



**PRESENT**

**KCLS BOARD**

Wai-Fong Lee  
Charlotte Spitzer  
Judge LeRoy McCullough

**KCLS Staff**

Bill Ptacek  
Linda Glenicki  
Kay Johnson  
Charlene Richards  
Bruce Adams  
Denise Siers  
Nancy Smith  
Julie Wallace  
Jeanne Thorsen  
Jed Moffitt  
Jennifer Wiseman

Barbara Carmody  
Barbara Reich  
Lisa Hill  
Angelina Benedetti  
Cindy Richardson

**GUESTS**

Steve Mullet,  
Mayor of Tukwila

Dennis Robertson,  
Tukwila City  
Councilmember

**MOTIONS APPROVED**

1. Board Agenda was deemed approved
2. Minutes from July 27, 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 the 2005 Budget Priorities

**CALL TO ORDER**

Secretary Wai-Fong Lee called the meeting to order at 4:34pm (sans quorum).

**PUBLIC COMMENT**

No public comments were made.

**BOARD APPOINTMENT TO THE BELLEVUE REGIONAL LIBRARY ART COMMITTEE**

Bill Ptacek said the City of Bellevue wants to permanently house one of its art pieces at the Bellevue Regional Library (where it is currently located). The Bellevue Regional Library Art Committee, including Charlotte Spitzer, will reconvene to review this piece.

**STUDY ZONE ANNUAL REPORT (2003-2004)**

Barbara Carmody, Education and Teen Services Coordinator, explained that Study Zone is an after-school homework assistance program that utilizes volunteer tutors to conduct two-hour sessions at participating KCLS libraries. During these designated hours, students (grades K-12) may "drop in" for help. The program currently operates during the academic year at 24 libraries.

**Volunteers**

Study Zone volunteers must commit a minimum of two-hours, one day per week for one academic semester. Volunteers undergo a background check, sign a volunteer agreement and attend an orientation before volunteering. Volunteer recruitment and retention continues to increase. The number of substitute volunteers also increased substantially, with at least one substitute in each area. A substitute volunteer pool was developed to fill the gaps in coverage when absences by regularly scheduled tutors cannot be avoided.

**Promotion**

The program is currently promoted in King County schools. Flyers are sent to community organizations and press releases go to newspapers. In the libraries, materials and program schedules are displayed and library staff informs students of the program. This year, a new set of posters and bookmarks will be utilized in the libraries and in school classrooms where students use the Study Zone infrequently.

**Students**

Lake Hills Library was allowed to drop the Study Zone because of other established tutoring programs in the community. Des Moines Library was added. Overall, the average student usage of the Study Zone program has been maintained or has increased at each location. It was expected that, at each location, the first program year would see little or no usage, the second year would see a moderate increase, and beginning with the third year, the program would be used consistently.

Statistical reports show the following for 2003-2004:

*Summary of Volunteer Hours:* 3,547  
*Summary of Student Use:* 1,593

Barbara Carmody said the included narratives describe the activity "beyond the numbers," and emphasized that the tutors' consistency is a major component of program success. A student survey about Study Zone will be conducted in November 2004. She also mentioned that author Cindy Mediavilla, who was in Seattle this summer, plans to return to KCLS this spring to get information for her new book: "Public Libraries and Homework Issues." KCLS hopes Study Zone will reach and/or exceed its potential, as it currently has more capacity than use.

## WEB BASED READER'S ADVISORY SERVICES

Lisa Hill, Web Services Librarian and Angelina Benedetti, Manager of Selection and Order, discussed the recent evaluation of Readers Advisory services on the Web by University of Washington iSchool students:

### Book Alert

Book Alert is a service that notifies patrons via e-mail about new books of interest twice a month. Pre-selected preferences will be matched to settings in KCLS' library catalog.

