



**PRESENT**

**KCLS BOARD**

Judge Richard Eadie  
Wai-Fong Lee  
Charlotte Spitzer  
Lucy Krakowiak

**KCLS Staff**

Bill Ptacek  
Linda Glenicki  
Charlene Richards  
Bruce Adams  
Nancy Smith  
Denise Siers  
Julie Wallace  
Bruce Schauer  
Kay Johnson  
Greg Smith  
Jeanne Thorsen  
Jennifer Wiseman  
Frank Schepis  
Susan Veltfort  
Don Isaacs

**GUESTS**

Sandra Brownrigg  
Myra Payne  
Will Knedlick

**MOTIONS APPROVED**

1. Motion to approve the Board Agenda
2. Minutes from March 29, 2005 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 Redmond Library Capital Facility Area Fund #380
8. Motion to approve Interfund Transfer to the Issaquah Library Capital Facility Area Fund
9. Motion to approve Resolution 2005-03 - Surplus Furniture and Equipment
10. Motion to approve revised Diversity Statement, as amended

**CALL TO ORDER**

Secretary Charlotte Spitzer called the meeting to order at 5:03pm.

**PUBLIC COMMENT**

No public comments were made.

**APPROVAL OF THE AGENDA**

*Richard Eadie moved approval of the agenda. Lucy Krakowiak seconded and the motion passed unanimously.*

**APPROVAL OF THE MINUTES**

*There having been no changes to the draft March 29, 2005 minutes, they were deemed approved.*

**FINANCE REPORT**

Linda Glenicki reviewed current finances noting March expenditures were \$6.2 million versus a monthly budget average of \$6.5 million. March year-to-date expenditures were \$16.8 million (21.4% of the budget). This is slightly ahead of last year's percentage of budget spent at this time, and it is primarily due to planned expenses in several categories that are hitting earlier in the year due to project timing. The following General Fund expenditure items were called out as examples of the earlier spending:

- ❑ **Capital Outlay - Furniture & Equipment:** Expenditures include a \$259,000 milestone payment to Cristplant/FKI Logistex for the Automated Materials Handling (AMH) system in Preston, as well as \$86,000 for budgeted replacements of retiring fleet vehicles. Last year we began the automated materials handling project near the end of the year.
- ❑ **Advertising:** Expenditures show a 56% increase over prior year, driven by two new campaigns being run - \$11,000 for video production for the campaign targeting males 30 years and older and \$10,000 for production costs related to the Early Literacy initiative.
- ❑ **Professional Services:** Expenditures are running at a 38% increase versus last year and include \$29,000 for legal services from general and bond counsel, \$20,000 for Customer Experience consultants, \$10,000 for JDE system consulting and \$35,000 in collection agency fees.

March revenues were \$2.3 million, bringing year-to-date revenues to \$3.7 million (4.9% of the 2005 budgeted revenue of \$76.6 million). KCLS received \$1.9 million in 2005 property taxes. Delinquent tax payments continue

to lag behind last year. Investment interest is up versus last year as KCLS' interest rate and fund balance are both up slightly.

March expenditures from the 302 Construction Fund included a \$48,000 payment for work related to the Automated Materials Handling (AMH) system. The fund also shows a \$44,000 credit in costs for Snoqualmie resulting from voiding one of two checks prepared last month as earnest money on two alternative pieces of property. The remaining expenditures reflect minor real estate service or legal fees.

#### PAYMENT OF BILLS

Linda Glenicki noted that the Board would be asked to approve a transfer of funds related to the Issaquah Library Capital Facility Area Fund (ILCFA). She explained that in order to fully expend the ILCFA fund we had to overspend very slightly in the ILCFA fund and then reimburse it from the General Fund to net it to zero.

Richard Eadie moved approval of Payroll Expenditures in the amount of \$2,133,896.17; Checks March 1-15<sup>th</sup> Chk #: 94103-95143; 126145-126352 and March 16-31<sup>st</sup> Chk #: 95144-96187; 126353-126551. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of General Fund #0010 Expenditures March 2005 in the amount of \$6,717,069.12; (Travel Advances) Chk #730-732, (3/4) Chk #75570-75745, (3/8) Chk #75746-75813; 75821-75917, (3/10) Chk #75918-75998, (3/16) Chk #76000-76112, (3/17) Chk #7612-76255, (3/18) Chk #76258-76313; 76316-76319; 76320-76326, (3/23) Chk #76327-76393, (3/28) Chk #76394-76396; 76397-76507, (3/29) Chk #76510-76620, (4/1) Chk #76626-76689; 76696-76807, (4/4) Chk #76809-76819; 76820-76823; 76824. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures March 2005 in the amount of \$79,068; (3/8) Chk #75814-75816, (3/10) Chk #75999, (3/16) Chk #76113-76116, (3/17) Chk #76256-76257, (3/18) Chk #76314-76315, (3/28) Chk #76508-76509, (3/29) Chk #76621-76625, (4/1) Chk #76690-76693; 76808, (4/4) Chk #76825. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Gift Fund #6010 Expenditures for March 2005 in the amount of \$1,442.56; (3/8) Chk #75817-75820, (3/16) Chk #76117-76119, (4/1) Chk #76694-76695, (4/4) Chk #76826. Richard Eadie seconded and the motion passed unanimously.

