



MOTIONS APPROVED

1. Motion to approve Board Agenda
2. January 28, 2004 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 approve Resolution 2004-01 - Bond Election Date
10. Motion to approve Resolution 2004-02 - Voter's Pamphlet

CALL TO ORDER

President Richard Eadie called the meeting to order at 4:42pm.

PUBLIC COMMENT

Tukwila City Council President Jim Haggerton expressed concern regarding the recent changes at the Tukwila Library. At their March 1st meeting, however, the City Council unanimously decided to positively engage in conversation to restore library service. The City Council recognizes the Interlocal Agreement (1991) as effectual, and expects KCLS to honor it.

GUESTS

Joe Phillips
Steve Mullet
Jim Haggerton
Dennis Robertson
Steve Schneider

Mayor Steve Mullet said any communication that took place prior to the changes at the Tukwila Library were ineffective in that they differed from the City's expectations. He stated that the current service level at the Tukwila Library is generally unacceptable and asked that the working adults and seniors, seemingly excluded under the new service model, be

accommodated. He suggested meeting in an informal setting to discuss possible options as soon as possible.

Councilmember Dennis Robertson said that while the citizens who voted to annex to the Library District in 1991 are no longer the City's significant voting block, these citizens attach importance to the following commitments:

"The District recognizes the importance of neighborhood libraries to the City of Tukwila and consequently agrees to maintain library services at both the Foster and Tukwila libraries."

"The Tukwila Library at 14475 59th Avenue South will be maintained at a minimum of current service levels."

Richard Eadie acknowledged the principles expressed and recognized that two groups working towards a conceptual agreement can unintentionally develop differing perceptions. He suggested that KCLS and City of Tukwila staff meet to establish a common understanding of the circumstances, after which a management level meeting can be arranged if necessary. Tobias Washington said KCLS values Interlocal Agreements, adding that honoring the spirit of such agreements often requires adjustments to coincide with changing times, usage, etc.

APPROVAL OF THE AGENDA

Tobias Washington moved approval of the Agenda. Wai-Fong Lee seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

There having been no changes to the draft January 28, 2004 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed the current finances noting January expenditures were \$4.4 million, or 5.7% of budget. This compares to January 2003 expenditures of \$4.6 million and a straight-line budget average of \$6.3 million. January revenue was \$402,000, which represents 0.5% of the 2004 budgeted revenue of \$74.4 million. Revenue receipts will remain low until April when the first half property tax payments are due. The majority of the January revenue was payment of prior year taxes. KCLS has already received \$7,000 in timber taxes exceeding last year's January receipts of \$6,000. The \$17,000 in miscellaneous revenues primarily reflects matching payments related to the literacy program efforts of the AmeriCorps team.

Linda Glenicki called out the following General Fund expenditure items:

- **Communications:** January expenditures show a credit of \$76,000 due to receipt of a \$143,000 eRate rebate fund check.
- **Other:** Large swings in year-over-year growth in the following categories simply reflect changes in the timing of invoices versus 2003: Professional Services, Operating Leases and Utilities.

Linda Glenicki pointed out that preliminary full year expenditures were \$66.8 million or 92.1% of budget, with year-over-year growth in expenditures at 9.8%. After the books closed on February 28; however, full-year expenditures were at about \$67 million, or about a 10% growth rate over 2002. Compared to revenues of about \$72 million, KCLS will end with a \$5 million increase in the Ending Fund Balance for a total of \$14.3 million, less about \$500,000 in Union-negotiated salary bonuses, giving KCLS a 2004 Beginning Fund Balance of about \$13.8 million (compared to the budgeted \$13.5 million).

