



King County Library System Board of Trustees

KCLS Service Center

4:30pm ♦ 26 March 2003

Motions Approved

1. Motion to approve Board Agenda.
2. Motion to approve Minutes of 26 February 2003.
3. Motion to approve Payroll.
4. Motion to approve General Fund #0010.
5. Motion to approve Construction Bond Fund '88 #3020.
6. Motion to approve Gift Fund #6010.
7. Motion to approve Issaquah Library Capital Facility Area Fund #381.
8. Motion to approve Redmond Library Capital Facility Area Fund #380.
9. Motion to approve new version/style of Board Agenda.
10. Motion to approve proceeding with currently scheduled Friends final Book sale, and after conclusion of that sale that KCLS provide a mechanism to ensure the Friends groups continue to receive short-term financial support as approved by the Foundation; and further, to examine the management and facilities of bLogistics by sending a KCLS representative to that site.
11. Motion to approve authorization for outreach input for a new bond action plan.
12. Motion to approve Resolution 2003-1, Surplus Vehicles.

PRESENT

KCLS Board

Tobias Washington
Jim Grayson
Charlotte Spitzer
Richard Eadie
Wai-Fong Lee

KCLS Staff

Bill Ptacek
Bruce Adams
Linda Glenicki
Jeanne Thorsen
Julie Wallace
Charlene Richards
Bruce Schauer
Nancy Smith
Denise Siers
Jed Moffitt
Laura Boyes
Shireen Deboo
Robin Rothschild
Catherine Schaeffer
Cheryl Carrabba

GUESTS

Joe Phillips

Call to Order

President Tobias Washington called the meeting to order at 4:45pm.

Public Comment

President Washington asked if there was any public comment. There was none.

Introduction Of Student Interns

Laura Boyes introduced Sammamish Library intern, Shireen Deboo, and Robin Rothschild introduced Library Connection @ Crossroads intern, Catherine Schaeffer.

Approval of the Agenda

President Washington asked if there were any additions or modifications to the Agenda. There were none.

Richard Eadie moved approval of the Agenda, Charlotte Spitzer seconded and the motion was approved.

Approval of Minutes

President Washington asked if there were any additions or modifications to the Minutes. Changes noted were to Page 4, first sentence in the second full paragraph should read: "Bill Ptacek said the issue was not heavily promoted or advertised in the library..." In the third paragraph, 5th sentence should read: "...Washington said we should give credit to all the people..." and on page 5, under Refunding Of The Bonds the third to last sentence, add the word opinions to read: "...there are a number of opinions."

Wai-Fong Lee moved approval of the minutes with the changes; Charlotte Spitzer seconded and the motion passed unanimously.

FINANCE REPORT

Linda Glenicki noted that KCLS spent just over \$9 million year-to-date and is well under budget. Linda noted that the books have been closed on 2002 — final expenditures were 93% of the budget. The Ending Fund Balance was \$9.3 million versus a budget of \$4.5 million. Primary variances include \$2M unspent funds in repair and maintenance, \$1M favorable variance in the PERS costs, which are now kicking in during 2003, as well as E-Rate rebates and a number of other variances in other areas. We budgeted to start 2003 with a \$7M fund balance. We forecast somewhat conservatively, so are beginning with a bit of a cushion. It has been difficult in the past to forecast how Facilities will end up at the end of the year. Last year we put together an Access database to assist in future forecasting for following budget years. Linda Glenicki also noted that we borrowed from the LOC as noted in February that we would.

Jim Grayson asked how e-rate funds are reimbursed. Bill Ptacek said there are a number of different criteria; we never know what it is based on, or how the federal government defines the percentages. Richard Eadie asked if Linda knew about the litigation in the Supreme Court, or if there were any possibility that KCLS would have to repay the rebate. Bill Ptacek answered that there were specific requirements that had to be done prior to receiving the rebate, which meant you were in compliance. Wai-Fong Lee asked why those in Congress seem to think there are a lot of abuses to this system. Jim Grayson responded that primarily in middle-America, a number of constituents have been claiming that. Bill Ptacek said he does not believe this will be an issue. There are a great many filters prior to obtaining it, and the library is public with its information.

