



King County Library System Board of Trustees Meeting

Videoconference
5pm ♦ June 30, 2021

PRESENT

KCLS Board

Pamela Grad
Ron Higgs
Harish Kulkarni
Robin McClelland
Srini Raghavan
Anne Repass
Lalita Uppala

KCLS Staff

Julie Acteson
Maria Bassett
Angelina Benedetti
Jenny Engstrom
Maria Hatcher
Nicholas Lee
Sergio Razo
Cynthia McNabb
Dominica Myers
Danielle Perry
Sergio Razo
Lisa Rosenblum
Ken Ryals
Greg Smith
Tracey Thompson

MOTIONS APPROVED

1. Board Meeting agenda
2. May 26, 2021 Board meeting minutes
3. Payroll expenditures
4. General Fund #0010 expenditures

CALL TO ORDER

President Ron Higgs called the meeting to order at 5:03pm.

APPROVAL OF AGENDA

Srini Raghavan moved approval of the Board Meeting agenda. Harish Kulkarni seconded and the motion passed unanimously.

APPROVAL OF BOARD MINUTES

Robin McClelland moved approval of the May 26, 2021 Board Meeting minutes. Pamela Grad seconded and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

STAFF REPORTS

REOPENING UPDATE

Library Operations Director Jenny Engstrom said that she hopes to return for one final reopening update after all branches are open in July. In June, three additional branches opened to modified in-building service. Nine locations that had been opened eliminated the midday closing hour and are now open continuously. Ten remaining locations scheduled to open with continuous hours on June 29 were able to open earlier, on June 25, in response to the heat wave. Governor Inslee lifted occupancy restrictions early for publicly owned and operated cooling centers.

Thirty locations are presently providing contactless service. As Phase 4 began in Washington State June 29, KCLS will be phasing out curbside service in a staggered schedule between now and July 14. By that date, all 50 KCLS locations will be open.

The Bellevue staff delivered in excess of 10,000 Surprise Bags during curbside delivery.

KCLS FOUNDATION UPDATE

KCLS Foundation Director Ken Ryals provided an overview of the KCLS Foundation. The KCLS Foundation shares KCLS' Vision, and this drives its Mission of helping the Library System by supplementing public funding. The KCLS Foundation focuses on three primary areas: advocacy, fundraising and grant-making. It employs 5.3 staff members, and has a volunteer board. KCLS Board of Trustee members Anne Repass and Harish Kulkarni are Foundation Board liaisons.

In 2020, contributions were \$1.6 million. Fundraising costs were approximately \$700,000. Investments currently total \$6 million. The goal is to grow that number and create an endowment fund. In 2021,

the goal is to grant \$1.2 million in funding to KCLS, including a \$500,000 Agility Fund for last-minute needs as we reopen the libraries.

Current grants to KCLS are in five areas: literacy/learning, economic empowerment, services to homeless, library innovation, and advancing diversity, equity and inclusion in our communities. The 2021 funding priorities are: sparking social impact, generating greater awareness of how the public can support KCLS, focused fundraising, and organizational efficiency and effectiveness, including a new CRM (Customer Relationship Management) database.

The 2022 Gala is scheduled for March, 2022. The 2021 virtual Gala was very successful, so a hybrid model is being considered.

FINANCE REPORT

General-fund revenue for May was \$9.0M, including \$8.7M in property tax payments. Year-to-date revenue is \$67.0M, which represents 51.5% of the total revenue budget, with 41.67% of the budget year expended.

General-fund expenditures in May were \$9.5M, and YTD expenditures are \$46.5M, which is less than the projected \$52.7M.

Year-to-date expenditures in the Capital Investment Program are \$803K representing 20.3% of the total CIP budget.

APPROVAL OF MONTHLY EXPENDITURES

Srini Raghavan moved approval of Payroll expenditures for May in the amount of \$2,630,230.54: (05/14) Ck#00200602-00200620; 394755697-394756914; (05/28) Ck#00200621-00200638; 397688764-397689978. Robin McClelland seconded and the motion passed unanimously.

Harish Kulkarni moved approval of General Fund #0010 expenditures for May in the amount of \$5,467,545.70: Travel Advances - (05/06) Ck#5012678-5012680; (05/06) Ck#1133570-1133634; (05/11) Ck#5012681-5012682; (05/11) Ck#1133635-1133662; (05/12) Ck#5012683-5012686; (05/12) Ck#1133663-1133665; (05/13) Ck#5012687-5012688; (05/13) Ck#1133666-1133727; (05/18) Ck#5012689-5012690; (05/18) Ck#1133728-1133769; (05/24) Ck#1133770-1133864; (05/25) Ck#1133865; (05/26) Ck#5012691-5012694; (05/26) Ck#1133866-1133871; (05/26) Ck#1133872-1133928; (05/27) Ck#1133929-1133931; (06/02) Ck#1133932-1133998; (06/04) Ck#5012695-5012696; (06/04) Ck#1133999-1134020; (06/07) Ck#5012697; Voids - Ck#1133586; 1134012. Lalita Uppala seconded and the motion passed unanimously.

DIRECTOR'S REPORT

Lisa Rosenblum said staff is to be commended for its response to the unprecedented heat wave that hit the Pacific Northwest from June 26-29. KCLS was able to open 10 library branches as cooling centers on Monday, June 28, when all libraries are normally closed. The Director of Operations and the Director of Library Outreach Programs and Services selected the 10 locations based on lack of other available cooling centers in those communities. Members of KLT (leadership team) and Service Center managers and staff answered a last-minute call to volunteer in those branches. Thank you to all who volunteered.

There is grant funding available to all libraries in Washington State from the Institute of Museum and Library Services (IMLS) through the American Rescue Plan Act (ARPA) grants, which need to be COVID-related. All Washington libraries will receive a certain amount of funding, but KCLS has submitted a proposal for additional funding on a number of different and innovative projects.

Lisa introduced Tracey Thompson, the new Director of Collection Management Services (CMS), and Maria Bassett, the new KCLS Executive Assistant. Lisa also introduced Maria Hatcher, the outgoing Executive Assistant who is retiring after 11.5 years with KCLS.

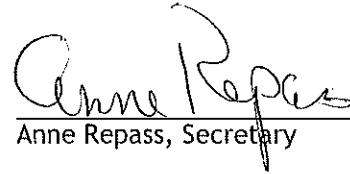
TRUSTEES REPORT

There were no Trustee reports.

ADJOURNMENT

The meeting was adjourned at 6:30pm.

Ron Higgs, President



Anne Repass, Secretary