



MOTIONS APPROVED

1. Motion to approve the Board Agenda as revised
2. Minutes from November 22, 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 2004-13 - Adoption of 2005 Budget
10. Motion to approve changes made to the Purchasing Policy Manual
11. Motion to approve the Interlocal Agreement between KCLS and the City of Tukwila
12. Motion to approve KCLS Art Policy as revised under Section 4.0
13. Motion to extend financial commitment to Beverly Cleary Endowed Chair at the University of Washington's Information School for an additional two years (\$40,000)
14. Motion to approve a 1.0% general wage adjustment to the 2004 salary schedule effective January 1, 2005.
15. Election of 2005 Officers (President and Secretary)

CALL TO ORDER

Secretary Wai-Fong Lee called the meeting to order at 5:22pm (sans quorum).

BOARD ESTABLISHES A QUORUM.

PUBLIC COMMENT

No public comments were made.

APPROVAL OF THE AGENDA

Charlotte Spitzer 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 November 22, 2004 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed the current finances noting expenditures in November were \$6.0 million versus a monthly budget average of \$6.3 million. November year-to-date expenditures are \$63.3 million or 80.6% of budget versus 91.7% of the year completed. November revenues were \$12.4 million bringing year-to-date revenues to \$74.4 million. KCLS received \$187,300 from King County as the final payment for services provided to the institutional libraries in 2004. Fines revenue of \$72,900 reflects $\frac{3}{4}$ of normal rate (up from $\frac{1}{2}$ the normal rate last month). KCLS is currently \$600,000 short of the 2004 full-year revenue budget, receipt of which is expected in December. KCLS also received the \$75,000 settlement payment for the Kent Regional roof dispute. Linda Glenicki called out the following General Fund expenditure items:

1. **Repairs & Maintenance:** Expenditures include \$138,000 for landscaping work at Burien and Kent Regional; \$111,000 for remodeling work and \$36,000 for carpeting at Newport Way and Shoreline; \$23,000 for electrical work at Lake Hills and \$23,000 for HVAC assessment work at Woodinville.

2. **Capital Outlay - Furniture & Equipment:** Expenditures of \$638,000 include two milestone payments to FKI Logistex (Crisplant) for the Automated Materials Handling (AMH) system, totaling \$539,000.

Wai-Fong Lee asked if the 2005 projection of fines had been reduced. Linda Glenicki affirmed that budgeted fines revenue included a modest decrease, based primarily on historical trend data.

PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$2,063,046.31; Checks November 1-15th Chk #: 85835-86852; 124254-124458 and November 16-30th Chk #: 86853-87906; 124459-124683. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of General Fund #0010 Expenditures November 2004 in the amount of \$5,822,406.04; (Travel Advances) Chk #716, (11/5) Chk #71252-71338; 71339-71454, (11/12) Chk #71462-71567; 71570; 71570-71671, (11/16) Chk #71677-71743, (11/18) Chk #71753-71762; 71763-71766, (11/19) Chk #71767-71860; 71870-71979, (11/22) Chk #71981, (11/23) Chk #71982-72014, (11/24) Chk #72015-72086, (11/26) Chk # 72090-72154; 72157-72178, (11/26) Chk #72179, (12/3) Chk # 72184-72194; 72195-72198, (Voids) Chk # 71293; 71765. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Construction Bond Fund '88 #3020 Expenditures November 2004 in the amount of \$208,735.87; (11/5) Chk #71455-71461, (11/12) Chk #71568; 71672-71674, (11/16) Chk #71744-71752, (11/19) Chk #71861-71867, (11/24) Chk #72087-72089, (11/26) Chk #72180. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of Gift Fund #6010 Expenditures for November 2004 in the amount of \$1,765.15; (11/12) Chk #71675-71676, (11/19) Chk #71868-71869, (11/26) Chk #72181. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of the Issaquah Library Capital Facility Area Fund #381 (ILCFA) Expenditures for November 2004 in the amount of \$8,362.75; (11/12) Chk #71569, (11/19) Chk #71980, (11/26) Chk #72155-72156, (11/29) Chk #72183. Wai-Fong Lee seconded and the motion passed unanimously.

