



# King County Library System

## Board of Trustees

Service Center  
4:30pm ♦28 May 2003

### PRESENT

#### KCLS Board

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

#### KCLS Staff

Bill Ptakek  
Bruce Adams  
Linda Glenicki  
Jeanne Thorsen  
Julie Wallace  
Charlene Richards  
Denise Siers  
Bruce Schauer  
Nancy Smith  
Jed Moffitt  
Cindy Richardson  
Cheryl Carrabba

#### GUESTS

Joe Phillips  
Eve Phillips  
Joe Mascis  
Marilyn Mascis  
Cory Olson

### Motions Approved

1. Motion to approve Board Agenda.
2. Motion to approve Minutes of 30 April 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.
- 10.
- 11.
- 12.

### CALL TO ORDER

President Tobias Washington called the meeting to order at 4:41 pm

### PUBLIC COMMENT

President Washington asked if there is any Public Comment. Joe Phillips thanked the KCLS Foundation and the Board for its generous recognition of him at the Friends meeting.

Cory Olson, Black Diamond, talked about the Roberts Drive sandwich-board that requests comment on building the new Black Diamond library. He said there has been a negative comment made by the Bryant family who have had a private-use airport next to that road for 50 years. Mr. Bryant thinks that nothing should happen in Black Diamond close to his property. Because of the length of existence of the airport on that site he feels it should be grand-fathered in. The FAA has sent information about this however most of the information is regarding building an airport and requirements used to determine only one thing: the safe and efficient use of air space that does not preempt any other body of government. The FAA cannot prevent the building of a structure near the airport. Mr. Bryant has been getting advice (to purchase land around the airport) for years and has not done anything with it, nor hat he developed the land or requested changing the zoning. Cory Olson said he is asking for special use for the library. The City is waiting for KCLS to respond. He said he hopes that KCLS will respond to proceed. Olson said there hasn't been an airplane in or out of that airfield in the last 25 years, though there are a lot of old unused buses parked on the strip. Tobias Washington thanked Mr. Olson for his research and background work on this.

### APPROVAL OF THE AGENDA

President Washington asked if there were any additions or modifications to the Agenda. Bill Ptakek asked to move the Diversity Update to the discussion items as one of the members will arrive a bit later in the meeting.

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

### APPROVAL OF THE MINUTES

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

**Jim Grayson moved approval of the April 28 Minutes; Richard Eadie seconded and the motion passed unanimously.**

## **FINANCE REPORT**

Linda Glenicki reported that KCLS spent \$5.4 million in April, that compares to a straight line budget of \$6 million. April is the highest spending month year-to-date, which included maintenance and repairs, and the EBSCO periodicals renewals are also made at this time. Under Revenue, April property taxes have begun to come in, with a couple minor revenue items showing a decrease vs. the prior year. Under Payment Of Bills, Inter Fund Transfers, the \$5.5 million borrowed from the Construction Fund in March has been repaid, plus interest. Richard Eadie asked what is in Other Taxes. Linda Glenicki said leasehold excise taxes for state owned.

## **PAYMENT OF BILLS**

**Charlotte Spitzer moved approval of Payroll Expenditure in the amount of \$1,919,568.71; checks Apr. 1-15th Chk#47716-48660;115679-115903; and Apr. 16-30th Chk#48661-49606;115906-116128; Richard Eadie seconded and the motion passed unanimously.**

**Richard Eadie moved approval of General Fund #0010 Expenditures April 2003 in the amount of \$3,598, 298.62; Chk #649-653, (4/4) Chk #46644-46645; (4/6) Chk #46648-46696; (4/10);- Chk #46697-46825; (4/11) Chk #46826; (4/16) Chk #46828-47004;47058-47211;47222-47224; #47225-47269; (4/22) Chk #47270-47297; Chk #47298-47428; (4/30) Chk #47429-47646; (5/2) Chk #47684-47801;47803-47805; Chk #47684-47801;47803-47805; (5/5) Chk #47806; Charlotte Spitzer seconded and the motion passed unanimously.**