No action required for the Issaquah Library Capital Facility Area Fund #381 for March 2004 (fund balance is \$0).

Richard Eadie moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for March 2005 in the amount of \$886.84; (4/4) Chk #76827. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of the Transfer of funds to the Issaquah Library Capital Facility Area Fund #381 (ILCFA) in the amount of \$568.37. Richard Eadie seconded and the motion passed unanimously.

#### RESOLUTION 2005-03 - SURPLUS FURNITURE AND EQUIPMENT

Linda Glenicki referred the Board to a listing of furniture and equipment to be declared surplus. KCLS' Purchasing Policy stipulates that items be brought before the Board for surplus resolution on at least a semi-annual basis. *Richard Eadie moved approval of Resolution 2005-03. Lucy Krakowiak seconded and the motion passed unanimously.*

#### APPROVAL OF REVISED DIVERSITY STATEMENT

Bruce Adams reported that the Diversity Committee recently narrowed its focus to emphasize recruitment. In doing so, the committee also reexamined KCLS' statements of diversity and combined the definition and vision of diversity into a single cohesive statement that includes a stronger tie into the KCLS Vision. Community Relations also developed a tagline for Diversity Committee and Human Resources communications. Bruce Adams also asked that the Board consider including "policies" in the final sentence which begins, "KCLS supports diversity by reflecting it in..." Richard Eadie suggested that it be added after "collections." *Richard Eadie moved adoption of revised KCLS diversity statement as amended. Lucy Krakowiak seconded and the motion passed unanimously.*

## DIVERSITY IN PROCUREMENT UPDATE

No further discussion occurred on this topic outside of the Finance Committee meeting.

## BOND ISSUE: FINANCING PLAN AND TIME SCHEDULE

No further discussion occurred on this topic outside of the Finance Committee meeting.

## COST ALLOCATION BY LIBRARY REPORT

Linda Glenicki presented the 2005 Cost Allocation by Library reports, which are based on KCLS' 2005 budget. She provided a list of the top 10 and bottom 10 libraries in the following categories: cost per circulated item, circulation per FTE and circulation per square-foot. The Library Connection @ Crossroads ranked as most favorable in all three categories. She said the system-wide average cost per circulated item is \$4.63 (down slightly from \$4.81 in 2004). She noted that this figure continues to drop because circulation is growing faster than budget dollars. She also highlighted the top five increases and decreases in cost per circulated item and provided rationale for the changes. Linda Glenicki agreed to include an analysis of cost versus visibility/accessibility, as well as a cluster view in the next version of these reports. Richard Eadie noted that the visual representation and new metrics offer a great perspective about what is happening system-wide.

## SNOQUALMIE LIBRARY COMMUNITY STUDY

Denise Siers said this was the first community study conducted in a community where a new library will be built as part of KCLS' 10-year Capital Plan. She introduced Frank Schepis, Managing Librarian of the Snoqualmie/North Bend library cluster. Frank Schepis introduced Sandra Brownrigg (Friends of the Snoqualmie Library) and Myra Payne (Snoqualmie Library Advisory Board). Denise Siers and Frank Schepis presented the Community Study (provided in print format) and introduced some of the following recommendations:

### EDUCATION INITIATIVE

- ◆ Develop and implement a Study Zone in the meeting room
- ◆ Foster a relationship with the new superintendent of Snoqualmie Valley Schools
- ◆ Offer library information at curriculum nights, faculty meetings and school functions

### EARLY LITERACY INITIATIVE (AGES BIRTH TO 5)

- ◆ Schedule additional story times, especially in the evenings and for toddlers
- ◆ Work to identify KidReach sites, as well as sites for ABC Express visits
- ◆ Provide a series of bilingual programs presented by World Languages presenters
- ◆ Provide story times on Snoqualmie Ridge and in historic downtown until, during and after library facilities transition

### READING/LITERACY

- ◆ Proactively foster creation of, and serve as a resource to, book clubs for all ages in an attempt to have more book clubs per capita than any other community

### COLLECTION

- ◆ Increase number of high-demand items: DVDs, videos, audio books & Choice Reads
- ◆ Tailor and expand the collection to support Early Literacy, homework help and recreational reading
- ◆ Encourage use of SnoBend Libraries as a joint collection

