



MOTIONS APPROVED

1. Motion to approve the Board Agenda as amended
2. Motion to approve the March 27, 2007
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 grant permission for the Foundation to serve wine at the Snoqualmie Library preview event

PRESENT

KCLS BOARD

Jessica Bonebright
Judge LeRoy McCullough
Judge Richard Eadie
Lucy Krakowiak

KCLS Staff

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

GUESTS

Michael Nelson
Randy Barthelman
Barbara Spindel
Lori Robinson
Margaret Nelson
Jim Bowen
Yoshiko Saheki
Michelle Hillyer

CALL TO ORDER

LeRoy McCullough called the meeting to order at 5:19pm and thanked KCLS' staff and Director for making KCLS the best library system in the country.

PUBLIC COMMENT

Michael Nelson said it was his first time in the Sammamish Library and that the long drive from Burien made him realize that KCLS covers an area larger than some small countries. He suggested that KCLS mention that in its promotion materials. He said he was pleased with the Sammamish Library, but mentioned the difficulties he encountered getting into the area and entering the parking lot because of the u-turn. He said the Boulevard Park Library is accessible and attractive, but that the library's two private bathrooms are limited by gender. He emphasized that he prefers private bathrooms, but expressed concern that patrons aren't allowed to use a vacant bathroom when theirs is occupied. He requested that the "men" and "women" signs be removed and that patrons be allowed to use whichever bathroom is empty.

Randy Barthelman, President of Local 1857-S, the new supervisors union at KCLS, suggested that to improve the operation of the public comment period during Board meetings, that speakers have the option to yield the remainder of their time to another speaker, as is done during debate in the United States Congress. For example, I would yield the remaining approximately four minutes of my time to Susan Veltfort, President of Local 1857. This would allow an individual who needed more time to fully express his or her thoughts and would still allow the Board to control the amount of overall time devoted to the public comment period, based on the number of speakers and whether each speaker was originally allotted three or five minutes.¹

Jim Bowen thanked Bill Ptacek, the KCLS Foundation and other staff for hosting Friends Day on April 28. He explained that Friends of the Library enjoyed a tour of collection department, a viewing of the Summer Reading Program promotional video and playing the video games used in teen programming. He also said Friends received new, specially designed library cards that were printed with each Friend's old library card number. He again thanked the Director and staff for recognizing contributions made by Friends and volunteers.

Margaret Nelson recognized Michele McLaughlin, Teen Services Lead for the Federal Way libraries, who recently emailed Federal Way high schools to offer to show students how to use KCLS databases at their school or at the KCLS library. In one instance, Michele educated 100 upper level international baccalaureate students about KCLS' research resources. Margaret Nelson provided photocopies of the comments made by some of the students about Michele's presentation, noting that they were very impressed by the databases available. Margaret Nelson reiterated that because of Michele, there is relationship between the library, the teachers and these students. She emphasized that it is a really good thing that Michele is willing to step out of box and go into the community; that it's the reason why patrons love their librarians. In addition, Margaret Nelson said that KCLS releases their monthly Board agenda attachments the Friday before the meeting and said it makes it hard for

working folks to read them before the meetings. She pointed out that in the 302 Fund expenditures, 164% of budget for the Patron Return & Sortation system has been expended mid-way though the year. She asked how this measured against the Self Check-In analysis presented last month. She added that the Board would notice this if they had time to read the packet. Referring to Bill Ptacek's editorial column, "When the public is informed, the public is empowered," she said getting the attachments at least one week in advance of meetings would empower those interested to be able to read them.

APPROVAL OF THE AGENDA

Lucy Krakowiak moved approval of the agenda. Jessica Bonebright seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

There having been no changes to the draft April 24, 2007 minutes, they were deemed approved.

FINANCE REPORT

Linda Glenicki reviewed current finances noting April expenditures were \$6.4 million, versus a monthly budget average of \$7.2 million. Year-to-date expenditures are \$25.2 million (29.3% of the budget versus 33.3% of the year completed). This compares to April year-to-date expenditures in 2006 of \$25.3 million. Year-to-date growth in expenditures is at -0.4%. The following General Fund items were called out:

- **Benefits:** Year-to-date expenditures show a 14.6% increase over 2006 due to two rate increases in employer PERS contributions during the past 10 months. In April 2006, the employer contribution rate was 2.44%; it is now 5.46% and it is slated to increase again in July to 6.64%.
- **Staff Development:** Year-to-date expenditures of \$106,000 are significantly lower than last year due to last year's expenditures for the biennial Public Library Association conference and consulting expenditures for the Employee Involvement project.
- **Miscellaneous:** Expenditures are about 70% lower because KCLS made a sizable, one-time refund to Qwest Corporation, which successfully appealed the valuation of their corporate properties resulting in a \$14.8 million settlement state-wide. KCLS' portion was \$125,000.
- **Capital - Furnishings/Equipment/Software:** Expenditures are about 88% lower than last year because of the following one-time expenditures made in 2006: the final payment for the Integrated Library System, Millennium; purchase of a new digital press for the Graphics department.

