



# King County Library System Board of Trustees Meeting

Videoconference  
5pm ♦ June 24, 2020

## PRESENT

### KCLS Board

Pamela Grad  
Ron Higgs  
Robin McClelland  
Anne Repass

### KCLS Staff

Julie Acteson  
Kristin Barsness  
Jenny Engstrom  
Maria Hatcher  
Rehka Kuver  
Nicholas Lee  
Tess Mayer  
Cynthia McNabb  
Jed Moffitt  
Danielle Perry  
Lisa Rosenblum  
Bruce Schauer  
Christine Schonhart  
Greg Smith

## MOTIONS APPROVED

1. Board Meeting agenda
2. May 27, 2020 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures

## CALL TO ORDER

President Pamela Grad called the meeting to order at 5pm. The meeting was conducted by videoconference.

## APPROVAL OF AGENDA

*Ron Higgs moved approval of the Board Meeting agenda. Robin McClelland seconded and the motion passed unanimously.*

## APPROVAL OF BOARD MINUTES

*Anne Repass moved approval of the May 27, 2020 Board Meeting minutes. Ron Higgs seconded and the motion passed unanimously.*

## PUBLIC COMMENT

No public comments were submitted.

## KCLS RECOVERY PLAN UPDATE

Deputy Director Christine Schonhart said the Recovery Plan she presented to the Board in May used phase numbering aligned with KCLS' internal plan. The updated plan reflects phase numbering aligned with Governor Inslee's Safe Start Plan.

After King County was approved for a modified Phase 1.5 on Friday, June 5, KCLS moved to this phase the following Monday, when managers and supervisors reported to work locations on June 8. Staff cohorts returned two days later on June 10. All KCLS buildings remained closed to the public, and staff began clearing backlogs of materials, arranging spaces for physical distancing, and preparing for future Curbside to Go service. Staff continue to offer online programming and work on initial planning for Phase 3 services.

King County moved to Phase 2 on Friday, June 19. KCLS will follow on July 1. During Phase 2, Curbside to Go service will be launched at 19 pilot locations for any holds that were placed prior to closure. Patrons will be able to place new holds beginning July 15. Other public services will be restarted, including Inter-library loans, Suggest a Purchase, and Mobile Outreach services on a limited basis. Book drops were also opened at the same pilot locations, with all sites anticipated to be open by mid-July.

When approved to move to Phase 3, KCLS will open some or all buildings to the public with service, capacity and time limits to manage traffic and cleaning. Limited Mobile Outreach service will continue, and Curbside to Go service will be launched at additional locations. Other Phase 3 services are still in development.

Full service will resume when the Governor announces Phase 4 of the Safe Start Plan. KCLS' plan for Phase 4 is still in development, but it may include reductions in public service hours.

## SUMMER READING PROGRAM

Youth and Family Services Manager Rehka Kuver said most elements of KCLS' All Ages Summer Reading Program were already planned prior to the closure and thanked everyone involved in transitioning it to an online format, especially Online Library Services and Community Relations and Graphics staff for their collaborative efforts. KCLS has followed nationwide summer reading themes in previous years, but chose a local theme for 2020 that reflects the communities KCLS serves. KCLS commissioned local children's illustrator Amy Hevron, who developed artwork that reinforces the joy of reading and the current heightened awareness around the importance of community. The Summer Reading Program usually starts when school gets out in mid-June, but the program launched early on June 1 to support parents who have been homeschooling since schools closed in March.

Summer Reading participants earn badges and prizes by logging reading minutes and activities online or using the Beanstalk app. A print-at-home reading log can be downloaded from KCLS' website. It was also included in the June issue of ParentMap magazine, which has a monthly circulation of 150,000.

A two-pronged approach to online Summer Reading programming includes synchronous programs, such as those led by librarians in real time via Zoom, and asynchronous programs, including pre-recorded programs on KCLS' YouTube channel.