PAYMENT OF BILLS

Tobias Washington moved approval of Payroll Expenditures in the amount of \$1,987,266.75; Checks January 1-15th Chk#: 65217-66201; 119848-120069; and January 16-31st Chk#: 66202-67241; 120070-120281. Wai-Fong Lee seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures January 2004 in the amount of \$6,346,758.25; (Travel Advances) Chk #686, (1/12) Chk #58475-58778, (1/14) Chk #58781-58886, (1/15) Chk #58925-59010; 59014-59016, (1/16) Chk #59017-59052, (1/20) Chk #59057-59125, (5/21) Chk #59126, (1/22) Chk #59127-59128, (1/23) Chk #59129-59194, (1/26) Chk #59200-59379, (1/28) Chk #59411-59518; 59526, (1/29) Chk #59527-59528, (1/30) Chk #59529-59638, (2/3) Chk #59639, (2/4) Chk #59640-59732; 59754-59832; 59833-59835, (2/5) Chk #59836-59875; 59876, (Voids) Chk #58778; 59010. Tobias Washington seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Construction Bond Fund '88 #3020 Expenditures January 2004 in the amount of \$143,818.88; (1/12) Chk #58779, (1/14) Chk #58887-58924, (1/15) Chk #59011-59013, (1/16) Chk #59053-59056, (1/23) Chk #59195-59199, (1/26) Chk #59380-59404, (1/28) Chk #59519-59523, (2/4) Chk #59733-59751, (2/5) Chk #59877. Charlotte Spitzer seconded and the motion passed unanimously. Tobias Washington moved approval of Gift Fund #6010 Expenditures for January 2004 in the amount of \$4,077.65; (1/26) Chk #59405-59410, (2/4) Chk #59752-59753, (2/5) Chk #59878. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for January 2004 in the amount of \$5,346.29; (1/12) Chk #58780, (1/28) Chk #59524-59525, (2/5) Chk #59878. Tobias Washington seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for January 2004 in the amount of \$213.04; (2/5) Chk #59879. Tobias Washington seconded and the motion passed unanimously.

BOND ELECTION DATE - RESOLUTION 2004-01

Revised Capital Plan

Bill Ptacek highlighted the following changes made to the Capital Plan:

- Addition of \$1.2 million for TLC service vehicles and collection
- Additional 20,000-square-feet for the Burien Library for a total of 40,000-square-feet to be accommodated by Burien's Downtown Project, increasing the project budget by \$5 million
- Addition of \$400,000 for potential property acquisition for new Snoqualmie Library
- Add \$2 million to Sammamish Library's project budget for a 10,000-square-foot expansion on new site
- Project budget reduced for East Hill of Kent to reflect collection and tenant improvement costs for leased building in highly visible and accessible location instead of new building construction
- The funding for Art Acquisition Management and Recessed Monitors was incorporated into the specific libraries' project budgets
- The project start dates have been postponed one year, due to the delay in the Bond Election date

While there are potential annexation issues still outstanding, Bill Ptacek said the Plan would reflect the projects for those areas as intended. Linda Glenicki said the estimated amount required to cover inflation impact and issuance costs for the bonds is \$172 million.

Date For 2004 Bond Election

Because KCLS' Public Information effort is ready for implementation, Bill Ptacek asked the Board to approve the following resolution:

A RESOLUTION of the Board of Trustees of the King County Rural Library District making a finding; providing for the submission to the registered voters of the District at a special election to be held on September 14, 2004, of a proposition authorizing the District to incur indebtedness and to issue not more than \$172,000,000 of its general obligations bonds maturing within 20 years for the purpose of obtaining funds to pay the capital costs of acquiring, constructing, equipping and furnishing new library facilities, renovating expanding and upgrading existing library facilities, acquiring new library materials and equipment, and to undertake other capital projects throughout the District, and to levy annual excess property taxes to pay and retire such bonds.

It was recommended that the Resolution and Capital Plan (Exhibit A) be approved with the understanding that the Plan is amendable, for example in the instance of annexation, but will be executed over the next 10 years to the extent possible. Concern was expressed regarding the effect of such a provisions on the language and legality of the resolution. Bill Ptacek suggested consulting the Bond Attorney on this issue and inviting him to discuss this issue further at the next Board meeting. **Charlotte Spitzer moved approval of Resolution 2004-01. Wai-Fong Lee seconded the motion and it passed unanimously.**

VOTER'S PAMPHLET - RESOLUTION 2004-02

Necessitated from feedback after the February 2003 election, stating that a lack of information was dispersed to the public regarding a capital bond measure on the ballot, the following was recommended:

Resolution of the Board of Trustees of the King County Rural Library District concurring, to request a voter's pamphlet for the September 14, 2004 election and authorizing all associated costs for such to be charged to the King County Rural Library District.

