



#### MOTIONS APPROVED

1. Motion to approve Board Agenda as amended
2. Motion to re-approve corrected July 1<sup>st</sup> Minutes at the September 24, 2003 meeting
3. Motion to approve August 1, 2003 Minutes
4. Motion to approve Payroll
5. Motion to approve General Fund #0010
6. Motion to approve Construction Bond Fund '88 #3020
7. Motion to approve Gift Fund #6010
8. Motion to approve Issaquah Capital Facility Area Fund #381
9. Motion to approve Redmond Capital Facility Area Fund #380
10. Motion to approve KCLS' attendance at the Black Diamond City Council meeting to obtain information regarding the development of Roberts Drive and Plum Creek sites and return with a full report to the Board of Trustees at the October 29<sup>th</sup> meeting
11. Motion to approve the recommended C.I.P.A. filtering proposal
12. Motion to approve the Nextbook Business Plan
13. Motion to approve the revised 2003-2005 Education Initiative Plan

#### PRESENT

##### KCLS BOARD

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

##### KCLS Staff

Bill Ptacek  
Jed Moffitt  
Bruce Schauer  
Bruce Adams  
Nancy Smith  
Linda Glenicki  
Charlene Richards  
Kay Johnson  
Susan Veltfort  
Cindy Richardson

#### GUESTS

Cory & Diane Olson  
Joe Mascis  
Karin Renaud

#### CALL TO ORDER

President Tobias Washington called the meeting to order at 4:39pm.

#### PUBLIC COMMENT

Cory Olson, a Friend of the Black Diamond Library, dissatisfied with the way development of the new Black Diamond Library is progressing, referenced the letter he wrote to the Board of Trustees on August 18<sup>th</sup> urging "the Board to end Mr. Ptacek's manipulation of this situation for the benefit of the developers and direct [the staff] to immediately resume work on planning and designing a library on the approved Roberts Drive site for the benefit of library patrons in the underserved South King County NOW, not several years from now."

He outlined activities that have unfolded since he first appealed to the Board of Trustees not to postpone construction of a new Black Diamond library. He expressed frustration over KCLS' lack of accountability, that KCLS isn't ready to present information to the City Planning Commission and that forms hadn't been filed with the City Clerk. He added that City Administrator, Jasen Paulsen informed him that annexation and water access issues weren't new to Black Diamond.

Cory Olson asked the Board to clarify the following issues:

1. Is the Board's only interest an "optimal location" or are they also concerned with correcting inequities in the underserved South King County?
2. Is the Board supportive of the delay and are they committed to their prior decision to support development of these services in Black Diamond?

Diane Olson commented that she and her husband had collaborated to write and publish an oral history of Black Diamond that illustrates the impact of libraries in their community for more than 50 years. She explained that Black Diamond's long history of owning the library relies on a trust relationship with KCLS. She asked the KCLS Board of Trustees to honor that stewardship.

Tobias Washington thanked guests for their comments noting that further discussion of the Black Diamond Library project would be addressed during the Director's Report and in the Facilities Report.

## APPROVAL OF THE AGENDA

Tobias Washington asked that the Director's Report and the Facilities Report be moved upward in the agenda to occur after the Payment of Bills as there were guests interested in hearing them.

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

## APPROVAL OF THE MINUTES: JULY 1, 2003

To address the need for further clarification regarding the status of the Kent Regional Library roof warranty as described in the July 1, 2003 Minutes, a request was made to alter the already approved Minutes.

James Grayson moved that the Minutes be corrected and brought back to the Board for re-approval at the September 24, 2003 meeting. Charlotte Spitzer seconded and the motion was approved.

## APPROVAL OF THE MINUTES: AUGUST 1, 2003

A number of typographical errors were noted and passed along to the appropriate person.

Wai-Fong Lee moved approval of the Minutes, James Grayson seconded and the motion passed unanimously.

## FINANCE REPORT

Linda Glenicki reviewed the current finances noting that July's expenditures of \$5.4 million compared to the straight-line budget average of \$6 million. She also pointed out that July year-to-date expenditures are at \$35.5 million or 50.3% of budget, versus 58.3% of the year completed. She also noted that KCLS' year-over-year growth in expenditures is currently at 6.8% on a year-to-date basis while revenue growth is at 17.7% year-to-date.