### TECHNOLOGY

- ◆ Provide space in the new library for additional public computers and dedicated children's computers
- ◆ Use local volunteer Netmasters or KCLS TechLab to conduct computer classes at regional locations
- ◆ Explore adding access to technology in the stacks for roving reference

### FACILITIES (BOND-RELATED)

- ◆ Increase open hours to seven days per week using creative staffing models
- ◆ Keep present facilities clean and inviting while the new library is built
- ◆ Consider area demographics in planning the physical space of the new 6,000-square-foot library, to include an emphasis on "People Space," thematic environmental learning elements, a larger meeting room, tutoring room and Study Zone, and an Early Literacy focus in the children's area.
- ◆ Proactively inform and encourage community participation during development of the new library

## COMMUNITY

- ◆ Partner with local organizations (i.e. Children's Services of SnoValley, Snoqualmie Valley Youth Hub)
- ◆ Actively work to develop relationship with the Snoqualmie Tribe
- ◆ Distribute welcoming library information packets to all new residents
- ◆ Continue to encourage Friends of the Snoqualmie Library to provide Mt. Si Senior Shuttle passes to the library as part of their "Ride and Read" program

Richard Eadie asked about the transition from the current library in historic downtown to the new one on Snoqualmie Ridge. Denise Siers explained that KCLS plans to identify locations for library activities in historic downtown after the library is moved to the Ridge so as not to disenfranchise anyone. Kay Johnson noted that the City of Snoqualmie and KCLS have a 50/50 tenant ownership of current building. The City will be asked to buy KCLS out the old building. Richard Eadie asked if the railroad collection would continue to be located at the Snoqualmie Library after it moves. Denise Siers affirmed this would be the case.

## **RESULTS OF PUBLIC PROCESS - COVINGTON LIBRARY**

Kay Johnson introduced Milenko Matanovic, Executive Director of Pomegranate Center (a non-profit community design and development organization). Milenko Matanovic presented the results of the public process conducted at the Covington Library. He said Pomegranate Center conducted a public input process intended to foster thoughtful participation, based on mutual respect and trust, focused on creating a vision to be expressed by design professionals, and to combine inclusiveness with decisiveness. The goal of the public process was to define community-owned vision for the expansion of the existing building. To accomplish this goal, participants were given a shared understanding of the context before being engaged in group discussions and hands-on small group work. The Pomegranate Center then served to facilitate negotiation of interests. For example, he said high school students offered input that conflicted with the preferences of more traditional users. Both groups were asked to mediate their needs and reach a mutually acceptable solution.

Milenko Matanovic said participants were asked to make the following assumptions about the expanded library: there will be adequate space for staff, operations and parking, adequate water detention pond, ADA accessibility, plans for pedestrian and transit access and technology throughout. Based on these assumptions, the following guiding principles and/or values were accepted: Airy and Open; Comfortable, Welcoming and Warm; Accessible, Convenient; Safe and Secure.

The common themes identified from the public process included:

- ◆ Café in the front
- ◆ Quiet Zones in back with view of trees
- ◆ Re-envisioned entrance
- ◆ Meeting spaces at the front
- ◆ Children area next to outdoor space
- ◆ Teens and food go together
- ◆ Better use of outdoor spaces
- ◆ Reference desk in line of sight

Milenko Matanovic explained that the architects will incorporate the public's input into technical drawings. Charlotte Spitzer thanked the Pomegranate Center for conducting such participatory activity, which will give the community ownership of the final product. Lucy Krakowiak agreed and said the public was more vested in the project as a result of a similar process conducted by the Pomegranate Center in the City of Burien. Milenko Matanovic stressed that what is true for Covington will be different from other communities, in that the interests of Covington residents are driven primarily by needs resulting from a lack of existing amenities in the area.

## **DIRECTOR'S REPORT**

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

- ◆ The American Library Association (ALA) is sponsoring National Library Legislative Day in Washington D.C. on May 3 and 4. Charlotte Spitzer and Jennifer Wiseman will be there to represent KCLS and connect with U.S. Senators and Representatives to talk about the importance of libraries.
- ◆ On April 24, Bill Ptacek participated in a press conference with Senator Maria Cantwell, who is sponsoring legislation (SAFE Act) to revise the Patriot Act. Bookstores and libraries were represented at this event, which called attention to the need for Congress to give greater attention to other legislation of this nature. Senator Cantwell's legislation is supported by the American Library Association (ALA).
- ◆ KCLS staff attended a job fair at the University of Texas this month. Christy Strzelecki and David Valencia hosted a booth at the job fair, while Nancy Smith and Chapple Langemack conducted interviews

and assessments of potential candidates for KCLS' employment pools. Nancy Smith said she was impressed with the vitality and quality of the people they met.