Charlotte Spitzer moved approval of Resolution 2004-02. Tobias Washington seconded the motion and it passed unanimously.

TUKWILA LIBRARY

Bill Ptacek said changes are underway at the Tukwila Library. He emphasized that no resources are being taking away from City, but rather moved to the busier Foster Library. The Library Connection @ Southcenter would only increase library access in the area. Nancy Smith presented data that shows that the Tukwila Library's collection has received equal funding as similarly sized libraries and noted that the collection is evaluated annually for condition and content relevance. Richard Eadie suggested that KCLS evaluate a period of time after the Library Connection @ Southcenter is opened to assess its affect on use of the Foster and Tukwila libraries.

BLACK DIAMOND SITE UPDATE

Two consultants have concluded that the Raykovich property is buildable. Kay Johnson reviewed portions of their reports. The short plat application for the City of Black Diamond's Planning Commission must now be developed

and a separate parcel for the Library's use established. KCLS must close on the sale of this parcel by the end of March according to the option agreement extension. While KCLS will involve the community in developing schematic designs, Self-Checkout, revised reference and other features consistent with the System Vision will be implemented. More information will be available in June or July.

LAKE WASHINGTON TECHNICAL COLLEGE MEETING SUMMARY

Bill Ptacek and Denise Siers met with representatives of Lake Washington Technical College (LWTC) this month to explore possible forms of collaboration. LWTC is currently constructing a new 22,000-square-foot Library Media Center, which will house approximately 45,000 volumes. Denise Siers explained that LWTC does not have the employees to staff this facility and are therefore appealing to KCLS to develop a joint-use library whereby KCLS would add staff to maintain this new library. The following are several factors against it such joint-use:

Facilities

- The new site of the Library Media Center does not meet two out of the three basic criteria of the Board-adopted Site Selection Policy: Visibility and Access.
- The new library is on two floors separating the circulation and reference functions.
- The space has been allocated based on the current collection and what the college needs to support its curriculum. A public library in the same space would need significantly more square footage.

Services

- The Center's current hours are not sufficient for even a minimally functioning public library.
- LWTC staff wouldn't be able to handle the two-floor library, nor any increase in business due to KCLS.

The challenges and costs of integrating services would involve most departments within KCLS. Overall, while LWTC could benefit from a cooperative agreement with KCLS, there appears to be no tangible advantage to KCLS. **It was recommended that KCLS not pursue this collaboration and the accompanying additional expenditures. The KCLS Board of Trustees offered no opposing sentiments.**

DEFIBRILLATORS IN PUBLIC MEETING ROOMS

After the Friends of the Shoreline Library informed the Board that they wanted to purchase a defibrillator for their Library's community room, KCLS' Safety Committee examined the requirements of doing so. Despite initial concern expressed regarding staff liability and ongoing training, the following was determined:

- If KCLS were to place a defibrillator in a public meeting room, one staff member would need to be trained in as a First Responder (First Aid/CPR)
- KCLS would also need to solicit medical guidance by a licensed physician
- Trained staff **DOESN'T** have to provide the service. Anyone who does is covered under the "Good Samaritan Act," which protects bystanders who respond in emergencies from civil and criminal liability

KCLS recommended that a defibrillator purchased by the Friends of the Shoreline Library be accepted and placed in the community room on a pilot basis. If the project proceeds smoothly, the Safety Committee will pursue grant funding for implementation at other identified libraries. On behalf of Eve Phillips and the Friends of the Shoreline Library, Joe Phillips thanked the KCLS Board of Trustees for considering this proposal.