**Jim Grayson moved approval of Construction Bond Fund '88 #3020 Expenditures April 2003 in the amount of \$56,162.30; Checks (4/7) Chk #46646-46647; (4/11) Chk #46827; (4/16) Chk #47005-47054;47212-47218; (4/30) Chk #47005-47054;47212-47218; (5/2) Chk #47802; (5/5) Chk#47807; Charlotte Spitzer seconded and the motion passed unanimously.**

**Charlotte Spitzer moved approval of Gift Fund #6020 Expenditures for April 2003 in the amount of \$2,808.28; checks (4/16) Chk#47055-47057; (4/30) Chk #47675-47683; (5/5) Chk #47808; Jim Grayson seconded and the motion passed unanimously.**

**Richard Eadie moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for April 2003 in the amount of \$8,697.80; checks (4/16) Chk #47220-47221; (5/5) Chk #47810. Charlotte Spitzer seconded and the motion passed unanimously.**

**Jim Grayson moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for April 2003 in the amount of \$15,215.78; checks (4/16) Chk #47219; (5/5) Chk #47809; Richard Eadie seconded and the motion passed unanimously.**

## **Financial Statements**

Linda Glenicki noted that at the end of May the financial statements are due in to the State Auditor's Office. The statements including the Management Discussion and Analysis and footnotes are included in the packet. The statements have been prepared under the new guidelines of GASB34. The previous format focused primarily on fund balances. Now the new statements also include a view of net assets – total fixed assets less accumulated depreciation and associated debt.

Tobias Washington asked about explanation of the declining net asset value from 2001 to 2002. Linda Glenicki said it is detailed in the MD&A summary and is due to three items. First we increased our capitalization threshold. Next, we did a bond refunding last year where we replaced \$10 million of debt with \$11.2 million of cheaper debt. And the remainder is due to disposition of fixed assets with some remaining book value, primarily materials. We spent just under \$8 million on materials in 2002 and with fixed shelf space we pulled as much material off the shelf as we put on. The standard depreciation period for library materials is 7 years. There are several categories of materials that we dispose of and replace before 7 years, such as financial and legal guides, travel guides, medical information, etc. This information is time-sensitive and must be replaced more quickly than other materials.

## **Revised Mileage Reimbursement Policy**

Linda Glenicki explained the revision to the Mileage Reimbursement Policy noting it used to be highly unusual for a staff member to be assigned two separate locations. Now, however, staff are occasionally requested to go to another site during the course of a work day. This revision creates a means to reimburse for mileage on a personal vehicle when the employee is required to work at two libraries.

**Jim Grayson moved approval of the Mileage Reimbursement Policy; Charlotte Spitzer seconded and the policy was passed unanimously.**

## **PLANNING COMMITTEE**

### **Credit Card Payments and Fines**

Previously, the Planning Committee discussed the possibility of accepting credit cards for payment of library fines and charges. Richard Eadie noted there were a number of issues raised having to do with the amount of a fine versus the fees for a credit card transaction, which would sometimes be higher than the amount of the fine. Charlotte Spitzer noted the committee agreed to move ahead and re-evaluate after a period of usage. Bill Ptacek said along the line with developing this there were two issues that came up. The fee and how we would handle that – pass it on to the patron or have the Library System absorb the cost for very small fees. Richard Eadie said they weren't sure how many people would pay a \$.0.30 cent fee with a bank card. Linda Glenicki said there are stipulations in order to use the credit cards. If we took the cards only online we could charge a convenience fee to the patron that would offset the usage fee with the bank. We could not charge the same fee in person, so using in the library we could not charge the fee to offset KCLS' costs. Bill Ptacek said the planning committee recommended that investigation be continued and go forward. Bill Ptacek said there will be a significant cost and more than likely KCLS will need to cover the cost of the fee. The fee issue is independent of the development work we would need to do to allow for credit card payment at our self-checkout machines. Richard Eadie said he favors KCLS covering the transaction fee and reviewing it over a period of time to see if it does result in greater revenues for the library. He feels most are not going to use the card if it is more than the cost of the fine. Bill Ptacek also noted that people are blocked at \$10 at the check out station. If we had this in place they wouldn't have to go to staff to pay this. Tobias Washington asked about using debit cards. Linda Glenicki said for the size of transaction the debit fees are. Jim Grayson said if allowed to use the service online but not on site you would favor the person of means versus the person without a pc at home. Philosophically would they have come into the library if they knew or could pay the fee from home – and then again if they pay online at the facility it may hold up lines. Bill Ptacek said those who don't have a pc at home they come into the library to use it. We want to determine the best use for the patron.. Richard Eadie said if this creates increased payment of fines overall that would be good.