April revenues were \$30.9 million bringing year-to-date revenues to \$35 million (42.3% of budget). At this time in 2006, KCLS had only received 32.2% of budgeted revenue. The large April revenue collection reflects a significant portion of the first, semi-annual property taxes due April 30, which fell on a Monday instead of Sunday this year. She noted a decline in timber revenues, the budget for which is small and the timing of receipts is unpredictable. Credit card payments in April equaled 27.4% of the month's receipts for fines and lost materials.

Referring to the new 307 Capital Project Fund 2005 report she said April expenditures were \$361,000 with the largest item being \$155,000 for a construction progress payment and design consultation fees for the Covington expansion. Year-to-date spending from the 307 Fund is \$13,997,490 (or 8.7% of the approved \$160 million).

Expenditures in the 302 Fund for April were \$20,000, with the primary charge being expenditures for noise abatement near the Self Check-In installation at Federal Way Regional. Regarding Margaret Nelson's comment regarding the fact that the Patron Return and Sortation system is 64.4% over budget in the 302 Construction Fund, Linda Glenicki noted that KCLS has only spent 5.9% of the total 302 Fund budget and that it is not unusual to have overages and underages for individual line items.

Lucy Krakowiak asked Linda Glenicki to review the overages in Insurance and Reserves. Linda Glenicki said the 235% increase in insurance expenditures results from a change in accounting policy made last year so that KCLS reflects insurance costs in the fiscal year they apply. This means the portion of the insurance renewal made as a prepaid expense in 2006, was then recorded as a 2007 expenditure in 2007. She also explained that Reserves are used for unbudgeted, but worthwhile expenditures. The primary drivers for the increase in 2007 expenditures in

the Reserves account are consulting fees to Waldron & Company and Hebert Research (for ITS, teen and children's services surveys).

PAYMENT OF BILLS

Lucy Krakowiak moved approval of Payroll Expenditures in the amount of \$2,176,317.15; Checks April 1-15th Chk# 145950-147005; 135846-136024 and April 16-30th Chk # 147006- 148006; 136025-136204. Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of General Fund #0010 Expenditures April 2007 in the amount of \$6,049,394.06; (Travel Advances) Chk #818-823, (4/6) Chk # 102284-102351; 102352-102364;102365-102433; 102434-102475, (4/11) Chk # 102478-102542, (4/12) Chk # 102544-102599, (4/13) Chk # 102604-102642; 102643-102699, (4/18) Chk # 102700-102707; 102708-102761; 102763-102818; 102819-102875, (4/20) Chk # 102880-102890; 102891-102894, (4/24) Chk # 102895-102927; 102928-102980, (4/26) Chk # 102990-103000; 103001-103079; 103081-103129; 103130-103140, (4/30) Chk # 103145-103167; 103168-103199, (5/1) Chk # 103200; 103201-103247; 103248-103254, (5/2) Chk # 103257-103289, (5/3) Chk # 103301-103371; 103372-103374; 103375, (Voids) Chk #10255; 103200. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Construction Bond Fund '88 #3020 Expenditures April 2007 in the amount of \$20,676.15; (4/6) Chk #102476, (4/18) Chk #102876, (4/24) Chk #102981, (5/2) Chk #103290. Jessica Bonebright seconded and the motion passed unanimously.

Jessica Bonebright moved approval of Capital Project Fund 2005 #3070 Expenditures for April 2007 in the amount of \$361,512.42; (4/10) Chk #102477, (4/12) Chk #102543; 102600, (4/18) Chk #102877-102878, (4/19) Chk #102879, (4/24) Chk #102982-102989, (4/26) Chk #103080, (5/1) Chk #103255-103256, (5/2) Chk #103291-103300, (5/3) Chk #103376. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Gift Fund #6010 Expenditures for April 2007 in the amount of \$6,039.08; (4/12) Chk #102601-102603, (4/18), Chk #102762, (4/26) Chk #103141-103144. Jessica Bonebright seconded and the motion passed unanimously.