BOARD MEETING DATES (MAY, JUNE AND JULY)

The following Board Meetings were changed or scheduled for 2004:

- Wednesday, March 24, 2004, 4:30pm at the Newport Way Library (*previously Wednesday, March 31*)
- Wednesday, April 28, 2004, 4:30pm at the Service Center
- Wednesday, May 26, 2004, 4:30pm at the Burien Library
- Wednesday, June 30, 2004, 4:30pm at the Service Center
- Wednesday, July 28, 2004, 4:30pm at the Kirkland Library

DIRECTOR'S REPORT

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

- The Washington State Supreme Court made an important ruling last month that will facilitate **annexations of unincorporated areas** to existing cities. This means that annexations can take place when 60% of an area's property owners agree to the annexation. Unlike other annexation mechanisms the petition is not subject to a vote by the residents of the area to be annexed. If a city decides to annex an area and receives the requisite number of petitions - it's a done deal. The White Center, Fairwood and Skyway libraries could potentially be annexed to cities outside KCLS' service area.
- The **Public Library Association (PLA) conference in Seattle** appears to have been a great success. All of the vendor spots were sold out and more than 200 KCLS staff attended. In addition, an organized tour of area libraries concluded with a visit to Bellevue Regional Library and a reception hosted by the Friends of the Bellevue Libraries. KCLS staff conducted special tours for administrative staff from, among others, Brooklyn, Baltimore County and Las Vegas library systems. Wai-Fong Lee noted that one ULC Director said KCLS staff was very accommodating to attendees from libraries nationwide.

PUBLIC SERVICES REPORT

Denise Siers highlighted **circulation statistics**, pointing out that the 5% increase represents KCLS' traditional January lull. She noted that for the first time in several years, there was a drop in the percentage increase in holds (down from 19% to 15%). Libraries still filled about 48,000 more holds in January 2004 than January 2003. The number of holds being placed remotely took a significant jump in the last month, up 2%. Since June 2003, the percentage of holds place remotely has risen steadily from 68% to 73%. In addition, Denise Siers said that the **closure of ten Seattle Public Library branches** is impacting KCLS. Last January, SPL patrons checked out nearly 75,000 items accounting for 6% of KCLS circulation. This January, they checked out more than 161,000 items accounting for 12% of KCLS circulation. Planning is underway for the **Summer Reading Program** titled "Blaze a Trail to Your Library." Though KCLS is collaborating with libraries statewide, KCLS' Graphics Department is creating the artwork for publicity materials. Bill Ptacek also pointed out that **Self-Checkout** installation continues with 38 libraries now equipped. He highlighted the fact that at 15 of these, Self-Checkout accounts for 50% or more of the library's monthly circulation (78% at Maple Valley).

COLLECTION MANAGEMENT REPORT

CMS staff is working with FMS to reconfigure the space vacated by the relocation of the Shipping Department operation to accommodate processing of Centralized Serials. Bruce Schauer regretfully announced the retirement of Beverly Owen, manager of Selection and Order, effective February 27. CMS selectors have met with Public Services and FMS staff to plan collections for the Library Connection @ Southcenter. Nancy McGill and Barbara Pitney are working with the Reference Selection Committee to evaluate the current reference collection development process. While the Shipping Department was backlogged and unable to complete the sort of all the items during its transition to the site in Preston, Bruce Schauer noted that the staff was able to catch up and will be able to centrally affix ownership labels on the Library Connection @ Southcenter's materials.

FACILITIES REPORT

Kay Johnson said the Lake Forest Park Library would be closed for most of the month of March for renovation. Holds pickup and material returns will be available during the closure from 2-7pm. She said David Scott-Risner has developed a plan for the new look and services at the Tukwila Library, including paint, partial carpet replacement, new lounge and seating area for adults and children, and Choice Reads shelving. Work is underway and the Library will officially celebrate the re-opening on Saturday, April 10, 2004. Bids for the general contractor work at the Library Connection @ Southcenter were completed this month and work has begun with the construction of the mall partition walls. KCLS staff is also working to finish pricing and ordering the furniture, equipment and shelving. The tentative move in is scheduled for the first week of May.

ADJOURNMENT

President Richard Eadie adjourned the meeting at 6:25pm.

Richard Eadie, President

Wai-Fong Lee, Secretary