Wai-Fong Lee moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for November 2004 in the amount of \$10,170.53; (11/29) Chk #72182. Charlotte Spitzer seconded and the motion passed unanimously.

ADOPTION OF 2005 BUDGET - RESOLUTION 2004-13

Linda Glenicki provided the 2005 Budget Resolution with summary tables for the General Fund Expenditures, General Fund Revenues and Construction Bond '88 Fund #302. She highlighted differences between the 2005 Preliminary and Final budgets:

- ❑ The amount of property tax revenue from new construction was increased to about \$1.5 million (based on late November figures from the King County Assessor's Office).
- ❑ A placeholder buffer was included in the preliminary salaries budget pending completion of the final salaries budget review. This figure was removed in the final budget.
- ❑ An increase in the transfer to the Construction Bond '88 Fund #302 (from \$1.5 million to \$2.3 million) is related to the latest cost estimates for the Automated Holds Distribution System.

With these changes, KCLS is projected to have a 2006 Ending Fund Balance in excess of \$7.5 million. KCLS also received final certified figures from the King County Assessor's Office, which show an additional \$470,000 in property tax revenue not reflected in the final budget books. The property tax, ending fund balance and final cost figures for the Automated Holds Distribution system will be incorporated into a budget revision resolution in early 2005. Linda Glenicki also reviewed the budget for Construction Bond '88 Fund #302:

- ❑ Includes cost for continuation of work on the new Black Diamond Library
- ❑ Includes cost of the Automated Holds Distribution system at the Redmond Regional Library
- ❑ Includes payments for capital leases at Mercer Island and North Bend. All operating leases are budgeted in the General Fund.

Projects listed below the dashed line indicate capital projects related to the new bond funds. While KCLS does not anticipate issuing bonds before the second quarter of 2005, KCLS is allowed to spend the money (\$2,765,000 is budgeted for 2005) and reimburse this fund via an interfund transfer. *Wai-Fong moved approval of 2004-13. Charlotte Spitzer seconded and the motion passed unanimously.*

PURCHASING POLICY MANUAL FOLLOW-UP

In response to Richard Eadie's request for advice from counsel regarding standards for justification of waivers, Linda Glenicki presented the following verbiage:

Requests for a waiver of KCLS Policies and Procedures may be submitted to the Director. These submittals will be evaluated on a case-by-case basis. The APT member shall provide written justification establishing: (1) the compelling circumstances justifying the need for the waiver of the otherwise applicable policy; (2) that no express exception to said policy exists or applies; and (3) that the prospective purchase for which the waiver is requested (a) will be made at a price that is fair and reasonable to KCLS and (b) is not, nor will it reasonably appear to be, the result of any favoritism to the vendor by KCLS.

Charlotte Spitzer moved approval of changes under Section 4.0 of the Purchasing Policy Manual. Wai-Fong Lee seconded and the motion passed unanimously.

INTERLOCAL AGREEMENT WITH TUKWILA

Bill Ptacek said the Tukwila City Council, who approved the Interlocal Agreement, were waiting for the Board to approve the agreement before signing it. Nancy Smith noted that the activities outlined in the agreement are underway or complete. *Wai-Fong Lee moved approval the Interlocal Agreement for provision of library services with the City of Tukwila. Charlotte Spitzer seconded and the motion passed unanimously.*

KCLS ART POLICIES

Bruce Schauer, who headed the committee of staff who reviewed and revised KCLS' art policy, explained that: *The KCLS Art Collection shall be comprised of high quality art that engages the public and reflects the Vision statement and the community that KCLS serves. Artwork commissioned or purchased for inclusion in the KCLS Art Collection shall be selected formally through an established review procedure overseen by the Art Oversight Committee, and shall be reflective of the high standards and artistic excellence of the existing Collection.*

Art Oversight Committee (AOC):

The Art Oversight Committee will provide consistent oversight and policy guidance for art program management while individual project-specific Artist Selection Panels will make recommendations to the AOC for selecting artists and/or purchasing art. The AOC will be comprised of a KCLS trustee (appointed by the Board), two representatives from the arts community, and KCLS staff members representing Public Services, Facilities Management Services, Collection Management Services and the Foundation (appointed by the Director). AOC members will serve a 2-year term with the potential for a one-year reappointment.

