



MOTIONS APPROVED

1. Motion to approve the Board Agenda as amended
2. Minutes from November 29, 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 Resolution 2005-17 - Adoption of 2006 Budget
9. Motion to approve Resolution 2005-18 - Surplus Furniture & Equipment
10. Motion to approve a 3.0% general wage increase to all 2006 salary grades effective January 1, 2006
11. Motion to approve revisions to the Tuition Assistance Policy
12. Motion to approve Resolution 2005-19 - Service Recognition for Wai-Fong Lee

PRESENT

KCLS BOARD

Wai-Fong Lee
Judge Richard Eadie
Charlotte Spitzer

KCLS Staff

Bill Ptacek
Linda Glenicki
Charlene Richards
Julie Wallace
Bruce Schauer
Denise Siers
Nancy Smith
Jed Moffitt
Jeanne Thorsen
Greg Smith
Kay Johnson
Jennifer Wiseman
Laura Boyes
Laura Ritter

GUESTS

James Bowen
Cindy Richardson
Susan Veltfort
Lori & Gary Robinson
Jennifer Loomis
Joe Cee Davidson
Paige Denison
Alan Butler
Donald Barden

CALL TO ORDER

Secretary Charlotte Spitzer called the meeting to order at 5:14pm.

PUBLIC COMMENT

James Bowen, a resident of Seattle and patron of the Mercer Island Library, made a statement regarding library clusters. Although a member of the Mercer Island Friends who only recently heard about the changes to the organizational structure, he said he was speaking as an individual library patron. He explained that Bill Ptacek was invited to attend a meeting on Friday, December 16 at the Mercer Island Library to address questions and concerns regarding clustering. He highlighted a few of his concerns, particularly as they relate to interactions with staff and the size of the cluster the Mercer Island Library is included in. He also expressed concern that clustering will have a negative impact on service in light of the recent Patron Experience Transformation Project. He suggested that the Board rescind their decision to proceed with clustering for as long as six (6) months so KCLS may adequately respond to questions and solicit feedback from the community. He asked for an opportunity to engage in dialogue with the Library System before clustering is implemented.

Lori Robinson introduced herself and her husband Gary as very active Friends of the Mercer Island Library. She pointed out the Mercer Island Library is an intergenerational heart of that community and expressed her concern that the library will lose its identity within the cluster system. She briefly compared Mercer Island to the other diverse areas it was clustered with and asked the Board to reconsider.

Dominick Sylvester, a new Duvall resident who said he shares the concerns about clustering, explained that he is also concerned about the noise level in Redmond Regional, Woodinville and Kirkland libraries. He added that the architecture is not conducive to study or research because of a lack of space. He asked that KCLS consider this when designing and constructing the new Duvall Library and provide distinct spaces for quiet and noisy activities.

Cory Olson, newly elected President of the Friends of the Black Diamond Library, noted that Board members recently volunteered to participate on architect selection panels for a number of building projects. He also noted that the Design Build Package Request for Proposal (RFP) is currently being advertised (responses are due January 5, 2006). As that deadline approaches, he asked when local citizens and/or groups would be notified about the selection process. Denise Siers said the selection process would occur in two phases. After responses have been received, a technical team will evaluate the responses to ensure all criteria have been met. A short list of contractor/architect teams will be made. KCLS then plans to conduct an open process to allow more than one person from each of the five communities to offer feedback regarding the presentations made by the

contractor/architect teams. She noted that the composition of the voting committee has not been determined. Cory Olson asked that KCLS notify the Friends of the Black Diamond Library as soon as the procedure is defined.

APPROVAL OF THE AGENDA

Richard Eadie moved approval of the agenda. Charlotte Spitzer seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

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

FINANCE REPORT

Linda Glenicki reviewed current finances noting November expenditures were \$6.1 million versus a monthly budget average of \$6.6 million. November year-to-date expenditures were \$67.7 million (85.2% of the budget versus 91.7% of the year completed). This compares to November year-to-date expenditures in 2004 of \$63.5 million (80.8% of budget). The following General Fund expenditure items were called out:

- ◆ *Reserves:* Charges of \$13,000 reflect additional purchases of padfolio prizes for the Summer Reading Program (SRP).
- ◆ *Miscellaneous:* Charges of \$51,000 include \$42,000 of ad valorem tax refunds for property owners who appealed their assessed valuations.
- ◆ *Repairs & Maintenance:* Expenditures of \$698,000 include \$211,000 in contracted services. Major project spending includes \$43,000 for the Library Connection @ Crossroads remodel, \$40,000 for exterior roofing and window work at the Issaquah Library, \$37,000 for furniture for the Bothell Regional Library remodel and \$34,000.