**Richard Eadie moved that to authorize KCLS to proceed with investigation for use of credit cards for payment of library extended-use fees. Charlotte Spitzer seconded and the motion passed unanimously.**

### **Board Retreat and June Board Meeting Dates**

- The **June Board meeting** will be held Tuesday, 1 July 2003, 4:30pm at the Fairwood Library.
- The **Board Retreat** will be held on Friday, 1 August, at the Service Center at 10AM.
- The **July Board meeting** will also be held Friday, 1 August in the afternoon.

Tobias Washington asked if there would be any special presentations. Richard Eadie said the Planning Committee discussed the format and agreed on Bill Ptacek's plan suggestions. Bill Ptacek said we came up with other topics that need to be covered during the year. We also want to combine the July Board meeting with the Retreat, and based on what happened last year we want to make sure there is time for Board input at the end of the presentations. This year we will begin with the presentations, and discussion could take place at lunch.

Bill said no speakers have been identified at this point. We wondered, however, whether this would be a good time to review the Vision Statement, not so much in terms of the budget and capital plan, but rather to look at it under the four Vision Statement aspects and how the System is functioning within that context. One thought is to bring in someone from another entity that has accomplished that part of the vision and see how the library is operating with that, as well as incorporating the Library Champions, who are working on various concepts that relate back to the Vision Statement.

Tobias Washington said he'd like to incorporate a 'state of the library' with the changes and increased challenges for the year, organized around the Vision Statement. Charlotte Spitzer said the Vision Statement is also related to what we are doing and to be sure that we are heading where we want to go. Jim Grayson said there are things happening in the library community nationally that we might also look at. Jim suggested incorporating segments of the Vision Statement at each Board meeting to relate to. Richard Eadie said it is good to check back in to what you are doing. We could go nationally to find someone to come in, but there may be a lot of local resources as well. Bill Ptacek said he is not sure how much we will learn from other libraries, based on a previous retreat that did not actually provide enough new or different information. Bill Ptacek noted there were three library systems the Board has met with at the ALA annual conference over the years and we might want to

resurrect this in a future year. Tobias Washington said it is helpful to benchmark against another system and it is important to have specifics in mind, either demographics or branch size or system as a common factor to get a sense of sameness for the comparison. Bill Ptacek said we continue to do a lot of work with our research firm. A number of studies will be complete by the Retreat and we will try to fold that information into the presentation. As soon as we know specifically we can then identify libraries in that area. Bill Ptacek said they will work on this for the next month and report back through the Planning Committee.

### **Community Meetings Report**

Julie Wallace said the Library Choices meetings have been well attended. There is one more meeting in May, with the balance in June. The 2003 election efforts general theme is that people felt they didn't have enough information and they didn't understand that it is a 10-year capital budget for the library system. People also prefer to have the information in the Voters Pamphlet as a means for information. Timing was also an issue, with the state of the economy, tax bills, unemployment, the war and the shuttle disaster. People also felt it is a mistake to be the only issue on the ballot. KCLS also needs to differentiate itself from King County. Also, people really are concerned with what is happening in their community and not that interested in other libraries at all, so there is a need to focus on the individual communities. Charlotte Spitzer said she was surprised that people assumed everything was taken care of by the levy lid lift. That aspect needs to be better explained. Julie Wallace said we can be more proactive to get people to vote, though we can't tell them how and suggested that with are so many people using KCLS meeting rooms we get information to them as well. We also want to fully inform and educate staff about what they can and cannot do with regard to providing information.