Online Library Services staff also revamped several webpages to highlight programming and improve access. For example, the K-12 page connects parents, caregivers, and educators with resources, such as "Grab and Go" kits that focus on STEM skills, or social/emotional support activities that families safely can engage in safely outdoors.

## FINANCE REPORT

Finance Director Nicholas Lee shared data from the King County Office of Economic and Financial Analysis (OEFA), which reports that the COVID-19 recession is the worst of 10 post-war recessions. Forecasts shows that the COVID-19 recession is having less of an impact on assessed value in the short term, which KCLS relies on for property tax revenue, but the declination in GDP is four times greater compared to the same period during the Great Recession of 2008. The full report tracks a number of economic indicators and can be found at <https://bit.ly/2YC4mD0>.

Total general fund revenues for the month of May are 45.5% of the Budget with 41.7% of the budget year expended. Total 2020 Revenue is budgeted 3.4% higher than last year. Year-over-year revenue is down \$6.9M (-10.5%). Property tax revenue is down \$6.2M in May. Investment interest and Fines are down \$265K and \$211K, respectively. Staff has revised revenue estimates, but still anticipates collecting approximately 93% of total revenue by December 31.

Total general fund expenditures are below target at 34.1% of the Budget and 8.8% lower than the prior year. Compared to the same period in 2019, Repairs and Maintenance expenditures are \$510K lower, but many project expenditures have been transferred to the Capital Investment Program budget. Total expenditures for 2019 were 96% of the Budget. KCLS is on a more stringent pace in 2021.

Total Capital Investment Program (CIP) expenditures year to date are 11.8% of Budget. By function, project expenditures are 6.6% of the total Facilities-CIP budget, and 26.1% of the total Information Technology Services-CIP budget.

## APPROVAL OF MONTHLY EXPENDITURES

***Robin McClelland moved approval of Payroll expenditures for May in the amount of \$2,787,748.89: May 1-15 Ck#175563-175596; 190001-191240 and May 16-30 Ck#175597-175628; 210001-211240. Ron Higgs seconded and the motion passed unanimously.***

***Ron Higgs moved approval of General Fund #0010 expenditures for May in the amount of \$5,220,102.94: Travel Advances - Ck# (05/08) Ck#1127522-1127556; (05/12) Ck#1127557-1127620; 1127621; (05/14) Ck#5012463-5012464; 1127622-1127671; (05/21) Ck#5012465-5012468; 1127672-1127677; (05/21) Ck#1127678-1127707; 1127708-1127752; (05/21) Ck#1127753-1127794; (05/28) Ck#1127795-1127823; (05/29) Ck#5012469; (06/04) Ck#5012470-5012473; 1127824-1127826; (06/04) Ck#1127827-1127854; (06/09) Ck#5012474. Anne Repass seconded and the motion passed unanimously.***

**DIRECTOR'S REPORT**

Lisa Rosenblum said staff has done an exemplary job quickly adapting to a very different work environment, while also dealing with the personal stresses they and their families have faced during this uncertain time. As much as the public would like the Library System to open quickly, Lisa said it takes a great deal of planning to balance public health guidelines in an organization the size of KCLS, and she expressed her personal gratitude to everyone involved for their hard work creating a well-crafted plan.

The public will be invited back to buildings when KCLS moves into Phase 3, but services will return slowly. Board meetings will continue to be held via Zoom through Phase 3.

Lisa acknowledged Deputy Director Christine Schonhart who is leaving KCLS at the end of June.

Christine thanked Lisa and the KCLS Leadership Team, and expressed appreciation to all staff for their good work during this unprecedented time. She said KCLS is the best-run library anywhere she's ever worked, and her decision to leave was a difficult one.

President Pamela Grad thanked Christine on behalf of the Board.

**ADJOURNMENT**

The meeting adjourned at 6:13pm.

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Pamela Grad, President



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Ron Higgs, Secretary