



MOTIONS APPROVED

1. Motion to approve the Board Agenda
2. Minutes from June 30, 2005 were deemed approved
3. Minutes from July 13, 2005 were deemed approved
4. Motion to approve Payroll
5. Motion to approve General Fund #0010
6. Motion to approve Construction Bond Fund '88 #3020
7. Motion to approve Gift Fund #6010
8. Motion to approve Redmond Library Capital Facility Area Fund #380
9. Motion to approve Resolution 2005-07 - Approval of 2005 Budget for Project Fund, 2005
10. Motion to approve Resolution 2005-08 - Disposition of Surplus Property
11. Motion to approve Resolution 2005-09 - Authorize Use of Alternative Public Works Procurement Procedures for Certain Library Construction Projects

CALL TO ORDER

Secretary Charlotte Spitzer called the meeting to order at 5:10pm.

PUBLIC COMMENT

GUESTS
Linda Gould
Bonnie Berk

Susan Veltfort, Vice President of KCLS' bargaining unit AFSCME LOCAL 1857 and CMS Selection Librarian introduced herself to the Board. She said a Union representative usually attends Board meetings to keep informed. She welcomed the Board to contact her with questions, referred them to Local 1857's website (www.kclsvoice.org/) and said she is looking forward to a long and constructive relationship.

On behalf of the KCLS Foundation, Jeanne Thorsen thanked Charlotte Spitzer for serving as the liaison to the Foundation Board for the more than 6 years.

APPROVAL OF THE AGENDA

Resolution 2005-08 and Resolution 2005-09 were added to the agenda as Action Items. Richard Eadie moved approval of the revised agenda. Lucy Krakowiak seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES - JUNE 30, 2005

There having been no changes to the draft June 30, 2005 minutes, they were deemed approved.

APPROVAL OF THE MINUTES - JULY 13, 2005

There having been no changes to the draft July 13, 2005 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed current finances noting June expenditures were \$6.2 million versus a monthly budget average of \$6.6 million. June year-to-date expenditures were \$35.2 million (44.7% of the budget versus 50.0% of the year completed). This compares to June year-to-date expenditures in 2004 of \$33.8 million (43.1% of budget). Year-to-date growth is at 4.1%, which is driven by the salaries and benefits categories. The following General Fund expenditure items were called out:

- ❑ **Travel:** 2005 year-to-date expenditures show 18.9% growth versus prior year, which reflects the impact of increased out-of-town recruiting activities related to employment diversity programs and participation in National Library Legislative Day.
- ❑ **Capital Outlay & Materials:** Expenditures of \$1.3 million include a payment of \$539,000 to EBSCO for annual renewal of KCLS' periodical subscriptions, \$62,000 to Thomson Gale as a quarterly payment for online resources, and \$26,000 to Bibliographical Center for annual payment for Britannica Online.

June revenues were \$0.9 million, bringing year-to-date revenues to \$39.9 million (51.8% of the 2005 budgeted revenue of \$77.1 million). This compares to the 38.5 million (53.3%) of budgeted revenue received at this time last year. Property tax receipts continue to lag slightly behind last year's pace.

Linda Glenicki highlighted expenditures of \$80,000 from the 302 Construction Fund for June, including \$20,000 in expenses related to land acquisition work at Snoqualmie, \$12,000 to the Pomegranate Center for library design meeting facilitation at the Covington Library, \$10,000 to renew the purchase option on the Black Diamond property and \$15,000 for work at Preston related to the Automated Materials Handling (AMH) system.