PAYMENT OF BILLS

Jim Grayson moved approval of Payroll Expenditures for December 2002 in the amount of \$1,938,745.30; dated March 1-15, check #45828-46764; 115207-115441 and March 16-31 check # 46765-47714; 115442-115678; Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures March 2003 in the amount of \$2,926,583.21 The following voucher/warrants are approved for payment: Checks (3/06) #45217-45218, (3/10)#45219-45318, (3/12) #45319-45528, (3/12) #45563-45683; 45684-45686; (3/19) #45687-45763 (1/20) #45799-45921; (1/24)#45922-45991, (1/25) #46005, (1/27) #46996-46114; (3/27) #46145-46274, (4/01) #46275-46287; 46288-46290, (4/3) #46291-46452, (4/4) #46481-46638; 46639, (voids) #none. Jim Grayson seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Construction Bond Fund '88 #3020 Expenditures March 2003 in the amount of \$58,459.16; Checks (1/12)#45529-45557; (1/19)#45764-45798; (1/24) #45992-46000; (1/27)#46115-46144; (4/03)#46453-46480; (4/4)#46640. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Gift Fund #6020 Expenditures for March 2003 in the amount of \$1,918.98; checks (3/12)#45558-45562, (3/24)#46001-46004; (4/04)# 46641. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures in the amount of \$7,767.55; check (2/5)#46643. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of the Redmond Library Capital Facility Area Fund #380 (ILCFA) Expenditures in the amount of \$2,961.49; check (4/04)#46642. Jim Grayson seconded and the motion passed unanimously.

Richard Eadie asked the significance of the \$5.5m at the bottom of page. Linda Glenicki said it is the inter-fund transfer, which is a separate item, transferred from the Construction Fund to the General Fund from which we have the capability to borrow from before going to the line of credit (LOC).

PLANNING COMMITTEE

Book Sales

Richard Eadie said the Planning Committee reviewed a number of financial report summaries for sales both through the traditional twice-yearly book sales and through online sales, and the direct costs to KCLS to put on the sales. It comes out to a net loss to hold the twice-yearly sales. The sales provide some value by distributing funds to the Friends groups and maintaining the public relations aspect of those sales. Bill Ptacek noted that Betty Green, who managed those sales for the past 11 years, attended the Planning Committee meeting. She did not ask for relief, though indicated that she is tiring of providing the volunteer leadership for the sales. It

seemed apparent to the Committee, after review of the average return on books through the Friends groups versus the online sales, that it is financially advantageous to redirect the books through Amazon.

The Friends Groups will not be cut off from this traditional source of income, and KCLS and the Foundation will work with them to define some manner to address a short-term fund replacement plan. KCLS surpluses the books to the Foundation, which then uses these and other revenues to support KCLS programs, services, and collections.

Richard Eadie also noted that the Committee recommends that someone from KCLS make a site visit to the new online vendor in Colorado to get a better understanding about the processing of KCLS books. We need to make sure that they are focusing on what we send. The Planning Committee's recommendation is to continue to have the upcoming Spring 2003 book sale take place, however thereafter focus on bLogistics for the online sales, or another company as needed. Linda Glenicki said we are working with bLogistics now, and there is no other vendor that we can sell through at this time. She said that since KCLS sends a large quantity of books to them for sale, that she will pursue priority in posting the titles for sale.

Richard Eadie moved to proceed with the currently scheduled Friends Spring Book sale, and after conclusion of that book sale, KCLS will provide a mechanism to ensure the Friends groups continue to receive short-term financial support as approved by the Foundation; and further, to examine the management and facilities of bLogistics by sending a KCLS representative to that site.