- ◆ The Automated Materials Handling (AMH) system in Preston is up and running. KCLS staff continues to host visitors from all over the country who have come to see the technology.
- ◆ KCLS and the Seattle Public Library (SPL) hired Berk & Associates to conduct a Cross-Use Study. When the results from the study are realized, both parties will try to reach an agreement about the nature of a long-term relationship. Berk & Associates has studied SPL's outreach services and supported King County's Governance Commission. Linda Glenicki will serve as KCLS' project lead.
- ◆ On April 16, KCLS hosted 130 members of the Friends of the Library Groups for Friends Day. The event, held at the Service Center, included a catered lunch courtesy of the KCLS Foundation. In addition to the awards, the group heard about child development and its importance to Early Literacy.

## PUBLIC SERVICES REPORT

Bruce Adams said the Customer Experience Transformation Team (CETT), chaired by Chapple Langemack, met for an entire day with consultants from Strategic Learning Resources and Fernow Consulting to learn about the context of the project and why it is necessary. Bruce Adams shared the new Early Literacy placements, which list the six skills parents and caregivers can use to help children get ready to read and will be used as giveaways for workshop participants. He also handed out the revised teen booklists.

## COLLECTION MANAGEMENT SERVICES REPORT

Bruce Schauer said CMS staff worked on a special project that involved adding the author's last name to call numbers in bibliographic records for Central Storage fiction and system-wide science fiction. This allows patrons to search more easily for specific authors and eliminates inconsistency between the catalog record and the item spine label. He referred the Board to article written by Jennie Westlund in the March 2005 issue of *AIKI*. He also said Cataloging and Processing Services staff was trained in bibliographic searching strategies in preparation for bibliographic searching responsibility at upcoming team weeds. For the benefit of newer board members, Bruce Schauer explained that team weeds serve as a way to more intensively evaluate portions of the collection at libraries in order to reduce the average age and increase the turnover of the materials. CMS coordinates with a given library and staff who volunteer from libraries throughout the system to conduct team weeds.

## FACILITIES MANAGEMENT SERVICES REPORT

Greg Smith said follow-up work is near completion at the Kent Regional Library. He also explained that while the Kirkland Library was shut down from April 3 to April 10, a portion of the library was demolished to make way for the new circulation and reference desks. All work activities scheduled during the shut down were completed and the remaining remodel activities will be completed in the coming month. FMS also completed electrical work needed to install People Counters in May. The space plan for an expansion of the Library Connection @ Crossroads has been developed waiting for final approval. Construction is anticipated to start in June.

## NEW CONSTRUCTION REPORT

Kay Johnson highlighted:

- ◆ **Black Diamond Library:** The City of Black Diamond issued an approval letter on April 8, 2005, with conditions for the Preliminary Short Plat. KCLS gave the civil engineers a *Notice to Proceed* to design site mitigations. KCLS will provide a bond in the amount of the cost estimate to get final Short Plat approval.
- ◆ **Burien Library:** Property acquisition discussions continue with the Puget Sound Education Services District (PSESD) staff. Discussions are also underway to determine the budgets and schedules for the joint development project.
- ◆ **Site Acquisition:** Pacific Real Estate Partners is looking for library sites in Duvall and Kenmore.
- ◆ **Lake Hills:** Cosmos Development Corporation has continued to work through community and City issues to develop an acceptable plan for the revitalized Lake Hills Shopping Center. Oscar del Moro reviewed the current status with KCLS and also presented the plans to the Community Council.
- ◆ **Muckleshoot Library:** KCLS is expecting a proposal letter from the Muckleshoot Tribe about their intent to work with KCLS to develop a public library on their land at SE 400<sup>th</sup> and the Enumclaw-Auburn Road.
- ◆ **Newcastle:** KCLS has been discussing potential City participation in a joint development. The Mayor's Blue Ribbon committee included a cross section of interested parties who will be called on to assist in developing the City's plans for the commercial area.

- ♦ **Shoreline Library:** KCLS now owns the residence at 329 175<sup>th</sup> Avenue NW in Shoreline. The seller is removing personal possessions and recently planted shrubs. KCLS expects to have possession by mid-May.

**EXECUTIVE SESSION**

At 6:40pm, Secretary Charlotte Spitzer announced, per RCW 42.30.110(1) (b), that an executive session to discuss potential litigation would begin. The estimated duration of the session was 30 minutes. Richard Eadie, Wai-Fong Lee, Charlotte Spitzer, Lucy Krakowiak, Bill Ptacek, Charlene Richards and Paula Lehmann attended.

**RETURN TO REGULAR SESSION**

Secretary Charlotte Spitzer reconvened the meeting in regular session at 7:30pm.

**ADJOURNMENT**

Secretary Charlotte Spitzer adjourned the meeting at 7:31pm.

  
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Wai-Fong Lee, President

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Charlotte Spitzer, Secretary