



EXECUTIVE SESSION

At 4:10pm, Jessica Bonebright announced, per RCW42.30.110(1)(g), that an executive session to review the performance of a public employee would begin. The estimated duration of the executive session was 50 minutes. Jessica Bonebright, Richard Eadie, Lucy Krakowiak, Rob Spitzer and Jim Wigfall were in attendance.

PRESENT

KCLS BOARD

Jessica Bonebright
Judge Richard Eadie
Lucy Krakowiak
Rob Spitzer
Jim Wigfall

KCLS Staff

Bruce Adams
Jerene Battisti
Linda Glenicki
Kay Johnson
Holly Koelling
Cecilia McGowan
Donna McMillen
Lauren Mikov
Jed Moffitt
Bill Ptacek
Annie Poyner
Charlene Richards
Dri Ralph
Bruce Schauer
David Scott-Risner
Greg Smith
Nancy Smith
Jeanne Thorsen
Julie B. Williams
Jennifer Wiseman

GUESTS

Kyle Cruver
Bonnie de Steiguer
Dan Gottlieb
Martin Koenig
Susan Musselman
Connie Reed
Yoshiko Saheki
Deirdre Totten

MOTIONS APPROVED

1. Motion to approve the Board agenda
2. Motion to approve the August 25, 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
8. Motion to approve Bond Resolution 2009-13
9. Motion to approve the sale of the current Sammamish Library to the City of Sammamish
10. Motion to approve the National Friends of Libraries Week proclamation
11. Motion to amend the agenda to move Library Advisory Boards in Unincorporated Areas before the Summer Reading Program report
12. Motion to recognize the Committee selected by the Vashon-Maury Island Community Council and to reaffirm that there will be a strong connection between KCLS, the community and the Committee
13. Motion to table the Vashon Library Committee motion until the October Board meeting

CALL TO ORDER

Jessica Bonebright called the meeting to order at 5:07pm.

APPROVAL OF THE AGENDA

Rob Spitzer moved approval of the agenda. Lucy Krakowiak seconded and the motion passed unanimously.

APPROVAL OF THE MINUTES

Lucy Krakowiak moved approval of the August 25, 2009 Board minutes. Jim Wigfall seconded and the motion passed unanimously.

FINANCE REPORT

General fund expenditures were \$6.6 million in August, compared to a monthly average of \$8 million. August is typically a low spending month. Year-to-date growth in benefits is 12.5%, down 17% from June 2009. That decline is due to the reduction in PERS rates. The percentage will drop throughout the rest of the year. Although there are no insurance expenditures in August, there has been a lot in the press about flood insurance and the Howard Hanson Dam. KCLS has three facilities in the pathway of the potential dam spillage: the Kent, Auburn and Southcenter libraries. KCLS' existing property insurance has always included flood coverage as a standard part of the property insurance package. The standard deductible for KCLS' property coverage is \$5,000; however for occurrences of flood, the deductible is \$100,000 in most locations. In a few cases, Southcenter being one, the deductible is \$250,000. To address these high deductibles, KCLS has taken advantage of the national flood

insurance program, buying policies for locations that are more likely to experience flooding. The national insurance coverage has a \$1,000 deductible and KCLS purchased coverage up to the amount of the deductible on the base property coverage, at which point the base policy takes over.

The following general fund items were called out:

- Repairs: Expenditures of \$430 thousand in August are low versus the monthly average. More than half of the bills were related to contracted services such as janitorial and landscaping, and \$97 thousand was related to the Automated Materials Handling annual maintenance contract. The large amount of expenditures in Repairs and Maintenance in 2008 was related to costs in excess of the budget for construction projects due to the construction inflation experienced at that time.
- Miscellaneous: Expenditures for 2009 include a payment made to the City of Renton for the Benson Hill annexation. In 2008, KCLS made the annexation payment near the end of the year, so at the end of 2009, the percentage growth over 2008 will be even. There is a payment due to Renton in December, but that payment has been suspended pending the outcome of the annexation election.
- Capital - Materials: Of the \$797 thousand in August expenditures, \$484 thousand were for books. Based on the average price for books, that equates to 15,000-20,000 books purchased in August. The remaining expenditures were for periodicals and electronic databases.

August is a slow revenue month, with \$680 thousand in revenue for August 2009. This includes \$92 thousand in contracts for the first half of this year's payment for the services KCLS provides to the Youth Services Center. Year-to-date collections of current and delinquent tax revenues are slightly ahead of 2008.

Expenditures in the 307 fund were high because KCLS has a few big projects in full swing. Overall 307 fund expenditures were \$2.8 million, the largest being a payment of almost \$1.4 million on the Sammamish Library project. Other big payments were on the Kirkland Library, which is in the midst of construction, and the Burien Library, for final bills after the completion of that project. Additional payments included installments on Automated Materials Handling equipment at three locations and a few other administrative items. Total spending to date in the 307 fund is \$69.5 million. KCLS has spent almost all of the proceeds from the first bond issue, so the sale of the next tranche of bonds is timely.

Rob Spitzer asked why KCLS has spent more than expected on the Automated Materials Handling equipment at the Issaquah Library. Linda Glenicki replied that KCLS budgeted \$515 thousand in 2009, but that the overall project budget is \$772 thousand. KCLS misjudged the timing of how much would be spent on that project in 2009, but the spending is still well within the overall project budget.

Expenditures of \$44 thousand in the 302 fund included a few small bills on the Redmond and Kent Library projects.

APPROVAL OF BILLS

Richard Eadie moved approval of Payroll Expenditures in the amount of \$2,442,277.06; Checks August 1-15 Chk#145144-145281; 206524-207660 and August 15-31 Chk#145282-145423; 207661-208787. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of General Fund #0010 Expenditures for August 2009 in the amount of \$4,337,558.60; (Travel Advances) Chk #943, (8/7) Chk #1010335-1010415, (8/11) Chk #1010416-1010459, (8/12) Chk #1010460-1010539, (8/13) Chk #5000107-5000124; 1010540-1010560; 1010561-1010595, (8/18) Chk #1010596-1010623; 5000125-5000128; 1010624-1010634, (8/19) Chk #1010635-1010684; 1010685-1010714, (8/21) Chk #1010715-1010744; 5000129-5000144; 1010745-1010785, (8/24) Chk #1010786-1010829; 1010830, (8/25) Chk #1010831-1010854, (8/26) Chk #1010855-1010890, (8/27) Chk #1010891-1010951, (8/28) Chk #5000145-5000152; 1010952-1010982, (8/31) Chk #1010983-1011036, (9/1) Chk #1011037-1011045, (9/2) Chk #1011046-1011097; 1011098-1011120, (9/3) Chk #5000153-5000156; 1011121-1011132; 1011133-1011164, (9/3) Chk #1011165-1011167, (9/4) Chk #1011168-1011172; 5000157, (Voids) Chk #1010977. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Construction Bond Fund '88 #3020 Expenditures for August 2009 in the amount of \$44,844.59; (8/7) Chk #3020009, (8/18) Chk #3020010, (8/19) Chk #3020011-3020013, (8/24) Chk #3020014. Jim Wigfall seconded and the motion passed unanimously.