Charlotte Spitzer seconded.

Discussion regarding the Book Sales: Charlotte Spitzer noted that at the Planning Committee meeting Betty Green said volunteers at the book sales are mostly the same people that do the work every year, and it is not expanding. Richard Eadie said sales in the past were to bring more and new people to the library, but that they tend to see the same people every year and many buy in quantities that appear to indicate they are buying for future resale. Wai-Fong Lee said for some of the volunteers to be involved in the sale is like a social event. Richard Eadie said in the discussion they acknowledged the importance of that, and that we also need to address those non-monetary benefits. That may come from within the Friends groups.

Jim Grayson asked how long the new online book sale organization has been in existence. They may look at their financials, and find that it won't be profitable enough, and if they decide not to continue, what do we do? Richard Eadie said it is his understanding that this company is an organization that amazon.com recommended. This is a bit of a newer industry and there are not a lot of vendors. We are not committed to a long-term relationship with them. Linda Glenicki said we have a written contract with them, terminable at any time. Richard Eadie said the advantages of this business seem overwhelming. And with a free market economy, if there is some money to be made, someone will step in. If sales do not turn out to be profitable through this company, we will make another change. They make more money off KCLS books because of the quality and quantity, so they would make more by pushing our inventory. Linda Glenicki said they told her they are trying to be equitable to all their clients, so are not loading more of any particular client. Richard Eadie said this might be done to maintain relationships with their customers. Charlotte Spitzer said they might be willing to invest in a larger operation if they knew they could rely on a continued relationship with KCLS.

The motion passed unanimously.

Future Of The Bond Issue

Julie Wallace reviewed the matrix that shows the factors to be considered when looking forward to when we make an attempt to again go on the ballot.

- Voter turnout and timing of election.
- Absentee vs. poll. 88% were absentee, which is higher than anticipated.
- Age of voters. Younger voters do not tend to turn out for winter or spring elections.
- The economy was also a big factor. When the economy is not good, it has an effect on the mood of the electorate.

- Research and analysis. When doing the July polling we were cautious to not cross the boundaries of what could be perceived as a question related to a campaign; as such we probably did not get the best data we could.
- Tax sensitivity Whether school districts had a positive or negative impact on library, Julie Wallace noted that every election is different and we should not make assumptions based on what has happened in the past. Richard Eadie noted that there was no “grabber” in this election that would bring a lot of people out. Bill Ptacek said we did get 27% turnout, which is way over the need for validation.

Richard Eadie said where we were the single issue on the ballot, people will either have strong feelings for or against, and we lose the goodwill of the people that would have come out had there been other items on the ballot.

Charlotte Spitzer said voters feel the need for sophisticated information and the Board discussed the necessity of giving the public more information and in a more direct way. Richard Eadie said timing is so important. If editorial support comes too closely to the polls, it is by then too late for those with absentee ballots. Wai-Fong Lee noted the media should address this earlier. It is a changing world in that respect. Otherwise they have an impact on only 12% of the voters. Tobias Washington noted that embedded in most of these categories is the state of the economy. A combination of limited information vs. the issue on the school is most critical. And the media at that time was definitely full of negative information about money.

Julie Wallace said we need to have as clear a picture as possible through analysis and research for the best chance of approval, and to assess what other measures are on the ballot. Also, it would be beneficial to go back to the community and get their perception of the plan, focus, expense, etc. Julie noted there were some things KCLS did not do, such as a proactive speakers bureau. In the future we should make more effort in this aspect. A campaign is a critical piece of this effort. We did not have a grassroots effort and what we accomplished without it was pretty amazing, through help from the Friends, which shows that people like to be involved. We need to involve more opinion leaders and key stakeholders to help persuade other voters. Charlotte Spitzer said we have to have enough time and resources.

