



#### MOTIONS APPROVED

1. Motion to approve Board Agenda
2. Minutes from March 3, 2004 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 2004-03 - Ballot Proposition (Revised)
10. Motion to approve revised Youth Initiative Plan
11. Motion to grant permission to serve wine at Library Connection @ Southcenter Event

#### CALL TO ORDER

Secretary Wai-Fong Lee called the meeting to order at 4:38pm.

#### PUBLIC COMMENT

No public comments were made.

#### APPROVAL OF THE AGENDA

The following discussion item was added: Date/Time of April meeting. **Tobias Washington** moved approval of the revised Agenda. **Charlotte Spitzer** seconded and the motion passed.

#### APPROVAL OF THE MINUTES

There having been no changes to the draft March 3, 2004 minutes, they were deemed approved.

#### FINANCE REPORT

Linda Glenicki reviewed the current finances noting February year-to-date expenditures were \$9.8 million. Expenditures in February were \$5.2 million versus a 2004 monthly budget average of \$6.3 million. February year-to-date revenues of \$1.0 million represent 1.9% of the 2004 budgeted revenue of \$74.4 million. Delinquent tax receipts continue to be strong. Fines revenue lags prior year by 10%, primarily due to the widespread installation of Self-Checkout machines, which do not prompt patrons to pay fines until the amount reaches \$10. An updated 2003 expenditures report shows preliminary, un-audited full-year expenditures of \$66.8 million or 92.0% of budget. Year-over-year growth in expenditures is at 9.8%. KCLS has closed the fiscal year 2003. Finally, Linda Glenicki called out the following General Fund expenditure items:

- **Supplies:** Major expenditures for February include \$32,000 for 52 Thin-Client CPU's, \$39,000 for 81 LCD flat-screen monitors, and \$27,000 for Enterprise software related to the Thin Client installations.
- **Professional Services:** Factors contributing to an increase of \$125,000 year-to-date expenditures over 2003 include: annual payment for tutor.com (\$40,500); Systems Management, Inc. for consulting services related to JDE system upgrade (\$22,800); Norton Antivirus software licenses (\$13,800).
- **Miscellaneous:** Includes ad valorem tax refund charges of \$4,000, versus the \$20,000 charged in 2003. These charges represent property tax refunds after taxpayers successfully appeal of their valuations.
- **Capital Outlay - Furniture and Equipment:** There were no year-to-date expenditures primarily due to the fact that the \$3,000 capitalization threshold for fixed assets significantly limits what is charged here. As a result, the Supplies line is slightly increased.

## PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$1,953,438.34; Checks February 1-15<sup>th</sup> Chk#: 67242-68240; 120282-120500; and February 16-28<sup>th</sup> Chk#: 68241-69246; 120501-120725. Wai-Fong Lee seconded and the motion passed unanimously.

Tobias Washington moved approval of General Fund #0010 Expenditures February 2004 in the amount of \$5,606,377.90; (Travel Advances) Chk #687-688, (2/6) Chk #59881-59959, (2/10) Chk #59965-60087, (2/13) Chk #60106-60254, (2/19) Chk #60256-60329; 60332-60334, (2/20) Chk #60335-60468, (2/24) Chk #60486-60487; 60488-60489; 60490-60586, (2/25) Chk #60607-60630, (2/26) Chk #60631-60723, (3/2) Chk #60740-60838; 60855-60857, (3/3) Chk #60858-60981; 60982, (3/8) Chk #60984-61116, (3/9) Chk #61117-61145; 61146, (Voids) Chk #60522. Charlotte Spitzer seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Construction Bond Fund '88 #3020 Expenditures February 2004 in the amount of \$133,424.99; (2/6) Chk #59960-59964, (2/10) Chk #60088-60102, (2/13) Chk #60255, (2/19) Chk #60330-60331, (2/20) Chk #60469-60485, (2/24) Chk #60587-60604, (2/26) Chk #60724-60737, (3/2) Chk #60839-60854, (3/3) Chk #60983 (3/9) Chk #61147. Tobias Washington seconded and the motion passed unanimously.