Jim Wigfall moved approval of Capital Project Fund 2005 #3070 Expenditures for August 2009 in the amount of \$3,099,863.06; (8/11) Chk #3070131-3070132; 3070133-3070134, (8/13) Chk #3070135, (8/19) Chk #3070136; 3070137-3070144, (8/20) Chk #3070145-3070152, (8/21) Chk #3070153-3070162, (8/26) Chk #3070163-3070164; 3070165-3070166, (8/28) Chk #3070167-3070171, (8/31) Chk #3070172-3070173; 3070174, (9/3) Chk #3070175-3070182; 3070183, (9/4) Chk #3070184. Richard Eadie seconded and the motion passed unanimously.

Richard Eadie moved approval of Gift Fund #6010 Expenditures for August 2009 in the amount of \$1,238.87; (8/11) Chk #6010025-6010027, (8/14) Chk #6010028-6010029, (8/24) Chk #6010030, (8/28) Chk #6010031-6010032. Rob Spitzer seconded and the motion passed unanimously.

RESOLUTION 2009-13 - SALE OF UNLIMITED TAX OBLIGATION BONDS

Linda Glenicki introduced Susan Musselman, KCLS' financial adviser, and Dan Gottlieb, KCLS' bond counsel. KCLS held an auction process for the bond sale the morning of Tuesday, September 29, and inserted the sale details into an updated resolution. The bond sale is timely, as KCLS has used up the funds from the \$65.3 million tranche issued in 2005. By resolution earlier in the year, the Board gave staff the authority to sell as much as \$75 million in this tranche. When bonds are issued, KCLS wants the interest rate to be as low as possible. Since municipal yields have plummeted to a 42-year low, this is great timing for KCLS. The District also received an update of its bond rating and was upgraded from "AA-" to "AA". The rating agency provided a report regarding KCLS' fund balances and strong financial operations. The rating upgrade helped made the bonds more attractive to potential bidders.

The bonds were offered through a competitive sale process. Initially, 12 bidders expressed interest, eight of which actually submitted bids. The winner was JP Morgan Securities. KCLS was authorized to sell up to \$75 million, and the sale was for \$71.5 million in par value. KCLS will actually receive \$75 million because JP Morgan will buy the bonds at a premium. The average interest rate was 2.6%. In 2005, the average interest rate was 4.4%, but those bonds had a longer maturity, so they are not directly comparable. By all accounts, KCLS did well in terms of the interest rate on this sale. Once the bond sale resolution is approved by the Board, KCLS will go through the closing process and receive the bond proceeds in about two weeks.

Susan Musselman congratulated KCLS on the upgrade of its rating from "AA-" to "AA." She noted that the rating has a great deal of value in today's market, although it is hard to quantify the exact value. Susan said that in this new era of finance and flight to quality, "AA" rated general obligation bonds are in high demand, which is evidenced by the fact that 12 national firms were interested in this bond sale. That eight of the 12 firms submitted bids is normal. Bids ranged from 2.61% to 2.85%. The top two bonds were within .0001% of each other. The bonds were structured to provide \$75 million in proceeds, with a par amount of around \$71.5 million. Approximately \$36.8 million of remaining authority from the voter-approved amount will be issued in the future. Having been involved in the 2005 bond sale, Susan noted that KCLS hit the mark well in terms of long-term interest rates during that sale, and has now hit it perfectly for short-term rates on this sale. She said KCLS couldn't have executed a better plan. Rob Spitzer asked if it makes sense to issue additional bonds now, since the interest rates are so low. Susan replied that KCLS must consider the amount of projects it could have in a three-year period. In this sale, KCLS strived to maximize the borrowing within a three-year window. That is part of the IRS requirements related to tax-exempt bonds.

Dan Gottlieb mentioned that KCLS should only borrow as much as it can spend in three years. He noted that KCLS does a good job of spending in a timely way, and the proceeds from the previous bond sale are just running out now. Dan said that there was a bit of drama with the bidding process. Everyone was watching the bidding on computers in remote locations, and by 8:59 and 30 seconds, only one bid had been received. The remaining seven bids arrived in the last 30 seconds. The seventh arrived literally at the 9am deadline. The preliminary offering statement issued on September 18 said that KCLS was issuing \$74.1 million worth of bonds. Because the purchasers were determined to buy at a premium, the bonds were re-sized to \$71.56 million total par amount. The updated resolution reflects that adjustment. Exhibit C of the resolution governs the maturities and interest rates of the bonds. Dan said that should the Board adopt the resolution, his firm would be prepared to issue the opinion that the bonds are valid, binding and tax exempt.

Bill Ptacek asked for clarification on the fact that because the bonds were sold at this rate, KCLS will receive \$75 million in proceeds for less par value than originally anticipated. This creates additional capacity for the next bond sale and additional resources to work from in capital planning. He asked what the approximate value of this is. Dan replied that in this case, the premium is \$3.8 million, which is the differential KCLS is receiving in additional capacity. Bill noted that this will help KCLS complete the rest of the bond projects. Linda noted that

when KCLS first embarked on the capital program, the District said it would keep the levy rate less than 8 cents per \$1,000 of assessed value. KCLS has worked to remain below that level, and it now appears that the rate in 2010 will be 6.6 cents. The rate will vary in the future depending on what happens with assessed values but KCLS' forecasts indicate that KCLS can expect to remain under the 8 cent threshold going forward.

Dan mentioned that there are changes to the new resolution due to changes in federal securities laws. The SEC changed the continuing disclosure rules that apply to municipal bonds: the disclosure now goes electronically to a single board instead of multiple locations. Linda Glenicki is now set up to submit the annual disclosures through this new process. In response to a question from Rob Spitzer, Dan also noted that his firm qualifies as nationally recognized bond counsel.

Rob Spitzer moved approval of Bond Resolution 2009-13. Jim Wigfall seconded and the motion passed unanimously.