PAYMENT OF BILLS

Lucy Krakowiak moved approval of Payroll Expenditures in the amount of \$2,079,532.97; Checks June 1-15th Chk #: 100274-101290; 127357-127568 and June 16-30th Chk #: 101291-102308; 127569-127776. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of General Fund #0010 Expenditures June 2005 in the amount of \$6,281,610.57; (Travel Advances) Chk #743, (6/7) Chk #79073-79192; 79198-79349, (6/8) Chk #79350-79385, (6/9) Chk #79389-79420, (6/10) Chk #79423-79483, (6/15) Chk #79484; 79485-79565, (6/16) Chk #79569-79724, (6/17) Chk #79729-79738; 79739-79742, (6/20) Chk #79743-79826, (7/22) Chk #79830-79942; 79948-79989, (6/28) Chk #79990-80076, (6/29) Chk #80078-80179, (6/30) Chk #80184-80194; 80195-80198, (7/1) Chk #80199, (7/5) Chk #80202. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Construction Bond Fund '88 #3020 Expenditures June 2005 in the amount of \$80,899.86; (6/7) Chk #79193-79194, (6/8) Chk #79386-79388, (6/9) Chk #79421-79422, (6/15) Chk #79566-79568, (6/16) Chk #79725, (6/20) Chk #79827-79829, (6/22) Chk #79943-79945, (6/28) Chk #80077. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Gift Fund #6010 Expenditures for June 2005 in the amount of \$1,324.19; (6/7) Chk #79195-79197, (6/16) Chk #79726-79728, (6/22) Chk #79946-79947, (6/29) Chk #80180-80183, (7/1) Chk #80200. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures for June 2005 in the amount of \$24.19; (7/1) Chk #80201. Richard Eadie seconded and the motion passed unanimously.

RESOLUTION 2005-07 - 2005 BUDGET FOR PROJECT FUND, 2005

Linda Glenicki presented the 2005 Budget for Project Fund, 2005, which was discussed in detail in during the Finance Committee meeting. She reminded the Board that Bond Resolution 2005-04 created a new Bond Fund and Project Fund to be maintained separate from other District funds/accounts. The Project Fund is where the net principal proceeds of the bonds will be deposited. Taxes collected for and allocated to the payment of the bonds will be deposited into the Bond Fund. The King County Cash Management Office assigned the new account the number 307. *Richard Eadie moved approval of Resolution 2005-07. Lucy Krakowiak seconded and the motion passed unanimously.*

RESOLUTION 2005-08 - DISPOSITION OF SURPLUS PROPERTY

Bill Ptacek said Resolution 2005-08 authorizes the sale of "*certain real property*" in Juanita (unincorporated King County). The Board must declare the property surplus in order to proceed with the sale. Bill Ptacek noted that KCLS has owned this lot for more than 20 years. Greg Smith said the real estate market is favorable at this time. Preliminary assessments value the lot at \$520,000. *Lucy Krakowiak moved approval of Resolution 2005-08. Richard Eadie seconded and the motion passed unanimously.*

RESOLUTION 2005-09 - AUTHORIZE USE OF ALTERNATIVE PUBLIC WORKS PROCUREMENT PROCEDURES

Bill Ptacek said Resolution 2005-09 "authorizes a Preliminary Finding" to approve the use of Alternative Public Works Procurement procedures for the following construction projects: Burien, Black Diamond, Muckleshoot, Fall City, Carnation and Snoqualmie libraries. He referenced the memo titled "Justification for the use of GC/CM (General Contractor/Construction Management)" attached to the July Director's Report. He also reiterated previous Board meeting discussions about the design-build process as it relates to the 5,000 and 6,000-square-foot libraries. While exact financial savings have not been calculated, using the GC/CM and design-build processes will enable KCLS to work with a single contractor, streamline the process and produce substantial time savings. Kay Johnson emphasized that while the size and function of the design-build libraries is similar, the buildings will not be identical because of variations in site conditions, as well as the interior and exterior design elements tailored to particular communities. A *Notification to the Public* and a *Public Hearing* will be required prior to a final determination by the Board. Because she would abstain from the vote, Lucy Krakowiak suggested postponing action on Resolution 2005-09 until Wai-Fong Lee arrived.