- ❑ Received 24,006 clicks into the catalog in July 2004
- ❑ 8,372 subscribed patrons, with 200 to 400 new subscribers monthly

### Recommendations

Using online surveys of 136 staff members and 724 patrons the following recommendations were made:

- ❑ *Evangelize Program (Print and Online):* Increased promotion of this and similar online programs.
- ❑ *Increase/specialize categories*
- ❑ *Efficiency:* Limit size of e-mail, eliminate duplicates and ensure sufficient copies for popular books.
- ❑ *Increases Awareness of Books, Authors or Subjects:* Send e-mail more frequently and standardize descriptions.
- ❑ *Increase Sense of Community:* Integrate with book club or encourage forwarding e-mail, etc.

### Good Reads

Good Reads allows patrons to find a book quickly without running out of titles. It also allows them to review titles and see what other patrons have written about the book.

- ❑ *For Adults:* The directory received 24,655 hits, of which there were 2,891 clicks to place a hold.
- ❑ *For Teens:* The directory received 9,792 hits, of which there were 1,863 clicks to place a hold.
- ❑ *For Children:* The directory received 7,335 hits, of which there were 868 clicks to place a hold.

### Recommendations

1. *New Integrated Library System (ILS):* Integrated login and the ability to review all titles in the catalog
2. *Promotion:* Printed bookmarks and advertisement through Book Alert
3. *Usability:* Age groups, ease of use, genre list

## CONDITION ASSESSMENT 2004

Kay Johnson explained that condition assessments support planning and implementation of maintenance and capital improvements for 3 to 6 years by identifying deterioration and end-of-life cycle conditions for equipment, building components and materials. The goals of the 2004 Condition Assessment are as follows:

- ❑ Create uniform criteria for facility assessment
- ❑ Provide information for annual and long-term budget development
- ❑ Utilize professional assessment specialists to provide informed and insightful analysis
- ❑ Achieve safe, accessible and sustainable visitor experience

Investigations focused on the condition of exterior closures, security, HVAC, electrical capacity and energy efficiency, landscape materials and access, and ADA compliance. The consultants provided KCLS with estimated costs for correcting or improving deficiencies at 16 libraries and the Service Center (the remaining sites will be assessed in 2005). Marx/Okubo served as the prime consultant, but KCLS also used the experts of SB&A Landscape Architects, Inc. Preliminary reports have been completed for many of the sites and an analysis will be completed for preliminary budget preparations. Kay Johnson showed photos of the facility-related deficiencies and shared diagrams of the Landscape Rehabilitation Program at the Federal Way 320<sup>th</sup> and Burien libraries.

## DIRECTOR'S REPORT

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

- ❑ Presentations to city councils, chambers of commerce and other community groups continue to be made. The Tahoma and Riverview School Boards endorsed the bond measure on August 24.
- ❑ Meetings with local editorial boards have resulted in a number of media publications, including:  
*King County Journal*: [www.kingcountyjournal.com/sited/story/html/170837](http://www.kingcountyjournal.com/sited/story/html/170837)  
*Seattle Times*: [http://seattletimes.nwsourc.com/html/localnews/2002014735\\_librarybond25e.html](http://seattletimes.nwsourc.com/html/localnews/2002014735_librarybond25e.html)  
*Issaquah Press*: <http://isspress.1upsoftware.com/main.asp?SectionID=8&SubSectionID=131&ArticleID=2234>

## PUBLIC SERVICES REPORT

Nancy Smith said the summer trend of high circulation activity continued in July with a 10% cumulative growth system-wide. She also mentioned that attendance at StoryFest, held in conjunction with the Bellevue Arts and Crafts Fair, was negligibly larger this year from 2003. As a result, KCLS will no longer offer this system-wide format for storytelling. Instead, storytelling will be included in local programming.

## COLLECTION MANAGEMENT REPORT

Angelina Benedetti highlighted the following CMS activities:

- ❑ An all-staff meeting was held to discuss the Automated Materials Handling System, the migration to Millennium, Centralized Serials, Readers' Advisory services, and Safety and Emergency Procedures.
- ❑ Staff participated in training sessions for the Millennium acquisitions, cataloging and circulation modules.