SAMMAMISH PROPERTY SALE

KCLS is building a new Sammamish Library that is anticipated to open in early 2010, and is concerned about leaving the current Sammamish Library building and property vacant. The Board declared the property surplus in 2006 and KCLS is trying to find a good way to dispose of it. The City of Sammamish had requested that KCLS provide an intergovernmental sale to the City to use the building for a purpose other than City operations. It was not clear under what circumstances this would be permissible, so KCLS had initially thought that an intergovernmental sale would not work and sale of the property would have to be put out to the general market. Dan Gottlieb helped clarify that the sale would work if the City was willing to purchase the property at a fair price and that KCLS must use the proceeds for capital purposes similar to those outlined under the 1988 bonds. Staff developed a list of appraisers and presented it to the City of Sammamish, so that there would be no biased opinions about the appraisers. KCLS selected three appraisers off of the list, and the appraisals came in within \$400,000 of each other. KCLS offered the property to the Sammamish City Council at 90% of the average of the three appraisals, which is a threshold level that appears in KCLS' purchasing policies for real estate transactions. Initially, KCLS had hoped to receive closer to \$5 million for the project, but realistically none of the appraisals came in near that. The City may use the property as a teen center or as a location for other nonprofit organizations to provide service. With the Board's approval, KCLS staff will be able to take care of the details of the sale. Staff wanted to ensure that the Board approves the intergovernmental sale and its general terms.

Rob Spitzer asked if KCLS has considered leasing the property given the market at this time. Bill Ptacek replied that KCLS looked into a lease but is not able to do that. Dan Gottlieb clarified that the Sammamish library was originally funded with proceeds from the 1988 bond, some small portion of which remain outstanding. Encumbered by federal tax covenants, state law indicates that the building must be used as a library as long as there are bonds outstanding. Some portion of the sale proceeds would need to be applied to pay off the bonds still outstanding that are attributable to this facility. If KCLS entered into a lease transaction, the federal tax issue could not have been solved. KCLS must do an outright sale.

Richard Eadie noted that although the letter that KCLS received from the City of Sammamish does not have the details of formality the Board often sees or say whether the offer is backed by a motion of the Sammamish City Council, it has all of the aspects of an offer of purchase.

Rob Spitzer moved approval of the sale of the current Sammamish library to the City of Sammamish, with details to be worked out by staff. Lucy Krakowiak seconded and the motion passed unanimously.

NATIONAL FRIENDS OF LIBRARY DAY PROCLAMATION

A proclamation signed by Governor Gregoire declares October 18-24 as National Friends of Libraries Week in King County. Several KCLS Friends groups encouraged KCLS to celebrate this week, which is recognized by the American Library Association. Staff has prepared a proclamation for the Board recognizing its 36 Friends groups. The week of October 18, KCLS will promote National Friends of Libraries Week in the libraries with posters, special bookmarks and activities.

Lucy Krakowiak moved approval of the National Friends of Libraries Week proclamation. Jim Wigfall seconded and the motion was discussed.

Jessica Bonebright commented that she is glad the Board is hearing a report on the Summer Reading Program, since that is one of the efforts the Friends help make a success. Rob Spitzer asked if KCLS does anything else to

recognize the Friends. Julie Williams replied that each year, KCLS hosts a Friends event, and the KCLS foundation also recognizes several Friends with various awards. A plaque in the hallway of the Service Center is used to record the winners. Rob Spitzer commented that it is remarkable how much time and energy is given to support the Library. Julie noted that KCLS' 36 friends groups collectively contributed \$325,000 of support to the libraries in 2008.

After discussion, the motion passed unanimously.

PUBLIC FORUM

Kyle Cruver, Vice President of the Vashon-Maury Island Community Council distributed a letter from King County Executive Kirk Triplett and King County Council Chair Dow Constantine in support of the formation of a local Library Advisory Board on Vashon Island. Kyle read the letter, as follows: "We are writing today to express our support for the formation of a local Library Advisory Board to represent the patrons of the Vashon Island Library. The King County Library System already recognizes Library Advisory Boards in cities that contract with KCLS for library services. Currently, the citizens of 14 suburban cities can provide comments and other feedback to the KCLS Board of Trustees and staff through their local Library Advisory Board. The KCLS website states that, 'Library Advisory Boards have important roles distinct from Friends of the Library groups and the KCLS Board of Trustees.' We wholeheartedly agree with this statement. We also agree that it is imperative that residents of rural areas such as Vashon and Maury Islands are given equal status with the residents of incorporated cities with regard to the operation of their local library, especially given that KCLS is chartered as a 'Rural Library District' under state law. Our offices would be happy to work with KCLS and the Vashon-Maury Island Community Council regarding the logistics of setting up a local Library Advisory Board to serve the patrons of the Vashon Library." Kyle noted that this should be something akin to a win-win situation, increasing transparency and accountability between the Community Council and KCLS.

Richard Eadie asked Kyle what he sees as the function of a Library Advisory Board with KCLS. Kyle replied that one of the challenges of a rural island community is a sense of consensus with the community in a situation that is geographically removed and where it's difficult for citizens to interact. Having a group in touch with the day-to-day activities of the Island as well as community forums could be generated to create something akin to a survey and get the pulse of the Island. He said it would be a valuable opportunity to expand KCLS' reach. Richard Eadie asked if the idea is that this organization would communicate to the Board the community's views on issues. Kyle said that as opposed to the Friends, which is less a consensus generating than an advocacy body, this would be more of a fact-finding and outreach communication vehicle. Richard asked what the difference is between what would come from the Advisory Board and what comes from the Friends. Kyle said that historically, Advisory Boards act more like a citizens' advisory group and are tasked with creating public forums for discussion on library-related topics such as siting. Richard asked if there is anything that prevents the Community Council from doing that now. Kyle replied that there is no specific mandate. This is something that would be a more directed effort akin to a branch of the Community Council. Richard said that it's a matter of communication. Kyle added that it's about expanding the reach in communication. Richard noted that what the Community Council is asking for is a way to communicate the Community Council's view of issues to the KCLS Board. Kyle mentioned that the Community Council formed a subcommittee tasked with library issues that is probably similar to other suburban cities that adopted a model of an Advisory Board. He said that the subcommittee is dedicated to other things than strictly internal issues.

Lucy asked the KCLS staff to take the time to create a response to the letter from Dow Constantine and Kurt Triplett. She noted that there needs to be clarification on the structure of government in unincorporated areas versus cities. Lucy said it's critical that KCLS connect with Vashon as the Board has been doing for communication. She stressed that the form that communication takes is already established, and the Advisory Board form is not the structure that's in place. To make that clearer, unincorporated areas work directly through their Friends groups. Cities that have annexed to KCLS have Advisory Boards appointed by the cities. Vashon is unincorporated. That form of communication (an Advisory Board) isn't available to unincorporated areas at this time.

Rob Spitzer noted that it would be interesting to see if there is any legislation that contemplates the Advisory Board structure. Bill Ptacek said that when the Library District was formed in 1942, it was a Rural Library District formed to represent the interests of people in unincorporated areas. That was the charge of the people appointed to be on the KCLS Board. When Cities had the ability to annex, some of them previously had library boards that worked with the City government. As a gesture to those communities that had elected officials already, the KCLS Board put in the annexation agreements an encouragement to the cities to appoint Advisory Boards. These Boards act as a liaison between KCLS and elected officials in the City, which was previously

outside of the Library District. Unincorporated areas are still represented by the KCLS Board, and there is a mandate to do that in State law. Advisory Boards are a creature of Library Systems seen as a way to have communication with Cities that were previously not part of the District. Advisory Boards require there to be elected officials and a City jurisdiction to appoint and coordinate them.

