



MOTIONS APPROVED

1. Motion to approve the Board Agenda as amended
2. Minutes from October 18, 2005 were deemed approved
3. Motion to approve Payroll expenditures
4. Motion to approve General Fund #0010 expenditures
5. Motion to approve Construction Bond Fund '88 #3020 expenditures
6. Motion to approve Capital Project Fund 2005 #3070 expenditures
7. Motion to approve Gift Fund #6010 expenditures
8. Motion to approve Interfund Transfer from Redmond Library Capital Facility Area Fund #380 to General Fund #0010
9. Motion to authorize staff to negotiate the relocation of the Federal Way 320th Library
10. Motion to approve Resolution 2005-14 - Property Tax Increase for 2006
11. Motion to approve Resolution 2005-15 - Property Tax Levy
12. Motion to find it in the best interests of the District not to charge transaction processing costs for all payment transactions made via credit or debit card for fines, lost books, damage fees, collection agency or ILL fees, or any other circulation related charges
13. Motion to approve Resolution 2005-16 - Surplus Real Property (Burien)
14. Motion to clarify the October 18, 2005 motion to authorize expenditures totaling \$18 million for the Burien Library project, or an additional \$5 million (not \$2 million) since the last formal approval of the Capital Budget
15. Motion to grant permission to serve wine at Literary Lions Event
16. Motion to approve recognition of Dave Stauffer, Bothell Library Advisory Board

CALL TO ORDER

President Wai-Fong Lee called the meeting to order at 5:10pm.

PUBLIC COMMENT

Joe Phillips, member of the Shoreline Library Advisory Board, thanked Richard Eadie and Bill Ptacek for hearing the concerns of Shoreline and Richmond Beach residents regarding the clustering of the two libraries. He said he was willing to give clustering a chance to operate before drawing any conclusions. On behalf of himself and his wife Eve Phillips, he apologized that they haven't been able to attend the Board meetings as of late.

Michelle Hillyer, member of the Friends of Richmond Beach Library, thanked KCLS for only temporarily moving Anina Sill from the Richmond Beach/Shoreline Library Cluster. She stated that the Friends of the Richmond Beach Library are opposed to clustering, are fearful of its effects on their library and other small KCLS libraries. She said the Richmond Beach Library is a community gathering spot where everyone is greeted with smiles, frequently by name. She contested Bill Ptacek's comment at the November 16 budget hearing that the "Richmond Beach Library is not unique in having high standards for service." She said the residents of Richmond Beach believe the personal service they receive is unique to their library and said a clustered pool of 65 employees, cycling through both libraries, will never be able to provide that level of service. She reiterated that clustering will destroy the Richmond Beach Library, the source of the community's identity and the center of its culture. She added that part of this community identity is dependent on local librarians, who are known by library users. She reminded the Board of union opposition to clustering and emphasized that patrons are also opposed. On behalf of the Friends of the Richmond Beach Library, she requested that KCLS not impose clustering throughout the System. She presented petitions signed by 400 residents expressing that sentiment.

Ann Schultz, a member of Richmond Beach Library Advisory Board for 12 years, asked the Board for written confirmation that Anina Sill will only be asked to temporarily work away from the Richmond Beach/Shoreline library cluster. She said clustering is in violation of KCLS' values, which includes valuing the involvement of the

public and the people who work with KCLS. She said she understands that KCLS needs to anticipate future growth but reiterated her opinion that staff and the community should be consulted before decisions are made.

Richard Eadie expressed appreciation for the input from the community and mentioned that the decision not to permanently reassign Anina Sill will hopefully resolve one of the central issues. He said he understands the community's concern about clustering and reiterated that the Board has discussed why clustering is being looked at. He said the Board is committed to ensuring community groups are communicated with in advance of future decisions, but said the Board is also committed to giving clusters a chance to operate before being evaluated.

