



#### MOTIONS APPROVED

1. Motion to approve the Board Agenda as amended
2. Minutes from September 21, 2006 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 the Sammamish Commons site as the location for the new library
9. Motion to adopt ALA's statement - "Libraries: An American Value"
10. Motion to grant permission to serve wine at AIDS Exhibit "partner reception"
11. Motion to change the meeting time of the first Public Forum in 2007 to 6:30pm

#### CALL TO ORDER

Jessica Bonebright called the meeting to order at 5:15pm sans quorum.

#### PUBLIC COMMENT

Laura Murphy, archaeologist for the Muckleshoot Indian Tribe (MIT), explained that archaeological resources were found on the site of the new Muckleshoot Library. The areas that were impassable due to blackberries and brush were cleared and artifacts were recovered in the south and west portions of the project area. As a result, the area that will require archaeological testing appears to be so large it's unavoidable during construction. After reviewing the artifacts (flakes or debris from creating stone tools), she said the site for the new library has been logged, but not plowed, so there are undisturbed portions of the site. She recommended that KCLS contract to have the archaeological site area tested for significance and eligibility for listing on the National Register of Historic Places. She explained that this will require a field consultation between the consultant and the Tribe prior to archaeological excavation. The consulting firm, she said, must complete an archaeological testing report to answer specific questions regarding the nature of the artifacts, the potential for additional findings, etc. The report will also need to include recommendations for future treatment of the site based on the results of the field work. In the instance that the artifacts are found to be significant, KCLS may be asked to move the location of the new building site, conduct further extraction, fulfill mitigations, etc. Planning Director Steve Taylor added that the building permitting process cannot occur until the archeological study is over, but noted the Tribe handles process more quickly than King County.

Randy Barthelman, currently Assistant Managing Librarian in the Black Diamond, Covington and Maple Valley library cluster, addressed the Board on behalf of CLASP (Corps of Librarians, Associates and Supervisory Personnel). He informed the Board that with the assistance of Bill Keenan of Council 2, Washington State Council of County and City Employees, CLASP filed a petition with the Public Employment Relations Commission on October 23, 2006, for an election to establish a bargaining unit for selected supervisory personnel. He said CLASP looks forward to the successful completion of the election and the establishment of the new bargaining unit.

Margaret Nelson and Lori Robinson declined to make public comments until a quorum of the Board was present.

#### READY TO READ PROCLAMATION

After introducing the life-sized Dewey and Sketch costumed characters, Bill Ptacek read the following proclamation from King County Executive Ron Sims:

WHEREAS, central to the health and well being of residents and entire communities, the ability to read is a vital skills everyone must have; and

WHEREAS, the first five years of life establish the foundation for lifelong learning, and parents and caregivers are the first teachers for every child; and

WHEREAS, it is the right and proper role of public libraries to help build literacy skills, and recognizing the important role reading plays in the education and advancement of our children, the King County Library System is partnering with families to help get children *Ready to Read*; and

WHEREAS, created by the King County Library System, *Ready to Read* is a comprehensive early learning program designed to guide parents and caregivers in helping babies, toddlers and preschoolers learn six essential pre-reading skills before they enter school, including print motivation, print awareness, vocabulary, narrative skills, letter knowledge, and phonological awareness; and

WHEREAS, it is never too early for children to develop skills they need for a lifetime of learning, and the *Ready to Read* program represents a worthy commitment to our children's future;

NOW THEREFORE, I Ron Sims, Executive of Martin Luther King, Jr. County, do hereby proclaim Saturday, November 4 to be Ready to Read Day in this great county. I encourage everyone who has a child, everyone who cares for a child, everyone who is a child, and everyone who ever was a child to join me in celebrating this day by visiting your community library. Enjoy today's festivities, and do your part to ensure that all children are *Ready to Read* by the time they enter school.

## MUCKLESHOOT COMMUNITY STUDY

Nancy Smith introduced Linda Scoggin, Managing Librarian from the Auburn, Algona-Pacific and Muckleshoot library cluster, who presented the community study ([www.kcls.org/communitystudies/](http://www.kcls.org/communitystudies/)).

