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**MOTIONS APPROVED**

1. Motion to approve the Board agenda
2. Motion to approve the May 26, 2009 minutes
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

**PRESENT**

**KCLS BOARD**

Jessica Bonebright  
Judge Richard Eadie  
Lucy Krakowiak

**KCLS Staff**

Bruce Adams  
Jerene Battisti  
Chapple Langemack  
Linda Glenicki  
Kay Johnson  
Cecelia McGowan  
Lauren Mikov  
Jed Moffitt  
Bill Ptacek  
Charlene Richards  
Bruce Schauer  
Greg Smith  
Nancy Smith  
Julie Brand Wallace  
Judy Weathers  
Jennifer Wiseman

**GUESTS**

Thomas Bangasser  
Phyllis Forester  
Barbara Spindel

**CALL TO ORDER**

Jessica Bonebright called the meeting to order at 5:16pm.

**APPROVAL OF THE AGENDA**

*Lucy Krakowiak moved approval of the agenda. Richard Eadie seconded and the motion passed unanimously.*

**APPROVAL OF THE MINUTES**

*There having been no changes to the draft May 26, 2009 minutes, they were deemed approved.*

**FINANCE REPORT**

May general fund expenditures were \$8.4 million, compared to the monthly budget average of \$8 million. Expenditures included two one-time items. The first was an expenditure of \$345 thousand for the 2009 portion of KCLS' annual renewal of insurance. The renewal included a 15% increase in KCLS' annual premiums with a large increase in the premium for coverage of the collection. KCLS also increased property limits coverage and general liability insurance. Of the \$531 thousand in miscellaneous expenditures, \$511 thousand is the second of the four payments KCLS owed to the City of Renton for the Benson Hill annexation. The third payment is due by December 1. If the City places annexation to KCLS on the ballot, remaining payments will be suspended, pending the results of the election. The resulting growth in general fund expenditures for May was 6.8%.

Revenues in May were \$7.8 million. May year-to-date revenues of \$44.3 million included \$42.4 million in current year property taxes, which is 50% of the full-year budget. Delinquent tax payments are strong, showing a 3.8% growth over 2008, and may be related to foreclosure activity. KCLS is ahead of budget in leasehold excise taxes, which offset the shortages in timber revenue. Credit card payments are at 33.2%.

Expenditures in the 307 fund were \$2.2 million in May. There is a credit shown for the Burien Library, since KCLS received a payment from the City of Burien of just under \$1 million to cover the City's portion of the recent bills for this project. This payment nets against the monthly expenditures on the project for a \$68 thousand credit. Total expenditures on the Burien project-to-date are \$16.5 million, versus a budgeted \$18 million. There were also significant expenditures on three major current projects, including the Federal Way Regional, Kirkland and Sammamish libraries. Expenditures also included progress payments for Automated Materials Handling systems at several libraries, a payment to KCLS' outsource project management firm URS and \$115 thousand for design fees for the Lake Hills Library. So far, KCLS has spent a total of \$61.4 million in in the 307 fund. KCLS is anticipating issuing the next tranche of bonds in September, based on the forecasted spending for the next few months. Linda Glenicki presented charts showing an updated view of interest rates. The rates are slightly higher than

they were in February, but below where they were a year ago. May 302 fund expenditures were minimal, with \$23 thousand in remaining bills for the Redmond Regional Library and initial bills for the Kenmore Library.

KCLS' preliminary 2008 financial statements were submitted to the State Auditor's Office at the end of May. Before the audit begins in fall 2009, KCLS will make a number of small adjustments. One of the most significant of these adjustments will include the impact of Governmental Accounting Standards Board Statement 45 (GASB 45), which covers other postemployment benefits (OPEB). GASB 45 requires KCLS to obtain an actuarial evaluation of the costs related to retiree health care. Although retirees pay for their own premiums, the premiums are a blended rate with non-retirees, which is considered an implicit rate subsidy. In 2008, KCLS' total net assets increased from \$128.7 million to \$143.2 million, which reflects a strengthening of KCLS' financial position. Current assets decreased from \$84 million to \$60 million, as KCLS continues to spend down the proceeds of the first bond sale and the general fund balance moves towards KCLS' \$10 million threshold.

Linda explained that KCLS still has some of the 1988 bonds, which will fully retire in 2011, and that the first tranche of bonds issued in 2005 had variable maturities. Every year, KCLS retires a small portion of its outstanding bonds.