Artist Selection Panels:

Artist Selection Panels will be comprised of 3-5 individuals, including artists, art and design professionals (excluding art consultants, commercial gallery owners and their employees and artists' agents), non-artist citizen representatives and KCLS staff members appointed by the AOC.

This also outlines the process and criteria for selection of artists and artwork, accession and gift criteria, as well as removal or re-siting of artwork. Bruce Schauer said the policy references KCLS' Purchasing Policy (in relation to how KCLS sells artwork) and provides criteria for gifts or long-term loans. He added that the policy would apply to the Friends of the Library groups. Wai-Fong Lee asked how KCLS would address its existing artwork. Bruce Schauer said the committee recommended KCLS secure a firm to evaluate the condition of each piece, photograph and catalog them, and recommend whether to retain them. *Charlotte Spitzer moved approval of the revised KCLS Art Policy. Wai-Fong Lee seconded and the motion passed unanimously.*

UW ISCHOOL REQUEST TO EXTEND CLEARY CHAIR SUPPORT

Bill Ptacek said Mike Eisenberg, Dean of the UW iSchool, asked KCLS to extend its financial commitment to the Beverly Cleary Endowed Professorship from three years (\$60,000) to five years (\$100,000). The iSchool intended

to raise \$1.5 million for an Endowed Chair, but now plans raise \$500,000 for an Endowed Professorship for which the iSchool would contribute the equivalent of an assistant professor's salary. To date, fundraising for the Endowed Professorship is \$79,000 short of goal. With a \$40,000 extension from KCLS (and \$39,000 from other contributors) the iSchool can take advantage of the UW's grant matching program which will end in December. *Charlotte Spitzer moved to extend financial commitment to Beverly Cleary Endowed Chair at the UW iSchool for an additional two years (\$40,000). Wai-Fong Lee seconded and the motion passed unanimously.*

WAGE INCREASE FOR 2005

Charlene Richards said the compensation study results implemented in 2001 established a salary schedule based on comparing KCLS salaries to a comparable market of similar sized libraries throughout the country, comparable Washington State libraries and local governments within KCLS' service area. Recent survey results show KCLS comparables providing the following Cost of Living/Market Adjustments to their salary schedules:

- | | |
|--|----------------|
| <input type="checkbox"/> Comparable Library Systems outside Washington State | 0.00% to 3.00% |
| <input type="checkbox"/> Library Systems within Washington State | 1.71% to 2.70% |
| <input type="checkbox"/> Local Governments within KCLS service area | 2.25% to 3.00% |

Charlene Richards noted it is important to consider local economic climates and KCLS' ability to live within the 1.0% property tax limitation set by Initiative 747. She also pointed out that both KCLS bargaining units agreed to a wage increase of not less than 1.0%. For these reasons, a 1.0% general wage adjustment for 2005 was recommended. *Wai-Fong Lee moved approval of a 1.0% general wage adjustment to the 2004 salary schedule effective January 1, 2005. Charlotte Spitzer seconded and the motion passed unanimously.*

ELECTION OF OFFICERS

Wai-Fong Lee nominated Charlotte Spitzer for Board Secretary in 2005. After stepping down from Chair, Richard Eadie seconded the nomination and it passed unanimously.

Charlotte Spitzer nominated Wai-Fong Lee as Board President in 2005. After stepping down from Chair, Richard Eadie seconded the nomination and it passed unanimously.

COVINGTON LIBRARY COMMUNITY STUDY

Nancy Smith introduced Carla Hopkins, new Managing Librarian of the Covington, Maple Valley and Black Diamond library cluster. She also introduced Mary Pritchard, President of the Covington Friends of the Library. Nancy Smith and Assistant Managing Librarian Mary Jo Edelman presented the Community Study (provided in print format) and introduced some of the following recommendations:

Education Initiative

- Explore use of laptops with wireless access to live homework help services in Study Zone.
- Co-sponsor new teacher and/or school librarian breakfast at the library.