Tobias Washington moved approval of Gift Fund #6010 Expenditures for February 2004 in the amount of \$705.17; (2/10) Chk #60103-60105, (2/26) Chk #60738-60739. Wai-Fong Lee seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for February 2004 in the amount of \$3,162.24; (2/24) Chk #60606, (3/9) Chk #61149. Tobias Washington seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for February 2004 in the amount of \$1,954.80; (2/24) Chk #60605, (3/9) Chk # 61148. Tobias Washington seconded and the motion passed unanimously.

## RESOLUTION 2004-03: BOND PROPOSITION (REVISED)

To ensure that the Resolution is approved with the understanding that the Capital Plan (Exhibit A) is amendable, Bill Ptacek consulted Bond Attorney Dan Gottlieb who further discussed this issue. Dan Gottlieb noted a recent case involving Sound Transit, where the Supreme Court's decision hinged on the language of the resolution. He outlined and recommended Resolution 2004-03, which repeals Resolution 2004-01 and 2004-02 and includes:

**Section 3:** Gives the Board flexibility regarding changes to the Projects "as described in Exhibit A."

*"The Board shall determine the exact order, extent and specifications for the Projects. If the Board shall determine that it has become impractical to accomplish any of such improvements or portions thereof by reason of local or State circumstances, including, but not limited to, changed conditions or needs, regulatory considerations, incompatible development or costs substantially in excess of those estimated, the System shall not be required to accomplish such improvements... as the Board may determine by resolution."*

**Section 4:** New formulation of the ballot proposition to meet the following requirements: (1) a statement/title of the subject of the measure, not exceed ten words; (2) a concise description of the measure, not to exceed seventy-five words; (3) Shall the proposition be approved or rejected?

**Section 5:** Permits expenditure to include proposition information in the local voter's pamphlets.

Dan Gottlieb pointed out that the King County Prosecuting Attorney often uses the form provided on the ballot. He also mentioned that because an emergency must exist to hold a special election, Section 1 identifies the emergency: *"The Board finds and declares that, due to the need to replace the funding previously provided by the 1988 Bonds to pay the capital costs of the Projects, an emergency exists requiring the calling of a special election, and the Board requests the Manager of the King County Records, Elections and Licensing Division, as ex officio supervisor of elections, to find and declare the existence of an emergency."*

Richard Eadie expressed concern that use of the term "replacement funding" in the ballot proposition implies entitlement instead of continued support. Discussion ensued about whether the bonds were quantified as a replacement of the 1988 bonds and what bond proceeds can and cannot be used to purchase (for capital purposes only, which shall not include the replacement of equipment). Richard Eadie suggested that KCLS use "to take the place of" instead of "replace" where appropriate. The Board also discussed and agreed upon two additional typographical changes. Wai-Fong Lee moved approval of Resolution 2004-03, with the suggested amendments, namely using the term "to take the place of" instead of "replace" where applicable, not to prohibit its use in collateral materials. Tobias Washington seconded the motion and it passed unanimously.

## YOUTH INITIATIVE PLAN

Bruce Adams introduced Barbara Carmody, Education Services Coordinator and JoAnn Vanderkooi, Youth Services Coordinator. He quickly highlighted their roles in executing the Youth Initiative Plan and provided background information. JoAnn Vanderkooi explained that process by which the Plan was revised and highlighted the following eight goals, each subdivided into "community library" and "central services" responsibilities.

- Goal 1:* Libraries provide a welcoming environment for children and teens.
- Goal 2:* Libraries provide appealing collection for children and teens that are relevant, balanced and responsive to community needs.
- Goal 3:* The King County Library System provides children and teens with appropriate electronic resources.
- Goal 4:* Librarians meet the information needs of children and teens through quality reference services.
- Goal 5:* Staff encourages children and teens to read.
- Goal 6:* All libraries offer Story Times for children on a regular schedule.
- Goal 7:* Libraries provide engaging programs to connect children and teens to library resources and services.
- Goal 8:* Youth Services staff represents and promotes library resources and services in KCLS communities.