Rob Spitzer noted that, on the other hand, to the extent that there isn't a municipality on Vashon, there is a greater need to have some voice and organization to communicate. He said that what KCLS has gone through at Board meetings over the past year has indicated that good communication is important, and the Vashon community in particular is interested in communicating. He thinks that this issue is worth discussing more and just because this hasn't happened in unincorporated areas, KCLS shouldn't preclude it if there is no particular statutory mandate.

Bonnie de Steiguer said that she would like to respond to the statements made by Bill Ptacek during the September 17 Planning Committee meeting. She noted that Bill expressed a concern that if Vashon were to have an Advisory Board, other communities would want one as well. Bonnie mentioned that because of recent annexation activities, she believes that there will only be three libraries in unincorporated King County. She said that those communities may or may not feel the need for an Advisory Board or have an active Community Council. Bonnie asked if it would be so bad to have another Board or two if they improve communication between the communities and senior KCLS staff. She said Bill also proposed that the Vashon Friends of the Library could substitute for an Advisory Board. Bonnie said Bill is correct in stating that the Friends is a good group and does many worthwhile activities in support of the Library, such as selling books, T-shirts and plants to raise funds for the Library and its programs. The Friends also host other activities that add to the cultural richness of the Vashon community. Bonnie noted, however, that the Friends are an arm of the Library System and report only to KCLS. She said that in contrast, an Advisory Board is the community's liaison to KCLS. The missions are similar but not the same. Bonnie mentioned that the Vashon Friends of the Library feels that it is not in a position to question library policies or siting issues, whereas an Advisory Board would be able to make recommendations based on public comment and open discussion of issues via the Community Council. She suggested that it was interesting that no mention was made at the Planning Committee meeting that those in attendance at the last Friends' meeting expressed support for a Vashon Library Advisory Board. Bonnie said another reason that the Friends of the Library would not be the appropriate organization to substitute for an Advisory Board is that the Board needs to have active representation from the Vashon Park District since it is integral to the success of the shared use of Ober Park. She noted that the Vashon Park District Commissioners have specifically requested a local board that would include representation from the Park District because they feel they currently do not have a means of communication with the Library System. She said the Park District Board has been waiting for talks to start for months and are still waiting. Bonnie mentioned that the community has a strong desire to improve communication with KCLS, which will be beneficial to KCLS and the community and cost nothing. On behalf of the Library Committee of the Vashon Community Council, Bonnie requested that the Board of Trustees change its policy to recognize an Advisory Board for Vashon. Bonnie noted that she has been at a meeting in the past when the KCLS Board modified a policy, and she knows they can do it if they choose. She said it would be a shame to allow a lack of communication to prevent what is best for the Vashon community as well as what is best for KCLS.

Martin Koenig, a Vashon resident, said that it's been a while since he's been at KCLS Board meetings. He wasn't at the last meeting when the Board made the decision to pursue Ober Park, and he thanked the Board for that decision. Martin has a family, a wife and two teenage children, and meaningful work, so he said that coming to these Board meetings is a big effort for him, Kyle, Bonnie and anyone else from Vashon. He said that it's a huge effort to get off the Island and that there is a moat around it that is psychological as well as physical. Martin noted that Vashon residents' sole interest in coming to KCLS Board meetings is to stress the need for excellent communication between Islanders and KCLS staff and between the Vashon Park District and KCLS staff and the Board. He said that there are two issues: communication between the Vashon Park District and KCLS, and communication between Islanders in general and KCLS. His understanding is that in terms of the Vashon Park District, that discussion hasn't been happening. Martin has been in real estate transactions and knows that they take time, conversation and paragraph by paragraph review. He said that there needs to be conversation and meetings, and there are people of good will sitting at the table. Martin noted that there are two excellent agencies serving the community: KCLS, which provides a fabulous Library, and the Park District, which serves the community as well. He feels that it would be a shame to allow lack of communication to prevent what's best for the Vashon community and what's best for KCLS. Martin said that good communication and dialogue would be beneficial to both KCLS and Vashon and cost nothing. He knows that in their work lives, the Trustees participate in dialogue, whether in court, real estate, unions or administration, and dialogue is what it's all about. Martin said that Vashon's request for this Committee to be acknowledged is to have the dialogue to let things run more smoothly.

Dierdre Totten provided an announcement from King County Emergency Management about the King County Regional Hazard Mitigation Plan update in 2009, which is required by the Disaster Mitigation Act of 2000. King County Emergency Management is in the process of updating the 2004 Regional Hazard Mitigation Plan, approved by FEMA and adopted by the King County Council on November 1, 2004. The Plan includes all parts of King County: unincorporated King County, Cities and special purpose districts, such as fire, utility, school and library districts. It is voluntary to participate. The 2004 version of the Plan is currently online and available for public input. The 2009 Plan is scheduled to go online on October 8, 2009 for public review. Once the Plan is complete, copies can be made available through KCLS libraries. Deirdre also distributed the Green River Flooding brochure.

Lucy asked if an electronic version of the plan will also be available for distribution at the libraries. Deirdre said that the plan is available on the King County Emergency Management site, and the department would be happy to supply electronic and hard copy versions for patrons at the libraries as well. Richard Eadie asked what the current projection of damage and flooding is for the Green River Valley. Deirdre said that although she doesn't know that information offhand, she can direct the Board to the people who can provide it. Richard asked if the curtaining testing was successful or not. Deirdre replied that the test will occur in the event of heavy rains. She said that the Army Corps of Engineers is now buying sandbags and doing levee work, and directed the Trustees to the King County Emergency Management Web site for more details. Bill Ptacek noted that Danielle Perry in KCLS' HR department is coordinating KCLS' disaster preparedness efforts, and Greg Smith is working on getting sandbags lined up. Greg said that KCLS is obtaining contracts for pre-delivered sandbags so that all KCLS will need is the manpower to put them in place. Richard asked if KCLS attended the tour of the dam and heard the report by the Army Corps Colonel. Greg replied that KCLS did not. Richard suggested making that connection. Charlene Richards noted that KCLS is connected on this issue, and Danielle Perry has access to the flood maps and identified the libraries that are in the flood plain. Richard said that given KCLS' significant investments in the area, he would like to see that KCLS is on the same level of information as other organizations.