PERMISSION TO SERVE WINE AT SNOQUALMIE LIBRARY PREVIEW EVENT

Jeanne Thorsen explained that the Foundation is planning to do preview events at the new libraries before they open for local donors. The event will take place at the new Snoqualmie Library and attendance will be limited to invited guests. With approval of this request, the KCLS Foundation will provide the wine and acquire the appropriate permit. *Lucy Krakowiak moved approval of these requests. Jessica Bonebright seconded and the motion passed unanimously.*

SAMMAMISH LIBRARY COMMUNITY STUDY

Bill Ptacek introduced Bobbie Daniel, Managing Librarian and Robbin Gaebler, Assistant Managing Librarian from the Issaquah and Sammamish library cluster. Bobbie Daniel welcomed everyone to the library and apologized about the necessary u-turn to get into the library parking lot. She also introduced the staff, Friends of the Library and Planning Director from the City of Sammamish who were in attendance. Bill Ptacek quickly mentioned that KCLS has been working with the City to conduct master site planning, including how the City Hall, YWCA and new library will coexist at the Sammamish Commons. When the site planning process is complete, the architects will be able to begin designing the new building. The community study is available at: www.kcls.org/communitystudies/.

KCLS DIVERSITY PROGRAM

Greg Smith reminded the Board that for the past several years KCLS has been working to improve the level of engagement from diverse populations in procurement, contracting, hiring, etc. As part of those efforts, he explained that KCLS hired Griffin Hill & Associates to help the organization work with these diverse communities. After introducing themselves and their firm, Joann Francis and Doris Lock presented an overview of KCLS' Diversity Program, highlighting the fact that KCLS has an existing Diversity Statement, that outreach for procurement, employment and other library activities is a budget priority and that KCLS has been recognized for their commitment to diversity (Eastside Business Award). They also explained that the scope of their work is to assist KCLS with its Diversity Program for Contracting by helping small businesses (*minority/women-*

owned/disadvantaged and historically underutilized businesses) compete for and obtain contracts with KCLS, as well as to keep KCLS and its stakeholders informed of diversity achievements.

Joann Francis noted that the number of contracts awarded to WMBE contractors has significantly increased from \$395,640 in 2005 to \$855,439 in 2006. She also mentioned that KCLS has partnered with the Urban League's Contractor Development and Competitiveness Center (CDCC), Northwest Minority Supplier Council and Tabor 100. KCLS also advertises in six of the area's largest minority publications. Regarding KCLS' current capital project, Griffin Hill will help target outreach to firms for demolition, testing labs, construction inspection and asbestos abatement contracts. She reiterated that the intent is to make sure these firms are aware of the opportunities and encouraged to compete for contracts.

Doris Lock explained that Griffin Hill has helped developed Work Plan in consultation with KCLS staff, has reviewed KCLS procurement policies, procedures and expenditure reports and has reviewed the Small Works Roster Application and recommended strategies for enhanced tracking of firms. Going forward, she explained that Griffin Hill will review, recommend and assist in identifying contracting opportunities; increasing outreach efforts; utilizing rosters; and developing tracking reports and systems for small businesses. In addition, they will provide support and guidance to KCLS Diversity Committee and maintain ongoing communication.

CONSTRUCTION COSTS PRESENTATION

Kay Johnson introduced Matt Aalfs from Weinstein A/U, the architect selected for the new Kenmore Library project, and Sharon Kennedy of The Robinson Company to discuss the nature of construction costs and KCLS' needs relative to the costs. Matt Aalfs said that before the architects can begin designing the new library, it is important to understand the current construction cost climate. Sharon Kennedy explained that there are two types of inflation: materials and labor. A number of factors drive the cost of these inputs, including supply and demand in international markets, disaster reconstruction, and fuel and manufacturing costs. She also said that during the past four years, the area has seen unprecedented inflation rates from about 3-5% to 8-10%. In addition, she mentioned that material costs for steel - metals, gypsum, concrete (cement) and oil & oil based products have an impact, as well as labor costs increasing about 17% over three years.

Sharon Kennedy went on to describe local market conditions, which are also tied to supply and demand. Specifically, more work is available than the supply of contractors, subcontractors and suppliers, and private work is plentiful and more appealing than public work. She added that the competitiveness of the market can affect the price as well, with having only one bidder increasing cost by as much as 25%. In this regard she suggested improving the bidding process by making projects appealing, offering reasonable schedules, creating a reputation of "firm but fair," etc. She emphasized that a plan for bidding strategies can save time and money.

Matt Aalfs explained that there are a number of assumptions about library buildings that them different from similarly sized buildings, including: 1) Code issues (life safety, universal accessibility, parking and energy); 2) Design review approval by local permitting agencies; 3) Community input; 4) Civic presence as a public space; 5) Long lasting and low maintenance materials; 6) Open and flexible interior spaces; 7) Abundant natural light; 8) Energy efficient (commercial-grade systems for mechanical and electrical); 9) KCLS standards.