JoAnn Vanderkooi also highlighted the following additions to the Youth Initiative Plan:

- *Goal 7:* Since the Education Initiative was revised to state that programs must support the school curriculum, but broadens the examples to include math, science and social studies, the YIP revision does not specify that all programs must support only reading and writing. It now states that the Youth Services Coordinator will provide guidelines to managers to help define appropriate local programs.
- *Goal 8:* In the former YIP, outreach to community groups and events was to be done by the CYAS department. Those that involve preschools and childcare providers will continue to be a CYAS responsibility. Other outreach will now be at the discretion of library managers.

JoAnn Vanderkooi plans to visit library managers and teen librarians to present these program guidelines. LeRoy McCullough asked if provisions were made for children with special needs. JoAnn Vanderkooi affirmed, noting that they are not differentiated. The word "all" will be added to the mission statement when referencing youth to encompass this concept. Charlotte Spitzer moved to adopt the 2004-2006 Youth Initiative Plan as revised. Tobias Washington seconded and the motion was unanimously approved.

## PERMISSION TO SERVE WINE AT LIBRARY CONNECTION @ SOUTHCENTER PREVIEW EVENT

Bill Ptacek explained that the KCLS Foundation is planning to hold a preview event for donors at the Library Connection @ Southcenter on Tuesday, April 27, 2004 from 5:30-7:30pm. The event will take place at our space in the mall days before the new library opens to the public. With approval of this request, the Foundation will secure the necessary liquor license from the State. Charlotte Spitzer moved approval of these requests. Tobias Washington seconded and the motion passed unanimously.

## TUKWILA LIBRARY

Bill Ptacek and Nancy Smith highlighted their meeting with staff from the City of Tukwila on March 17, 2004. Nancy Smith explained that some misinformation was dispelled, including:

- **"Low Use" Factors:** Contrary to the statement that KCLS used only checkouts to determine the level of use at the Library, KCLS did take into account the number of people using the Library. Although there are no automated door counts, staff observation revealed an average of 25 to 30 people using the facility each day.

- **“Old and Dusty” Collection:** Tukwila has always had an appealing, up-to-date collection that receives the same proportional amount of collection budget as any other library its size. From 2000-2003, KCLS spent \$165,000 for the Tukwila collection. Professional staff also evaluates the collection annually.
- **Need to Increase Advertising of the Facility and Programs:** KCLS’ Community Relations department promotes all system-wide library programs to the regional media and specific libraries to their local area outlets. For the Tukwila libraries, calendar events and programs are sent to The Voice, Des Moines News and the Highline Times. Much information about the Library is also distributed through school visits and teacher newsletters (eNews).

Bill Ptacek said he was able to explain that while KCLS spent about \$381,206 on the Tukwila Library and \$841,299 on the Foster Library in 2003 (versus \$1.7 million in property tax revenue), the addition of operating expenditures for the Library Connection @ Southcenter, distributed across the same tax base, would exceed the amount of revenue contributed by Tukwila residents. He also said that staff from the City of Tukwila acknowledged their obligation to building improvements such as the sinking floor, substandard wheelchair access and public restrooms. If KCLS will increase open hours (recently reduced from 36 to 20 hours per week), the City of Tukwila staff agreed to wait and see if the changes at the Tukwila Library are successful. City staff was not enthusiastic about other accommodations, such as broad wireless access, programming for seniors, etc. City officials declined to participate in the reopening of the Tukwila Library on Saturday, April 10.