PRESIDENT WAI-FONG LEE ARRIVES BEFORE ACTION WAS TAKEN ON THIS ITEM

Bill Ptacek recounted the details of this resolution for Wai-Fong Lee. *Richard Eadie moved approval of Resolution 2005-09. Charlotte Spitzer seconded and the motion passed (3 votes in favor, 1 abstention).*

KENMORE LIBRARY COMMUNITY STUDY

Denise Siers said the community study was conducted in Kenmore in anticipation of the new library to be built as part of KCLS' 10-year Capital Plan. She introduced Colleen Brazil, Managing Librarian of the Kenmore/Lake Forest Park library cluster. Colleen Brazil presented the Community Study (provided in print format) and introduced some of the following recommendations:

EDUCATION INITIATIVE

- ◆ Consider adding Moorlands Elementary and Inglemoor High to Kenmore Library service area
- ◆ Consider dedicating meeting room space as a user-friendly area for "latch-key kids" and for after-school activities (*in the new library*)

EARLY LITERACY INITIATIVE (AGES BIRTH TO 5)

- ◆ Develop scenarios that tailor Early Literacy promotion to individual patrons
- ◆ Offer "Mother Goose" program for children, newborn to 24 months

READING/LITERACY

- ◆ Pursue partnerships with Eastside Literacy and area agencies to offer ESL classes (*in the new library*)
- ◆ Provide reader's advisory and access to resources for local book discussion groups

OUTREACH

- ◆ Work with TLC to identify sites for ABC Express service
- ◆ Allocate space for TLC Homebound Delivery Volunteers

COLLECTION

- ◆ Increase number of high-demand items such as DVD, audio and Choice Reads (*in the new library*)
- ◆ Enhance subject areas relevant to the community (i.e. Scottish heritage, wetlands, etc.)
- ◆ Expand World Languages and ESL collections to reflect the diversity of patrons
- ◆ Support school curriculum/Accelerated Reader (AR) with relevant materials & copies (*in the new library*)

TECHNOLOGY

- ◆ Add a second Self-Checkout to current facility and increase the number of stations in the new library
- ◆ Provide additional computers, including flexible workstations and cyber-bar space (*in the new library*)
- ◆ Provide staff access to catalog computers near non-fiction stacks and children's area (*in the new library*)

FACILITIES (BOND-RELATED)

- ◆ Increase open hours and days (*in the new library*)
- ◆ Provide space for Story Times, programs, community meetings, study rooms and quiet reading
- ◆ Accommodate drive-through book drops
- ◆ Provide improved parking space to accommodate increased use at new location

COMMUNITY

- ◆ Enhance and promote services to Kenmore Senior Center and other senior agencies
- ◆ Facilitate cooperative relationship with Bastyr University Library
- ◆ Consider forming a Library Advisory Board as a liaison to the city
- ◆ Work with the City of Kenmore in developing their vision for downtown development

Richard Eadie asked how KCLS could establish a Library Advisory Board in Kenmore. Denise Siers explained that the City of Kenmore would have to initiate it and appoint the members. She mentioned that in previous discussions, the City had agreed to consider doing so when a new library is built. Colleen Brazil also highlighted the fact that the Kenmore Library is one of the busiest small-sized libraries with turnover higher than the System average. She also pointed out that patrons in Kenmore, Lake Forest Park and Bothell use the libraries in conjunction, tailoring their visits to what they need at a given time. Lucy Krakowiak said she was impressed with what has been done with such a small library.

PEOPLE COUNTER/CIRCULATION REPORT

Linda Glenicki provided an analysis of circulation versus foot traffic for June 2005, which was covered in greater detail during the Finance Committee. She said the System-wide average number of items circulated per person who enters the library is 1.58. There doesn't appear to be a correlation between size of library and the number of items circulated per person entering the building. She noted that there may be a problem with the data for the Duvall Library (i.e. people entering/exiting from the basement door are not counted, and there may be an issue with the placement of the counter at the front door). She pointed out that the figures for south end libraries represents staff testimony that patrons seem to be more likely to visit the library to use computers, etc. without checking out items than patrons in the north. She highlighted the Library Connection @ Southcenter, which doesn't offer holds pick-up, with 0.5 items circulated per person in the library.