Yoshiko Saheki thanked the KCLS Board for serving as Trustees. She said that KCLS could not operate without their good work. Yoshiko noted that as Trustees, they have a unique perspective from the very top. She said she would like to share view from the ground and describe an activity that goes on in many branches throughout the System: the Friends' book sale. She said that many, if not most branches in KCLS have a supporting Friends group. Typically, the Friends run an ongoing sale at their library, usually through a bookcase or two in the lobby or another very visible area of the library. But on top of the ongoing sale, many Friends groups have an annual or semiannual book sale. These sales utilize meeting rooms and involve a cast of dozens. Yoshiko mentioned that the book sale is an activity that encompasses the Friends, public, area booksellers and KCLS staff at multiple levels. The sales tend to be noisy, spirited, fun-filled and, to the sale organizers, all-consuming. She said that the branch staff is very accommodating, patient and indulgent, for which the Friends are most appreciative. Under optimal conditions, the annual book sale is a bonding experience for all. Yoshiko noted that although the Friends groups have many things in common in regards to the book sale, each Friends group does things according to individual needs and schedules, including the Shoreline Friends. She said that like other Friends, Shoreline's annual book sale has its beginnings when members of the community donate their unwanted books. Three Shoreline Friends, Mary Ellen Asmundson, Juanita Birkner, and Liz Poitras, are at the Library every week to sort through the donations. Some donations are placed on the ongoing sale and the remaining materials in decent shape are boxed and sent to KCLS storage. During the course of a year, hundreds of boxes are sent to storage. Yoshiko reported that planning for the 2009 annual sales began in earnest in mid-summer when Shoreline's long-time book sale chair, Mary Ellen Asmundson, hosted a dinner party at her home. She said that over lasagna and several bottles of wine, eight of the Friends hashed over the 2008 sale and divided chores among themselves in preparation for the sale in September. The actual setup for the sale began on Wednesday, September 16, when a KCLS driver delivered hundreds of boxes of books from storage. Since the book sale cannot happen without the books, the friends view the driver as their hero. Unpacking the boxes takes a while. With the setup, sale and cleanup, the Friends rely on 33 volunteers plus all 15 members of the Friends board. The Friends sell hardbacks and quality paperbacks for a dollar and paperbacks for \$0.50. All children's books are sold for a quarter a piece. The annual sale made just more than \$3,800 this year. Yoshiko said that a cynic may note that this is not much money for the planning and many volunteer hours, but this misses the larger purpose of the sale as a community building event. It helps to rally the community around a branch library and, by extension, the entire King County Library System. It gathers booklovers and readers an activity that is all the more enjoyable because the Friends know that the proceeds, as well as all the fuss, will benefit the Library. Yoshiko noted that Friends groups throughout the System have sales at different times of the year. She hopes the Trustees will take the time to drop in on one or more of the sales and buy a few used books.

Richard Eadie moved to amend the agenda to move Library Advisory Boards in Unincorporated Areas to the next agenda item, before the Summer Reading Program report. Lucy Krakowiak seconded and the motion passed unanimously.

LIBRARY ADVISORY BOARDS IN UNINCORPORATED AREAS

This agenda item was based on an August 25 letter from Jean Bosch, Chair of the Vashon-Maury Island Community Council (VMICC). The Board asked that it be referred to the Planning Committee, and it was included in the discussion at the September Planning Committee meeting. By the request of the Planning Committee, staff prepared a draft letter in response that encapsulated some thoughts from the Planning Committee members. The letter from the VMICC requested that KCLS assign staff to a committee appointed by the Community Council.

The Planning Committee discussed the fact that recognizing an Advisory Board in an unincorporated part of the County would not be consistent with the definition of Advisory Board. Advisory Boards came about when Cities began annexing into KCLS and the Library System asked that they appoint liaisons between elected officials and the Library Board. The spirit of that decision in part was that before annexation of the community into the Library District, library service was the responsibility of the governing body: the City Council. Advisory Boards were seen as a way to keep the City in touch with the Library District due to the changed nature of their relationship. The function of the KCLS Board was to represent the interests of unincorporated areas. As mentioned in the draft letter and discussed by the Board, there are a number of avenues for people in unincorporated areas to be involved. The letter from VMICC asked how the community can have input during the siting and design process. KCLS has a series of public meetings and opportunities for people to comment in person as well as online, including budget hearings and KCLS Board meetings. Referring to the fact that the Board of Trustees has set up a number of channels for communication, having an Advisory Board in an unincorporated area would mean turning over the responsibility of the KCLS Board to another group.

Richard Eadie asked if there is any legislation or County ordinance that specifically identifies Library Advisory Boards. Bill Ptacek replied that Advisory Boards are only identified in annexation agreements as an encouragement from the Library District to the City. In annexation agreements with a number of Cities, a standard section in the draft says that KCLS encourages the City to appoint an Advisory Board to be a liaison. Richard asked if there is a part of the annexation agreements that says that KCLS will appoint a particular person to represent KCLS on the Advisory Board. Bill replied that the staff relationship with Advisory Boards has evolved over time. Currently, Community Liaisons at all of the clusters take on that responsibility. Richard noted that he believes that in some Library Advisory Boards there's a more formal connection, and in others there isn't, and some Boards are more active. Bill replied that some Boards do meet more often, and that for most, one of their biggest activities is an annual report to the City Council. KCLS works with almost all of the Boards to develop their reports to the City. That happens in just about all the groups.

Richard asked what the developed role of the Library Advisory Board is with respect to KCLS, and if it is primarily informational. He doesn't recall seeing Advisory Board members come to KCLS Board meetings with a proposal for a motion by the Board. Bill said that bringing resolutions to the KCLS Board is not the Advisory Boards' role. He noted that KCLS staff works with Advisory Boards to educate them on the Library System and ensure that they are knowledgeable about System activities. KCLS also encourages Advisory Boards to come to budget hearings and participate in System-wide activities. Bill mentioned that this issue came up for the KCLS Board in the past when there was a request for the appointment of an Advisory Board in another unincorporated area. At that time, the issue was participating in an annual gathering compared to the Friends groups, but both groups now meet annually. They are similar in many ways. The difference would be that an Advisory Board reports back to the City government and provides information. The members are appointed by City elected officials. Advisory Boards were created as a way to help the City know what's going on in service to citizens that at one time they had responsibility for.

Richard Eadie asked if there is any reason why communication between the Vashon Community Council and KCLS wouldn't be the same as a relationship between a City and KCLS. Recognizing that an Advisory Board wouldn't be reporting to a City because there is no municipality on Vashon, he asked if there is any reason why a representative group from Vashon couldn't do the same as a City Advisory Board.

Lucy Krakowiak suggested that the big picture is improving communication with Vashon. She said how that happens is important to acknowledge and work on. Lucy said that this is about structure. In unincorporated areas, the governing body is the County Council. The Community Council is an elected body and serves in an advisory role to the County Council. In Cities, the governing body is the City Council. The Advisory Board reports

to the governing body, which would be the City. The City provides a structure for that. In unincorporated areas, there is no structure to support an Advisory Board because that support comes from the municipality, not the Library. The Advisory Board reports directly to the governing body. For unincorporated areas, the Community Council is free to appoint committees. Lucy thinks that a great tool for the community would be to create a committee to act as a voice with KCLS. She believes that splitting hairs and modifying the structure KCLS has in place is going to create more challenges moving forward. Lucy said that KCLS can reach the goal of communication and support by having the VMICC appoint a committee to focus on the Library. She does not feel comfortable modifying KCLS' policies to have a Vashon Library Advisory Board.