Based on these assumptions, Matt Aalfs said the architects developed two preliminary cost estimate scenarios for the new Kenmore Library (which has a \$5 million budget with \$1.5 million spent on site acquisition):

1. A 10,000-square-foot building (\$3,423,640) with site work (\$347,824) and structured parking (\$1,458,431) would cost \$5,229,895.
2. A 7,500-square-foot building with surface parking (\$2,772,113) and site work (\$342,540) would cost \$3,114,653.

Knowing that the tight construction market continues to drive up project costs and that library buildings have particular requirements that can affect costs, Matt Aalfs suggested that Weinstein A/U:

1. Work with KCLS to establish the project scope that meets the budget before we begin design.
2. Design a library that is simple and straightforward to build.
3. Design a lean and flexible building that meets KCLS' programmatic needs without excessiveness.
4. Carefully craft the design and bid documents to enhance the appeal of the project to bidders.

CONVERSION OF MANAGEMENT TO FRONT LINE STAFF

In response to a question raised at the previous Board meeting, Charlene Richards explained that 200 hours from management level positions were eliminated in five clusters and were converted to 230 hours of Local 1857 staff, as well as 60 hours of Local 1857-S mid-level staff. She reiterated that the management level positions were eliminated in those clusters because clustering consolidated the management staff.

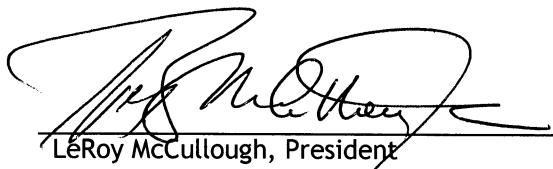
DIRECTOR'S REPORT

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

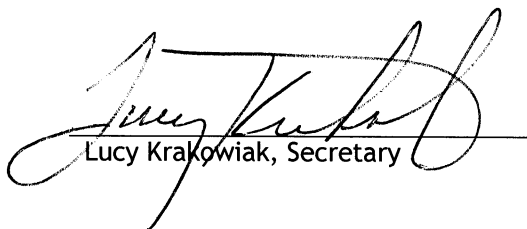
- The Way-finding consultants, who have experience in retail, are revising the concepts they originally presented to the Board and trying to integrate their ideas into designs that are compatible with libraries and that will not result in a reduction in the size of the collection.
- An oversight committee of staff from all levels (including representatives from the Union) will provide leadership for the Future Services Delivery Project with assistance from a broader staff task force. Both committees will work with Berk & Associates during the next six to nine months to solicit input from staff, patrons, Friends and the Board (who will have final decision-making authority) to determine what the work of the libraries should be, which will consequently guide the staff complement needed to do it.
- Kay Johnson recently visited the K2 Sports property on Vashon to explore a portion of their 135,000-square-foot warehouse/office complex as a possible site for the new Vashon Library. A consortium of community groups, will discuss possible reuses for the K2 site at a Vashon Community Council Land Use Committee meeting on June 20. KCLS is currently preparing an offer letter and has asked the Vashon Parks Department if they would be willing to buy out the remainder of current lease.
- By recommendation of Mayor Will Ibershof and the Library Advisory Board, KCLS is determining the feasibility of an alternate location for the new Duvall Library that is part of a potential major residential development that includes retail, commercial and a Lake Washington Technical College extension. The property has some advantages over the current site and KCLS is negotiating with the developer, Washington Holdings .If KCLS does endeavor to change sites, the Mayor, Councilmember Lambert and the Library Advisory Chair has committed to assisting us in gaining community support.
- In addition to discussing a standalone library at a public meeting in Newcastle last week, KCLS talked in general about a co-development proposal from the Lorig Company for a 70-unit residential complex with three decks of structured parking connected to the new Newcastle Library. KCLS is pursuing both tracks in order to preserve the right to develop a standalone facility under the current zoning ordinance.
- As a result of almost daily incidents with patron conduct at the Kent Regional Library, staff met with the Kent's Mayor, Chief of Police and City Administrator. It turns out that many local businesses have had the same problem. The Mayor has a special advisory group of young people whom she will consult. Also, the Police Department has agreed to provide special access to bicycle patrol officers who can respond more quickly than a 911 call and will have officers come in the library more often. Because of similar problems in other areas, Nancy Smith is convening a group of staff, including administrators, managers and a representative of Local 1857 to review KCLS' approach to security.

ADJOURNMENT

LeRoy McCullough adjourned the meeting at 7:05pm.



LeRoy McCullough, President



Lucy Krakowiak, Secretary

ACTION ITEMS

¹ The Planning Committee will discuss whether speakers can yield the remainder of their time during public comment to another speaker.