#### **PAYMENT OF BILLS**

Lucy Krakowiak moved approval of Payroll Expenditures in the amount of \$2,385,776.94; Checks May 1-15 Chk#144233-144390; 199750-200861 and May 16-31 Chk#144391-144538; 200862-201983. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of General Fund #0010 Expenditures for May 2009 in the amount of \$6,271,000.61; (Travel Advances) Chk #928-936, (5/5) Chk #1007227-1007265, (5/6) Chk #1007273-1007352, (5/8) Chk #1007353-1007366; 1007367-1007393; 1007395-1007494, (5/11) Chk #1007497-1007535, (5/13) Chk #1007536-1007561; 1007563-1007611, (5/18) Chk #1001612-1007727, (5/19) Chk #1007729-1007732; 1007733-1007744, (5/20) Chk #1007745-1007792, (5/21) Chk #1007798-1007857, (5/22) Chk #1007873-1007902; 1007907-1007948; 1007949-1007968, (5/26) Chk #1007969-1008028, (5/27) Chk #1008041-1008083, (5/28) Chk #1008091-1008149, (5/29) Chk #1008156-1008201; 1008205-1008234, (6/3) Chk #1008252-1008269; 1008270-1008299; 1008300-1008414, (6/4) Chk #1008415-1008418; 1008419-1008435; 1008437, (Voids) Chk #1007390; 1007791. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Construction Bond Fund '88 #3020 Expenditures for May 2009 in the amount of \$23,295.54; (5/18) Chk #1007728, (5/21) Chk #1007858, (5/26) Chk #1008029, (6/2) Chk #1008251. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Capital Project Fund 2005 #3070 Expenditures for May 2009 in the amount of \$3,190,072.53; (5/5) Chk #1007266, (5/8) Chk #1007394, (5/11) Chk #1007495-1007496, (5/20) Chk #1007793-1007794, (5/21) Chk #1007859-1007872, (5/26) Chk #1008030-1008040, (5/27) Chk #1008084-1008090, (5/28) Chk #1008150-1008154; 1008155, (6/2) Chk #1008235-1008250, (6/4) Chk #1008436. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Gift Fund #6010 Expenditures for May 2009 in the amount of \$15,526.20; (5/5) Chk #1007267-1007272, (5/13) Chk #1007562, (5/20) Chk #1007795-1007797, (5/22) Chk #1007903-1007906, (5/29) Chk #1008202-1008204, (6/4) Chk #1008438. Richard Eadie seconded and the motion passed unanimously.

#### **PUBLIC FORUM**

Phyllis Forester reported that she recently visited the Skyway Library and was greeted by the voices of happy children attending the "Shake, Rattle and Read" program. She said that hearing that kind of happiness makes everyone want to get involved. Phyllis loves story tellers who can excite children to love being in the library and reading. She noted that the current edited Board of Trustees minutes that are posted to the Web do not reflect transparency for the public. She recommended that the Board of Trustees minutes be posted and archived on kcls.org, verbatim, for all citizens to access whenever they want. Phyllis believes that the current censored summation cannot be considered as transparent minutes for the record. She noted that the KCLS Board represents the public taxpayers that underwrite KCLS via property taxes and special elections, and this demands transparency. Phyllis suggested that staff may need to contact the State and County legislature regarding the record keeping required for full disclosure and transparency requirements for a public agency. She also

mentioned that the sound equipment used at Board meetings is less than adequate for a room full of people and totally unsuitable for verbatim recording. Phyllis requested that Board of Trustees meetings be recorded, including public testimony, and that the minutes be posted to kcls.org for the public. She also noted that Seattle Public Library videotapes its Board meetings, and KCLS is behind the times. She believes that continued movement of personnel between libraries is not service-oriented and does not reflect diligent spending of tax dollars. Phyllis said service is lost due to "windshield time." She believes that the efficiency of building programs, projects and back room activity is interrupted by constantly revolving personnel between buildings. She noted that consistency of personnel allows for efficiency of service and the completion of the many projects that allow a library to function. Phyllis said "windshield time" creates lost dollars, lost efficiency, unnecessary hazard for personnel and causes pollution when local and extended government agencies are demanding less driving and thus less pollution. She requested that the Board and management demonstrate that the rotation of personnel is cost-efficient, and that it serves the public's needs and allows professional focus for librarians and other staff. Phyllis also requested that the Board and KCLS staff explain how KCLS uses certified Librarians, Library Assistants and Pages within the System according to RCW 27.04.055. She asked if management is meeting this RCW and what the hiring requirements are for Librarians, Library Assistants and Pages. Phyllis also asked if the RCWs that govern KCLS were considered during the Future Services Staffing discussions.