Early Literacy Initiative (Ages Birth to 5)

- Work with Traveling Library Center (TLC) to identify sites for ABC Express visits.
- Promote Russian Language story times and survey the community for the best time to present them.
- Add a Spanish language story time.

Children's and Teen Services

- Begin after school, early school age reading group as requested by parents.
- Divide Wee Ones programs into birth to 12 months and 12 to 24 months.
- Create a designated *Teen Space* equipped with computer workstations, comfortable furnishings, face-out display racks for teen periodicals, music listening stations and attractive and visible signage.

Collection

- Increase number of high-demand items: videos, CD-ROMs, audio books, adult music and Choice Reads.
- Increase the number of children's DVDs, music, series books, audio books and Easy Readers, as well as teen fiction, nonfiction and audio books.

Technology

- Explore adding access to technology in the stacks for roving reference staff.

Facilities

- ❑ Accelerate plans for the 10,000-square-foot, bond-funded expansion to eliminate current plans for remedial facilities work. Plans would include open space for patron use, more flexible meeting room space (which could be utilized for early literacy programming) and a 5,000-square-foot "living room" style space with moveable dividing wall (a possible element of KCLS' future building program).

Community

- ❑ Enlist help from the Covington Friends to recruit and establish a Maple Valley Friends group.

Bill Ptacek said the library is a focal point of the community and maintains strong connections to the City of Covington. Mary Pritchard emphasized the need for more free and open gathering space for the community.

BOARD MEETING DATES FOR 2005

The following Board Meetings were tentatively scheduled for 2005:

- Wednesday, January 26, 5pm (Service Center)
- Wednesday, February 23, 5pm (Service Center)
- Wednesday, March 30, 5pm (Service Center)
- Wednesday, April 27, 5pm (Snoqualmie Library)
- Wednesday, May 25, 5pm (Service Center)
- Wednesday, June 29, 5pm (Service Center)
- Wednesday, July 27, 5pm (Kenmore Library)
- Wednesday, August 31, 5pm (Service Center)
- Wednesday, September 28, 5pm (Newcastle - Location TBD)
- Wednesday, October 26, 5pm (Service Center)
- Wednesday, November 30, 5pm (Service Center)
- Wednesday, December 14, 5pm (Duvall Library)

BOND FINANCING TEAM UPDATE

Linda Glenicki said there are two Requests for Proposal (RFP) outstanding for the firms that will compose part of KCLS' bond financing team. KCLS received four responses to the RFP for bond counsel. Interviews of these firms were completed by Bill Ptacek, Linda Glenicki and Kay Johnson on December 14. Three of four firms who responded to the RFP for financial advisor were short listed and will be interviewed next Wednesday. Selection of firms chosen for bond counsel and financial advisor will be complete by the January Board meeting.

INTERLOCAL AGREEMENT WITH CITY OF BURIEN

When the bond financing team has been selected, Bill Ptacek said they will be asked to assist in defining the complex relationship between KCLS and the City of Burien in relationship to the Burien Town Center redevelopment project through an Interlocal Agreement. The agreement will outline the joint city hall/library venture, including details regarding acquisition of new space, disposition of the old building, etc. KCLS will wait for advice from the bond counsel regarding its relationship with the developer, Urban Partners.