## NEWPORT WAY COMMUNITY STUDY

Denise Siers and Marilee Cogswell, Managing Librarian at the Newport Way Library presented the Newport Way Library Community Study. The information was also provided in print format. Marilee Cogswell summarized the geography, history and demographics, while Denise Siers introduced some of the following recommendations:

### *Education, Youth and Reading Initiatives*

- Recruit additional Study Zone Volunteers and continue use of meeting room for open study hall
- Expand Story Time offerings in world languages, including Chinese, Spanish and Korean
- Support reader’s advisory training for staff
- Support KaTTs (Kids & Teens Together) summer reading program

### *Facilities*

- Replace, enlarge and upgrade public restroom facilities
- Replace existing teen area furnishings and shelving and expand teen area to create a “Teen Zone”
- Improve lighting throughout the building and parking area
- Install plasma screen and create a quiet adult reading area with new adult furniture and work stations

### *Collection*

- Develop Korean collection for children and adults
- Continue support for Chinese, Japanese and Spanish collections with emphasis on children’s materials
- Emphasize homework resources

### *Technology*

- Provide additional wireless support for building
- Continue to recruit Netmasters to teach basic computer courses
- Implement print management

### *Community*

- Partner with local community organizations for programs and awareness, such as KidQuest Children’s Museum and continue participation in Factoria Mall events
- Continue membership in Newcastle Chamber and participation in Newcastle Days
- Welcome new Bellevue Community Center and explore partnerships for programs and services
- Strengthen ties with cultural and educational groups in the community

## ONLINE BOOK SALE REPORT

Linda Glenicki provided a brief update on 2003 online book sale activities:

### bLogistics

- \$84,266 revenue in 2003 - \$18,000 in shipping costs = \$66,266 net income to KCLSF
- Two-Year contract renewal in progress (non-exclusive, no volume commitment)

### Sweet Home Liquidators (no further relationship)

- Warehouse vandalism insurance lawsuit settled in December 2003 (check received for \$25,500)

### Interact, Inc.

- Woodinville-based fulfillment company, identified by Amazon as vendor for library sales program
- Several discussions with KCLS resulted in decision by Interact to decline opportunity

### Once Sold Tales

- Small, local sole proprietorship
- 5,000 books delivered in July 2003
- Sales are approximately 90 books per month @ \$10.50 selling price = \$3,879 to KCLSF to-date

### Thriftbooks.com

- Fast-growing, new, local company serving Goodwill and similar clients
- Contract negotiation underway

## APRIL MEETING DATE (SERVICE CENTER, ISSAQUAH)

The April Board meeting date was changed from Wednesday, April 28 to Thursday, April 29 beginning at 4:30pm.

## DIRECTOR'S REPORT

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

- The Federal government uses a company called Universal Service Fund Operations to conduct audits of organizations that have received E-Rate Discounts during the past four years. In the process of such an audit KCLS became aware that we may not have been compliant in selecting the telecommunications provider through a competitive bidding process. Because KCLS was so intimately involved with the development of King County's I-Net system, there was never any question that I-Net would be the Library's telecommunication provider.
- County Executive Ron Sims has officially appointed Judge LeRoy McCullough to the KCLS Board of Trustees effective March 8, 2004. Judge McCullough will be an official Board member on April 8, 2004.
- Many of the school districts that we serve use a program called Accelerated Reader (AR), where the schools use computerized tests for specific books organized by reading level. Unfortunately, the lists of books have only been available thus far in hard copy format. This meant that students or their parents had to search the shelves for these titles. Thanks to the work of Web Services Librarian Lisa Hill and Education Initiative Coordinator Barbara Carmody, however, KCLS now has a way to obtain the Accelerated Reader (AR) lists from the schools and match them to the catalog. This will vastly improve our ability to provide service to the schools in our service area.

