



PRESENT
KCLS BOARD
Judge Richard Eadie
Tobias Washington
Charlotte Spitzer

KCLS Staff
Bill Ptacek
Denise Siers
Nancy Smith
Bruce Schauer
Jeanne Thorsen
Julie Wallace
Jed Moffitt
Kay Johnson
Linda Glenicki
Charlene Richards
Jennifer Wiseman
Barbara Reich
Susan Veltfort
Lisa Hill
Dale Brickman

GUESTS
Judge LeRoy McCullough
Cory Olson
Joe & Eve Phillips

MOTIONS APPROVED

1. Motion to approve Board Agenda
2. December 17, 2003 Minutes were deemed approved
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 Capital Facility Area Fund #381
8. Motion to approve Redmond Capital Facility Area Fund #380
9. Motion to grant permission to serve wine at Literary Lions Event
10. Motion to grant permission to serve wine at post-tour PLA reception
11. Motion to approve Authorized Signature Change for Safe Deposit Box
12. Motion to approve revisions to Materials Selection & Access to Electronic Information, Services, Networks policy
13. Motion to approve a three-year financial commitment of \$60,000 to Beverly Cleary Endowed Chair at the University of Washington's Information School

CALL TO ORDER

President Richard Eadie called the meeting to order at 5:40pm.

PUBLIC COMMENT

Eve Phillips informed the Board that the Friends of the Shoreline Library want to purchase a defibrillator for their Library's community room. In order to do so, at least three staff members must receive the appropriate training. The topic was tabled until next month's meeting in order for Charlene Richards to investigate the potential for liability, etc.

Cory Olson, a Friend of the Black Diamond Library, thanked the Board for resolving the Book Sale replacement funds issue. Bill Ptacek pointed out that in developing the Revised Replacement Plan, Jeanne Thorsen and the KCLS Foundation averaged Friends' book sale earnings in 2000, 2001 and 2002 and developed a payout schedule for 2004, 2005 and 2006. They eliminated 2003 from the formula, since that year was an anomaly in the number of sales held and in revenues generated. The KCLS Foundation Executive Committee will review the Revised Replacement plan in February and have checks for 2004 issued in February or March.

APPROVAL OF THE AGENDA

Bill Ptacek recognized outgoing Board Chair Tobias Washington for his Board leadership in 2003. Charlotte Spitzer moved approval of the Agenda. Tobias Washington seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

Richard Eadie proposed that rather than an motion to approve the minutes, the minutes be reviewed during the course of the meeting and, if no changes are noted prior to adjournment, the minutes are "deemed" approved. There having been no changes to the draft December 17, 2003 Minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed the current finances noting December's year-to-date expenditures are \$65.7 million, or 90.5% of the full-year budget. This is a preliminary year-to-date figure since 2003 invoices are received until late February 2004. Expenditures in December were \$6.5 million compared to a straight-line budget average of \$6.0

million. December expenditures typically show a seasonal rise due to year-end bills. Year-over-year growth in expenditures is currently at 8.8% on a year-to-date basis while revenue growth is at 16.0%.

December's preliminary year-to-date revenues of \$71.9 million represent 99.4% of the full-year budget. Revenue for the month of December was \$1.2 million, which includes receipt of \$102,000 from Seattle Public Library as payment for cross-use, as well as \$69,000 in funding from the KCLS Foundation. Linda Glenicki noted that fines revenues lagged budget by about 15% being driven in part by e-mail notifications to patrons prior to material due dates and the implementation of self-checkout machines, which do not prompt patrons to pay outstanding fines less than \$10. Grant revenue, however, exceeds budget by \$115,000 primarily due to the Nextbook project and a change in accounting methodology for the AmeriCorps grant.

Linda Glenicki called out the following General Fund expenditure items:

- **Communications:** Full-year expenditures of \$1.2 million reflect collection of \$36,000 in e-rate rebates. Growth in expenditures over 2002 looks very high because 2002 was an unusually high e-rate year reflecting late receipts of funds from the 2001 cycle.
- **Repairs and Maintenance:** Year-to-date expenditures of \$5.4 million are \$1.2 million below full-year budget. We expect more 2003 R&M invoices to be received in the coming weeks.
- **Capital Outlay - Materials:** Year-to-date expenditures of \$8.7 million exclude about \$600,000 of materials purchases funded by the Redmond and Issaquah CFA budgets.