The following General Fund Expenditure items were highlighted:

- Repair and maintenance: Expenditures of \$476,000 in July include \$213,000 for Dynix-related server and software maintenance fees and \$32,000 for electrical work related to the Mercer Island remodel.
- Capital Outlay: July charges of \$142,000 include payment for two 24-foot delivery trucks for the Shipping department and an extended cab pickup for the Facilities department.
- Intergovernmental: Charges of \$8,865 in July represent partial payment for the 2002 audit conducted by the Washington State Auditor's Office.

Richard Eadie asked how much funding remained in the Issaquah and Redmond Library Capital Facility Area Funds. Linda Glenicki stated that those funds should be depleted by the end of this year.

## PAYMENT OF BILLS

James Grayson moved approval of Payroll Expenditures in the amount of \$1,964,303.33; checks July 1-15<sup>th</sup> Chk#: 5 433-54405; 117062-117300; and July 16-31<sup>st</sup> Chk#: 54406-55383; 117301-117551. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures July 2003 in the amount of \$5,547,257.56; (Travel Advances) Chk #665-666, (7/9) Chk #50493-50662, (7/10) Chk #50663-50773, (7/11) Chk #50816-50876, (7/15) Chk #50877-50996, (7/16) Chk #50997-50999, (7/18) Chk #51000-51125, (7/21) Chk #51126, (7/23) Chk #51127-51275, (7/24) Chk #51286-51287, (7/25) Chk #51288-51475, (7/30) Chk #51533-51576, (7/31) Chk #51577-51683, (8/1) Chk #51697-51705; 51706; 51707-51709, (8/4) Chk #51710; 51711, (Voids) Chk #50922. James Grayson seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures July 2003 in the amount of \$91,336.33; (7/10) Chk #50774-50811, (7/23) Chk #51276-51285, (7/25) Chk #51476-51527, (7/31) Chk #51684-51696, (8/4) Chk #51712. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Gift Fund #6010 Expenditures for July 2003 in the amount of \$13,660.23; (7/10) Chk #50812-50815, (7/25) Chk #51528-51532, (8/4) Chk #51713. Charlotte Spitzer seconded and the motion passed unanimously.

James Grayson moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for July 2003 in the amount of \$18,214.80; (8/4) Chk #51715. Wai-Fong Lee seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) for July 2003 in the amount of \$6,560.18; (8/4) Chk #51714. Richard Eadie seconded and the motion passed unanimously.

## KCLS DIRECTOR'S REPORT

Bill Ptacek made the following points regarding the Black Diamond Library project:

- The option for the Raykovich property is in place and expires on December 31, 2003.
- Plum Creek Timber and other developers appear to be forging ahead with plans for the annexation and development of several hundred acres to the west and south of the current town. The Plum Creek Development team approached KCLS about involvement in this new area.
- KCLS may be interested in the aforementioned activity-retail center because this location would be cost effective, has more available parking and could be more convenient for library patrons.

To ensure the best possible decision is made regarding the future of library service in Black Diamond, Bill Ptacek explained that KCLS representatives are scheduled to meet at a regular, open meeting of the Black Diamond City Council on October 2. He added that KCLS is committed to building a new Black Diamond Library, that the funds currently exist in the capital budget and that those funds are not contingent upon the passage of the March 2, 2004 bond measure. He stressed that the KCLS Board of Trustees need to have complete information about possible library locations. Because a decision hasn't been reached on one site or another, he emphasized KCLS' responsibility to proceed in a fiscally responsible manner by obtaining said information from the City Council.

Kay Johnson noted that KCLS would need to expend \$70,000 before the City Council will determine such mitigations for the Roberts Drive site as were previously implemented when KCLS pursued the Jones Lake site. When asked if the Plum Creek development was a part of the City of Black Diamond, Bill Ptacek stated it wasn't currently a part of the City and that he intended to determine the City Council's intentions.

Bill Ptacek stressed that KCLS' top-priority is to build the new Black Diamond Library in the best location possible in conjunction with those elected to guide the City's best interest. KCLS desires to proceed as quickly as possible, but cannot justify spending considerable amounts of money to later decide upon an alternative site. Plans to speak with the City Council don't preclude KCLS from pursuing the Roberts Road site.

Tobias Washington inquired as to the terms of KCLS' option on the Roberts Drive property. Kay Johnson stated that KCLS would forfeit the option payment of \$5,000 if a different property were selected and added that KCLS would be looking at a different process with an individual landowner than with Plum Creek because their intention is to package land parcels for sale at premium prices to national level developers. Kay Johnson mentioned that there are 10-acres of land that can be immediately annexed by a simple City Council vote. She was unsure what was necessary to initiate that "simple vote" and which 2-acre parcel KCLS could then obtain.