Rob said that Lucy suggested the best vehicle for facilitating communication, given that there isn't a statutory framework with rules that KCLS is commanded to follow and that Library Advisory Boards are intended to facilitate communication. He noted that communication with Vashon is important and the experiences of the past year have shown that KCLS can improve communication with Vashon and needs to explore ways to do that. Rob said that if the VMICC sets up a committee that would act in the same way as an Advisory Board, KCLS shouldn't care what it's called. He noted that the Committee members would be volunteers, and it's not like KCLS is depleting its coffers to pay more people. Rob said that KCLS supports the goals of people wanting to help the library and facilitate communication. He also doesn't understand why Vashon is not a City. Bonnie de Steiguer replied that the current reason is that Vashon is designated as a rural area, so under land use management regulations, it can't be a City. Richard Eadie also noted that there are a lot of financial issues in terms of the ability to have a tax base to support services that would be municipal rather than County if Vashon became a city. Lucy said that a rural-urban line gets drawn, and Vashon is drawn into the rural side. It's hard to get that line changed. Rob noted that Vashon is an island, and a clearly defined community with a Community Council that does municipal things. He would support a Vashon Library Advisory Board. Lucy said that she would support the format and the creation of a Vashon Library Committee, but she would not support including it as a Library Advisory Board. Rob said that as a community institution, he doesn't think it is a positive message for KCLS to reject Vashon's request. He doesn't want to send that message. Rob said it would work for him to recognize the Committee as Vashon's representative to the Community Council under a different name. He said KCLS should thank citizens for working for their libraries, and trying to communicate better and make the System stronger. Richard Eadie noted that at one level, it's a matter of semantics in terms of communication and the form it comes in, but at another level it's a little bit more than semantics. He said that is because KCLS has had Library Advisory Boards as an agreement between Cities and KCLS, as an organization that reports to an established governmental entity that has chosen to join KCLS. The Advisory Boards do have a role of reporting to elected officials chosen in public elections to represent cities. He recognizes that the VMICC members are elected, but the VMICC is not the same as a City. Lucy said that it is her understanding that people don't have to be Vashon residents to serve on the Council since it's not a formal governing body. That point was disputed by Bonnie de Steiguer.

Jessica Bonebright said that when she attended the Planning Committee meeting, she didn't understand what Community Councils were, but Bonnie explained that the VMICC members are elected in a regular election. The difference is that they don't run Vashon the way a City would. The things that a City would handle are done by the King County Council. The functions they do aren't the same as a City Council, or City officials, but the fact is that they're elected. Richard asked why KCLS shouldn't have a Vashon Library Advisory Board if the VMICC members are elected in a regular election.

Rob Spitzer asked if it makes sense before the October Board meeting to have someone from the Board or staff talk to the people from the VMICC that are interested in this to see if there is some way to facilitate communication without setting a precedent and while helping the community feel recognized and listened to. Bill asked if the Board would like staff to explore doing something similar in lieu of recognizing the Advisory Committee as requested. Rob replied that the Board is exploring calling the group something slightly different and giving it some official recognition.

Richard Eadie said that one of the distinctions he wanted to make is that there would still be some distinction in that cities that have Library Advisory Boards serve the function of reporting to a City. A City has the power to remove itself from the Library System. He noted that there's a different kind of communication in maintaining the choice to be part of KCLS. That being said, he thinks it boils down to semantics. Richard said there is something to be said for preserving the term Advisory Board for those groups with which KCLS has that particular relationship. He thinks the decision needs to be made in a way that shows that KCLS understands that some kind of communication will come in from the Vashon group. He believes that one of the things that is different about Vashon is that it is a very geographically defined entity that is different from other unincorporated areas where residents may go partly to one library, and partly to another. It makes Vashon more like a City than the rest of the unincorporated areas. Bill Ptacek said that staff can come up with a different name for this group, if that is

what the Board would like. KCLS would be happy to talk to any group that came together that wanted to discuss libraries. He noted that one point that was made, however, is that KCLS might rely on Advisory Boards to help with some issues. For instance, in Auburn, where KCLS is working with the City to expand the Library, one of the ideas is the possibility of acquiring more frontage on Auburn Way to make the Library and Park more visible. The Advisory Board is working to lobby for that issue. It's a little bit different on Vashon in that the Vashon Community Council does not have that responsibility or jurisdiction. In lieu of recognizing a Library Advisory Board, staff would be happy to find another moniker, if that's what the KCLS Board wants to do.

Lucy said that she would love to see a follow-up letter from KCLS restating that the System would love to work with an appointed Committee from the Community Council and reconfirming the importance of communication with the Vashon community.

Jim Wigfall asked if it was true that the Vashon Parks District had issues and things that they wanted to do differently, and the Friends group took an active role to get them to change their position. Bonnie de Steiguer said that was not the case. Jim said, however, that it was an active role that the Vashon community took to make the difference. Bonnie noted that the Friends feel they don't have permission to take a stance because they're part of the Library. Bill replied that the Friends are not part of the Library; they're a distinct and very independent group. Jim said that the community took an active role to make a difference in the Library issue, similar to the role an Advisory Board would take. It was an active role to make sure the position of KCLS was taken into account. Richard Eadie noted that one of his concerns is that whatever KCLS does in terms of recognition is done in a way that doesn't undercut the Friends and make them feel their position is minimized in some way or disrespected. Bonnie said that Vashon has a wonderful Friends group, but they don't feel free to express any opinion contrary to what their perception of KCLS' position. She said that Vashon needs to get people sitting together at the table talking: the Parks District, KCLS staff and the community. Bonnie noted that that has not been happening. She said that Vashon doesn't need a Library Advisory Board if KCLS can make that conversation happen.

Lucy said that if the committee that is formed comes from the VMICC, it will have the voice of the community. She noted that it needs to come from the VMICC rather than the Library so that it has the voice of the Community Council. Lucy supports creating a committee focused solely on library issues for the Vashon community. She said that it has the ability to have a powerful voice, and it needs to come from the Vashon community, but it's not the same role that Advisory Boards play because those report to a City.