Communities with the most to gain the support was much higher and qw need to focus on those as well as provide information to local chambers, city councils, etc. which will broaden the reach. Another avenue would be city newsletters and bulletins, and a strong focus on ethnic communities. Charlotte Spitzer noted there were a lot of excellent suggestions and ways to use the Friends, and they can relate to particular issues of their community.

Julie Wallace said a number of people want the KCLS yard signs brought back. People forget about it, specially when it is only one issue. Julie said another idea is an inset in the newspapers and we are working on a piece: "Promises Made, Promises Kept." An extensive database has been developed and can be sorted by each community. Tobias Washington said people seem to be confused about the difference between capital bond and a levy tax issue. Richard Eadie said of the people that went to the polls and voted it actually passed by the 60% margin, however those that did not vote caused it to fail. The importance of timing of the publicity is crucial. Richard Eadie asked if Bill Ptacek contacts the editorial boards. Bill Ptacek said we used to however you now have to wait to be contacted by them. Richard Eadie said we should communicate the need for the editorial endorsement at the time. Bill said Julie Wallace is going to get the information on the Parks department. It was around 55% in terms of support and they only needed 50%. We need to see the outside of Seattle vote on that. Charlotte Spitzer asked if there is a reason why KCLS needs more than 50%. Bill Ptacek said it was an excess levy versus a bond. Bill thanked the Board members for attending these meetings noting their presence has been extremely beneficial.

Bill Ptacek also said the campaign information process will be different in each community. If we are thinking about an election and know what is going to be on a particular ballot, we need to let people know to give them enough time. to begin organizing.

### **Black Diamond**

Bill Ptacek noted the hearing with the Black Diamond City Council will be on 19 June for a special use permit. The hearing is part of the normal land use process. Bill said we received a copy of a letter the City received included in the packet. Kay Johnson referencing the Black Diamond airstrip said it will be considered by Black Diamond City Council whether to protect access to this airstrip or not. Following the Public Hearing with the Council, there will be a "finding of fact" that will be approved the following month. The SEPA procedure provides for a public appeal period following the Council's decision about the land use change application. Once there is a determination, either party may file an appeal.

### **BLogistics**

Linda Glenicki visited the bLogistics site in May and said she came away confident with their abilities and KCLS's relationship with them. There are two sister companies. Books West, which distributes books related to the Rocky Mountain Region and bLogistics which provides fulfillment services for a number of different businesses. In 2000 they were bought out by a venture capital firm based in Denver. The partners are young and sharp. They have done a good job of leveraging technology to streamline their operation for efficiency and quality of service.

She included photos in the packet. She noted the new shelving that replaced the shelving that collapsed. She said the investigator could not figure out why the shelving had collapsed, as it had been properly installed and braced. Very little KCLS inventory was in the area of the collapse. They have a current capacity for up to 450,000 books with lease option to

house another 250,000. Other photos showed workstations for storage, sorting for quality and ISBN number; packing and mailing. She noted they loaded 30,000 of our books in the first two weeks of May and plan to be caught up by the end of June so the backlog issue should be over. The first half of May proceeds were \$4,500. She learned that KCLS is the firm's second largest client. Their projection is that by mid-summer KCLS will be the largest client in terms of revenue. In discussion about making KCLS a priority over others, if they did so it would be to the detriment of the smaller clients and they want to maintain the diversity and not place all eggs in one basket. They also indicated they would move forward with making sure KCLS business is being handled. She said they also were very concerned about balancing capital requirements and not overextending. Tobias Washington said they acknowledged our concern in their letter.