APPROVAL OF THE AGENDA

Bill Ptacek asked that the following action items be added to the agenda: *Board Representatives for Architect Selection Panels* and *Tribute to Dave Stauffer, Bothell Library Advisory Board*. *Richard Eadie moved approval of the agenda as amended. Charlotte Spitzer seconded and the motion passed unanimously.* In addition, Bill Ptacek asked that item 7 be moved to occur after Payment of Bills. *Lucy Krakowiak moved approval of the additional amendment to the agenda. LeRoy McCullough seconded and the motion passed unanimously.*

APPROVAL OF THE MINUTES

There having been no changes to the draft October 18, 2005 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed current finances noting October expenditures were \$7.5 million versus a monthly budget average of \$6.6 million. October year-to-date expenditures were \$61.5 million (77.5% of the budget versus 83.3% of the year completed). This compares to October year-to-date expenditures in 2004 of \$57.4 million (73.1% of budget). The following General Fund expenditure items were called out:

- ♦ **Intergovernmental:** Expenditures reflect payment of \$1,000,084 to the King County Elections Office for the cost of the September 2004 bond elections. This expenditure was included in the 2005 budget.
- ♦ **Capital Outlay - Furniture & Equipment:** Expenditures of \$229,000 include the purchase of a second ABC Express van.
- ♦ **Salaries & Benefits:** We have overlapped the Stay and Complete bonus payment made in October 2004, which means that year-over-year comparisons and percent-of-budget figures in these categories are now accurate. The benefits category shows a 3.0% decline year-to-date versus last year because of the payment of the Stay and Complete bonus in last year's figures.

October revenues were \$21.9 million, reflecting the surge of fall semi-annual tax collections. This brings year-to-date revenues to \$64.9 million (84.2% of the 2005 budgeted revenue of \$77.1 million). This compares to \$61.4 million of budgeted revenue received at this time last year.

Expenditures from the 307 Capital Project Fund 2005 in September totaled \$1.7 million with the largest expenditure being \$1.6 million for the purchase of the Puget Sound Educational Services District (PSESD) property in Burien. A payment of \$26,848 in debt issuance cost was made to Susan D. Musselman, Inc. for financial advisory services related to the issuance of general obligation bonds in July. Expenditures in the 302 Fund in October of \$646,000 include a 25% down payment (\$620,000) for the automated check-in and sortation equipment that will be installed at the Bellevue, Redmond, Federal Way and Shoreline libraries.

Finally, Linda Glenicki noted that the Board will need to approve an Interfund Transfer from the Redmond Library Capital Facility Area Fund to KCLS' General Fund, which relates to using the remainder of the funds in the Redmond Library Capital Facility Area Fund to pay for the automated check-in and sortation system at the Redmond Regional Library. Because of invoicing complications, the payment had to be made from the General Fund and now needs to be reimbursed by the Redmond Library Capital Facility Area Fund.

PAYMENT OF BILLS

Richard Eadie moved approval of Payroll Expenditures in the amount of \$2,056,053.70; Checks October 1-15th Chk #: 108450-109465; 129082-129274 and October 16-31st Chk #: 109469-110506; 129275-129463. LeRoy McCullough seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of General Fund #0010 Expenditures October 2005 in the amount of \$6,868,381.43; (10/11) Chk #84024-84025, (10/12) Chk #84026-84230, (10/13) Chk #84231-84291, (10/17) Chk #84294-84389, (10/19) Chk #84390-84401; 84402-84405, (10/20) Chk #84406-84492, (10/24) Chk #84495-84579, (10/28) Chk #84585-84776; 84784-84892; 84893-84896, (10/31) Chk #84898-84900, (11/2) Chk #84902-84993, (11/3) Chk #84995-85005; 85006-85009; 85010, (Voids) Chk #84300. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Construction Bond Fund '88 #3020 Expenditures October 2005 in the amount of \$704,453.43; (10/4) Chk #84493-84494, (10/24) Chk #84580-84584, (10/28) Chk #84777, (11/3) Chk #85011. LeRoy McCullough seconded and the motion passed unanimously.