Bonnie noted that the Community Council has a great deal of influence on the community. She has a project to improve the flow past the book drop, and the Library Advisory Board could help her do that. Richard asked if the community would take any offense if the name of the group was not exactly Advisory Board. Bonnie replied that KCLS' Advisory Boards have a lot of different names. Lucy asked what the VMICC needs to make that committee happen. Bonnie said that the VMICC would like some recognition. The VMICC has created a Committee already. She said that the community is tired of reinventing the wheel and nobody having any position or a way to communicate. Bonnie noted that the community is frustrated that KCLS staff is not meeting with the Park District. She said they feel that almost everyone on the Island wants the same thing and they are worried about the lack of progress in making this happen. They feel they could make it happen better if they had recognition and a little bit of power. Lucy asked if the group has a spokesperson. Bonnie said that she is the acting Chair of the Library Committee. The other members would be appointed by the Executive Council of the Community Council. There are application forms for people to fill out. Bonnie said the Committee process is about democracy and transparency. Jim Wigfall noted that it sounds like the Committee would be in line with the guidelines KCLS has in place for Advisory Boards.

Richard Eadie suggested a resolution recognizing the Library Committee on Vashon as the representative of the Vashon Community Council. Jessica added that KCLS should note that the Committee will have representation from KCLS in a similar manner to other Advisory Boards. Bill Ptacek said that KCLS works with Advisory Boards to provide annual reports to City Councils, and the relationship is a bit different. Jessica Bonebright asked if each Board has a KCLS staff member assigned to work with them, and knows who that is. Bill said that KCLS asks staff to communicate with any group that wants to be involved with the Library. Richard noted that the Cluster Managers often serve as liaisons to Advisory Boards, but his understanding is that there isn't anyone whose formal job is to represent KCLS to Advisory Boards. Bill said that each cluster has a Community Liaison that does that type of work. There are different communication issues and KCLS promotes the idea that people should participate in budget hearings. Not all of the communication issues would be the same because Advisory Boards work with City governments. KCLS would talk to a Vashon group and be connected, and take whatever direction the KCLS Board provides. The work KCLS does with Advisory Boards of cities is specific to their group and their relationship with the cities.

Lucy Krakowiak moved to recognize the Committee selected by the Vashon-Maury Island Community Council and to reaffirm that there will be a strong connection between KCLS, the community and the Committee. Richard Eadie seconded and the motion was discussed.

Lucy noted that she doesn't feel comfortable including the Committee as an Advisory Board.

Jessica Bonebright asked if there is any feedback mechanism to clarify that this meets the needs and interests of the community. Richard said that one way to do that is to table this motion until the October Board meeting so that there can be communication between both sides. Jim Wigfall asked Bonnie if this is something she thinks the VMICC would support. Bonnie replied that what Vashon wants is for Bill and possibly Kay Johnson to spend time with the Park District Board to help work out negotiations. She said this motion might mean that the Vashon Committee would be treated differently than other Advisory Boards.

Julie Williams noted that, historically, KCLS has worked to educate Friends and Advisory Boards about their role with the Library System and help them understand that their role is not to deal with the operations of KCLS. She said that there may be some confusion with that point. Julie thinks that part of KCLS' communication with a Vashon group needs to include the understanding of their appropriate role. Julie stressed that neither Friends nor Advisory Boards have influence over operations. Bill Ptacek added that KCLS does not include Advisory Boards in negotiations on property matters.

Bonnie noted that part of the research she did showed that Advisory Boards do work on buildings. Yoshiko Saheki commented that there is a difference between what Friends and Advisory Boards do. She was appointed to the Shoreline Library Advisory Board by the Shoreline City Council. Yoshiko said that one of the first ordinances the City Council passed after incorporation was to create the Library Advisory Board. Yoshiko noted that the operative word is Advisory. Having been appointed by the City Council, Yoshiko believes that she was advising the City Council on library matters, not advising KCLS Trustees. She mentioned that the Advisory Board was active when the Richmond Beach Library was built in the park and during the Shoreline Library parking lot expansion. She noted, however, that the Advisory Board served as a conduit to the community of Shoreline, taking feedback from the community to report to the City Council. Bonnie asked if it could work both ways. Yoshiko said that she was taking information from KCLS to the City Council, but it seems that the Vashon group would like to go the other direction. Bonnie asked if she shouldn't make a suggestion regarding a solution to a library problem.

Jessica Bonebright asked if the Board would like to table this issue and come up with an agreeable proposal in October.

Lucy Krakowiak moved to table Richard Eadie's motion until the October Board meeting. Rob Spitzer seconded and the motion passed unanimously.

SUMMER READING PROGRAM AND STUDY ZONE ANNUAL REPORTS

Cecilia McGowan reported that the Summer Reading Program (SRP) had a 9% increase in the number of signups, a 20% increase in the number of children who reached the halfway goal and an 11.5% increase in the number of total finishers. The Summer Reading Program can't happen without everyone at KCLS working together, and Cecilia especially thanked the KCLS Foundation, Friends groups, Community Relations, Graphics and the Shipping department. She said it is fabulous that everyone that works in the community libraries feels like SRP is part of their regular programming that can help children be better readers. Staff also provided great stories of people loving the art kit prizes for this year's SRP. Cecilia mentioned that this year, 934 unique students visited the libraries, of the 3,500 total participants. These are children who don't regularly go to the library, some of whom were taken there on buses, supported by the KCLS Foundation.

Rob Spitzer asked what KCLS could and will do differently with SRP in the future. Cecilia replied that KCLS is hoping to increase participation in and the completion of SRP. She and Jerene Battisti have been discussing the best way to target specific age groups and get the word out to schools for students to sign up and complete SRP. KCLS would also like to increase participation by preschoolers, so Cecilia will be working to target parents.

Lucy Krakowiak said SRP is fabulous, but enthusiasm from a few students she knows fizzled after a few weeks when they were out of school because their parents were not able to listen to them read. Lucy asked if there is a way to do this program during the school year, because it seems that the schools are an important part of getting students excited about SRP. She said it is a shame that the students she knows did not participate fully in

the program because their family life was unable to support them; however they could be supported during the school year. Cecilia replied that during the school year, students can participate in Ready, Set, Read!, where they read for 20 minutes a day, for 20 days a month and receive a book. Lucy suggested that a pizza prize might help fuel participation in that program. Cecilia noted that KCLS is always looking for ways to reach children who have no family support for reading, including day cares, camps and other outlets. Richard Eadie said SRP is a very successful program, and a credit to KCLS and the staff who put it together.

Annie Poyner reviewed the 2009 Study Zone Annual Report. She noted that in the 2008-2009 school year, the number of volunteers increased and student usage of the program nearly doubled. KCLS began receiving requests for tutors before the program officially started. Richard Eadie asked if the increased usage at the Muckleshoot Library is attributable to the size of the new Library. Annie noted that this was the first year that Muckleshoot has offered Study Zone, and it was also a test site for the online Study Zone. Through the online program, students at branches where tutors are unavailable can connect with online volunteer tutors. Online tutors are available Sundays from 3:30pm- 6pm and Monday-Thursday from 3pm-8pm. So far, there have been 1-3 students booking 2.5 hour sessions of online tutoring in each of the first two weeks of the program.