Tobias Washington asked when KCLS might have a handle on the cost impact of site A versus site B. Bill Ptacek explained that until KCLS spends \$70,000, the cost impact of the Roberts Site is unknown, as is that of the Plum Creek. Kay Johnson added that KCLS would look to obtain a permit extension before allowing the option on the Roberts Drive property to expire due to the fact that everything going forward will be at KCLS' expense. James Grayson asked about the feasibility of building on the site itself in lieu of past problems (i.e. petrochemicals found on the Issaquah Library site). Kay Johnson said KCLS' portion of the property is clean.

## PUBLIC COMMENT

A guest commented that a new library, even one expanded by 5,000-square-feet, would be immediately overrun if KCLS opts to locate it in a high traffic area. She added that the current, older residents of Black Diamond

don't want a new library for people moving into the city, but rather a new library for current Black Diamond citizens.

Joe Mascis, Friends of the Black Diamond Library president, expressed distress about the Black Diamond Library being used by Plum Creek to be packaged and "pawned off" to developers.

Cory Olson noted that, according to Jasen Paulsen, KCLS had been warned of the costs involved and that KCLS could likely expect the standard building specifications required of any builder in the city. He added that Jasen Paulsen estimated it would take about three years to build the new library on the Roberts Drive site and highlighted the fact that KCLS only has five years to build a library on that site with the special use permit.

Karin Renaud, a resident of Enumclaw that enjoys KCLS, explained that she appreciates fiduciary responsibility, but nothing has changed on the Rayokvich property since the last approval so it's time to build the library.

Bill Ptacek reminded those present that following the passage of the 1988 bond measure, KCLS swiftly moved the Black Diamond Library out of the City Hall building into their own facility. He concluded that the cost per circulation difference between Black Diamond and other libraries forces KCLS to consider locating libraries in high trafficked areas as they are more cost effective.

Richard Eadie stated that he was affected by the fact that member(s) of the City Council approached KCLS to discuss this information and was influenced by the fact that the City Council had established an open meeting to allow the community to demonstrate support or opposition.

**Richard Eadie moved that appropriate KCLS representatives attend the Black Diamond City Council meeting, ascertain specific timelines, gain a full appreciation for the contingencies involved with developing the Roberts Drive and Plum Creek sites and determining whether the City Council supports annexation of the Plum Creek acreage. Those representatives will then return to the Board of Trustees with a full report on October 29, 2003. James Grayson seconded and the motion was unanimously approved.**

Tobias Washington added that KCLS appreciates the Friends' diligence in monitoring KCLS' progress and voicing their concerns. He added that, as a public body, KCLS' fiduciary responsibility often takes precedent because the Board must look at efficiency, cost, prudence and stewardship in what might seem like a glacial process when attempting to manage taxpayer dollars well.

#### **CHILDREN'S INTERNET PROTECTION ACT (C.I.P.A.) PROPOSAL**

Bill Ptacek presented the proposal as discussed by the Planning Committee. He explained that while a precise definition of compliance remains unresolved, the State Library plans to convene a committee to address the topic. He suggested that KCLS proceed in a leadership role by asserting a self-imposed form of compliance in advance of the first committee meeting on September 16, 2003.

The recommendation is outlined as follows:

- All patrons begin with mandatory filtered access.
- One level of filtering will be maintained, allowing all patrons access to chat and email services while filtering objectionable images in accordance with C.I.P.A. criteria.
- The current "login with barcode" process for public workstation access will remain. The "yes"/"no" choice for filtering will be removed.
- If an adult patron wishes to opt out of filtering, he/she may request this of a KCLS staff member. With proof of age, the KCLS staff member may permanently change the adult patron's card status to allow unfiltered access. (A disclaimer screen would remind the unfiltered adult patron with each use that unfiltered access is to be used for "legitimate research or other lawful purposes.")

Bill Ptacek emphasized that preempting the definition process would demonstrate a good-faith approach that seems to generally satisfy a reasonable definition of C.I.P.A. compliance. He pointed out that in the future adult patrons may be required to opt out on a session-by-session basis, but stressed current implementation of a staff-manageable process. Jed Moffitt emphasized the impact of setting a precedent in this ambiguous area and added that continued implementation of recessed monitors would help counter issues that may arise if adult patrons are accessing unfiltered material. The overall impact on system performance is difficult to predict prior to implementation of the new server. In looking at the "cons," Tobias Washington noted the only unique risk would

be acting early and asked what "being out-of-step with eventual statewide compliance decisions" translates into. Jed Moffitt explained the \$50,000 investment would remain viable and that overall impact would be low. In response to questions regarding time of implementation, Jed Moffitt estimated that the system could be in place in about 2 months.

