from private foundations and corporations accounted for the largest percentage of Foundation income, followed by special events, individual donations, and investment earnings. A small amount of income is received from donor bequests.

The Foundation has more than doubled its annual fundraising in recent years, which has supported the expansion of ideaX programs, growth in literacy programs, and other pilot efforts to reach new audiences.

## **DREAM BIG: ANYTHING IS POSSIBLE**

Beth Castleberry shared a video from the "DREAM BIG: Anything is Possible" event that was held at the Tukwila Library on February 8. JP Morgan Chase and the Why Not You Foundation (WNYF) have partnered with KCLS and the KCLS Foundation to provide funding to expand the Teen Voices programs to six libraries and \$100,000 in additional funding to support scholarships for teens pursuing post-secondary education. WNYF, the charitable organization founded by Seahawks quarterback Russell Wilson and his wife Ciara, is also providing funding for limited-edition library cards featuring Russell and Ciara. WNYF will also serve as a sponsor of the 2019 Literary Lions Gala.

## **FINANCE REPORT**

Finance Director Nicholas Lee said the finance report includes year-end 2018 figures, but that it takes two months before the books are finally closed and fiscal year reports sent to the state auditor's office.

### **Year-end 2018**

Total general-fund revenues year-to-date were 100.5 percent of budget. Fiscal year 2018 revenues are budgeted 2.8 percent higher than 2017. Year-over-year revenues received increased \$3.3M, or 2.8 percent, which includes increases in current year property tax receipts (\$3.4M) and investment interest (\$922K), and decreases in Foundation revenue (\$311K) and miscellaneous revenue (\$380K).

Total general-fund expenditures year-to-date were at 98.3 percent of budget. Fiscal year 2018 expenditures are budgeted 5.4 percent higher than 2017. Year-over-year expenditures increased \$7.3M or 6.3 percent. Salaries increased \$2.5M in 2018 while Professional Services decreased \$341K. Repairs and Maintenance expenditures increased \$3.7M and is partly attributable to unanticipated repairs.

### **January 2019**

General-fund revenues for the month of January were 0.4 percent of budget. Fiscal year 2019 revenues are budgeted 2.8 percent higher than 2018. Year-over-year revenues received increased \$95K, or 22.3 percent and is mostly attributable to an increase in miscellaneous revenue.

General-fund expenditures for the month of January were 8.3 percent of budget. Fiscal year 2019 expenditures are budgeted 4.0 percent higher than 2018. Year-over-year expenditures decreased \$258K or minus 2.3 percent.

Capital Investment Plan (CIP) expenditures in January were zero percent of the total project budget in the categories of major Maintenance, Construction/Remodels, and Replacements.

As of January 2019, total budget expended for the Kent Panther Lake and Boulevard Park projects is 78.3 percent and 57.5 percent, respectively.

## **APPROVAL OF MONTHLY EXPENDITURES**

**Angelica Alvarez moved approval of Payroll expenditures for January in the amount of \$2,825,913.52:** Jan 4 Ck#173247-173311; 10001-11247 and January 18 Ck#173312-173381; 30001-31241.  
**Robin McClelland seconded and the motion passed unanimously.**

**Robin McClelland moved approval of General Fund #0010 expenditures for January in the amount of \$4,405,272.44:** Travel Advances - Ck#1358-1360; (01/17) Ck#5010530-5010532;1114861-1114867; (01/18) Ck#1114868-1114908;1114909-1114968; (01/22) Ck#1114969-1114980;1114981-1114995; (01/23) Ck#5010533-5010565;1114996-1115021;1115022-1115068; (01/23) Ck#1115069-1115103; (01/25) Ck#1115104-1115152; (01/28) Ck#1115153-1115209;1115210-1115217; (01/29) Ck#1115218-1115269;1115270-1115288; (01/30) Ck#5010566-5010596;1115289-1115317; (01/31) Ck#5010597-5010599;1115318-1115322;1115323-1115380; (01/31) Ck#1115381-1115390; (02/07) Ck#1115391-1115408;5010600-5010615;1115409-1115489; (02/07) Ck#1115490-1115546;1115547-1115551; (02/08) Ck#1115552;5010616; Voids - Ck#1114931.

**Pamela Grad seconded and the motion passed unanimously.**

**Pamela Grad moved approval of Capital Project Fund 2005 #3070 expenditures for January in the amount of \$397,889.09:** (01/22) Ck#3073915-3073916; (01/23) Ck#3073917; (01/28) Ck#3073918-3073920; (01/29) Ck#3073921-3073925; (01/31) Ck#3073926-3073933; (02/07) Ck#3073934-3073935.

**Anne Repass seconded and the motion passed unanimously.**

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

Lisa reminded the Board that the Kent Panther Lake Library is opening on Saturday March 23 followed by the renovated Boulevard Park Library a month or so later. The opening date has not yet been determined.

Lisa acknowledged Jenny Engstrom and Greg Smith for working with her early each morning during recent snowstorms to assess weather conditions. She said it is rare for the entire system to close and the decision to do so is based primarily on whether patrons and staff can safely navigate roads to get to the library. Management also considers whether schools are closed. She said KCLS spent considerable money for plowing service but had to wait "in line" behind higher priority institutions such as hospitals. When there was a break between major storms, KCLS opened five to six key locations with reduced staff since many employees still had trouble getting to work. During snow closures, KCLS staff are able to use eight hours of Inclement Weather leave. During the February storms, they had an additional option to use vacation hours or take leave without pay once they had exhausted their inclement weather leave. Management also allowed staff to work longer days to make up for lost hours to the extent possible.

With regard to the public comments earlier in the evening, Lisa noted that the City of Mercer Island had advised residents to remain at home during the snowstorms. She also said that all online library services were available while buildings were closed.

Angélica Alvarez noted that employees' pay is negotiated through KCLS' collective bargaining agreements with its Unions and that management does not have authority to make decisions on its own about pay.

#### **TRUSTEES REPORT**

Angélica Alvarez expressed appreciation and thanks to her fellow Trustees for bringing her up to speed after being absent from recent meetings.

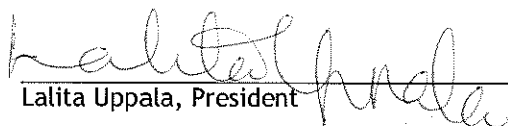
#### **EXECUTIVE SESSION**

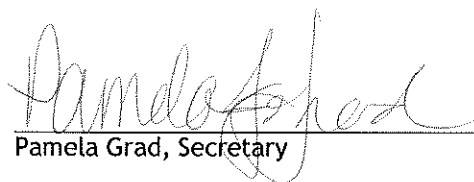
At 6:06pm, Lalita Uppala announced that the Board would convene in Executive Session for approximately 75 minutes to conduct the Executive Director's performance review in accordance with RCW 42.30.110, Section 1(g).

At 7:40pm, the Executive Session was extended for approximately 20 minutes.

#### **ADJOURNMENT**

The regular meeting was reconvened and immediately adjourned at 8:13pm.

  
Lalita Uppala, President

  
Pamela Grad, Secretary