



PRESENT

KCLS BOARD

Judge Richard Eadie
Charlotte Spitzer
Wai-Fong Lee
Judge LeRoy McCullough

KCLS Staff

Bill Ptacek
Linda Glenicki
Kay Johnson
Charlene Richards
Bruce Adams
Bruce Schauer
Denise Siers
Jeanne Thorsen
Jed Moffitt
Jennifer Wiseman
Marie Metsker
Denise Feil
Jeong Kim
Barbara Carmody
Ed Shigihara
Shuja Talat
Mary Douglas
Karla Clark
Anna Seaberg

GUESTS

Dan Gottlieb
Jane Towery
Frank Denton
Anna Denton
Mary Munz
T. Tavennor
Dick Loman
Dean Parkins
Gary Long
Gordon Shaw
Len Boscarine
Sharon Fitzsimmons

MOTIONS APPROVED

1. Motion to approve Board Agenda
2. Minutes from April 29, 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 agreement with the University of Washington iSchool
10. Motion to approve Resolution 2004-04 - Bond Refunding Proposal

CALL TO ORDER

President Richard Eadie called the meeting to order at 4:36pm.

PUBLIC COMMENT

No public comments were made.

APPROVAL OF THE AGENDA

Bill Ptacek asked that the following Discussion Item be added: Meeting of Library Advisory Boards. **Charlotte Spitzer moved approval of the revised Agenda. Wai-Fong Lee seconded and the motion passed unanimously.**

APPROVAL OF THE MINUTES

There having been no changes to the draft April 29, 2004 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed the current finances noting expenditures in April were \$6.1 million versus a 2004 monthly budget average of \$6.3 million. April year-to-date expenditures were \$21.6 million or 28.3% of budget. April revenues of \$21.7 million reflect the first half of 2004 property tax receipts. Year-to-date revenues of \$25.6 million represent 34.4% of the 2004 budgeted revenue of \$74.4 million. Miscellaneous revenues of \$21,000 include \$14,000 of matching payments related to the AmeriCorps grant. Linda Glenicki called out the following General Fund expenditure items:

- **Advertising:** Advertising expenditures are up significantly with 2004 year-to-date expenses being roughly triple those in 2003 because of the timing of our spending. Of the \$45,000 spent year-to-date, \$27,000 is for Community Relations, \$10,000 for Human Resources and \$8,000 is for Facilities and Business Office.
- **Repairs & Maintenance:** April expenditures of \$639,000 include \$146,000 for Oracle software related to the new Innovative Interfaces information system. This purchase will be reclassified as it does not constitute software maintenance.
- **Capital Outlay - Furniture and Equipment:** April expenditures of \$98,000 include \$47,000 for three new Ford Focus wagons, which will replace three aging fleet vehicles.
- **Capital Outlay - Materials:** Materials expenditures of \$1.1 million in April include \$434,000 to EBSCO for magazine subscription renewals.

PAYMENT OF BILLS

Wai-Fong Lee moved approval of Payroll Expenditures in the amount of \$1,960,256.93; Checks April 1-15th Chk#: 71250-72252; 121143-121346; and April 16-30th Chk#: 72253-73256; 121347-121558. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures April 2004 in the amount of \$6,158,324.82; (Travel Advances) Chk #692-694, (4/6) Chk #62322-62427, (4/7) Chk #62430-62558, (4/8) Chk #62576-62675, (4/13) Chk #62681-62765, (4/15) Chk #62771-62909, (4/19) Chk #62933-63025; 63026-63028, (4/21) Chk #63029-63120, (4/22) Chk #63129-63232, (4/26) Chk #63252-63313, (4/27) Chk #63314-63384, (4/29) Chk #63401-63517; 63524-63578, (4/30) Chk #63579-63601; 63602-63615; 63614-63617, (5/3) Chk #63618-63697, (5/4) Chk #63721, (Voids) Chk #62404. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Construction Bond Fund '88 #3020 Expenditures April 2004 in the amount of \$274,690.06; (4/6) Chk #62428-62429, (4/7) Chk #62559-62575, (4/8) Chk #62676-62680, (4/13) Chk #62766-62770, (4/15) Chk #92910-92925, (4/21) Chk #63121-63128, (4/22) Chk #63233-63251, (4/27) Chk #63385-63400, (4/29) Chk #63518-63523, (5/3) Chk #63698-63714, (5/4) Chk #63722. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Gift Fund #6010 Expenditures for April 2004 in the amount of \$3,434.42; (4/15) Chk #62926-62932, (5/3) Chk #63715-63720, (5/4) Chk # 63723. 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 April 2004 in the amount of \$412.55; (5/4) Chk #63725. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for April 2004 in the amount of \$69.23; (5/4) Chk #63724. Wai-Fong Lee seconded and the motion passed unanimously.