Lori Robinson asked about the relationship between KCLS and the Enumclaw Public Library. Bill Ptacek said KCLS has a reciprocal borrowing agreement with the Enumclaw Public Library and will likely study the relationship with them in the future. He said many King County residents use the Enumclaw Public Library because there aren't KCLS libraries nearby. The new Muckleshoot and Black Diamond libraries will expand service to residents in southeast King County. Jim Bowen expressed concern about the proximity of the new Muckleshoot Library to the White River Amphitheatre. In response to further inquiry from Jim Bowen, Bill Ptacek emphasized that there is not a downtown area to locate the new Muckleshoot Library within. He said the new location will make the library more visible and accessible than it is currently. Lori Robinson asked who would own the land. Planning Director Steve Taylor said the Tribe will own the land and KCLS will lease the land long-term at a minimal rate. In response to a question from Margaret Nelson, Nancy Smith said KCLS anticipates that the new library will be open six days a week and will be programmed similarly to comparable sized libraries (which are not typically open on Sundays). She pointed out that staff will evaluate community demand for hours and days the library is open and will make adjustments if necessary. She also clarified that the assignment of staff hours for children's and teen librarians is not yet known, but emphasized that the prevalence of children and teens in the area. Dri Ralph noted that KCLS is currently designing the new building, considering themes that represent community, and that staff are in continual communication with the Muckleshoot Tribal Planning Commission.

## BOARD ESTABLISHES A QUORUM.

## PUBLIC COMMENT (CONTINUED)

Randy Barthelman repeated his statement to the quorum of the Board.

Margaret Nelson inquired as to the status of putting working burglar alarms in each library, in light of the fact that the Federal Way 320<sup>th</sup> Library was burglarized at least twice this summer. She asked what had been done to the Federal Way 320<sup>th</sup> Library to "fortify" it since the known 2006 burglaries. As an aside, she said she assumes the new, expanded and updated libraries will be secure and difficult to break into. In addition, Margaret Nelson asked if KCLS considers ways to reduce the budget through prudent care of the collection. Referencing budget priority #2 from the 2007 Preliminary Budget, she asked if KCLS might reduce the costs of updating old and out-of-date materials, and lower expenses, by reviewing weeding practices. She recalled an encounter with a staff member at the Federal Way Regional Library this summer, who weeded a laminated Eudora Welty paperback that had been checked out four times in the past year, because it "is not pretty." Margaret Nelson said she was told that a new copy would be ordered despite the fact that the book was not dog eared, tattered, stained, etc. She concluded that if KCLS continues to weed this vigorously, it is likely that most of the remaining books will be

checked out through the library catalog as they will not be on the shelves at most libraries. She asserted that it would be cheaper for KCLS to retain current volumes than to discard them and order another. She also wondered if all weeded books are replaced, commenting that not everything is replaceable, or economic to do so.

Lori Robinson said that on her recent real estate tax statement she noticed that 6.0% of her tax dollars go to KCLS. During the past several months, she said the Patron's Ad Hoc Committee has followed the issue of the cross-use imbalance between KCLS and the Seattle Public Library (SPL). She said they recall Richard Eadie recommending to Bill Ptacek that KCLS submit an invoice to SPL. She said Bill Ptacek chose to submit a letter to SPL, which in turn led to discussions and the current arrangement. Throughout these discussions she said, patrons have never seen or heard of an exact dollar amount resulting from the imbalance. She presented a chart, which she requested be completed to provide this information. She also mentioned that in a KUOW interview, Attorney General McKenna was asked about the exchanges between government entities. According to Lori Robinson, he responded that it is illegal for government agencies to make unequal value exchanges. Furthermore, she said that Seattle Mayor Greg Nickels addressed the question of the relationship between KCLS and SPL on his monthly radio show, stating that SPL is operated under the direction of a Board responsible for making decisions for the library. She said he went on to say that the current Seattle budget has allocated an additional \$4.5 million for library expenditures, which the Board has discretion to spend. In conclusion, Lori Robinson asked that the Board clarify the actual dollar amount SPL owes KCLS; explain what KCLS taxpayers have or will receive for the cross-use imbalance; and whether KCLS plans to go back to SPL and ask for reimbursement based on the funding available in the Mayor's budget. Richard Eadie said it was his understanding that the Seattle Mayor did not intend to allocate any of the \$4.5 million to KCLS ("Libraries could get funding boost" - Seattle Times; 9/26/06). LeRoy McCullough asked the Finance Committee to look at the information available, decide on a response or course of action and report back at the next Board meeting.<sup>1</sup>