Bill Ptacek replied that with the advice of legal counsel, KCLS has revised some of the format for Board minutes. KCLS will need to investigate the cost of videotaping the minutes, and find out what the requirements are for meeting minutes. Lauren Mikov clarified that the Seattle Public Library provides video recordings, but not written minutes of its Board meetings on spl.org. Bill also noted that there are not many incidences of staff moving locations during the work day, except during emergencies or other unexpected staffing changes. Charlene Richards said that KCLS requires its Librarians to be certified by the State of Washington, which requires Librarians to have graduated from an ALA-accredited school. She noted that the Future Services Staffing Committee was well aware of the RCWs, and worked to ensure that Librarians will be focused on professional level work.

Barbara Spindel congratulated the Board and KCLS on the opening of the new Burien Library. She also mentioned that a City of Bellevue publication article featured the plans for the new Lake Hills Shopping Center, including the new Lake Hills Library. Barbara quoted the article as saying that the Library will be the focal point of the redevelopment, which will feature retail, office and residential uses. She asked if KCLS will own or lease the new Library building, and how long the lease would be. Barbara also asked what the timeline is for Library construction and completion, and if there is a list of committed retail and commercial tenants for the development. She asked for details on the overall development plan and if there have been any proposals for residential use. Greg Smith replied that KCLS will lease the space for a 30-year period, with the option to purchase the site, if available after that time. He explained that the Library and adjacent office space is the first portion of the three-phase development project, which broke ground last month. The second phase will include additional retail space and parking, and the third phase will be residential condominium units. The Lake Hills Library will be on the corner of 156<sup>th</sup> and Lake Hills Boulevard. Initially, there will be parking under the Library building, and in the second phase of the project, the underground parking will become retail space. As the tenant, KCLS does not have control over the construction schedule, and will do tenant improvements after Cosmos Development, the project developer, completes the building. Cosmos has not committed to any other tenants in the project so far. KCLS is waiting to receive a schedule from Cosmos Development as to when the tenant improvements will occur, but is targeting summer 2010. Bill Ptacek added that he believes the project was highlighted in the City of Bellevue's publication as it is one part of Bellevue's push to renovate shopping centers. KCLS is pleased to have the Lake Hills Library at the corner of the project, but Bill also noted that the Shopping Center is the only viable space to lease. The current Library site is locked in by wetlands, and the building is the oldest in the System. KCLS is pleased to work with the City on this project, and together the two organizations have been pushing to make this project happen. The Library shell is being built by the developer, and KCLS is working with Zimmer Gunsul Frasca to do tenant improvements. A presentation on the projects was made at the May Board meeting.

Tom Bangasser reported that peace and calm have returned to Vashon Island. He asked Bill Ptacek to give an update on the Vashon Library. Tom noted that he is specifically interested in hearing if KCLS is having any challenges working with the Vashon Parks District (VPD) Board. Bill replied that an update is available in his Director's Report. KCLS met with the Chair of the VPD Board to discuss the lease extension KCLS presented to them; followed by further conversations. KCLS has asked the VPD Board to sign off on the lease extension by Labor Day, if possible, but has received no formal response. Kay Johnson has also been in touch with the VPD staff. Tom asked if there is anything KCLS wants from the citizens of Vashon regarding communication with the VPD. Bill said KCLS has had good conversation with everyone involved; the Board is clear about the direction they would like to take and KCLS hasn't heard anything contrary to that idea. KCLS has done the initial legal work and