Bill Ptacek said we need a sense from the Board about when, or whether to do this again. And if we want to be in a position to do this, we need to work with the Friends, Advisory Boards, and various community groups. We would recommend beginning the process and if the Board is inclined to begin these with staff, the representatives from Kenmore, Bothell, and Lake Forest Park groups would be pleased to do this as well. We can continue to take some issues to the Planning Committee. Richard Eadie said there are quite a few communities that would like new libraries. Those are ones we could legitimately go to and ask them what they think we need to do in addition at a future campaign. We don't want to put out another bond issue and see it fail again.

Bill Ptacek said that getting community input would help to create an action plan and develop a dialogue around the issue. Bill also said the plan is not what needs the most work; community awareness is. Jim Grayson said one of the opportunities would be to use the Friends groups to debrief. Bill Ptacek said that we want to really pay attention to the individual groups. Bellevue Regional Library and Newport Way Friends felt that it was not as organized as they would have liked. Wai-Fong Lee said the key piece to go to them with is “what can we do together.” Bill Ptacek said we can provide a structure and have the library manager assist in getting the groups together. Other things needed would be brought back to the Planning Committee at future meetings.

Wai-Fong Lee moved approval for authorization for outreach input for a new bond action plan; Charlotte Spitzer seconded and the motion carried.

Art Committee For Service Center

Bill Ptacek said the need for this art committee is a result of donations made for the Nelson Cifuentes collection. Money has been gathered and we would like a permanent piece. We would like someone from the Board to be on the committee. Bruce Schauer said several staff members will be on the committee. Jim Grayson volunteered.

Resolution 2003-1, Surplus Vehicles

Kay Johnson noted that the five vehicles listed on the resolution going to surplus are all very well used.

Jim Grayson moved approval of Resolution 2003-1, to Surplus Vehicles; Richard Eadie seconded and the motion carried.

DIRECTOR'S REPORT

Bill Ptacek noted that Literary Lions 2003 was another successful event. He said in a conversation with Ron Sher at the event, Ron offered to provide more space for the Library Connection @ Crossroads.

Southcenter Mall has indicated an open space might be soon available, at the east entrance where T-Mobile is now located. It is 1100 sf and the mall indicates it can be expanded to 2500 sf, and he noted that Kay Johnson is in process of negotiating with them. We may be able to get it earlier if we are willing to buy T-Mobile out of their lease. Charlotte Spitzer said the Foundation is working to raise funds to the get project off the ground and it is easier to do so when there is a location associated with it.

Bill Ptacek gave an update on legislation: the Filtering Bill hopefully will die, the Trustee Bill turned into a "removal of a trustee bill," and the issue on the public meetings act would require identifying a specific time on an agenda when a specific subject is going to be discussed. And, the super majority bill is dead.

PUBLIC SERVICES

Bruce Adams reported that circulation is up again and that holds increased 20%. The news about the space increase for Library Connection @ Crossroads is extremely welcome as a space for holds. We have assigned the Welcoming Library Committee to discuss ways to distribute holds system-wide. In Programming, we may have established a record with 900 in attendance at the (children's) Kirkland Performing Arts Center. We had to turn 100 people away. There was great coverage and great interest in this event. The Black History program is in its second year in coordination. Participation last year was 1500 system-wide, and this year we topped 5,000. Bruce Adams also presented the artwork for the 2003 Summer Reading Program. This year the theme is "Read Around The World" and will be held in cooperation with Seattle Public Library who jointly developed the theme and artwork. We hope to set a model for a larger area (state-wide) for future programs.

COLLECTION MANAGEMENT SERVICES

Bruce Schauer said CMS worked with the Business Office and Information Technology Services regarding creating a new service to circulate an e-Book collection and they hope to launch sometime this summer. In conjunction with ITS, they worked to enrich catalog records more frequently. They also launched the New Reads for young adults and children's. In addition, he noted that Anna Seaberg finished editing a section of a book on how to acquire out of print materials, Angie Benedetti lectured at the UW on ALA and committee work, and Choice Reads circulation continues to be high and the turnover rate is very good. Hope to expand to other libraries in June.