#### APPROVAL OF THE AGENDA

With the understanding that a number of agenda items had occurred out of order, *Richard Eadie moved approval of the agenda as amended. Jessica Bonebright seconded and the motion passed unanimously.*

#### APPROVAL OF THE MINUTES

*There having been no changes to the draft September 21, 2006 minutes, they were deemed approved.*

#### FINANCE REPORT

Linda Glenicki reviewed current finances noting September expenditures were \$6.2 million versus a monthly budget average of \$6.8 million. Year-to-date expenditures are \$55.6 million (67.8% of budget versus 75.0% of the year completed). This compares to September year-to-date expenditures in 2005 of \$54.1 million (68.1% of the budget). The following General Fund items were called out:

- ◆ **Professional Services:** Expenditures of \$181,000 include charges related to Dewey & Sketch media productions (\$16,000) and for various participants of the Ready to Read Day celebration (\$15,000).
- ◆ **Reserves:** Expenditures included \$10,000 to Waldron & Company as a retainer on the contract to perform an evaluation of clustering. Also includes \$5,000 for the cost of sending a notification letter to Seattle patrons of KCLS regarding changes to the reciprocal borrowing agreement.
- ◆ **Miscellaneous:** Expenditures of \$63,000 include a large charge of \$58,000 for ad valorem tax refunds, which occur when property owners are successful in appealing the valuation of their property and are due a refund on taxes paid. The major driver of the increase in the category is due to a revaluation of Qwest Corporations property statewide (\$125,000).

September revenues were \$1.5 million bringing year-to-date revenue to \$44.4 million (55.9% of budget). She noted that delinquent tax payments have slowed considerably as is typical in the latter months of the year. Lost material payments are showing an increase versus prior year (up 6.0% year-to-date). Credit card payments in September were 24.1%, a slight decrease from August.

September expenditures from the 307 Capital Project Fund 2005 were \$578,000 bringing year-to-date spending to \$4.7 million (12.0% of the 2006 budget). Expenditures for the Carnation, Fall City, Muckleshoot and Snoqualmie libraries (Design Build Project) are for design and development work. September expenditures in the 302 Fund were \$529,000, including \$123,000 for design and development work at Black Diamond (the fifth Design Build Library) and \$404,000 as a milestone progress payment for the Self Check-In and sortation equipment.

## PAYMENT OF BILLS

Jessica Bonebright moved approval of Payroll Expenditures in the amount of \$2,106,834.28; Checks September 1-15<sup>th</sup> Chk #: 131357-132389; 133255-133439 and September 16-30<sup>th</sup> Chk #: 132390-133407; 133440-133616. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of General Fund #0010 Expenditures September 2006 in the amount of \$6,613,338.16; (Travel Advances) Chk #798-799, (9/7) Chk #95317-95445; 95446-95449; 95450-95540, (9/8) Chk #95548-95574, (9/14) Chk #95575-95585; 95586-95665; 95671-95738, (9/18) Chk #95739-95797, (9/19) Chk #95799-95809; 95810-95813, (9/21) Chk #95814-95913; 95919-96007, (9/27) Chk #96021-96133, (9/28) Chk #96134-96142; 96143-96217, (9/29) Chk #96222-96277, (10/4) Chk #96278-96280; 96281-96291; 96292-96395. Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Construction Bond Fund '88 #3020 Expenditures September 2006 in the amount of \$539,294.36; (9/7) Chk #95541-95542, (9/19) Chk #95798, (9/21) Chk #96008-96009. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Capital Project Fund 2005 #3070 Expenditures for September 2006 in the amount of \$578,831.34; (9/6) Chk #95315-95316, (9/7) Chk #95543-95544, (9/14) Chk #95668-95670, (9/21) Chk #96010-96020, (9/28) Chk #96218. Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Gift Fund #6010 Expenditures for September 2006 in the amount of \$5,384.78; (9/7) Chk #95545-95547, (9/14) Chk #95666-95667, (9/21) Chk #95914-95918, (9/28) Chk #96219-96221, (10/4) Chk #96397. Richard Eadie seconded and the motion passed unanimously.