November revenues were \$11.0 million, reflecting the continued receipt of fall semi-annual tax collections. This brings year-to-date revenues to \$76.0 million (98.5% of the 2005 budgeted revenue of \$77.1 million). This compares to \$73.8 million of budgeted revenue received at this time last year. She highlighted a new section added to the bottom of the revenue report showing the amount of credit card revenue received for fines and lost materials payments, and the percentage of total payments these amounts reflect. She said KCLS took in \$37,000 in timber revenues and \$32,000 from the KCLS Foundation related to the Summer Reading Program.

Expenditures from the 307 Capital Project Fund 2005 in November totaled \$214,000 million with the largest expenditure being in Burien (\$88,000) and Covington (\$88,000) for architect and consulting fees related to new library projects. Expenditures in the 302 Fund in November of \$214,000 include the second semi-annual payment for the Mercer Island Library capital lease (\$103,000) and a \$91,000 charge for a cooling system for the Automated Materials Handling (AMH) system in Preston.

PAYMENT OF BILLS

Charlotte Spitzer moved approval of Payroll Expenditures in the amount of \$2,039,426.97; Checks November 1-15th Chk #: 110507-111538; 129464-129656 and November 16-30th Chk #: 111539-112579; 129657-129843. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of General Fund #0010 Expenditures November 2005 in the amount of \$5,828,611.83; (11/4) Chk #85012-85139, (11/7) Chk #85145-85246, (11/10) Chk #85248-85315, (11/15) Chk #85319; 85320-85420; 85426-85427, (11/16) Chk #85428-85550, (11/18) Chk #85557-85643; 85647-85772; 85773-85776, (11/22) Chk #85777-85874, (11/23) Chk #85887-85888, (11/25) Chk #85889-85976, (11/29) Chk #85979-86038, (12/1) Chk #86044-86113, (12/2) Chk #86114-86124; 86125-86128; 86129. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Construction Bond Fund '88 #3020 Expenditures November 2005 in the amount of \$213,959.66; (11/16) Chk #85551-85554, (11/22) Chk #85875-85879. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Capital Project Fund 2005 #3070 Expenditures for November 2005 in the amount of \$214,076.33; (11/7) Chk #85247, (11/10) Chk #85316; 85317-85318, (11/16) Chk #85555-85556,

(11/22) Chk #85880-85886, (11/26) Chk #86039-86040. Charlotte Spitzer seconded and the motion passed unanimously.

Charlotte Spitzer moved approval of Gift Fund #6010 Expenditures for November 2005 in the amount of \$5,956.18; (11/4) Chk #85140-85144, (11/15), Chk #85421-85425, (11/18) Chk #85644-85646, (11/25) Chk #85977-85978, (11/30) Chk #86041-86043, (12/2) Chk #86130. Richard Eadie seconded and the motion passed unanimously.

ADOPTION OF 2006 BUDGET - RESOLUTION 2005-17

Linda Glenicki provided the 2006 Budget Resolution with summary tables for the General Fund Expenditures, General Fund Revenues, Project Fund, 2005 #307 and Construction Bond '88 Fund #302. She said the only significant changes between the 2006 Preliminary and Final budgets are that the amount of property tax revenue from new construction was updated to reflect the most recent figures from the King County Assessor's Office and that the amount budgeted for benefits was finalized. With these changes, the 2007 Ending Fund Balance will increase slightly. KCLS also expects to receive additional property tax revenue when final certified figures are sent from the King County Assessor's Office. A budget revision resolution will be presented to the Board in early 2006 to include these final revenue figures. *On behalf of the Finance Committee, and because the 2006 Final Budget is consistent with the 2006 Budget Priorities and hasn't changed substantially from the Board approved 2006 Preliminary Budget, Richard Eadie moved approval of Resolution 2005-17. Charlotte Spitzer seconded and the motion passed unanimously.*