SEATTLE PUBLIC LIBRARY CROSS-USE STUDY

Linda Glenicki introduced Bonnie Berk, founder of Berk and Associates (a consulting firm providing policy and program development; strategic planning; policy, financial and economic analysis; facilitation and outreach; and communications). Bonnie Berk provided an overview of the KCLS and Seattle Public Library (SPL) cross-use study:

Project Purpose:

- ◆ Identify the cost to serve patrons of the other system under reciprocal borrowing agreements
- ◆ Inform future decisions about inter-system payments

Key Questions to be Answered:

- ◆ What is the cross-use at each system (given available data)?
- ◆ How do other library systems around the country measure and assess cross use? Are there best practices and models in place for measurement and reimbursement?
- ◆ What are the true, incremental costs of cross-use?
- ◆ What is the optimal approach for sustainably and equitably assessing cross-use in the two systems?

After giving the Board a brief project background, she explained that the data collection for the current study was completed on July 13. Research has been conducted of comparable library systems to find that most track cross-use data, but do not analyze it and thus have no standard reimbursement model in use. She said her firm is nearly finished with the data analysis and findings, cost allocation approach and analysis. She explained that Berk and Associates would like to provide KCLS and SPL a step-by-step process for assessing cross-use and a methodology for reimbursement. The draft report should be complete in early September. She clarified that the final figure for reimbursement, owed or due will be negotiable between agencies. Bill Ptacek reminded the Board that the methodology is intended to also be used for cross-use studies with the Enumclaw and Renton Public Libraries.

MANAGING DVDS AND CDS IN LIBRARIES

Bill Ptacek explained that the loss of popular music and movie discs has been an ongoing problem System-wide. To resolve the issue, two efforts were made:

1. A committee was formed to examine the methods being used throughout the System and determine which is the best approach (i.e. behind the desk, in envelopes, etc.) to use as a System-wide standard.

2. A Request for Proposal (RFP) was issued to find a prototype disc dispenser that could ensure discs are tied to a library card before being removed from the library. Unfortunately, current iterations of this technology are commercially oriented and cost prohibitive. Jed Moffitt advised against an investment in this type of machinery because the ability to download media is imminent.

Discussion ensued about the cost of the items being taken, the pros and cons of current and future technologies, and the customer service aspect. Bill Ptacek explained that the committee is not in favor of machines because of space limitations and time necessary to implement. They are currently examining space and staffing concerns prior to making recommendations. He emphasized that a survey of other libraries in Washington, as well as comparable libraries outside of Washington, revealed that this is a common and unsolved problem to-date.

DIVERSITY IN PROCUREMENT UPDATE

Greg Smith explained that the Urban League has submitted a contractual agreement to be evaluated by KCLS’ attorney. He said he attended the Urban League’s Small & Historically Underutilized Contractors (SHUC) Empowerment Day on Thursday, July 7 and was impressed with the organization of resources designed to help small businesses compete for public works and the assistance provided to contracting agencies.