LeRoy McCullough moved approval of Capital Project Fund 2005 #3070 Expenditures for October 2005 in the amount of \$1,693,241.79; (10/5) Chk #83811-83812, (10/28) Chk #84778-84779, (11/2) Chk #84901; 84994. Richard Eadie seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Gift Fund #6010 Expenditures for October 2005 in the amount of \$3,684.41; (10/7) Chk #84022-84023, (10/13) Chk #84292-84293, (10/28) Chk #84780-84783, (10/31) Chk #84897. Richard Eadie seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of an Interfund Transfer from the Redmond Library Capital Facility Area Fund #380 (RLCFA) Expenditures to General Fund #0010 for October 2005 in the amount of \$57,811.94. Charlotte Spitzer seconded and the motion passed unanimously.

SITE SELECTION - FEDERAL WAY 320th LIBRARY

Kay Johnson reminded the Board that discussions have occurred related to the relocation of the Federal Way 320th Library to a vacant parcel of land located at the northwest corner of the intersection of 23rd Ave South and South 316th Street where Sound Transit has recently completed the construction of a 1,200 stall parking facility and is currently constructing a large transit center. After reviewing the materials included in the Board packet, she introduced James Staudinger (Real Property Manager), Scott Kirkpatrick (Transit Oriented Development Program Manager) and Dan Eder (Capital Projects Manager) from Sound Transit, as well as Patrick Doherty, Director of Economic Development at the City of Federal Way.

James Staudinger said a partnership with KCLS would be beneficial to Sound Transit's ridership. He added that such transit-oriented development is a practice through which amenable developments are built near transit facilities. Dan Eder then described the transit center project, which will open in February 2006 with nine bus ways (800 bus trips) passing through the center each day. He mentioned that security personnel will be onsite 24 hours per day, seven days a week and 365 days a year. Sound Transit will also provide CCTV cameras and panic stations (with immediate voice access to security personnel) throughout the five-floor parking facility.

Patrick Doherty read a letter from Mayor Dean McColgan, which encapsulates the position of the City of Federal Way regarding the proposed relocation and partnership with Sound Transit. He emphasized the City's belief that KCLS has a burgeoning opportunity to reach a new and unique customer base while helping to encourage transit ridership. Kay Johnson added that the City has been working for years to reshape the downtown area, which has included an extensive visioning process and development of development strategies (i.e. zoning for mid and high-rise buildings, environmental impact statement, etc.).

Richard Eadie asked how this location would work to continue to serving the residents of the area, in addition to transit riders. Bill Ptacek explained that the Federal Way Regional Library is less than one mile from the current site of the Federal Way 320th Library. By relocating the Federal Way 320th Library will distribute service more evenly across the 20,000-square-mile, 80,000-resident City. Patrick Doherty added that the City of Federal Way will likely annex an area with an additional 25,000 residents in the near future. He also mentioned that the volume of housing at the proposed location is comparable to the current location. While users of the current Federal Way 320th Library won't be as close to the library, there are bus routes that could get them easily to the new site. Lucy Krakowiak asked if the City had planned on increasing the density of the downtown core. Patrick Doherty affirmed and noted that the City is doing everything they can to encourage that type of development.

Richard Eadie asked if parking within the transit center garage would be free to library patrons. James Staudinger said the parking is geared toward transit riders, but that Sound Transit will allow KCLS to purchase dedicated parking spaces for the library. Dan Eder noted that non-library parking spaces will be designated as "Transit Use Only." Although the library can purchase dedicated spaces and will have opportunities to use the

parking structure during non-peak hours or for special events, Richard Eadie emphasized that parking is key to this co-development and would need further examination. In response to a question from LeRoy McCullough, Kay Johnson estimated that KCLS will need about 4 parking spots for every 1,000-square feet of building. She noted that there are 61 parking spots at the current library with overflow on the nearby residential streets. LeRoy McCullough also asked KCLS to solicit input about the relocation from the local schools. Patrick Doherty mentioned that the school superintendent expressed interest in the move, as the new library would be located within one block of the Boys and Girls Club and a new alternative high school in the District. *Lucy Krakowiak moved to authorize staff to proceed with negotiations for this relocation, with the understanding that the Board is concerned about the amount of free parking available for library patrons. LeRoy McCullough seconded and the motion passed unanimously.*