DIRECTOR'S REPORT

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

- ❑ Following the November meeting, Bill Ptacek was featured again on John Carlson's KVI radio talk show to notify listeners that the Board had rescinded the absolute ban on Christmas Trees.
- ❑ The Public Disclosure Commission (PDC) contacted KCLS regarding a complaint filed by Will Knedlik with allegations of improper promotion of the September 14 ballot proposition in violation of RCW 42.17.130. The PDC requested detailed information about community outreach and communication plans, visits to other jurisdictions, materials, etc. and was asked to respond to the alleged violations by December 17. The PDC is trying to compare activities leading up to the bond election and normal and regular conduct. PDC representatives will likely interview Julie Wallace and Bill Ptacek.
- ❑ KCLS and Seattle Public Library (SPL) staff members met to discuss the cross-use study. SPL agreed to pay for service in 2005 while a study was developed and conducted. Denise Siers and Linda Glenicki will help select the methodology to be used for the study. The two systems agreed to use, and split the cost for, a consultant for the study. He reminded the Board that last month's Community Study showed 40%

of circulation at the Shoreline Library comes from non-KCLS card holders and 12% of KCLS' overall circulation comes from SPL patrons.

- KCLS hired Greg Smith, who spent the past 18 years overseeing the branch buildings for Washington Mutual in the Pacific Northwest, as the new Associate Director for Facilities Management Services (FMS). He will join the Administrative Planning Team (APT) on December 27, 2004.

PUBLIC SERVICES REPORT

Nancy Smith said checkouts are back to "normal" operating levels with a 9% increase over 2003. She pointed out that nine libraries have Self-Checkout rates higher than 70%, with Fairwood and Maple Valley higher than 80%. One of the goals for the Summer Reading Program in 2005 is to increase participation by children with low reading achievement. To do so, KCLS staff has met with administrators at the Tukwila, Kent and Highline School Districts, who are eager about the possibility of providing transportation to the library for their summer school students, etc. The Accelerated Reader (AR) software program is being used in more than 200 schools. Since May, there are 99 schools listed and 35,000 hits to the site. Finally, she said KCLS patrons were offered free admission to the KidsQuest Children's Museum to see their exhibit, "Go Figure!" The exhibit was created in collaboration with the American Library Association and is the beginning of a new partnership.

COLLECTION MANAGEMENT REPORT

Bruce Schauer thanked Selection and Order staff members May Murray, Joycelyn Mastel and Anne Hansberry for their help in receiving materials. The number of books processed this month is the second highest total for this year. Pam Riess selected the opening day collection for the MP3 Audio Book service, which allows patrons to download audio books. KCLS was the first public library to offer this service. Brenna Shanks, Chair of the Nonfiction Honor List Committee for VOYA: The Voice of Youth Advocates, co-wrote an article for the December issue titled, "A Fantastic Team: Schools and Public Libraries."

Wai-Fong Lee asked Bruce Schauer to address Yoshiko Saheki's comments regarding KCLS overweeding the collection. Bruce Schauer explained that purchasing for the collection is done on a formulaic basis depending on square footage of the library and circulation. He noted weeding is important to maintain the relevance of the collection. Denise Siers added that as many materials are purchased for Shoreline Library as a regional library, but it circulates more than a regional library making it difficult to keep the shelves full.

FACILITIES REPORT

Kay Johnson highlighted:

- **Burien:** KCLS is working to develop an Interlocal Agreement with the City of Burien to define the relationship between the two jurisdictions. Many responses were received to the architectural and engineering advertisement in the Daily Journal of Commerce. The City of Burien will assist KCLS in narrowing the applicants for interviews and will determine who will serve as voting members of the selection committee.
- **Black Diamond:** KCLS awaits the short plat application from the City of Black Diamond. Because it has been difficult to reach a solution with the neighbor across Roberts Drive concerned about car headlights shining into his residence, KCLS will abandon planned road and entryway work for a private driveway to the new library (which will require renegotiation with the seller).
- **Site Acquisition:** Investigation of sites for the Kenmore, Snoqualmie and Vashon libraries continues.
- **Lake Hills:** The YWCA approached KCLS about jointly developing a site for a new Lake Hills Library and affordable housing. They're also interested in developing affordable housing on KCLS property in Juanita.
- **Newcastle:** A professional real estate broker has been hired to look at some assemblages and make contacts with the owners of various parcels. This will give KCLS distance from owners, who could be associated with other governmental agencies.

ADJOURNMENT

President Richard Eadie adjourned the meeting at 7:28pm.



Richard Eadie, President



Wai-Fong Lee, Secretary