#### Refunding Update

Linda Glenicki referred to the debate last month over when to refund the bonds and that the Board decided to move ahead at that time. She noted that during the 3-4 days after that meeting, Greenspan made his announcement about possibly lowering interest rates later in the year. That information sent bond prices up, so KCLS did even better than expected in the bond sale. Last month we ~~were looking~~ at a net present value savings of either \$552,000 or \$658,000 (for June or September sale, respectively) and we actually attained savings of \$670,000.

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Linda Glenicki also handed out the bond rating write up by Standard and Poor's, that showed a rating of "AA-" with a stable outlook.

#### Diversity Report

Charlene Richards introduced Allison Wheery who will speak to the Page Development portion of the Diversity Report. Charlene Richards noted in terms of priorities, that KCLS provided eight classes of Respectful Workplace training. It has been seen as valuable information by staff as well as learning to respect the differences in people. They also worked on employee recognition and the supervisors toolkit was the result.

Alison Wheery said while Page Development is one small component, she is very excited about it. Those being interviewed are excited about this as well and appreciate that the library is providing the opportunity and awareness, services and resources. We have tried to target non traditional users and go places where they can reach a more diverse population. They had 269 applications and 30 % heard about it thorough the non-traditional means. Alison said her own background would not have naturally led her to work at KCLS and she thanked the Board for stepping outside of the services traditionally supported by the Library System to reach others.

Tobias Washington asked how many of those were people of color of the 35%. Alison said the majority were other than European. Tobias Washington asked about the recruitment committee. Alison said she is it. Jim Grayson asked in terms of applicants whether they have any feel for compensation and graduate possibility. Alison said one of the goals is to let the applicants know they don't have to be a librarian to work here, that there are other realms of opportunity. Do they realize they can climb up within the system. She said yes, and she has other staff talk to them as well. Charlene Richards said Human Resources staff will be onsite recruiting at the ALA Conference in Toronto.

Julie Wallace said the balance of the update is about outreach and bringing information to people. A database of about 600 providers has been developed and there are different networks throughout King County. The committee is also continuing to identify ethnic media, such as the South County Latino network. They are putting up a website that is a vast resource for the Hispanic community, and targeting within different communities, such as Auburn, a city that has been doing its own outreach. Mary Douglas, Auburn Library, has taken the lead on this in that area and we will model this in other communities. In promotion, Community Relations has been very busy translating KCLS materials into Chinese, Somali, Vietnamese, and Korean, and has created an in-library tool (talk tool). There is also a 'key links' guide and KCLS library information is included in that book. Tobias Washington commented the committee has come along way in the short time since this was initiated two years ago.

#### DIRECTOR'S REPORT

Bill Ptacek reported that Jim King, Bellevue Regional Library Manager is retiring in June. We will all miss him.

Bill Ptacek noted the SEIU letter included in the Board packet. Tobias Washington said he received a letter at his business as well and declined meeting with them. He noted he passed on the information to them and to use KCLS as the point contact, and that none of the information would be withheld from the Board or staff. Bill Ptacek said the company in question is Allied Building Services. The company filed its intent to pay prevailing wages in February. It had not actually made the payments until April. Bill Ptacek said it is difficult to blame ABS, and the letter we received stated that they filed the intent to do so. The SEIU has claimed they are in violation in other areas, but in terms of the specifics about the prevailing wage they

appear to be in compliance. Richard Eadie asked if they had a reason for not doing so until investigated. He said he finds it troubling that they were not paying the wage until it was filed. Bill Ptacek noted they filed in February, and the prevailing wage changed March 5. Richard Eadie said it is their responsibility to continue to pay prevailing wages and if it is a sophisticated organization it must be part of their business to know when prevailing wages are changing. Jim Grayson noted that advance notice is given, and they should be aware of it. Tobias Washington said would the Board be part of the determination of this type of company. Kay Johnson said that ABS has worked for KCLS for five years and they said they just didn't know. Richard Eadie said that KCLS can't require or rule out contractors not willing to pay more, but it does sound suspicious, and asked what the duration of the contract is. Kay Johnson said it is renewable annually, in January, with clauses for termination of the contract. Richard Eadie under what conditions, Kay Johnson said a 30-day notice. Tobias Washington said any vendor is responsible for its work force and where there are laws (federal and state) they should follow and failure should be noted in the record and taken into account when the contract is renewed. There was agreement by the Board so that they understand this is not trivial to the Board. Richard Eadie said we need to recognize the role, not to abdicate for either, but that public contracts need to follow the law and prevailing wage requirements are well known. Richard Eadie asked is there is some way management can make our concerns known. Bill Ptacek said yes. KCLS is also going to take steps to know when the prevailing wage is going to change. Richard Eadie asked whether the employer is supposed to certify that they are paying the wage. Kay Johnson said we can ask for certified payroll information. Bill Ptacek said that this will provide more information to monitor it. the Board doesn't want to interfere with management of the library system and with any future occurrence steps will be taken.