DIRECTOR’S REPORT

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

- ◆ A recent meeting with representatives from the City of Duvall provided insights and understanding about KCLS’ Site Selection Policy. While the Public Works Director was persistent in advocating for a site off Main Street near the river that does not meet KCLS requirements, other City officials are interested in possibilities in historic downtown. They will help KCLS try to obtain an option on a suitable site in that area to add to two sites KCLS has options on. A public meeting to discuss the sites will occur in August.
- ◆ KCLS and the City of Burien must still resolve issues surrounding the overall design of the joint project. If underground parking is affordable, it may be possible to house City Hall and the Burien Library in relatively separate buildings. If a separate parking structure (a less expensive alternative) is required, then it is likely that a single building will be designed.
- ◆ The City Manager of Newcastle continues to make progress towards purchase of properties necessary to pursue a joint venture with KCLS. KCLS hopes to clarify what the cost of the property would be or how much of the property the City expects KCLS to purchase in the next month.
- ◆ The Customer Experience Transformation Project focus groups have been conducted and surveys are being conducted in libraries System-wide through the end of July.
- ◆ Bill Ptacek attended a meeting about the Initiative Process put on by the Association of Washington Cities (AWC). Attendees concluded that the initiative process itself is not a problem, but that voters in Washington are alienated and do not trust elected officials. The AWC may propose changes to the process (i.e. having signature gatherers register or be paid by the hour) and are exploring creation of a citizen’s jury to review initiatives and publish recommendations in the Voter’s Pamphlet.

PUBLIC SERVICES REPORT

Bruce Adams said the Summer Reading Program (SRP) has been phenomenally popular. With willing presenters, KCLS has doubled the number of programs to accommodate overwhelming attendance. To-date, 30,020 have registered for SRP. One letter from a parent indicated that this year’s program makes it easier to track reading, and the promotional materials and incentive prizes added to the program’s appeal. He said summer school students in the Bellevue, Highline, Tukwila and Kent School Districts have been bused to KCLS libraries. The Tukwila School District had 45 participants with 100% completion. ABC Express has taken SRP to low income apartment complexes and public housing sites and signed up 146 children for a library card during the first week.

Bill Ptacek briefly highlighted the 2004 Public Library Data Service statistical report annual use figures:

Library Name	Total Circulation
Toronto Public Library (Canada)	29,127,337
Multnomah County (OR)	18,762,556
Queens Borough Public Library (NY)	17,851,129
King County Library System (WA)	17,142,223
Columbus Metropolitan Library (OH)	16,018,594

COLLECTION MANAGEMENT SERVICES (CMS) REPORT

Bruce Schauer said that CAPS revised its music cataloging process in an effort to get new CDs into circulation more quickly. He mentioned that staff from CMS attended the Book Expo America Conference in New York City, where Angelina Benedetti participated in a panel discussion on New Collections. Susan Veltfort led a breakout session at the ALA-ALSC Pre Conference, "Teacher, Parents and Librarians: Working Together So Children Can Learn to Read."

FACILITIES MANAGEMENT SERVICES (FMS) REPORT

Greg Smith said several projects, including the Bothell Regional Library remodel, the expansion of the Library Connection @ Crossroads and the window replacement at Woodmont Library were postponed until after Summer Reading Program (SRP) concludes. He mentioned that parking lot repairs/re-surface work has been completed at 23 locations. He noted that a new study/computer table design has been approved and will be installed at Bothell Regional (and other libraries as needed).


NEW CONSTRUCTION REPORT

Kay Johnson highlighted:

- ◆ **Black Diamond Library:** The plans and specifications for the design of the water line extension and related construction are currently being reviewed by the City's engineering consultants.
- ◆ **Burien Library:** A Lead Agency Agreement, to clarify relationships and procedures for working together, is in review stages. Work is also in progress to determine optimum stacking and massing for the project. Preliminary cost estimates are being developed based on two proposed conceptual site plans.
- ◆ **Covington Library:** The schematic design phase will begin shortly and should move quickly as many of the key decisions have been made about the space plan and the general direction for the design intentions. Plans currently include a presentation and discussion with the Board in August.
- ◆ **Redmond Regional Library:** Meetings are scheduled to discuss short and long-term parking capacity planning for KCLS and the City. The addendum to the Interlocal Agreement regarding the City Hall development in progress and KCLS' plans for future parking expansion and temporary parking construction needs continues to be discussed.

ADJOURNMENT

President Wai-Fong Lee adjourned the meeting at 7:05pm.


Wai-Fong Lee, President


Charlotte Spitzer, Secretary