## SITE SELECTION - SAMMAMISH LIBRARY

Bill Ptacek reminded the Board that they had authorized staff to pursue the Sammamish Commons as the primary site for the expanded Sammamish Library in March 2006. He also noted that they approved a resolution in August 2006 to declare the currently Sammamish Library as surplus since KCLS will build the new Sammamish Library on a different site. Since that time, KCLS has conducted an extensive investigation of other sites in Sammamish and has analyzed the pros and cons of building at the Sammamish Commons versus expanding the current library. KCLS determined that all other properties in Sammamish are too expensive and/or require significant time to work through environmental issues. Two issues prohibit KCLS from expanding the current library: the construction budget does not allow KCLS to produce a well-designed and cohesive building and the site has severe access limitations. As a result, KCLS staff recommended that the new Sammamish Library be sited at the Sammamish Commons, the site preferred by the City Council. Once approved, KCLS can begin the architect selection process immediately and, working with City staff can examine possibilities for increasing access to and partnering with others on the site. Bill Ptacek emphasized that preliminary indications are that the site will be affordable. Building the library on a new site will also allow KCLS to sell the current library to buffer rising construction costs. The community expressed support for this site during previous community meetings. *Richard Eadie moved approval of the Sammamish Commons site as the location for the new Sammamish Library with the intention of acquiring sufficient land to build the new library and associated parking near Sammamish City Hall. Jessica Bonebright seconded and the motion passed unanimously.*

## ALA "LIBRARIES: AN AMERICAN VALUE"

Bill Ptacek explained that the Board reviewed the American Library Association (ALA) "Libraries: An American Value" statement during their discussion of Intellectual Freedom during the Board Planning Retreat earlier this month. He explained that the KCLS Board had previously adopted the other major ALA Intellectual Freedom statements including the Library Bill of Rights and Freedom to Read. LeRoy McCullough reviewed the statement ([www.ala.org/ala/oif/statementspols/americanvalue/librariesamerican.htm](http://www.ala.org/ala/oif/statementspols/americanvalue/librariesamerican.htm)). *Jessica Bonebright moved adoption of the American Library Association (ALA) statement "Libraries: An American Value." Richard Eadie seconded and the motion passed unanimously.*

## PERMISSION TO SERVE WINE AT AIDS ORPHANS EXHIBIT

Working with a number of community groups and Foundations, Julie Wallace said KCLS will host the "Children Left Behind: AIDS Orphans Around the World Exhibit" at Bellevue Regional Library from November 15 through December 29. Because the exhibit will be at the Bellevue Library during World AIDS Day, the partner

organizations bringing this compelling multi-media exhibit featuring the creative works and stories that capture life through the eyes of AIDS orphans would like to hold a reception on December 1 at Bellevue Regional Library after the library is closes. About 60 to 75 attendees N will be present, including numerous elected officials and dignitaries who have traveled and experienced first-hand the conditions these children live in, as well as King County Executive Ron Sims and Peter Kimeu from East Africa, who is an expert on sub Saharan Relief. Julie Wallace requested the Board's permission to serve wine to persons over the age of 21 at the event. With approval of this request, the KCLS Foundation will secure the necessary liquor license from the State. *Richard Eadie moved approval of this request. Jessica Bonebright seconded and the motion passed unanimously.*

## TIME OF BOARD MEETINGS/PUBLIC FORUMS

In follow-up to a discussion of this topic at the Board Planning Retreat, Jessica Bonebright explained that the Board discussed moving meetings to a later time to facilitate people's ability to attend after work. She said that the Board considered starting regular meetings a half hour later and/or beginning Public Forums later. Discussion ensued about traffic considerations, ending Board meetings at a reasonable hour, hearing public comment later in the meeting, waiting to initiate the change until 2007, etc. *Richard Eadie moved that the Board change the meeting time of the first Public Forum in March 2007 to 6:30pm to see if more people attend compared to the 2006 Public Forums. Jessica Bonebright seconded and the motion passed unanimously.*