Bill Ptacek noted that the south county book sale netted \$16,000. However with the amount of work to put the book sale together and to hold it approximately 60%-70% of what was taken out of the boxes for the sale was re-boxed after, unsold. The sale is labor intensive. There will be a number of people in contact with KCLS about this, but KCLS did not make any more money than usual. Bill Ptacek recognized the efforts of Linda Scoggin, Judith Zelter and Judy Renzema for their terrific organization of the sale again this year.

Jim Grayson congratulated Joe and Eve Phillips for getting the Lifetime Achievement Award. Tobias Washington will write a letter on behalf of the Board.

## **PUBLIC SERVICES**

Nancy Smith said that the new self checkout units saga began several years ago at the Covington Library. Since that time the machines have been refined and however they are still separate, very large pieces of furniture. Dynix came out with a self checkout module, not a separate machine, but a thin monitor with a keypad to enter the patron library card number and a scanner to check out the book. For libraries like Shoreline and Bothell that are getting major redos this year they will get furniture, other libraries will get the smaller version at the circulation desks. The April 2003 report on self checkout shows that Federal Way still has 59% of its total circulation on the two machines. Maple Valley use is only 9%, and system-wide it is only 8%. Jim Grayson asked about recent presentation at Kirkland. Bruce Adams said his (Bill Owen's) presentation was a less hawkish view than one might have thought. The issue forums and café's had less attendance than anticipated, and more conversation café's are scheduled throughout the fall. Jim Grayson asked whether the public could make a specific requests. Bruce Adams said they would work on setting this up.

## **COLLECTION MANAGEMENT SERVICES**

Bruce Schauer said CMS staff are working with ITS staff to put branch data on the book and test it out in the next couple months. They are exploring centralization of getting all the magazines at Service Center. Choice Reads turnover rates are still high. Richard Eadie asked how Audio Books are doing. Bruce Schauer said that more requests for these are made than for CD's. Jim Grayson said only two libraries had drops in attendance. Nancy Smith said that Foster Library varies throughout the school year, and they have had a spate of gang traffic throughout the area. That has been keeping some of the people/kids away from the library. This seems to have abated somewhat because of work with the local police. Muckleshoot has been on a slide (manager retired) and there was no children's programming, no class room visits, and programming dropped off while we tried to get the new people in place. The expectation is that it will go up.

## **FACILITIES MANAGEMENT SERVICES**

Kay Johnson reported that the Library Connection @ Crossroads project is moving forward with the 700 sf expansion. It will reopen later in June. The Mercer Island redo is pretty much complete. There is a lot of planning going forward for Redmond and Vashon and Boulevard Park libraries. Remedial work is being performed at Kent, to replace the roof. We are working with the manufacturer to study why the roofing is failing. As samples are removed they are being replaced with new materials. It is a rolled roof, single ply membrane. The Kirkland Friends are interested in completing the glass canopy of the entry, and bids being received. Tobias Washington asked about the children's computer tables at Mercer Island. Bill Ptacek said that David Scott-Risner designed these.

## **ADJOURNMENT**

President Tobias Washington adjourned the Board meeting at 7:20pm.

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Tobias Washington, President

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Richard Eadie, Secretary