AGREEMENT WITH UNIVERSITY OF WASHINGTON iSCHOOL

Bill Ptacek introduced Attorney Dan Gottlieb who worked with the University of Washington iSchool's attorney general to finalize an Agreement for Services. Dan Gottlieb explained that the agreement was drafted in accordance with the requirements of the State Accountancy Act and is denoted as a draft until the start date(s) and iSchool contact person are determined. KCLS will receive the outlined services whether or not the Cleary Chair is filled. The agreement represents a three-year contract for services, which can be terminated "at will." Wai-Fong Lee moved that the Director be allowed to sign the Agreement between KCLS and the University of Washington iSchool when it is complete. Charlotte Spitzer seconded and the motion passed unanimously.

BOND REFUNDING PROPOSAL - RESOLUTION 2004-04

Linda Glenicki introduced Resolution 2004-04 regarding the forward refunding of the 1994 bonds. Because the interest rates have risen since the proposal was made in March, the taxpayer savings for this refunding has dropped to 2.5% (\$180,000). Generally a 3% savings on a refunding is ideal, however:

- The remaining bonds have a short life remaining (the longest expire in 2010)
- Historically low interest rates are now on the rise. It's unlikely they'll decline to a point in the future that would make refunding more valuable than it is today.
- Even with lower interest rates and a greater percentage savings in the future, the absolute dollar value would be less because there would be fewer bonds to refund.

On this basis, Linda Glenicki recommended proceeding with the refunding. She introduced Bank of America underwriter Jane Towery, who advised KCLS to wait until after the three-day weekend to go to the market.

Attorney Dan Gottlieb presented the final version of the resolution and highlighted the following:

- Principal Amount:** The principal amount of the Bonds shall not exceed \$7,500,000

- ❑ **Minimum Savings:** The net present value savings from the accomplishment of the refunding of the Callable 1994 Bonds shall not be less than 2.25% of the aggregate principal amount of the Callable 1994 Bonds outstanding on the sale date of the Bonds.
- ❑ **Sale of Bonds:** The District hereby authorizes and directs the Director to negotiate the sale of the Bonds to the Purchaser for the purpose of paying the costs of the Refunding Plan.

Charlotte Spitzer moved approval of Resolution 2004-04. Wai-Fong Lee seconded and the motion passed unanimously.

BURIEN COMMUNITY STUDY

Marie Metsker, Managing Librarian at the Burien Library presented the Burien Library Community Study, which was provided in print format. She introduced staff members Denise Feil and Jeong Kim, as well as Len Boscarine and Sharon Fitzsimmons, Burien Library Guild. She also welcomed Burien officials Gary Long, City Manager, Gordon Shaw, Councilmember, Dick Loman, Economic Development Manager, and Dean Parkins, Business and Economic Development Partnership. Marie Metsker summarized the geography, history and demographics, and then introduced some of the following recommendations:

Education, Youth and Reading Initiatives

- ❑ Expand Study Zone times for homework help and provide school supplies with help of Library Guild
- ❑ Reinstitute yearly breakfast for new Highline School District teachers
- ❑ Study and support Highline and South Seattle Community College curriculum
- ❑ Provide Spanish-English Story Times for children on the same evening as ESL classes
- ❑ Study feasibility of providing extended hours on Friday night until 9pm
- ❑ Create a more attractive, better defined Children's area
- ❑ Use gift funds to supplement the Spanish language collection
- ❑ Create a book group for 3rd through 5th graders
- ❑ Purchase items to support Citizenship Program

Facilities:

- ❑ Assess planned remodeling and landscaping projects after September 14, 2004
- ❑ Continue to cooperate with FMS and Public Services to evaluate the Teen Zone pilot project

Collection:

- ❑ Support school curriculum with a strong reference collection
- ❑ Promote the Northwest Collection to appropriate history teachers and Highline Community College
- ❑ Purchase ESL materials to support the needs of the Spanish speaking public

Technology:

- ❑ Increase the number of PCs available to the public
- ❑ Provide PC troubleshooting training for Library Assistants

Community:

- ❑ Look to the City of Burien to take a leadership role in promoting KCLS' Capital Bond Measure
- ❑ Join and attend Discover Burien (downtown business association) meetings

Other:

- ❑ Explore alternative funding sources as the LTSA Citizenship training grant expires
- ❑ Explore language training for staff

Bill Ptacek added that the Burien Library could be impacted by annexation of urban unincorporated areas, like North Highline, which includes White Center and Boulevard Park. The cities of Seattle and Burien are studying the impact and feasibility of annexing these areas. If the City of Seattle annexes White Center and/or Boulevard Park they will decide the nature of library services to the annexed area. Gary Long mentioned the Burien City Council has requested that full annexation be explored. He also said a new 40,000-square-foot library would serve as the cornerstone of the new Burien Town Center and, pending passage of the September 14 Bond Election, the City hopes to use the current library site as a new senior center. Sharon Fitzgerald asked how KCLS would fund staff - especially Children's Librarians - in a larger library. Bill Ptacek explained that increases in the level of staffing would be accommodated by the operating budget and that KCLS is working to implement technological changes to free staff time for more patron interaction.

DIVERSITY COMMITTEE UPDATE

Committee co-chairs Julie Wallace and Charlene Richards introduced the current members of the Diversity Committee: Ed Shigihara, Karla Clark, Shuja Talat, Mary Douglas, Jennifer Wiseman, Jim Postle and Laurel Steiner. Charlene Richards outlined the background of the committee and explained the process by which a Cultural Audit and Staff Survey were conducted. She also provided the Board with the following definitions:

Definition: Differences that distinguish individuals from each other, including but not limited to: age, race/ethnicity, gender, language, cultural beliefs, varying ability/disabilities, sexual orientation, physical appearance, socio-economic level, job classification, level of education, national origin and marital status.

Vision: KCLS values diversity as a means to support equal and open access to ideas and information for all members of the community it serves and employs. We acknowledge responsibility for fostering an open climate that supports respect, inclusiveness and opportunity, and recognizes the inherent value of difference among individuals.

Members of the Diversity Committee briefly described each of the following *2001-2003 Accomplishments*:

- ❑ Training/Awareness
 - Respectful Workplace Training
 - Intercultural Communication
 - Language Skill Development
- ❑ Recruitment
 - Page Fellowship program
 - Increased advertising in ethnic media
 - Recruitment at schools with high ethnic populations
 - Outreach to employment-based organizations
- ❑ Employee Recognition
 - Supervisor Recognition Kit
 - Scholarships/Staff Tuition Assistance
- ❑ Partnership/Outreach
 - Database of providers and networks
 - Added to News & Events database
 - Ambassador Outreach Pilot
- ❑ Promotion
 - Staff language ribbons
 - Core KCLS materials in 6 languages
 - Online catalog of materials
 - Enhanced advertising - print/radio

The Diversity Committee then described the *2004-2005 Workplan Priorities*, which include:

- ❑ Recruitment
 - Page Fellowship enhancements
 - Redesign of recruitment materials
 - Pool process & competency based hiring
- ❑ Internal Communications/Training
 - Diversity section in Weekly Memo with regular updates
 - Update recognition kits
 - Orientation
 - Cultural Awareness Training
- ❑ Partnership/Outreach
 - School Open House Kits
 - Ambassador Pilot Project
 - Cultural Awareness Day @ the Library
 - Thank You Week event
- ❑ Promotion
 - Expand translations from 6 to 8 or 10
 - Continued advertising
 - Proactively pursue local interviews on ethnic radio

The KCLS Board of Trustees applauded the efforts and accomplishments of the Diversity Committee.

EVALUATION OF KCLS' SUMMER READING AND "READY, SET, READ!" PROGRAMS

Bruce Adams explained that in 2002 KCLS contracted with the Evaluation and Training Institute (ETI) to measure the impact of the Summer Reading and "Ready, Set, Read!" programs on elementary school students. ETI developed an evaluation design that involved students, parents and teachers from the Auburn, Highline, Issaquah and Lake Washington school districts. ETI analyzed a sample of students with the most complete data, including: 117 Summer Reading Program Participants, 28 "Ready, Set, Read!" participants and 297 non-participants (control group). Comparisons between the reading abilities of participating and non-participating students revealed that the Summer Reading Program participants increased the amount of time they spent

reading and "Ready, Set, Read!" participants scored significantly higher on the Gates-MacGinitie reading test. Barbara Carmody, Education Services Coordinator highlighted these results in detail:

While the Summer Reading Program did not require students to read for a set amount of time, participants recalled reading more often and for longer periods of time than non-participants.

- ❑ Participants were almost twice as likely as non-participants to report reading more than 20 minutes a day over the summer. Similarly, 100% of the Summer Reading Program participants reported reading over the summer compared to 90% of non-participants.
- ❑ Summer Reading Program participants did not demonstrate significantly higher average reading scores on the Gates-MacGinitie test or teacher reported reading behaviors than non-participants.

"Ready, Set, Read!" participants significantly outscored non-participants in three of four reading scores on the Gates-MacGinitie test after participating in the program.

- ❑ Participants increased their percentile rank on the Gates-MacGinitie by an average of one point more than non-participants. Participants' mean Grade Equivalent on the Gates-MacGinitie were also nearly half a grade (0.4) higher than non-participants' improvement.

KCLS Reading Programs Evaluation

- ❑ On average, participants in both programs read at higher levels than non-participants before taking part in the reading program. This trend suggests that the parents of students who may have benefited from these programs may not have been aware of these programs or do not take their children to the library.
- ❑ A sample of Summer Reading Program parents revealed nearly half did not have children participating in the program despite receiving permission slips from their children's schools. Of these parents, more than one-third reported that their children did not participate because they were unaware of the program.
- ❑ ETI's findings in evaluating similar reading programs with parental participation components suggest that parents will respond to outreach initiatives directed at the parents rather than students.

KCLS will begin defining the Summer Reading Program (SRP) on two levels: the current model which benefits regular participants and a new model which aims to reach and benefit non-participants.

- ❑ Increasing parental involvement and awareness (i.e. targeted mailings)
- ❑ Targeting children in Kindergarten through 3rd grade
- ❑ Set a minimum number of books, or hours per week, children must read
- ❑ Reach out to those children who can't get to the library due to transportation limitations
- ❑ Conduct customer focus groups to determine what obstacles prevent children from participating
- ❑ Explore partnerships with school districts, summer camps, YMCA, Boys & Girls Clubs, churches, etc.