drafted the lease extension, and is waiting for the VPD's response. Bill noted that there isn't a role for the public to play at this point since the VPD is internally working on the lease. It would be ideal for KCLS to have the lease approved by the VPD by Labor Day, and the VPD staff has indicated that there isn't any reason why that goal can't be accomplished. Tom is concerned that KCLS and the VPD Board are two governmental organizations with different missions. He noted that he has attended VPD Board meetings, and believes that the project is back at the spot where "the train went off the track." Tom said the issue has to do with the way KCLS responded after the May Board meeting. He said the VPD Board interpreted KCLS sending them the lease agreement as "this is the lease, take it or leave it." He acknowledged that whether that interpretation is correct or not is subject to interpretation. Tom noted that the outline of the remodeled Library that KCLS gave to the VPD Board was confusing to some of the Board members because it included some parts they weren't expecting, including potential wetlands. He suggested that there will be pushback from the way the documents came to the VPD Board, and the fact that the documents outline a space that seems to intrude on the VPD's mission. Tom believes that there is some work to be done to settle the differences between the two groups, and that the situation isn't as smooth as everyone wants it to be.

## **FUTURE SERVICES STAFFING**

The Future Services Staffing Committee included Charlene Richards, Holly Koelling, Denise Siers, Randy Barthelman, Susan Veltfort, Linda Glenicki, Bruce Schauer, Debra Westwood, Diana Prenguber, Laura Boyes, Jackie George, Stela Rajic, Bill Keenan, Deborah Bagg, Rosalie Olds and Bill Ptacek. The group consisted of staff members from a variety of levels as well as union representatives. KCLS distributed the Future Staffing information to all staff, and Committee members will be presenting it at the ALA Annual Conference in Chicago.

In 2006, KCLS participated in the Urban Libraries Council's Executive Leadership Institute, researched trends and developed the three drivers for the Future Services Strategies. Those drivers were: rapidly changing technology, demographic changes and fiscal constraints. KCLS then developed the Future Services Strategies with a project team of 21 staff members. The Board adopted the Strategies in April 2008. KCLS then considered the delivery methods for the Future Services Strategies in the library, beyond the library building and online. While the Future Services goals reflected traditional library services, the delivery methods needed to be different. KCLS saw a need to reconfigure its staffing to be more proactive and deliver services in those three areas rather than in the library alone. KCLS management approached KCLS' two Unions about doing a collaborative labor-management project. Union representatives and other KCLS staff worked together to find a suitable project, and chose Future Services Staffing. The Future Services Staffing Committee was then created.

The Committee first examined KCLS' current staffing level, budget and services compared to the services KCLS would like to provide in the future. They then outlined staff's key functions that would be needed to fulfill the Future Services Strategies. These functions were divided into three areas: professional, public services and materials handling. Around 200 KCLS staff, including focus groups and online respondents, were then asked to provide input regarding the activities they currently perform, those they believe should continue or cease, and new activities they feel should be added. Their responses reinforced the key functions and levels that the Committee had identified. Based on this work, the Committee created three primary staffing functions: Librarian, Public Services Assistant and Materials Handler. The staffing functions were used to develop a staffing model, schedule and job descriptions. One of the goals in developing the staffing model was to create a safe and positive work flow with more full-time positions. After more refining, the Committee will seek further input from staff. The Committee has developed a traditional implementation plan comprised of planning, training, pilot projects, deployment, post-implementation and operations optimization. Full roll out of the new staffing model is estimated to take approximately seven months.

Lucy Krakowiak noted that the pilot project is an exciting way to test drive the new staffing model, and the Board is looking forward to incentivizing it for the staff who will be involved. Richard Eadie said this sounds like an interesting and important project. Jessica Bonebright mentioned that she is encouraged that the Unions have been so closely involved.

## **SUMMER READING PROGRAM PREVIEW**

Cecelia McGowan reported that 28,894 children have signed up for the Summer Reading Program (SRP) in its first two weeks. She noted that in 2008, SRP reached that number of registrations on July 3. The total number of registrations in 2008 was 40,100, and KCLS is on track to break that record this year. The SRP reading log, which was formerly an eight-page booklet, is now a single folded sheet, which saves production costs. KCLS has also made the information previously included in the booklet available online. Cecilia noted that KCLS' Graphics department has done a great job on the program materials and has beautifully adapted the SRP collaborative

theme. With support from the KCLS Foundation, the halfway prize is once again a Pizza Hut personal pan pizza. The finishers' prize this year is a 64-piece art set. Cecilia then showed the 2009 SRP video by Charlie Williams titled "The Three Nutty Bunnys."