Wai-Fong Lee asked if patrons could choose to go back and forth between opt out and opt in. Jed Moffitt affirmed that the system would not prevent someone from doing so through staff interaction. Wai-Fong Lee asked about filtering of staff stations. Jed Moffitt noted that the original bill is silent in that area, implying that staff workstations are included; however, most staff members are adults that could opt out.

Richard Eadie emphasized the benefit of designing and implementing a system that works in order to influence those determining the definition of compliance.

**Charlotte Spitzer moved approval of the recommended C.I.P.A. filtering proposal. Richard Eadie seconded and the motion was unanimously approved.**

Tobias Washington asked that the Board of Trustees be made aware of implementation. The Chair also stated that he would entertain a motion to send KCLS' filtering policy, when implemented, to the Attorney General.

#### **NEXTBOOK PROGRAM WITH KEREN KESHET FOUNDATION**

Bruce Adams introduced the three-year business plan developed with the approval of the Board by Nextbook Library Fellow Michele Yanow. The draft plan outlines the project goals, community need, target audience, programs, etc. He explained that Michele Yanow held focus groups in Seattle, Shoreline, Bellevue, the findings of which yielded the following program tracks: 1) Writers Series (8-10 Events); 2) Lives, History and Culture (6 Events); 3) Young and Fun (4 Events); 4) Children and Families (16 Events). He pointed out that the one-year budget of \$225,000 (a grant administered through KCLS) would facilitate programming throughout KCLS and recent partner the Seattle Public Library.

Bruce Adams noted that KCLS would be one of two library groups participating in this expanding national program and that Nextbook will work with KCLS to build their collection of Jewish literature, will offer on-going book discussion groups and also provide participating libraries with copies of its annotated reading lists and other display materials. Nextbook will also list all programs and library partnerships on its website.

Tobias Washington asked if the business plan required a financial commitment by KCLS. Bruce Adams explained there was no monetary commitment and that KCLS' time commitment would be reimbursed by the grant.

**Richard Eadie moved approval of the Nextbook Business Plan. Charlotte Spitzer seconded and the motion was unanimously approved.**

#### **EDUCATION INITIATIVE PLAN**

JoAnn Vanderkooi presented the revisions made to the 2003-2005 Education Initiative Plan. She reviewed the following specific changes made to more accurately reflect what KCLS is doing or plans to do:

- Number 7: To put more emphasis on demonstrating KCLS' online resources and services.
- Number 8: The addition of Social Studies, Math and Science as curricular areas where KCLS' central programs can be enriched. Bill Ptacek mentioned that the Hebert Research Group identified science and math as areas of improvement in the KCLS collection.
- Number 8, Section D: Emphasis on the growth in participation in the Global Reading Challenge. JoAnn Vanderkooi explained that schools challenge diverse groups of children to read the same 10 books and then hold competitions within the school, district, region and then finals at the Issaquah Service Center. JoAnn Vanderkooi pointed out that this was one of many programs supported by the KCLS Foundation.

Wai-Fong Lee asked if there were school districts with reading levels below average. JoAnn Vanderkooi affirmed explaining that KCLS is currently conducting research regarding the relationship between participation in library-sponsored events and standardized reading scores. The survey results should be available by February 1, 2004.

Richard Eadie moved approval of the 2003-2005 Education Initiative Plan as revised. Wai-Fong Lee seconded and the motion was unanimously approved.

## KCLS MATERIALS COLLECTION SURVEY - HEBERT RESEARCH

Bruce Schauer reviewed the Hebert Research survey recently conducted of occasional library users (use a library service 1-11 times in the last year) or frequent library users (use a library service 12+ times in the last year) to:

- Assess the level of satisfaction with KCLS' materials collection.
- Measure the level of satisfaction within the 30 collection areas by patrons who are familiar with them.
- Describe patron attitudes regarding the age and variety of areas of the collection they are familiar with.
- Identify strengths and weaknesses of the reserve system.