Finally, Linda Glenicki compared year-to-date expenditures of \$65.7 million to revenues of \$71.9 million, resulting in a preliminary \$6 million increase in the Ending Fund Balance for 2003. KCLS anticipates a 2004 Beginning Fund Balance of about \$14.5 million (compared to the budgeted \$13.5 million).

PAYMENT OF BILLS

Tobias Washington moved approval of Payroll Expenditures in the amount of \$2,068,865.35; Checks December 1-15th Chk#: 63214-64215; 119411-119630; and December 16-31st Chk#: 64216-65216; 119631-119846. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures December 2003 in the amount of \$5,818,345.06; (Travel Advances) Chk #676-685, (12/5) Chk #57128-57268, (12/8) Chk #57327-57446, (12/10) Chk #57447-57508, (12/17) Chk #57509-57663; 57675-57677; 57678-57679, (12/19) Chk #57680-57906, (12/22) Chk #57969-58094, (12/26) Chk #58095-58177; 58200-58233, (12/29) Chk #58284, (1/2) Chk #58285-58439; 58466-58458, (1/8) Chk #58469, (Voids) Chk #57203; 57364. Tobias Washington seconded and the motion passed unanimously.

Tobias Washington moved approval of Construction Bond Fund '88 #3020 Expenditures December 2003 in the amount of \$210,004.34; (12/5) Chk #57269-57326, (12/17) Chk #57664-57671, (12/19) Chk #57907-57961, (12/26) Chk #58178-58199, (1/2) Chk #58440-58463, (1/8) Chk #58470. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Gift Fund #6010 Expenditures for December 2003 in the amount of \$2,911.50; (12/19) Chk #57962-57968, (1/2) Chk #58464-58465, (1/8) Chk #58471. Tobias Washington seconded and the motion passed unanimously.

Tobias Washington moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for December 2003 in the amount of \$47,551.55; (12/17) Chk #57672-57674, (1/8) Chk #58472; 58474. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Redmond Library Capital Facility Area Fund #381 (RLCFA) Expenditures for December 2003 in the amount of \$28,739.16; (1/8) Chk #58473. Tobias Washington seconded and the motion passed unanimously.

PERMISSION TO SERVE WINE AT LITERARY LIONS AWARD EVENT

Bill Ptacek said the KCLS Foundation is preparing for its 2004 Literary Lions Award dinner on Saturday, March 6, 2004 at the Bellevue Regional Library. The Foundation asked the Board for permission to serve wine at the event, during which time the Library will be closed. With approval of this request, the Foundation will secure

the necessary liquor license from the State. It was also requested that the Bellevue Regional Library close at 4pm on this date to complete set-up arrangements. **Charlotte Spitzer moved approval of these requests. Tobias Washington seconded and the motion passed unanimously.**

PERMISSION TO SERVE WINE AT POST-TOUR PLA RECEPTION

Bill Ptacek explained PLA conference guests will be able to attend an "Exploring Seattle Libraries" tour from 11am to 6pm on February 28, 2004. The tour includes visits to the following libraries: Sno-Isle Library System's new Snohomish Library, Seattle Public Library's new Capitol Hill Library, KCLS' Library Connection @ Crossroads and will conclude at the Bellevue Regional Library. **Charlotte Spitzer moved that the Bellevue Friends of the Library be allowed to serve wine at the reception in the Bellevue Regional Library meeting room following the tour. Tobias Washington seconded and the motion passed unanimously.**

MOTION TO APPROVE AUTHORIZED SIGNATURE CHANGE FOR SAFE DEPOSIT BOX

Linda Glenicki said KCLS has a safe deposit box at a bank near the Service Center primarily containing real estate documents. While it is rarely accessed, a recent visit to the bank revealed only Kay Johnson and Linda Glenicki's predecessor were listed with authorized access. The paperwork has been filed to update the authorized signatures, but the bank requires a copy of the minutes in which the KCLS Board approves a motion to make it official. **Charlotte Spitzer moved that Kay Johnson and Linda Glenicki be approved as authorized users of the safe deposit box and that the name of Linda's predecessor, Debbie Nagasawa, be removed. Tobias Washington seconded and the motion passed unanimously.**