Jerene Battisti said that this is the third year of the Read 3 Get 1 Free program. This year, KCLS asked teens what images they wanted on the brochures and poster. Based on their input, the KCLS Graphics department created a teen-friendly poster and brochure. In this teen version of the Summer Reading Program, after teens read three books and write three thoughtful reviews, they receive one free book. Teens can repeat this process as often as they would like throughout the summer. They are also entered into a monthly drawing for a \$25 gift certificate from Barnes and Noble or Target, provided with support by the KCLS Foundation, or from Zumiez, which donated the gift cards directly to KCLS. All of the entries are eligible for the final prize drawings to win the grand prize Dell laptop or second prize MuVo MP3 player. This is also the second year of the Read.Flip.Win. program, where teens create a video book trailer or book talk for a chance to win a flip camera. Entries in the program have already exceeded the total submissions in 2008. Video equipment is available for teens to use in the libraries, and the Teen Librarians are trained to assist them with their videos. The program also began in June so that teens would have access to the video equipment in their schools before the end of the school year.

## **LABOR OF LUNCH**

In June, KCLS management came to the Board with an idea for a staff recognition breakfast. Further consideration revealed difficulties with preparing breakfast, and with its availability to the staff members who work later in the day. The project therefore became "A Labor of Lunch." A staff committee worked through the logistics of the project, and decided on sack lunches containing sandwiches, water, chips and desserts made by the Cluster Managers and members of the Administrative Planning Team (APT). The sacks were also closed with a sticker containing the signatures of the APT members and Cluster Managers. This staff recognition project involved 47 locations, 1,200 sack lunches and 28 bakers, packers, transporters and greeters who made 112 dozen desserts. Charlene Richards mentioned that Greg Smith was helpful in getting the lunches delivered to the distribution sites, and every Administrative Planning Team member and Cluster Manager was at those locations each morning to pack the lunches before delivering them to the libraries. Charlene also shared thank you notes received from staff members after the event.

## **PERFORMANCE AUDIT RESPONSE STATUS UPDATE**

Initiative 900 requires that once the audit report is published, the audited organization publishes a status report on the action items planned in response to the audit by July 1 of each year. Linda Glenicki presented KCLS' status report, which lists the recommendations from the audit report, a summarized version of KCLS' response and intended actions, and the current status of each item. KCLS has already completed a few items, and plans to complete the rest by the end of the year. KCLS expects that by the July 1, 2010, status report, the action items will all be complete. KCLS is also sending a cover letter to the State Auditor's Office as a courtesy to show that KCLS is meeting the reporting requirements of Initiative 900. KCLS staff also traveled to Olympia to attend a Joint Legislative Audit and Review Commission (JLARC) public hearing regarding the KCLS audit. At the hearing, the State Auditor's Office gave a brief overview of KCLS' audit and said KCLS is doing a good job overall at managing its construction program. A few legislators had questions about various elements of the audit, and also highlighted the challenges they knew KCLS faced in managing a construction program during this recent period of volatile pricing. The meeting lasted a half hour, and had a friendly and upbeat tone.

## **2009 ANNUAL SERVICE PRIORITIES MID-YEAR HIGHLIGHTS**

This is the first year of KCLS' Annual Service Priorities process, which was designed to connect local community library activities with shared-System values and long-term organizational strategies. Each library cluster examined the strategies, considered its community needs and created a goal for each strategy. All KCLS staff members participated in this process. Components of each service priority included a defined goal, activities planned to achieve that goal, resources expected to be utilized, a timeline, measures of success, and notes on progress. This information is being recorded in a database. Cluster Managers Chapple Langemack and Judy Weathers presented a few of the top annual service priorities from various libraries:

- **Story Time:** One library tested the concept of providing Story Times at nontraditional times: a few weeknights and Saturday afternoon. Staff found that the evenings were more popular than Saturday afternoon, and had an average of 18-35 participants. At another library that was closed for remodeling, the staff was concerned that the success of their Story Times would be lost during the closure. They

found a local church willing to host Story Time, and set a goal for 75% of regular attendance. Attendance ended up exceeding the regular amount by 1,300 participants.