PROPERTY TAX INCREASE FOR 2006 - RESOLUTION 2005-14

Linda Glenicki said the King County Council requires KCLS to provide a property tax figure by the end of November. Because the Assessor's Office doesn't lock in figures until mid-December, agencies are advised to overestimate this figure as it can be cut back (not increased) if necessary. As a result, Resolution 2005-14 states that "the District requires a regular levy in the amount of \$77,500,000," which is about \$1 million more than what KCLS anticipates in the final data from the Assessor. It includes the authorized levy increase amount of \$742,263 (a 1.0% increase from 2005) and notes that this increase is exclusive of additional revenue from the addition of new construction, improvements to property, increases in the value of state assessed property and amounts resulting from annexations. *Richard Eadie moved approval of Resolution 2005-14. Lucy Krakowiak seconded and the motion passed unanimously.*

PROPERTY TAX LEVY - RESOLUTION 2005-15

Linda Glenicki said the resolution certifies a form required annually by the King County Council and which contains information regarding the tax levies of the District for the ensuing year. In addition to the operating levy, KCLS is required to provide a figure for the old General Obligation Bonds Fund Levy (\$5,350,000), as well as the 2005 General Obligation Bonds Fund Levy (\$5,100,000). Linda Glenicki noted that the total amount of debt service from the bonds will equate to 7.6 cents per \$1,000 of assessed valuation, which is less than the 8 cents per \$1,000 of assessed valuation limit promised to voters prior to the September 14, 2004 election. *Lucy Krakowiak moved approval of Resolution 2005-15. Richard seconded and the motion passed unanimously.*

CREDIT CARD PROCESSING

Linda Glenicki reminded the Board that KCLS launched a service on September 27 which enables patrons to pay fines online using their Visa or MasterCard. She explained that during the month of October, 2,350 transactions were made totaling \$19,045.27 (17% of October collections). The average transaction amount was \$8.10. KCLS paid \$910.03 in credit card processing fees for the month, which averages to about \$0.39 per transaction. Linda Glenicki explained that when payments via credit or debit card were conceptually discussed, the Board had agreed not to pass the costs of processing to the patron. She referred the Board, however, to RCW 36.29.190, which states that the payer "shall bear the cost of processing the transaction...unless the legislative authority of a district where the county treasurer serves as ex officio treasurer finds that it is in the best interests of the county or district to not charge transaction processing costs..." Wai-Fong Lee mentioned that as more patrons become aware of this service, usage will increase. Bill Ptacek stated that the cost for credit card processing fees appears more cost effective than the staff time and effort that would otherwise be required to process similar transactions in the community libraries. LeRoy McCullough suggested that the Board review the credit card processing revenue each month and consider reevaluating such an exemption on an annual basis, as it is difficult to ascertain usage trends after only one month. *Lucy Krakowiak moved that the Board of Trustees find it in the best interests of the District not to charge transaction processing costs for all payment transactions made via credit or debit card for fines, lost books, damage fees, collection agency or ILL fees, or any other circulation related charges, with the understanding that this exemption will be reviewed annually to ensure it is in the best interests of the King County Library System not to charge transaction processing costs for these payments. Richard Eadie seconded and the motion passed unanimously.*

DISPOSITION OF SURPLUS REAL PROPERTY (BURIEN) - RESOLUTION 2005-16

Lucy Krakowiak recused herself from the discussion and the vote. Linda Glenicki said Resolution 2005-16 declares "certain real property" in Burien as "surplus to the current and anticipated needs of the District" in light of the fact that KCLS has entered into an Interlocal Agreement with the City of Burien for the development of a joint library/city hall as part of the Burien Town Square development. The Board must declare the property

surplus in order to proceed with its sale. Bill Ptacek noted that the City of Burien wishes to purchase the Existing Library in order to construct a senior center. Kay Johnson added that we have preliminary appraisals of the current Burien Library and property, but have engaged in discussions with the City of Burien regarding obtaining updated appraisals and a method for evaluating those appraisals. *LeRoy McCullough moved approval of Resolution 2005-16. Richard Eadie seconded and the motion passed (4 votes in favor, 1 abstention).*