RESOLUTION 2005-18 - SURPLUS FURNITURE & EQUIPMENT

On behalf of the Finance Committee, Richard Eadie referred the Board to a listing of furniture and equipment to be declared surplus. *Charlotte Spitzer moved approval of Resolution 2005-13. Richard Eadie seconded and the motion passed unanimously.*

WAGE INCREASE 2006

Charlene Richards said that the Board approved inclusion of 3.0% general wage increase in the 2006 Preliminary Budget. She explained that the Board now needs to take formal action to change the salary schedule for 2006 to impact wages for represented and non-represented staff effective January 1, 2006. She provided some background info on comparables (which are offering between 2.07% to 3.06% increases). *Charlotte Spitzer moved approval of a 3.0% general wage increase to all 2006 salary grades effective January 1, 2006. Richard Eadie seconded and the motion passed unanimously.*

REVISIONS TO TUITION ASSISTANCE POLICY

Charlene Richards reminded the Board that they approved the Tuition Assistance policy in 2004 to develop staff and serve the organizational value of continuous learning. She explained that soon after the program was put in place, Tuition Assistance Committee members voiced concern about the requirement that a participant must remain working for KCLS at least four (4) years after completing their degree or certificate program (or repay some or all of the tuition assistance received). At the time, the committee agreed that KCLS needed some experience with the program before looking into these concerns.

Nearly two years later, the Tuition Assistance Committee reviewed other library programs and their repayment plans. The continued employment requirement following completion of the degree ranged from zero to six months and up to two years. Based on their assessment of other similar programs, the committee recommends that the Board set two years as the maximum requirement for continued employment for any program requiring a minimum of two years as a full-time student to complete the program. It is also recommended that the Board reduce the continued employment requirement further if the length of the education program is less than two years. Richard Eadie mentioned that he initially believed four years of continued employment was a reasonable payback for a two year MLS program, but pointed out that he wasn't aware there weren't necessarily positions for KCLS staff to transition into after graduating. He advised that KCLS should not hold staff back from advancing into the profession.

Charlene Richards also explained that it was realized that by requiring regular employment for eligibility to participate in the tuition assistance program, KCLS effectively eliminated our own staff from participating in and benefiting from our Student Librarian Intern program. For that reason, it is recommended that KCLS staff be eligible for a KCLS temporary assignment related to their degree program and still remain eligible for tuition

assistance. *Richard Eadie moved approval of revisions to the Tuition Assistance Policy 600.15 to be effective January 1, 2006. Charlotte Spitzer seconded and the motion passed unanimously.*

BOARD MEETING DATES

The following Board Meetings were tentatively scheduled for 2006:

- ◆ Tuesday, January 24, 5pm (Service Center)
- ◆ Tuesday, February 28, 5pm (Service Center)
- ◆ Tuesday, March 28, 5pm (Black Diamond Library)
- ◆ Tuesday, April 25, 5pm (Service Center)
- ◆ Tuesday, May 30, 5pm (Service Center)
- ◆ Tuesday, June 27, 5pm (Federal Way 320th Library)
- ◆ Tuesday, July 25, 5pm (Service Center)
- ◆ Tuesday, August 29, 5pm (Service Center)
- ◆ Tuesday, September 26, 5pm (Fall City Library)

DIRECTOR'S REPORT

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

- ◆ Three of the maple seed sculptures with library-related inscriptions at the Maple Valley Library were stolen. The pieces were scattered across the heavily wooded site so it was not immediately noticed that they had been cut from their moorings.
- ◆ Staff met with representatives from the City of Seattle and the Seattle Public Library (SPL) regarding the results of the cross-use study which indicated that SPL currently owes KCLS \$989,653. Discussions ensued regarding ways to manage the unbalanced amount of cross-use, including the possibility of having SPL assume responsibility of the contract for services to the institutions. The City of Seattle plans to conduct a study to determine why SPL patrons are using KCLS libraries, as they are concerned that a solution to this ongoing issue needs to address the causes, rather than support the continued migration of use. Bill Ptacek added that the Seattle Public Library Board has considered ending the reciprocal borrowing agreement, but that KCLS believes it is best to explore every option before doing so.
- ◆ There appears to be opposition to the City of Burien annexing White Center and Boulevard Park and the City of Seattle appears to be more serious about doing so than previously thought. Bill Ptacek pointed out that if Seattle annexes these areas, and SPL assumes responsibility for library service, the cross-use deficit could change (based on the number of SPL patrons currently using the White Center Library).

