



King County Library System Board of Trustees Meeting

KCLS Service Center
5pm ♦ April 24, 2019

PRESENT

KCLS BOARD

Ron Higgs
Robin McClelland
Pamela Grad
Anne Repass

KCLS Staff

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

MOTIONS APPROVED

1. Board Meeting agenda
2. March 27, 2019 Board Meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures
5. Capital Project Fund 2005 #3070 expenditures

CALL TO ORDER

Secretary Pamela Grad called the meeting to order at 5pm.

APPROVAL OF AGENDA

Anne Repass moved approval of the Board Meeting agenda. Robin McClelland seconded and the motion passed unanimously. Robin asked that staff attempt to contact a member of the public who spoke at the March 27 Board meeting and provide answers to the questions that were asked.

APPROVAL OF BOARD MINUTES

Ron Higgs moved approval of the March 27, 2019 Board Meeting minutes. Anne Repass seconded and the motion passed unanimously.

PUBLIC FORUM

There was no public comment.

2018 YEAR IN REVIEW

Community Relations and Marketing Director Julie Acteson presented the *2018 Year in Review*, which highlights KCLS' major accomplishments in several areas: education and STEAM learning; economic empowerment; libraries as community hubs; digital equity; welcoming libraries; literacy and language learning; torchbearer of facts and information; connecting with community advocates and local governments; maximizing public funding through strategic partnerships; and stewarding taxpayers' investment. This year, library measures "at a glance" include statistical trends over the past eight years showing increases in key areas: number and square footage of libraries; open hours; program attendance; mobile services; collection size; physical circulation (children's items); digital item circulation; library card registrations and number of wireless connections. The *Year in Review* is posted on <https://kcls.org/annualreports/>.

The *2018 Year in Review* includes a section on "Building a Strategic Framework." Human Resources Director Cynthia McNabb explained that the document, which is for internal and external audiences, provides a visual representation of the work that was done between 2016 and 2018 to formulate KCLS' new Strategic Focus, define Strategic Goals, and identify Strategic Initiatives. The Strategic Framework will inform the Board about how the annual operating budget aligns with KCLS' strategic goals, and the different criteria used to measure outcomes for each strategic initiative. The Strategic Framework will be updated annually with the next year's initiatives.

LIBRARY2GO SERVICE

Outreach Services Coordinator Christine Anderson said KCLS is refocusing Library2Go service to increase equity and efficiency, and to provide service where it will have the most impact. With research showing that family income levels across racial groups is a strong indicator for educational achievement—especially kindergarten readiness—staff determined that Library2Go service will have the greatest impact on children at subsidized child-care facilities; families in affordable housing communities; and youth and families experiencing homelessness.

New service criteria has been defined to reduce costs and maximize efficiency. To qualify for Library2Go service, licensed child care-centers must have 12 or more children enrolled and at least 75 percent must board the vehicle at each visit. The facilities must also accept government subsidies. A careful review and assessment of key demographics, including the percentage of students who qualify for free/reduced-priced lunches by school district, helped staff identify sites in both north and south King County that qualify for Library2Go service based on the new criteria. To improve customer service, Library2Go has added holds service and is transitioning to auto-billing for lost material fees. Community stops are more predictable and KCLS has made it easier for patrons to access schedule information. To reduce staffing costs, Outreach Services Specialists are now the primary Library2Go drivers, and the service is structured so that visits only require a single staff member instead of two. An assessment of Library2Go service based on the new service criteria will be conducted in March 2020.

FINANCE REPORT

Fiscal year 2019 revenues received are 6.0 percent of the Budget. Year-over-year revenues received increased \$445K, or 6.2 percent, and is mostly attributable to prior year property-tax receipts.

General-fund expenditures for the month of March decreased \$909K, or -3.0 percent, compared to the previous year.

Capital Investment Plan (CIP) expenditures in February were 1.5 percent of the total CIP budget, which includes categories for Major Maintenance, New Construction/Remodels, and Replacements.

As of March 2019, total budget expended for the Kent Panther Lake and Boulevard Park projects is 79 percent and 64.2 percent, respectively.

APPROVAL OF MONTHLY EXPENDITURES

Anne Repass moved approval of Payroll expenditures for March in the amount of \$4,374,808.97: (03/01) Ck#173522-173585; 90001-91251; (03/15) Ck#110001-110249; 173586-173649; (03/29) Ck#130001-131253; 173650-173711. Ron Higgs seconded and the motion passed unanimously.

Ron Higgs moved approval of General Fund #0010 expenditures for March in the amount of \$5,162,715.59: Travel Advances - Ck#1367-1373; (03/06) Ck#1116127-1116171;5010694-5010723;1116172-1116198; (03/06) Ck#1116199-1116238; (03/07) Ck#1116239-1116279; (03/11) Ck#5010724-5010733; (03/12) Ck#1116280-1116398; (03/13) Ck#1116399-1116423;5010734-5010768; (03/15) Ck#5010769;5010770-5010772;1116424-1116430; (03/15) Ck#1116431-1116445;1116446-1116509; (03/26) Ck#1116510-1116550;5010773-5010807; (03/27) Ck#5010808;1116551-1116586; (03/29) Ck#5010809-5010811;1116587-1116588;1116589-1116610; (03/29) Ck#1116611-1116622;1116623-1116642; (04/01) Ck#1116643-1116648;5010812-5010837;1116649-1116666; (04/01) Ck#1116667-1116739;1116740-1116814;1116815-1116860; (04/03) Ck#1116861-1116872;1116873-1116929; (04/09) Ck#5010838-5010863;1116930-1116956;1116957; (04/09) Ck#5010864;5010865; Voids - Ck#1116151. Robin McClelland seconded and the motion passed unanimously.

Robin McClelland moved approval of Capital Project Fund 2005 #3070 expenditures for March in the amount of \$302,221.30: (03/06) Ck#3073953; (03/07) Ck#3073954; (03/12) Ck#3073955-3073956; (03/15) Ck#3073957-3073959; (03/29) Ck#3073960-3073964;3073965; (04/01) Ck#3073966; (04/03) Ck#3073967-3073971. Anne Repass seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Lisa Rosenblum said the Kent Panther Lake Library opening ceremony on March 23 drew an estimated 1,000 people. Staff has reported that the library is being heavily used and patrons are enjoying the new space.

On Sunday, April 28, KCLS hosted Celebremos Dia! The annual event celebrates literacy in all languages and drew a large, multicultural crowd to the Tukwila Library and the Sullivan Center at Tukwila Plaza.

Library Advisory Board members gathered at the Service Center on April 13 to learn about the current political and financial environment at KCLS in anticipation of a potential levy lid lift. Lisa read a proclamation from Governor Jay Inslee declaring April 7-13, 2019 as King County Library System Week in recognition of the valuable contributions of libraries, library workers, Library Advisory Board members and other library supporters.

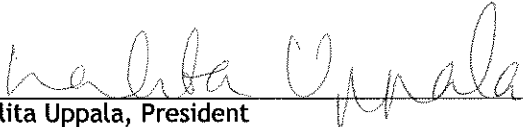
Lisa was keynote speaker at a naturalization ceremony at the Burien Library on April 10. She said it was an amazing and emotional experience to witness new citizens recite their oath of allegiance to the Unites States.

TRUSTEES REPORT

Anne Repass attended Lisa's presentation to the Bellevue City Council and felt it had a very positive impact on council members.

ADJOURNMENT

The meeting adjourned at 6:20pm.


Lalita Uppala, President


Pamela Grad, Secretary