CLARIFICATION OF PROJECT BUDGET REVISIONS - BURIEN LIBRARY

Lucy Krakowiak recused herself from the discussion and the vote. Bill Ptacek explained that at the last meeting, the Board approved a \$2 million increase in KCLS' Capital Budget for the Burien Library project, with the understanding that it would bring the project budget to \$18 million. However, the last approved project budget for the Burien Library project was \$13 million, which means that a \$2 million increase doesn't provide enough funding to ensure the new library meets community expectations, is appropriately sized and can accommodate the desired floor plans. Bill Ptacek affirmed that a Board motion to clarify that the Burien Library project budget should be \$18 million (rather than \$15 million) would not change the allocation of bond proceeds in the Capital Plan from the last time the Board reviewed it. *Richard Eadie moved to clarify the October 18, 2005 motion to authorize expenditures totaling \$18 million for the Burien Library project, or an additional \$5 million (not \$2 million) since the last formal approval of the Capital Budget. LeRoy McCullough seconded and the motion passed (4 votes in favor, 1 abstention).*

PERMISSION TO SERVE WINE

Jeanne Thorsen said the Foundation is preparing for the 2006 Literary Lions Award dinner on Saturday, March 11 at the Bellevue Regional Library. The Foundation asked permission to serve wine at the event, during which time the library will be closed. With approval of this request, the Foundation will secure the necessary liquor license from the State. It was also requested that the library close at 4pm to complete set-up arrangements. *Charlotte Spitzer moved approval of these requests. Lucy Krakowiak seconded and the motion passed unanimously.*

BOARD REPRESENTATIVES FOR ARCHITECT SELECTION PANELS

Kay Johnson explained that KCLS will need members from the Board of Trustees to serve on the Architect Selection Panels for the following projects: Vashon, Lake Hills and Woodmont libraries. She noted that local library advisory board members will also be represented on each selection panel. Either Richard Eadie or LeRoy McCullough offered to check their schedules for selection panel for Vashon, Charlotte Spitzer volunteered for Lake Hills, and LeRoy McCullough volunteered for Woodmont.

TRIBUTE TO DAVE STAUFFER, BOTHELL LIBRARY ADVISORY BOARD

In tribute to Dave Stauffer, Bothell Library Advisory Board President and member, Richard Eadie said:

Tonight, we'd like to thank and acknowledge the contributions of Dave Stauffer. Dave was appointed to the Bothell Library Advisory Board for two consecutive five year terms from 1996 through 2006. Dave has been a strong advocate for libraries and KCLS throughout the years. He was the first Board President to make "sharing a book" an official part of the agenda. Words belie Dave's real contributions, which were his energy, enthusiasm and magnetic personality.

During the past two years, Dave stepped down as chairperson due to health reasons. However, true to form, he continued to serve on the Bothell Library Advisory Board. Dave was an active participant in this year's events celebrating the Bothell Library's Centennial and the annual 4th of July Float. Recently, during the Bothell remodel, he stopped in for a couple of hours to help shift books with his son. He has always been willing to help out whenever and wherever the library needed him. He truly will be sorely missed.

Richard Eadie moved approval of this recognition. Lucy Krakowiak seconded and the motion passed unanimously.

PRELIMINARY BUDGET AND HEARINGS FOLLOW-UP

Bill referred to the brief summary in the Board packets, but noted that very few issues were raised about budget. He said that there were a number of questions regarding video gaming programs for teens. In addition to the budget-related questions and comments, discussion also ensued about library clustering and changes to the organizational structure.

BURIEN LIBRARY SCHEMATIC DESIGN

Kay Johnson introduced Ev Ruffcorn and Brad Hinthorne from Ruffcorn Mott Hinthorne Stine who reported on the status of the schematic design of the joint Burien Library/City Hall. Ev Ruffcorn oriented the Board to the site within the Burien Town Square development, summarized the design goals for both occupants of the building, and described how the two parties reached agreement regarding the size, shape and orientation of the new building (i.e. 60,000-square-feet, single building, three stories with City Hall on the top floor, etc.). He noted that there is currently no design for the parking structure yet. LeRoy McCullough asked if the joint facility will be built to be consistent with developmental patterns in the area. Ev Ruffcorn said that the City of Burien and KCLS hope to set a new quality for development in the community by creating an iconic building that can be compatible with the surrounding community. Discussion ensued about the possibility of expanding the parking facility upward in the future, budgetary implications of design, ADA access from the parking facility to the building, minimizing external distractions and disturbances for patrons using the library, availability of food and/or beverages on site and the inclusion of space for music and technology for various age groups.