SERVICE RECOGNITION FOR WAI-FONG LEE - RESOLUTION 2005-19

Bill Ptacek read aloud Resolution 2005-19, acknowledged Wai-Fong Lee for a decade of service to the King County Library System. *Richard Eadie moved approval of Resolution 2005-19. Charlotte Spitzer seconded and the motion passed unanimously.* Wai-Fong Lee said it had been a very exciting and rewarding ten years.

ELECTION OF 2006 OFFICERS

Because two Board members were not present, Richard Eadie agreed to serve as President Pro Tem at the January 24, 2006 meeting, at which time election of 2006 officers will occur.

DUVALL LIBRARY COMMUNITY STUDY

Denise Siers introduced Laura Boyes, Managing Librarian of the Duvall, Woodinville and Skykomish library cluster. Laura Boyes introduced present staff, Friends of the Library and Library Advisory Board members. She then presented the Community Study (www.kcls.org/communitystudies/) and introduced recommendations for the new library. Bill Ptacek mentioned that acquisition of the site for the new library is imminent.

PUBLIC SERVICES REPORT

Denise Siers noted that it has been a year since Millennium was implemented so circulation statistics can now be compared year over year. With its emphasis on Early Literacy, she also pointed out that KCLS is beginning to increase the number of Story Times across the System (especially at locations where local staff can't meet the demand). She also pointed out that ABC Express 2 began its regular schedule of morning runs to childcares.

Nancy Smith added that the new evening service ABC Express 1 is now able offer is growing in popularity. Wai-Fong Lee asked if statistics could be kept on the number of visitors to ABC Express vans.

COLLECTION MANAGEMENT SERVICES (CMS) REPORT

Bruce Schauer said the Materials Selection Team created a Best Books of 2005 list for all ages. CMS staff also put together proposal for a revision of the Children's and Teen series call number procedure to allow Children's and Teen series to be classified by series title and increase access for patrons by bringing together all titles in a series. He also noted that on Thursday, December 1, Preston experienced a power outage an hour into operations which halted the Automated Materials Handling (AMH) sort for the day. As a result, the Shipping Department carried 625 totes into Friday, making a total of 1,100 to process. ITS staff restored the AMH and staff processed 1,010 totes (202 totes per hour versus 165 totes per hour on normal days).

FACILITIES MANAGEMENT SERVICES (FMS) REPORT

Greg Smith mentioned that the newly expanded Library Connection @ Crossroads will re-open on December 14. He noted that carpet has been installed at the Carnation Library and the Woodinville Library carpet will be installed starting December 11. In addition, he said the Early Literacy modules for six libraries have been designed and are under construction (to be installed in mid-January). Richard Eadie asked what was being done with the three houses acquired near the Shoreline Library. Greg Smith said FMS is working to obtain the permit to tear down, level and fence the lots. Richard Eadie expressed concern that nothing was being done to monitor those properties to prevent unauthorized/unlawful access. He advised that it would be prudent to do so until the facilities were demolished.

NEW CONSTRUCTION REPORT

Kay Johnson said representatives from KCLS and the City of Burien selected a reputable contractor for the GC/CM work at Burien. BNBuilders is a five year old firm with offices in Seattle and San Francisco and great references. She also mentioned that a pre-submittal conference will be held on December 14 with interested contractor/architect teams for the Design Build Package Request for Proposal (RFP). Interviews are tentatively scheduled for February 23 and will likely include an evening component to encourage community participation. Wai-Fong Lee noted that she heard, in a statewide discussion, that the cost of construction and labor is increasing. Kay Johnson affirmed.

ADJOURNMENT

President Wai-Fong Lee adjourned the meeting at 6:48pm.

Wai-Fong Lee, President


Charlotte Spitzer, Secretary