## REACHING TOWARD THE ERGONOMICS APEX: A ROAD LESS TRAVELED

Charlene Richards introduced Susanne Woodford, who co-wrote a report with KCLS' ergonomics consultants, J & J consulting about the lessons KCLS has learned and the results, as well as a reduction in ergonomic related injuries. Susanne Woodford highlighted this report, which had been presented at regional and national conferences for the Human Factors and Ergonomic Society. Jessica Bonebright asked if the 2006 data was available. Susanne Woodford said the information is obtained from the Washington State Department of Labor and Industries and will be available in the near future. Charlene Richards noted that Susanne Woodford has been a leader in the area of ergonomics and reiterated KCLS' commitment to making KCLS a safer place. Diana Prenguber, Local 1857 Staff Representative, said KCLS has one of the best Safety Committees she's encountered, noting that Susanne Woodford is often complemented by Local 1857 members.

## INDEPENDENT CLUSTER EVALUATION

Bill Ptacek introduced Ann McCreery from Waldron & Company who was engaged to conduct the independent evaluation of clustering. Ann McCreery reviewed the objectives for the cluster evaluation as follows:

- Evaluate the effectiveness of the cluster model
- Review Earlier studies and cluster evaluation methods
- Recommend changes as needed to improve effectiveness

She explained that Waldron & Company has completed the first two of the four phases involved in the project. Phase I involved finding out what clustering is, what it is designed to accomplish, what the questions, issues and concerns are about it and the timeline for clustering. This discovery was accomplished by meeting with individuals who are members of various internal and external groups. Based on the information gleaned in Phase I, Ann McCreery reviewed their conclusions about the definition and rationale behind clustering.

In Phase II, Ann McCreery explained that Waldron & Company developed materials to conduct the evaluations based on principles of organizational measurement and intended to answer the following questions: 1) Did clustering accomplish the stated goals and objectives? 2) How did the goals and objectives evolve over the timeline? Ann McCreery briefly explained that Waldron & Company would use a time-series analysis to measure accomplishment of the stated goals and objectives. She noted that Waldron & Company will report back to the Board on December 19, 2006 following the evaluation.

Richard Eadie asked for clarification regarding who the "people in functional work groups" were. Ann McCreery explained that these people are affiliated with the functional areas managed by Denise Siers and Bruce Schauer, including technology, circulation, children's services, etc. Richard Eadie asked if a stated goal related to the ability to ensure staff is available to work with patrons when KCLS increase the physical size of the System at a disproportionate rate had been included. Ann McCreery affirmed. Richard Eadie also commented that in her presentation she referred to "expansion of buildings with projected static FTE" as a reason why KCLS clustered. After consulting with Linda Glenicki regarding her ten-year forecast, which depicted increases in staff ranging

from no growth to 30% growth, he reiterated that staff growth would not be static. Ann McCreery agreed to more clearly define that goal.

Discussion ensued about the impact of the cluster evaluation survey of staff in light of the August agreement with the Union and the changes anticipated for January 2007. While many agreed that the timing of the survey will in large part affect staff reaction, and possibly patrons' reaction to clustering (depending on whether they're aware of their new schedule or not), Ann McCreery assured those present that its never too early or too late to start the evaluation process. She said the outcome of this survey may serve as a baseline and that after changes in January are in place, KCLS may consider repeating it. A patron expressed concern that Waldron & Company has concluded that clustering will continue and is merely determining if it's effective or how to make it more effective rather than considering ceasing the practice. Ann McCreery assured the patron that Waldron & Company will consider a broad range of choices when developing their recommendations. The Board asked Ann McCreery to provide her final cluster evaluation report to them in advance of her December 19 presentation.

## 2007 PRELIMINARY BUDGET AND HEARINGS

After Linda Glenicki reviewed budgeted revenue for 2007, Bill Ptacek highlighted recommendations of the 2007 Preliminary Budget as guided by the Board-approved budget priorities. A summary of this information is available at [www.kcls.org/about/FINAL%202007%20Budget%20Handout.pdf](http://www.kcls.org/about/FINAL%202007%20Budget%20Handout.pdf).