DIRECTOR'S REPORT

Bill Ptacek referred the Board of Trustees to his written report, but highlighted that clustering of libraries has been a source of much discussion and activity during the past month. At the end of October, twelve (12) cluster managers were selected from 26 applicants. These individuals will join the existing cluster managers to form the final group of 16. Once the managers were selected, nine (9) existing managers and/or assistant managers were reassigned to balance and strengthen the management teams of all of the clusters (effective December 1). About half of these reassignments came from staff who requested a move. During the next few months, the cluster management teams will begin working with the staff within each cluster to establish scheduling and assignment of responsibilities. The operation of the new library clusters will not start until early next year.

PUBLIC SERVICES REPORT

Denise Siers reported that the Patron Experience Transformation Project wrapped up Phase III with a series of meetings to begin drafting a vision and action plan based on the results of the patron survey. About 30 feedback sessions were held throughout the District to obtain staff feedback regarding the draft Strategic Blueprint. She noted that the decided-upon priorities are currently being compiled by our consultants, but a number of short-term priorities were included in the 2006 preliminary budget. She also mentioned, in relation to Early Literacy, that 817 individuals have attended an Early Literacy presentation by KCLS staff. Richard Eadie suggested that KCLS staff look into connecting these Early Literacy workshops with King County's *What about the Kids* program. LeRoy McCullough commended staff for hosting author Darren Shan at the Youth Service Center in October. Wai-Fong Lee asked why database statistics were no longer included in the report. Jed Moffitt offered to follow-up.

COLLECTION MANAGEMENT SERVICES (CMS) REPORT

Bruce Schauer said web services and CMS launched a downloadable classical music service in mid-November with about 230 titles. He noted that there is not a similar service available through the vendors for pop music. In addition, Bruce Schauer explained that CMS is working to add records to the catalog for various electronic services, including materials from Gale Virtual Reference Library.

FACILITIES MANAGEMENT SERVICES (FMS) REPORT

No report was given.

NEW CONSTRUCTION REPORT

Kay Johnson highlighted the following:

- ♦ **Black Diamond Library:** KCLS consultants have received the City's comments on the redesign of the water line extension and associated storm detention and site restoration work. A variance application was submitted to the City to reduce the width of the road surface and the amount of storm water detention required. We understand that there will be an administrative review and approval process.
- ♦ **Design Build Package Request for Proposal (RFP):** Donald King Architects (DKA) prepared the package, which will be available via kcls.org and will be advertised in the Daily Journal of Commerce. Contractor/Architect teams will need to respond by January 5, 2006.

- ◆ **Covington Library:** Pre-application meetings with the City's building departments have occurred to allow staff representing the City to discuss the project with the architects and the engineers regarding the City's design codes and standards. Public Works, Fire, Building Codes and other departments may be involved. There are several items on our site that do not currently conform to City's standards.

EXECUTIVE SESSION

At 7:45pm, President Wai-Fong Lee announced that an Executive Session to discuss potential litigation, per RCW 42.30.110(1)(i), would begin. The estimated duration of the Executive Session was 30 minutes. No action was to be taken during or after executive session. Wai-Fong Lee, Charlotte Spitzer, Richard Eadie, LeRoy McCullough, Lucy Krakowiak, Paula Lehmann, Bill Ptacek, Charlene Richards and Jennifer Wiseman were in attendance.

RETURN TO REGULAR SESSION

President Wai-Fong Lee reconvened the meeting in regular session at 8:30pm.

ADJOURNMENT

President Wai-Fong Lee adjourned the meeting at 8:31pm.



Wai-Fong Lee, President



Charlotte Spitzer, Secretary