- **Engaging and Supporting Teens:** One library hosted a graphic arts festival and free comic book day. The event included free comic books for all patrons, a special Game On! Program and a “Find Your Inner Superhero” comic book workshop. Around 60 teens attended the Game On! And 600 free comic books were given away.
- **Encourage Lifelong Learning:** One cluster produced a simple but effective book display featuring 10-15 books at a time for approximately five days. The display worked well because staff could showcase small, quirky groups of books. Of the 1,031 books displayed, 807 were checked out for a 78% checkout rate.
- **Provide Personalized Information Access and Assistance:** At the new Burien Library, staff developed a core of volunteers to serve as docents. The volunteers are well-trained and tour patrons around the Library, talking about the artwork and architectural features.
- **Reach and Engage the County’s Culturally Diverse Population:** KCLS staff is very aware of the populations the libraries serve. One of the populations many clusters chose to address was Spanish-speaking patrons. One “in-Library” goal was to offer live chat and email reference in Spanish. KCLS was finally able to offer this service, which was already offered in English, because there are now enough Spanish-speaking Librarians. One cluster also decided to reach out to its Hispanic population with a flurry of programming in all three Future Services areas. This focus resulted in doubling the number of participants that cluster libraries usually see for programming.

The Cluster Managers noted that the Annual Service Priorities process was fun, especially because there was so much staff involvement.

## FUND BALANCE FORECASTING

The Planning Committee and Finance Committee both reviewed information on KCLS’ fund balance at their respective June meetings. The information included the potential impact of budget cuts on library services and operations. KCLS has already taken budget cuts in some areas. A levy lid lift in February 2010 would take effect in time to forestall more drastic future cuts. Board approval by August is required for the lid lift to be placed on the February 2010 ballot. Trustees Jim Wigfall and Rob Spitzer, who were not able to attend the June Finance or Planning Committee meetings, will meet separately with staff to be brought up-to-speed on this issue.

Lucy Krakowiak mentioned that based on the budget cuts staff have identified, it is imperative that KCLS move forward on a lid lift as soon as possible. Jessica Bonebright added that she appreciated seeing the implications of what could happen if KCLS does not pursue a lid lift. She said a lid lift would allow the public to decide whether or not the cuts and resulting impact to public service were better than an increase in the levy rate. Bill Ptacek noted that at the July Board meeting, staff can provide more information on the impact of a lid lift on assessed values, and the cost to the average homeowner. Lucy said she would appreciate reviewing the implications to the taxpayer in an “apples to apples” comparison to the support they give KCLS now. She noted that reviewing the guidelines for the Board’s lid lift campaign involvement would be helpful as well.

## DIRECTOR’S REPORT

Bill Ptacek reported that on Monday, July 6, he and Denise Siers will be attending the Renton City Council meeting. The City has been reviewing a draft interlocal agreement with KCLS, and Charlene Richards has been negotiating a personnel structure for Renton’s potential annexation to KCLS. Other issues involving annexation include the responsibility for possible new facilities in Renton Highlands and Downtown Renton, and the configuration of new and existing libraries, especially Newcastle, Skyway, Fairwood and East Hill of Kent.

Bill mentioned that on Saturday, June 20 and 27, KCLS held meetings with its Advisory Board members that included a review of KCLS’ finances, political environment and opportunities for social networking. He congratulated Julie Williams for organizing the events on these Saturdays, especially since there were twice as many participants as the same meetings in 2007. The meetings were attended by 27 Board members on the first Saturday and 23 on the second. The forums were a good opportunity for discussions and questions, and provided the Board members a chance to give and see examples of how their Boards are working to communicate with patrons. KCLS hosts a similar event for Friends of the Library groups.

Bill noted once again that the JLARC hearing in Olympia was very positive. He said KCLS fared better than any agency in Washington on this audit, and he was proud of the work that Linda Glenicki, Kay Johnson, Greg Smith

and other KCLS staff did on the project. KCLS has already completed several of the audit action items, and Bill looks forward to successful completion of the other items on the list.

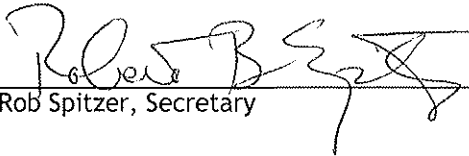
Bill thanked the Trustees for being available on short notice to attend the funeral of former Trustee and Library advocate Charlotte Spitzer. He said the Library meant a lot to Charlotte and her family, and her work is being carried on by her son, Trustee Rob Spitzer.

**ADJOURNMENT**

Jessica Bonebright adjourned the meeting at 7:05pm.

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Jessica Bonebright, President



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Rob Spitzer, Secretary