REVISED SELECTION AND ACCESS POLICY

Resulting from the Board's decision to comply with the Supreme Court's ruling on the Children's Internet Protection Act (CIPA), Bill Ptacek explained that the *Materials Selection & Access to Electronic Information, Services, Networks* policy (www.kcls.org/about/matselect.cfm) had to be revised to include an Internet Acceptable Use Policy. The most substantial change is the inclusion of language describing the implementation of mandatory filtering on library workstations. **Tobias Washington moved approval of the *Materials Selection & Access to Electronic Information, Services, Networks* policy as revised. Charlotte Spitzer seconded and the motion passed unanimously.**

BEVERLY CLEARY ENDOWED CHAIR

Bill Ptacek told the Board that the Beverly Cleary Endowed Chair at the University of Washington's Information School would honor distinguished alumni and beloved children's author Beverly Cleary. Mrs. Cleary and her family pledged their support for this initiative by providing the lead gift. The Cleary Chair for Children's and Youth Services will help attract high quality and diverse students to the profession and educate much needed children's librarians for our community. The endowment will be used to recruit a faculty member who will develop a research agenda and outreach program designed to focus attention on this important area.

According to Bill Ptacek, there was a universal show of support by the represented libraries at the recent Public Library Directors' meeting. He asked the Board to make a financial commitment to the Cleary Chair. Such an institutional donation has been discussed with KCLS' attorney who has agreed to write an opinion letter, to be attached to an interlocal agreement, outlining the derived benefit. **Charlotte Spitzer moved that a three-year commitment of \$60,000 be made under legal counsel to the Beverly Cleary Endowed Chair at the University of Washington's Information School. Tobias Washington seconded and the motion passed unanimously.**

BLACK DIAMOND SITE UPDATE

Kay Johnson noted that the following site work was completed: topographic survey, wetlands delineation and point of access from Roberts Road. Brian Beaman, Principal Engineer and Geologist with Icicle Creek Engineers in Issaquah, made a presentation to the Board about coalmines in South King County. He shared diagrams showing the coalmine hazards in the City of Black Diamond and outlined the company's plans to drill 6 borings to confirm the status of the buffer zone along the high hazard area of a former coalmine. This testing will indicate the bearing capacity of the soils in the buffer zone - an area that KCLS needs to use to provide the site access drive, the parking lot and the location for surface water detention ponds. Brian Beaman said best-case scenario is that the mines have already collapsed. Such reports should be complete by the next Board Meeting.

2003 YEAR IN REVIEW

Nancy Smith presented the 2003 Year in Review, which describes the way in which KCLS' budgeted activities, planned around the four tenets of the Vision Statement, were implemented. She highlighted the following:

- **Intellectual Adventure:** Demonstrated through the increased collection budget, resulting increased circulation, creation and implementation of Choice Reads, etc.
- **Heart of the Community:** Demonstrated through updates and "refreshing" of libraries to make them welcoming, comfortable places to visit and spend time, as well as through numerous school visits.
- **We Make it Easy:** Demonstrated through substantial use of KCLS' web page and catalog, which now feature countless patron resources including readers and music advisory, Ask a Librarian, etc.
- **One System:** Demonstrated by a 19% increase in the number of holds made and in the increased number of boxes handled by the Shipping Department.

TUKWILA LIBRARY

Nancy Smith and Barbara Reich, Managing Librarian of the Foster, Tukwila and Skyway libraries provided the following overview of the recent changes at the Tukwila Library:

- Beginning January 1, the Tukwila Library's new focus is service to children and is open 20 hours weekly, reduced from 36 hours per week.
- Why change? As a full-service library, Tukwila was one of the least used in the System with a cost per checkout of \$10.90, contrasted with Burien's per transaction cost of \$5.07 and \$8.03 at Foster. Tukwila Library's use was limited primarily to after school visits by children and averaged about 15 kids daily. Weekday mornings and evenings had very little traffic, usually 5 visitors or fewer. Saturday was busier with families visiting together, averaging about 25 people.
- At the same time, the use at Foster Library was growing beyond the staff's ability to provide appropriate service. The Family Place grant program was popular with growing attendance, but was taking more space than the library could continue to offer. The Tukwila facility seemed a perfect spot to develop a children's library, thereby acknowledging the primary users of that building and moving the Family Place program where there would be adequate space dedicated to continuing these evening programs.
- KCLS is revamping the interior of the Tukwila Library to create a child-friendly environment. Choice Reads will be added for adults and holds will still be able to be picked up at this location. Informally, the City of Tukwila has agreed to address some of the building's structural issues.
- Although KCLS has informed city officials of these changes and has kept the local Library Board up-to-date, Mayor Steve Mullet and members of the City Council feel the library has done a poor job of informing the public. In response, KCLS developed an informational 20"x30" poster that is on display at the Tukwila and Foster libraries.

Richard Eadie asked about adult use of the Library Connection @ Southcenter when it opens. Nancy Smith commented that we would have to wait until it is open to see how many adult patrons seeking a full-service library would use it.

GOOD READS PRESENTATION

Bruce Schauer introduced KCLS' new online reading initiative, "Good Reads," which provides patrons of all ages with a place to find one-stop shopping for recommended reads, book summaries, reviews and patron ratings. CMS staff members have been busy developing both the new and good reads to be used on the readers' advisory sites. Lisa Hill, Web Services Librarian, showed examples of working pages and cosmetic mock-ups of others, while generally demonstrating the ways users can easily connect to the catalog and place holds on items they're interested in. She also highlighted the special functions of the sites including: "Write a Review," "Rate this Book," and "Printer List." This service should be available to patrons in early to late Spring 2004.

COMMITTEE ASSIGNMENTS

Richard Eadie assigned Charlotte Spitzer and LeRoy McCullough (if confirmed by the County Executive), to the Planning Committee, which meets about one week prior to the Board Meeting at the Mercer Island Library. Tobias Washington and Wai-Fong Lee were assigned to the Finance Committee, which meets one hour prior to the monthly Board Meeting.

DIRECTOR'S REPORT

Bill Ptacek referred the Board of Trustees to his written report but highlighted the following:

- Noted for their generous gifts of time, talent and resources Charlotte and Jack Spitzer will receive the KCLS Foundation's President's Award at the Literary Lions Award Dinner event on Saturday, March 6. Charlotte and Jack actively support libraries and literacy programs locally and nationally.
- The KCLS Board viewed the video to be used when the Board votes to put the bond measure on the ballot. The Board expressed support for the video's messaging. Kari Glover, from the Foundation Board, is taking on the task of organizing the campaign effort for the upcoming Bond Election. Cynthia Sullivan and Louise Miller also agreed to work on the fundraising component of the campaign.

PUBLIC SERVICES REPORT

Denise Siers said KCLS began the year with five libraries using self-checkout (accounting for 4% of branch circulation), whereas 33 libraries offered self-checkout by the end of 2003 (accounting for 40% of circulation). She also pointed out that the term "Young Adult Librarian" was officially changed to "Teen Services Librarian." In order to obtain better use of KCLS' print reference materials, Denise Siers said that a limited pilot project has been undertaken at Snoqualmie and Richmond Beach libraries. In December, these two community libraries incorporated their print reference materials with their circulating materials. At Snoqualmie, a number of print reference materials were changed so they could circulate. Others were give a unique "In Library Use" spine label that would alert both staff and patrons to the fact these materials could not be checked out.

COLLECTION MANAGEMENT REPORT

Bruce Schauer reported that CMS staff worked with FMS to prepare for and complete the move of the Shipping Department to its new warehouse facility in Preston. He also pointed out that all KCLS community libraries now offer Choice Reads, a browsing collection of new and interesting paperbacks in eye-catching displays. The year-to-date turnover rate of the Choice Reads collection at libraries that have had it for a year is 8.59. Those collections installed more recently have also circulated well with a turnover rate of 6.08. CMS will continue to invest in this collection as it continues to be popular with patrons.

FACILITIES REPORT

Kay Johnson reported that FMS served as the central information and dispatch group for the overall KCLS coordination during the severe storm on January 6 and 7, which resulted in an early closure of the System.

ADJOURNMENT

President Richard Eadie adjourned the meeting at 7:36pm.

Richard Eadie, President

Wai-Fong Lee, Secretary