Bruce Schauer shared the "Key Findings":

- Overall, KCLS is doing an excellent job of managing the system's collection. Library users expressed strong satisfaction with the KCLS collection with 81% showing high satisfaction and another 18% showing moderate satisfaction. Only 0.6% of respondents expressed strong dissatisfaction.
- Adults use the library frequently. Two out of three adults are classified as frequent users.
- The more patrons use the library, the higher their level of satisfaction with the collection.
- Adults primarily use adult materials, but half of adult users also use the children's section.
- Adults are relatively uninvolved with teen fiction and non-fiction. The majority of adults (63%) always find the information or items they want. The one group who had significantly more problems finding information or materials appeared to be young females below 24-years of age with school age children.
- Overall satisfaction was high with the reserve system. Patrons liked being able to get what they want but would prefer not to have to wait a long time for the item.
- Patrons rated areas of the collection quite similarly for variety and datedness regardless of the size of the patron's primary branch.

The "Top Tier Problems," which indicate important priority areas for action were as follows:

- Variety of Natural Science & Mathematics
- Variety of Technology
- Variety of Adult CDs
- Variety of Adult DVDs
- Variety of Adult Books on Tape
- Variety of Science Fiction
- Variety of Children's CDs
- Variety of Historical Fiction
- Variety of The Arts

Bruce described Collection Management Service's recommendations for addressing each problem area. The Board of Trustees discussed the relationship between schools, homework projects and the collection, asked how music is selected and weeded, asked how "hot items" were handled and asked about the ways KCLS advertises the breadth and depth of the collection.

## BOARD RETREAT REFLECTION

Bill Ptacek mentioned that the panelists' presentations were complimentary of the KCLS Vision and that they focused on employees as a means of achieving corporate Vision. Tobias Washington thought presentations prompted more thought about what goes into creating a Vision and executing a Mission. Richard Eadie noted there was a strong sense that the biggest determinant in good customer service was hiring the right kind of people who are inclined to be good at it. Bill Ptacek stressed that success in the areas of employee communication, empowerment, commitment and hiring translated into successful customer relations.

## BUDGET PRIORITIES

Bill Ptacek briefly reviewed the Budget Priorities, decided upon by APT:

1. Respond to increased business and workload through new technology and restructuring of activities

2. Collection development
3. Customer focused services and environment in KCLS libraries
4. Maintenance and repair of KCLS Facilities
5. Kids, Schools and Reading Initiatives
6. Recruitment and training program to support KCLS Vision
7. Adequate fund balance to preclude levy lid lift for 2005

Tobias Washington asked if these priorities were inclusive of C.I.P.A. compliance activities. Bill Ptacek affirmed noting that the first priority includes technologies like a new Integrated Library System and RFID and that the sixth priority includes initiatives for diversity, education and support of customer service visions.

## **CAPITAL PLAN REVIEW**

In preparation for the March 2, 2004 bond measure, Bill Ptacek presented the draft version of the Capital Plan as APT has edited it. He pointed out the following significant changes:

- A 5,000-square-foot increase for Auburn in 2010 (previously 1,000 square-feet)
- Remodel/Fix-Up of Black Diamond and Library Connection @ Southcenter in 2012 (not previously in plan)
- Additional costs for fix-up at Library Connection @ Crossroads in 2010 following an 800-square-foot expansion in 2003
- \$700,000 cost adjustment for the Material Handling and Anti-Theft System

Linda Glenicki said that these revisions to the Capital Plan increase the grand total to \$146.3 million consequently increasing the estimated amount required for covering inflation impact and issuance costs from \$158 million to \$161.5 million. She explained that KCLS could either proceed with \$161.5 million total or trim the grand total to maintain \$158 million. The Board of Trustees was comfortable with the current program, representing KCLS' best estimates, noting that the communities served have established certain expectations.

**The Board of Trustees approved an increase in the March 2, 2004 bond measure from \$158 million to \$161.5 million.**

## **PUBLIC SERVICES REPORT**

Bruce Adams said there has been no downturn of activity this summer, that branch circulation shows a 7% increase while holds maintain their 19% increase rate and noted that over the past four years, KCLS has seen a 23% rise in circulation and a 97% increase in holds.

Bruce Adams also discussed the fact that there hasn't been a significant growth in local participation at Storyfest programs. Because this event has capacity for growth, KCLS is exploring the possibility of connecting the festival to classes in youth services, storytelling at the University of Washington Information School, as well as possibly partnering with community-wide events such as NW Folklife, Bumbershoot or the Bellevue Arts and Crafts Fair.

## **FACILITIES REPORT**

Kay Johnson reported that the Facilities Department is busy working in all libraries. She mentioned that North Bend and Federal Way Regional were scheduled to be painted within the next two weeks and that the Food for Thought Café should be installed at Mercer Island in mid-September.

## **ADJOURNMENT**

President Tobias Washington adjourned the meeting at 7:35pm.

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Tobias Washington, President

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Richard Eadie, Secretary