



# King County Library System Board of Trustees Meeting

KCLS Service Center  
5pm ♦ January 29, 2020

## PRESENT

### KCLS BOARD

Pamela Grad  
Max Harned  
Ron Higgs  
Robin McClelland  
Anne Repass  
Lalita Uppala

### KCLS Staff

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

## MOTIONS APPROVED

1. Board Meeting agenda
2. December 18, 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

**Max Harned moved approval of the Board Meeting agenda. Anne Repass seconded.** Robin McClelland asked to amend the agenda to add StaffCon under Staff Reports after Study Zone. **Ron Higgs moved to amend the agenda as stated. Lalita Uppala seconded and the motion passed unanimously.**

## APPROVAL OF BOARD MINUTES

**Max Harned moved approval of the December 18, 2019 Board Meeting minutes. Anne Repass seconded and the motion passed unanimously.**

## PUBLIC FORUM

There was no public comment.

## STUDY ZONE

Public Services Director Tess Mayer introduced Public Services Specialist Annie Poyner, who coordinates Study Zone, a program that offers students free tutoring at the library. The program is staffed by volunteers who have to be at least a junior in high school and be able to provide tutoring in all core subjects. Many volunteers are adult retirees who bring specific subject expertise and also speak second languages, which allows Study Zone participants to receive tutoring in advanced-level subjects and also in their native languages. Study Zone begins its 20th year in July and two volunteers recently marked their 10-year anniversary with the program. Annual Study Zone visits for the past five years has hovered around 11,000 per year. Annie noted that KCLS does not track students so the number does not represent unique individuals. KCLS recently modified Study Zone locations to utilize tutors more efficiently, resulting in a slight decline in tutoring hours, although usage remained roughly the same. Children and Teen Services Librarians work with schools and PTAs to promote the program every fall. Community Relations and Marketing provides radio and print publicity. The program is also promoted through word of mouth, and provides homework support for children in immigrant and refugee communities where English is not spoken in the home.

## STAFFCON 2020

Cynthia McNabb, Deputy Director of Administrative Services, said KCLS will be closing for an entire day to hold a System-wide learning day on March 23 at Green River College. She said it is rare for staff to see each other in a library system the size of KCLS; StaffCon 2020 is an opportunity to come together to share information and ideas in alignment with KCLS' Strategic Initiative to "create opportunities for meaningful connections."

A committee comprised of a cross-section of staff members representing eight different job classifications set the agenda. The day will begin with an invocation by Muckleshoot Tribe members followed by a keynote speech by Eric Liu, CEO of Citizen University. There are required, all-staff sessions in the morning and afternoon, as well as breakout sessions aligned with different tracks that staff choose based on interest. The day ends with an all-staff session focused on organizational change and creating opportunities for diversity, equity, and inclusion.

Green River College is catering boxed lunches and staff can participate in a variety of activities during the lunch hour, including hiking, dancing, and yoga, among others.

StaffCon 2020 is mandatory and Cynthia said 850 employees are expected. Green River College is closed for spring break, so parking is not anticipated to be a problem, but staff will be encouraged to carpool.

A notice to the public will be posted on kcls.org two weeks in advance of the closure. Lisa Rosenblum said she recognizes the significant impact of closing the System for an entire day, but said the impact on staff learning and morale is equally significant.

#### **STATE OF THE LIBRARY**

Lisa Rosenblum reported that KCLS was ranked a Five-Star Library by Library Journal based on per capita output measures for physical and digital circulation, visits, programs and attendance, public computer use and Wi-Fi sessions. KCLS is consistently rated as a Star library for large U.S. public libraries. Lisa shared five-year trends for some of those metrics, as well as reference questions, collection size, and circulation of children's materials.

#### **FINANCE REPORT**

December revenues year-to-date were \$127.0M, and reflect 101.3% of the total revenues budget. Year-over-year revenues increased \$2.54M, or 2.0% over the prior year.

December expenditures year-to-date were \$122.3M, representing 94.2% of the total expenditures budget with 100% of the budget year completed. Year-over-year expenditures increased \$7.3M, or 6.4%.