Members of the Board were scheduled to attend the Budget Hearings:

- *Monday, November 13* at the Burien Library (Richard Eadie)
- *Tuesday, November 14* at the Bellevue Regional Library (Lucy Krakowiak)
- *Tuesday, November 14* at the Covington (LeRoy McCullough)
- *Wednesday, November 15* at the Bothell Regional Library (Richard Eadie)

## MUCKLESHOOT COMMUNITY STUDY

Linda Scoggin recapped her presentation of the community study to the quorum of the Board.

## DIRECTOR'S REPORT

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

- Per the request of the Board in September, and referring to a memo from Greg Smith, Associate Director for Facilities Management Services, Bill Ptacek said there were a number of reasons KCLS discontinued the alarm systems in community libraries. Those issues aside, he explained that staff asked ADT to estimate the cost to replace all alarm systems in KCLS locations. The cost for this is \$270,270 for installation and an additional \$35,352 in annual monitoring and maintenance costs. The ongoing cost of maintenance and replacement would be far greater than any loss of equipment KCLS has experienced to date. According to Greg Smith's memo, libraries are alarmed for smoke and fire detection. Richard Eadie asked staff to look at the number and nature of incidents that have occurred at Federal Way 320<sup>th</sup> Library to identify any patterns and determine what adjustments are needed.<sup>2</sup> Board members noted that additional perimeter lighting might impact the recurrence of these issues and agreed that benefit derived from installing security alarms System-wide did not warrant the cost.
- Architects were selected for the Duvall and Newcastle libraries this month. KCLS Trustee Jessica Bonebright, two Newcastle community members, three Duvall community members and several staff members interviewed five architect firms for these projects. Johnston Architects was selected to design the new Duvall Library and Mithun Architects was selected for Newcastle.
- A public meeting was held in Kenmore this month to discuss three possible sites for the new Kenmore Library. The site of the current Kenmore Fire Station is not yet for sale. The price for the second site, part of the LakePointe Mixed Use Development is still unknown and there is uncertainty about what types of co-development the owner would prefer for that site. KCLS does have a 90 day contract on the third parcel, currently leased to the Kenmore post office through 2011. Although the meeting had a fairly small turnout, participants were engaged in discussing the merits and issues of each site. The community's overall sense was that timing was the overriding issue - they want a new library as soon as possible. KCLS will follow-up on all three sites to clarify the costs, availability and co-development issues. In response to a question from an attendee, Kay Johnson explained that KCLS will not incur costs for the 90 day contract on the post office parcel unless the option is exercised.

- KCLS staff attended the Tabor 100 recognition dinner. During that event, the Seattle Public Schools District was honored for the number of contracts they awarded to historically underutilized businesses (HUBS). The Seattle Schools sees part of its mission is to assist in the development of these businesses. Silas Potter, the Small Works and HUBS Coordinator for school district, has offered to share information about the businesses they work with so KCLS can add them to our small works roster.

## OTHER ITEMS

Based on KCLS' current support of SAT preparation classes, Richard Eadie asked if GED preparation classes had been considered, especially for those students not planning to go to college. Bruce Schauer explained that staff hasn't recommended these programs to-date because they are widely available at low cost (\$25) through the community college system and are perceived as adult basic education. He mentioned that KCLS does offer the GED practice exams through the Learning Express Library database. He also added that many high schools offer GED programs for youth. LeRoy McCullough suggested that KCLS take another look at offering these programs.<sup>3</sup> He explained that many parents, who don't want their young students in a community college environment, would be more comfortable with sending them to a library environment for this assistance.

## ADJOURNMENT

LeRoy McCullough adjourned the meeting at 8:14pm.

  
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Jessica Bonebright, Acting Board Chair

## ACTION ITEMS

<sup>1</sup> Finance Committee is to look at the information available regarding the cross-use imbalance with the Seattle Public Library and decide if a response or course of action is necessary.

<sup>2</sup> Look at the number and nature of incidents that have occurred at Federal Way 320<sup>th</sup> Library to identify patterns and vulnerabilities that can be addressed.

<sup>3</sup> Evaluate offering GED preparation classes at KCLS community libraries.