## FACILITIES REPORT

Kay Johnson highlighted the following FMS activities:

- ❑ The Black Diamond short plat application is complete. City departments will review the application following a 14-day public comment period, after which the city could issue the preliminary short plat approval.
- ❑ Negotiations ended with a favorable financial settlement for KCLS for the roof membrane replacement at Kent Regional Library. KCLS settled with Huber/Suhner for about \$75,000 (the amount advanced to the roofing contractor for the emergency replacement plus the costs related to the roofing consultant/testing laboratory work). KCLS is responsible for attorney expenses.
- ❑ KCLS will lease additional space for the storage of system materials to free the current Shipping Department space for installation of the new Automated Materials Handling (AMH) system in October, 2004. The current conveyer belt operation will be housed in a temporary location in the same complex.

## BOARD ESTABLISHES A QUORUM

### CITY OF TUKWILA - TUKWILA LIBRARY

Tukwila Mayor Steve Mullet provided a brief background about Tukwila, explaining that the relatively small, but diverse city is intersected by I-5 and I-405, making travel throughout the City cumbersome. He said the residents upset about the changes at the Tukwila Library live in an area known as "Old Tukwila," where the original city was located in 1908. He noted the area is isolated from the current City and the citizens there feel disenfranchised by the changes. They also don't feel comfortable traveling to the Foster Library or the Library Connection @ Southcenter. Mayor Mullet asked KCLS to consider a couple changes to the Tukwila Library to draw in residents from the area and serve entire families, rather than just the children.

Dennis Robertson, Tukwila City Councilmember, explained that Tukwila residents believe both parties are at fault and that the 1991 Interlocal Agreement entitles them to a full-service library indefinitely. He said the City doesn't want to be in the middle - between KCLS and its patrons. He noted that the City annexed to KCLS because KCLS could best provide library service. He highlighted the following requests:

- ❑ Increase the Tukwila Library's open hours to better accommodate the adults' schedules
- ❑ Improve the size and scope of the Choice Reads collection at the Tukwila Library. A minor decrease in the current yet ample collection of children's materials would better serve the adults in the Tukwila Library with their children and could attract additional adult users.

- ❑ Consider adding more adult seating

After offering to help publicize library programs, Dennis Robertson asked KCLS to give residents a chance to increase use of the Tukwila Library, after which the City will terminate the Interlocal Agreement.

Bill Ptacek inquired about the Tukwila Village project. Mayor Mullet said a 4 to 5-story building required an underground parking garage, which impacted surface water management, etc. and substantially increased the cost of the project. As a result, the City of Tukwila revised the plans for the plaza to make it a two-story structure. When a contractual agreement is reached for the revised plans, the City can move forward.

Wai-Fong Lee asked that KCLS staff investigate making such changes, work with the staff at the City of Tukwila and present the options to the Planning Committee in September. The Board of Trustees thanked the Tukwila representatives for their concrete suggestions.

#### APPROVAL OF THE AGENDA

There having been no changes to the agenda, it was deemed approved.

#### APPROVAL OF THE MINUTES

There having been no changes to the draft July 27, 2004 minutes, they were deemed approved.

#### FINANCE REPORT

Linda Glenicki reviewed the current finances noting expenditures in July were \$5.6 million versus a 2004 monthly budget average of \$6.3 million. July year-to-date expenditures are \$39.4 million or 50.5% of budget. Year-to-date expenditure growth is at 7.9%. July revenues were \$450,000, bringing year-to-date revenues to \$39.0 million or 52.5% of the 2004 budgeted revenue of \$74.4 million. KCLS has not received the semi-annual payment from King County for services to the institutions (King County Jail, Regional Justice and Youth Service centers); however, the contract has been signed and payment is expected. Linda Glenicki called out the following General Fund expenditure items:

- ❑ **Staff Development:** Expenditures include \$7,000 in tuition assistance payments to KCLS staff under the new Tuition Assistance program rolled out in 2004.
- ❑ **Repairs & Maintenance:** Expenditures include \$44,000 for condition assessment, \$35,000 for Shoreline's carpet replacement, \$13,000 for sealing the Woodinville parking lot and \$10,000 for re-routing the North Bend drainage system.
- ❑ **Miscellaneous:** The year-over-year growth in this category of 348% is an anomaly due to the 2003 data including a one-time credit of \$179,000. The 2004 miscellaneous expenditures year-to-date are within the normal range. Of the \$51,000 incurred in July, \$47,000 was for ad valorem tax refunds, which result when a taxpayer successfully appeals the valuation of their property.

#### PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$2,016,758.70; Checks July 1-15<sup>th</sup> Chk #: 77303-78308; 122405-122611; and July 16-31<sup>st</sup> Chk #: 78309-79327; 122612-122819. LeRoy McCullough seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of General Fund #0010 Expenditures July 2004 in the amount of \$5,709,673.34; (7/5) Chk #66266-66312, (7/8) Chk #66330-66468, (7/14) Chk #66469-66651, (7/16) Chk #66652-66822; 66856-66859, (7/20) Chk #66860-66980, (7/21) Chk #66981-67118, (7/22) Chk #67143-67202, (7/27) Chk #67203-67239; 67240, (7/29) Chk #67241-67353, (7/30) Chk #67368-67461, (8/2) Chk #67462-67535, (8/4) Chk #67551-67646; 67647-67650, (8/5) Chk #67651, (Voids) Chk #66473; 67039; 67329; 67042. LeRoy McCullough seconded and the motion passed unanimously.

LeRoy McCullough moved approval of Construction Bond Fund '88 #3020 Expenditures July 2004 in the amount of \$120,317.58; (7/5) Chk #66313-66326, (7/16) Chk #66823-66848, (7/21) Chk #67119-67142, (7/29) Chk #67354-37363, (8/2) Chk #67536-67546, (8/5) Chk #67652. Charlotte Spitzer seconded and the motion passed unanimously.

LeRoy McCullough moved approval of Gift Fund #6010 Expenditures for July 2004 in the amount of \$4,714.57; (7/5) Chk #66327-66329, (7/16) Chk #66849-66855, (7/29) Chk #67364-67367, (8/2) Chk# 67547-67550, (8/5) Chk #67653. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for July 2004 in the amount of \$3,799.84; (8/5) Chk #67655. LeRoy McCullough seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for July 2004 in the amount of \$5,562.63; (8/5) Chk #67654. LeRoy McCullough seconded and the motion passed unanimously.

## 2005 BUDGET PRIORITIES

As the first phase of the budget process, Linda Glenicki explained that the Administrative Planning Team (APT) defined and ranked the following list of priorities to serve as guidelines as the 2005 budget plan is developed.

1. Respond to increased workload and customer service needs through automation and restructured operations
2. Expand and improve collections
3. Enhance services and environments to be more customer focused
4. Recruit and train staff to support KCLS Vision today and into the future
5. Keep facilities in good repair
6. Support the development of early literacy in children ages birth to five
7. Work with schools and support student achievement
8. Increase awareness and use of KCLS programs and services
9. Retain adequate fund balance to preclude levy lid lift for 2006
10. Respond to the results of the September 14<sup>th</sup> Bond Election

Bill Ptacek said the major elements of the budget will point back to these priorities. For example, expanding and improving collections will help with priorities 6 and 7. Charlotte Spitzer moved approval of the 2005 Budget Priorities. LeRoy McCullough seconded and the motion passed unanimously.

## IN HONOR OF JACK J. SPITZER

Jeanne Thorsen shared the following write-up included in JT News (formerly Jewish Transcript):

*For many years, Jack shared his vision, leadership and generosity as a member of the Board of Directors of the King County Library System Foundation.*

*Jack was a dedicated advocate for lifelong learning. His passionate belief that libraries are central to the vitality of our community was matched by his generosity, enhancing access to books and information for all.*

*With sage advice and a challenging spirit, he inspired all of us to new challenges. And, with his commitment and help, our community has been enriched.*

*We have been honored and humbled by his service.  
We are dedicated to continue his legacy.*

KCLS was honored to have Jack Spitzer's time, attention and devotion in his final moments directed at libraries.

## ADJOURNMENT

Secretary Wai-Fong Lee adjourned the meeting at 6:27pm.

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Richard Eadie, President

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Wai-Fong Lee, Secretary