Expenditures in the Capital Investment Program (CIP) in December were 99.4% of the total CIP budget, and include expenditures in the following categories: Major Maintenance (98.3% category budget expended); New Construction/Remodels (99.8%); and Replacements (101.7%).

As of December 2019, total project budgets expended for the Kent Panther Lake and Boulevard Park Libraries are 87.9% and 100.1%, respectively.

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

***Max Harned moved approval of Payroll expenditures for December in the amount of \$2,954,985.29: Dec 1-15 Ck#174936-174997; 490001-491225 and Dec 16-31 Ck#174998-175062; 510001-511226. Anne Repass seconded and the motion passed unanimously.***

***Anne Repass moved approval of General Fund #0010 expenditures for December in the amount of \$9,626,410.02: Travel Advances - Ck#1398-1412; (12/05) Ck#5011839; 5011840-5011842; (12/05) Ck#1123960-1123965; (12/06) Ck#1123966-1124096; (12/11) Ck#1124097-1124237; (12/18) Ck#1124238-1124304; 1124305-1124360; (12/18) Ck#1124361-1124420; 1124421-1124424; (12/18) Ck#1124425-1124439; 1124440-1124448; 1124449-1124455; (12/18) Ck#1124456-1124461; 1124462-1124468; (12/18) Ck#1124469-1124476; 1124477-1124485; (12/19) Ck#5011843-5011845; 1124486-1124491; (12/27) Ck#5011846; 1124492-1124495; 1124496-1124514; (12/27) Ck#1124515-1124526; 1124527-1124548; 1124549-1124610; (12/27) Ck#1124611-1124685; 5011847-5011860; 5011861-5011885; (12/27) Ck#1124686-1124721; 1124722-1124773; (12/30) Ck#1124774-1124828; 1124829-1124843; 5011886-5011930; (12/31) Ck#1124844; 1124845-1124867; 5011931-5011934; (12/31) Ck#1124868-1124870; (01/06) Ck#5011935-5011943; 5011944-5011990; 1124871-1124970; (01/06) Ck#1124971-1124977; 1124978-1125045; (01/07) Ck#5011991; (01/09) Ck#1125046-1125101; (01/10) Ck#1125102; 1125103-1125196; 1125197-1125262; (01/13) Ck#1125263-1125304; 1125305-1125310; 1125311-1125323; (01/13) Ck#5011992; Voids - Ck#. Ron Higgs seconded and the motion passed unanimously.***

**Ron Higgs moved approval of Capital Project Fund 2005 #3070 expenditures for December in the amount of \$1,940.00: (12/18) Ck#3074025. Robin McClelland seconded and the motion passed unanimously.**

**DIRECTOR'S REPORT**

Lisa Rosenblum recognized her Executive Assistant, Maria Hatcher, for marking her 10-year service anniversary with KCLS.

Lisa asked the Board to save the date for the opening of the ideaX Makerspace at Federal Way Library on Saturday, April 4, at 11am.

Representatives from King County Metro ORCA ToGo, King County Public Health Access and Outreach, South King County Transportation Options, and Hopelink are available at the Tukwila Library on the first and third Wednesdays of the month to make it easier for patrons in south King County to access programs and services.

Library Journal named the Tukwila Library a New Landmark Library for 2019. Lisa said it was recognized particularly for its flexible, open design of the meeting room so that it can be used for larger community gatherings.

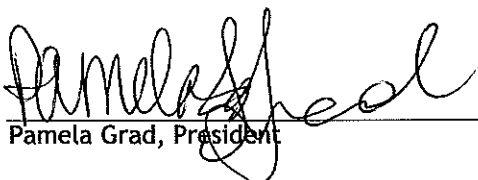
**TRUSTEES REPORT**

Max Harned said the 10th anniversary celebration at Sammamish Library was well-attended and staff did a great job with games, refreshments and entertainment. He said he particularly enjoyed watching young children who were fascinated by a typewriter and how it worked.

Anne Repass said she has been very impressed by the great print pieces KCLS creates to publicize its public programming.

**ADJOURNMENT**

The meeting adjourned at 6:05pm.

  
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Pamela Grad, President

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Ron Higgs, Secretary