FACILITIES MANAGEMENT SERVICES

Kay Johnson noted that the contract for Black Diamond is okay and the site permit is under way. Kay Johnson noted that the Food For Thought café is in the three target locations, and the plan is to have them operating mid-April. She distributed photos of the Wings display now up at the Woodinville Library, noting there is a lot of craftsmanship in the creation.

Expenditures By Library Report

Linda Glenicki said the Expenditures by Library Report shows costs at each library based on the 2003 budget. The data is not significantly different from last year. She reviewed areas on the map from high to low, noting that

the higher cost libraries are in the smaller communities on the Eastside and also in the Boulevard Park, Foster, Tukwila area. The system-wide average is \$4.99. There is a lower cost at highly used libraries such as Sammamish. Linda Glenicki noted two main reasons for changes in the costs versus last year, maintenance and repair projects, and tightening up of the staffing by site data.

Richard Eadie asked how holds are calculated in this. Linda Glenicki said this report is based on circulated items. Wai-Fong Lee asked about costs at Bellevue Regional, Bill Ptacek said it includes cost for Reference Services and additional staffing. Richard Eadie asked if an item comes from one library and is picked up at a different library, which library gets credit. Bill Ptacek said the branch where the item is picked up. Bill also noted that if we never weeded a book off the shelf at a specific library all the other libraries would then have to provide the material for that library that was not replaced through weeding and updating. The real cost is in the holds at the location. The cost to the System to get the book out is in the processing. Linda Glenicki said we don't have pure activity tracking through the chain. Richard Eadie commented that certain libraries seem to be becoming designations for pick up.

Weeding

Bruce Schauer reviewed the weeding project noting that there have been some questions by staff about goals and process. Bruce Schauer said the collection has to be evaluated and updated.

Jim Grayson said this information was very helpful and asked what part the manager plays in the process? Does the manager play a public relations role for staff and community? Bruce Schauer said the manager's role is in explaining to weeding teams how the collection is used and what parts need special attention. The library manager is responsible for ongoing weeding. Team weeds are coordinated with CMS on some of the details, but communication would be made to the team on the date they are onsite. Team weed members can assign items to Central Storage and indicate collection gaps.

Charlotte Spitzer asked if there is a minimum number on the team? Would there be many situations where there would be only one person? Bill Ptacek said this project is designed to be worked on together, and it requires collaboration to determine what should go or stay or be forwarded to Central Storage. Charlotte Spitzer said in terms of Vashon, they seem to need more information. Tobias Washington asked whether patrons know about this and understand or appreciate it. Bruce Schauer said inventory needs to be managed, and while there is different criteria than at a retail store, the concept of reviewing inventory is much the same: is it moving, is it dated, is it falling apart. Bill Ptacek said in an academic library weeding would be totally different. But for a public library there is a finite amount of space, changing needs, and we don't buy things that are timeless for all time. We also want a retrospective collection, which is why we use the central storage facility. Richard Eadie said that inventory management, as a term, makes the concept of weeding easier to accept. Nancy Smith said the last couple of articles written in Vashon stated how many people are involved. Bill Ptacek said that Nancy Smith and Hester Kremer have been responding to all the people who have written. We are finding that misinformation has fed on itself. Once explained, there has been great understanding by those they have contacted. Jim Grayson asked as the library population has changed, has there been a consideration that weeding staff be cross-cultural? Bruce Schauer said we address that and have four community studies a year that reviews that part of the collection. Team weeds do not focus on world languages as that is done via committee. Laura Boyes noted that Sammamish was recently weeded and their circulation has gone through the roof, at 20% per month. Patrons now can find more current materials on the shelf.

Adjournment to executive session – no action items.

ADJOURNMENT

President Tobias Washington adjourned the Board meeting at 6:40pm.

Tobias Washington, President

Richard Eadie, Secretary