## PUBLIC SERVICES REPORT

Bruce Adams noted that after January's dip, February circulation was once again up 8% in the community libraries and 7% overall. Holds maintained an 18% increase. He pointed out that the ABC Express had 1,299 checkouts in its first full month of operation. Self-Checkout accounted for 52% of branch circulation, representing a 15% increase over the previous month. He highlighted February's system-wide programming series focused on Black History Month. This series has grown in attendance from 1,500 to more than 7,000 patrons of all ages, significantly due to the collaboration with schools for offering assembly programs. Bill Ptacek also announced that year-end circulation figures for Los Angeles County Public Library were 15,912,865, compared

with KCLS, which circulated 15,925,593 items. This means that KCLS is ranked 3<sup>rd</sup> in the nation behind Queens Borough Public Library and Multnomah County Library.

## COLLECTION MANAGEMENT REPORT

Bruce Schauer applauded Libby McLean and Sally Smith who were co-presenters at the PLA Conference session "Cataloging Resources on the Internet." He pointed out that Angelina Benedetti and Barbara Carmody, Education Service Coordinator, generated recommended reading lists on Afghanistan and Globalization for "By the People," part of "Puget Sound Speaks: America in the World," a community service project. Participants engage in moderated debates on a variety of topics. CMS staff continues to work on the streaming classical music program. More information about this program will be available next month. Bruce Schauer also pointed out that the February box count in the Shipping Department was up 18%.

In 2003, CMS chose 10 subjects in the adult book collection for special collection refreshment efforts. The increase in the materials budget allowed KCLS to purchase heavily in targeted areas, while the team weed effort resulted in a reduction of old, worn out items on the shelves. Bruce Schauer highlighted the following measures of success in these areas:

- **MAJOR DEWEY AREAS:** The 200s (religion) and 700s (arts) were heavily weeded while each branch was sent selection lists to add new books. Religion turnover increased by about 14% and the average age of items was reduced from 9.57 years to 9.23 years. Turnover for books on the arts also rose about 14% and the average age decreased from 11.54 to 10.74 years.
- **SUBJECTS WITH FEW BOOKS AND VERY HIGH TURNOVER RATE:** The areas of learning to speak French, Italian and Spanish are very popular and these collections were fairly small. We increased the number of items by 82%. We are continuing to purchase heavily in these areas in 2004, as the demand is clear.
- **AGE REDUCTION FOR MEDICAL BOOKS:** Through weeding and buying additional books centrally the average age for an adult book in the 610s (Health) was brought down 10% to just over 7 years.
- **SUBJECTS WITH HIGH LOSS RATES:** Math and chemistry books have high loss rates. We reduced the age of the math collection from 11.03 to 9.66 years, and chemistry from 11.33 to 10.2 years.
- **HEAVY WEEDING:** KCLS had more than 50,000 books in the Dewey range 810 to 829 (English and American literature). This area is hard to weed because the books do not go out of date as obviously as they do in most other areas, but are not heavily used. We reduced the number of items in this area by more than 20% and increased the turnover from 1.12 to 1.40.

## FACILITIES REPORT

Kay Johnson said the City of Kent revised purchase terms for a portion of land to be used as the location for an electrical equipment vault (to improve the appearance of Pacific Highway South adjacent to the Woodmont Library). Following an on-site meeting between KCLS, City of Kent and Puget Sound Energy representatives it was determined that the location of the land to be sold to the City of Kent is at the southeast corner of the Woodmont Library site (360-square-feet). FMS will prepare a Surplus Resolution for the next Board Meeting.

Tenant improvement work at the Lake Forest Library is nearly complete. The library reopened on March 22 with angled and lowered shelves, making the library look larger and improved stack lighting. The Lake Forest Park Friends of the Library will hold an opening celebration on Saturday, April 17.

Finally, the seller of the property for a new Black Diamond Library has been reviewing the wetland delineation report and will notify KCLS if he takes exception to the planned survey. The Option Agreement has been extended to provide the time necessary to complete the transaction.

## ADJOURNMENT

President Richard Eadie adjourned the meeting at 7:02pm.

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Richard Eadie, President

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Wai-Fong Lee, Secretary