COST ALLOCATION BY LIBRARY REPORT

Linda Glenicki reviewed the 2004 Cost by Library reports based on KCLS' 2004 Budget. Though the Cost per Circulated Item map for 2004 is similar to that of 2003, Linda Glenicki highlighted the following changes:

- ❑ The average cost per circulated item has dropped from \$4.90 in 2003 to \$4.81 in 2004. The decrease is attributed to the fact that circulation continues to grow at a faster rate than costs.
- ❑ Using estimated circulation figures and startup costs, the new Library Connection @ Southcenter costs about \$3.25 per item. When full-year data is available the cost per circulated item is expected to be closer to the Library Connection @ Crossroads at \$2.29 per item.
- ❑ The libraries with the highest cost per circulated item include: Tukwila (\$9.11), Foster (\$9.92), Boulevard Park (\$9.37), Snoqualmie (\$10.97) and Skykomish (\$13.23).
- ❑ The cost per circulated item for the Muckleshoot Library has nearly doubled since 2003 to \$21.10 per item as a result of decreased circulation.

Linda Glenicki pointed out that other increases and/or decreases in the cost per circulated item at particular libraries were driven primarily by the cost of repair and maintenance. Finally, she called attention to the 2004 Revenue by City report, which compares the amount of property tax revenue received by each jurisdiction to the operating costs for the library, or libraries, in the same jurisdiction. While it appears library service in some areas is being subsidized, the report doesn't appropriately convey KCLS' *One System* concept.

MEETING OF LIBRARY ADVISORY BOARDS

Board Members were scheduled to attend the upcoming Library Advisory Boards Orientation event:

- ❑ *Wednesday, June 23rd* at the Redmond Regional Library - LeRoy McCullough
- ❑ *Thursday, July 1st* at the Woodmont Library - Wai-Fong Lee

DIRECTOR'S REPORT

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

- ❑ KCLS was contacted by the City Attorney from Yarrow Point, who explained that the City Council has asked to look again at annexing to KCLS. This measure has been on the ballot several times in the past and failed by a close margin last time. KCLS awaits official notification of an annexation vote.
- ❑ Last week, KCLS was honored to host Rebecca Miller, Senior Editor for Library Journal, who is writing "A Day in the Life" feature story about KCLS' outreach services. Rebecca spent a day with Traveling Library Center staff, including a stint on the Techlab.

PUBLIC SERVICES REPORT

Bruce Adams said circulation continues to increase at a rate of 7%. Holds increased by 17% and represent 25% of the total checkouts. The percentage of holds placed remotely is at 75%. He pointed out that the decrease in the number of programs and attendance in April was likely due to conflicts with Spring Break and WASL testing. He also mentioned that JoAnn Vanderkooi and Barbara Carmody have visited community libraries to clarify and discuss the Board-approved Youth and Education Initiative plans. Denise Siers added that the Community Library Expectations documents have been revised.

COLLECTION MANAGEMENT REPORT

Bruce Schauer highlighted the following CMS activities:

- ❑ Staff throughout the division worked together to select, order, receive, process and deliver materials for the opening of the new Library Connection @ Southcenter
- ❑ Dynix database clean-up efforts continue in preparation for move to Innovative Interfaces
- ❑ Teem weeds were conducted at Woodinville, Lake Hills, Richmond Beach, Foster and TLC
- ❑ Angelina Benedetti wrote the introduction for ALA's Teen Read Week website

FACILITIES REPORT

Kay Johnson highlighted the following FMS activities:

- ❑ Bassetti Architects and the surveyors finalized the documents needed for the short plat application. The documents have been submitted to the City of Black Diamond.
- ❑ Condition Assessment consultant interviews were held April 29 and 30. From list of four consultant teams, Marx/Okubo was asked to submit a fee proposal and schedule.
- ❑ The Library Connection @ Southcenter opened for public use on May 8, 2004. FMS is working to get the signs and lighting fixtures delivered and installed for the Grand Opening Celebration on Saturday, June 5.
- ❑ As the City of Redmond plans for the new city hall and campus development, there is need to renegotiate the property line and determine if shared access to the parking lot would be beneficial, while ensuring KCLS gains maximum parking for the public.

ADJOURNMENT

President Richard Eadie adjourned the meeting at 7:20pm.

Richard Eadie, President

Wai-Fong Lee, Secretary