Annie reported that KCLS ended the year with 206 tutors at 31 libraries, and is already starting the next school year with around 200. The number of tutors usually increases throughout the school year, and by next June KCLS could have anywhere from 200-300 Study Zone volunteers.

In 2008, KCLS held the first summer Study Zone program, with 180 students getting help at seven branches. In 2009, summer Study Zone was offered at 16 locations. Both years, students sought help with skills building to prepare for the next school year.

Annie reported that this year, the annual recognition event for Study Zone was combined with recognition for Netmasters and Talk Time volunteers. The event was a huge success with better turnout than previous years. Staff provided workshops for the groups, and formal recognition of the volunteers' efforts. A surprising number of volunteers participate in more than one of the programs.

Lucy Krakowiak asked if there has been an increase in tutors willing to volunteer in the south end of the County. Annie replied that there have been increases in volunteers at many locations, and increases at all of the south end libraries except Skyway, which lost tutors due to scheduling conflicts. So far, Skyway is the only actively recruiting library that hasn't been able to find a tutor yet, while usually two or three locations have that type of delay. Media attention, including coverage by King-TV last fall, increased the demand for tutors.

Jerene Battisti provided a review of KCLS' teen programs. She thanked the Graphics department, the KCLS Foundation and KCLS staff for their support of the Read 3, Get 1 Free program. More teens than ever are participating, and so far 7,000 books have been given away. This summer, the program offered gift card incentives from Barnes and Noble, Target and Zumiez, and all of the teens who participated were eligible to win the first prize, a laptop, or second prize, an iPod. The laptop went to a regular user of the Burien Library, and the iPod went to a member of the Bothell Teen Advisory Board.

With 52 entries, participation in the 2009 Read.Flip.Win. program almost doubled that of 2008. After review by a panel of judges, the top four entries were tied and Jerene Battisti had to think long and hard to pick the grand prize winners in the Book Review and Book Trailer categories. The Board viewed the winning entries. Jerene said it was a privilege to host the contest, and KCLS hopes to continue it once again. She thanked the Foundation for providing support for the Flip camera prizes.

INTERIM STAFF SURVEY RESPONSE PLAN

Through the Interim Staff Survey Response Plan, KCLS is engaged in making improvements in the five key areas identified in the most recent staff survey: communication, chain of command, scheduling, staff participation and teamwork, and policies and procedures for emergencies. Holly Koelling provided an update on the progress in each of the five areas. Under communication, the Cluster Managers have spearheaded improvements to local and cluster-level meeting structures so staff at all levels have access to information through consistent formats. All of the Cluster Managers and management team members set office hours and one-on-one appointment schedules for staff to have access to them. KCLS also formed a team of staff to look at KCLS' passive communication structure to discover what's working, what is not and how to make changes. The group came up with recommendations for increased communication at the individual, local and System levels, which will be brought to the Administrative Planning Team before the end of the year. Those recommendations led to the revision of the System-level communication norms document.

One of the primary issues around chain of command is that staff feel they don't know who to go to for various issues under the current structure. The Cluster Managers therefore worked with the Public Services Team to create a template for a responsibility matrix, which the Cluster Managers have fleshed out for staff to use along with a searchable spreadsheet to help them find the person they need to talk to regarding particular issues. The Public Services Team has also been working with the Staff Development Coordinator to develop a clearer system to identify the person in charge of a location at any given time and to help the people who might serve in that role get the training they need to do so.

Staff have also created, compiled and posted updated information, including policies, rules, guidelines and procedures, on how staff is scheduled. This information can be used by the management teams in annual appointments with staff to help them understand why schedules are the way they are. The Public Services Team created a process for involving cluster-level staff in opportunities to engage in their communities. The Cluster Managers also developed expertise expectations to identify who to seek expertise from in a cluster when it is not easily available from a local individual.

KCLS is also working to update its emergency policies, procedures and guidelines, the first two of which were presented to the Board for approval in April. This is part of a larger effort by the Public Services Team to update its Policy Manual and ensure policies, procedures and guidelines are easy to locate, search, and interpret. A number of policies are under review by groups of staff, including those related to the Rules of Conduct, volunteer services, unscheduled library closures, incident reports, and bans and trespasses. Some of those policies will require Board approval, and those that don't will be rolled out as they are finalized.

Jessica Bonebright asked if there will be an additional staff survey to see if KCLS is making improvements in these areas of concern. Bill replied that the staff and Board agreed to give these efforts a chance to be implemented and get far enough along to be measured. KCLS is planning to follow up with an additional survey to measure the success of this effort once it has had a chance to take effect. Jessica noted that Boeing just released an annual employee survey with simple questions regarding employee pride, motivation and satisfaction. She would like to see KCLS do a broad staff survey in the future rather than being limited to measuring just these things. Bill Ptacek replied that since KCLS has spent time and effort on these items that were identified in the previous staff survey, KCLS should see if the response plan has made a difference. He noted that KCLS could do a general survey as well. Jessica requested that staff provide a report to the Planning Committee before a future survey is released. She hopes that a future staff survey will be broad enough to address the areas identified as problematic in the last staff survey. Lucy Krakowiak added that she supports following through with the areas identified as needing attention and getting specific data to see if KCLS is making progress. She thinks that once these problems are addressed, it would be good to have a regular survey with big-picture questions similar to a patron satisfaction survey.


Bill said that when it is appropriate, KCLS will go back and survey staff on the issues raised in the Interim Staff Survey. Holly noted that it will likely take a year to fully design and implement the tools needed to improve in these areas. She anticipates that KCLS would get the most useful data back from staff in late 2010 or early 2011. Bill added that the Board would have the opportunity to review an additional survey before it was finalized. Rob Spitzer said that he is satisfied with waiting a year to assess the results of this plan, but asked if the Administrative Planning Team is aware of other issues that staff might have. Lucy noted that that is a tough question, and what KCLS is working on now is data from staff at the ground level. She believes that it is appropriate for the Trustees to go to the libraries and talk to staff, get a sense of the patrons and see how the libraries are functioning. Bill replied that operations is always a difficult question, and he appreciates the fact that the Board wants to be aware of any potential issues. He noted that one thing going on right now is 34 staff meetings to discuss implementation of the Future Services Strategy with regards to staffing. That and the levy lid lift are key issues for staff right now, in addition to the libraries being very busy. Jessica noted that the issues in this plan are mostly to do with the public services staff. Holly added that all of the Administrative Planning Team members could give anecdotal thoughts, but the only way to get definitive is to ask the public services staff. She pointed out however that doing so would give a non-representative sample as opposed to the trends of the larger staff. Holly agreed with Bill that the most challenging issues for staff at the moment are the Future Services changes being implemented and the economy and how those issues might impact staff on a personal level. Julie Williams also added that staff has appreciated the opportunities provided by the libraries developing their own Annual Service Priorities. The process provided a lot more interaction with public services staff, and got them more engaged and excited about the opportunity to do more locally based things in their communities.

DIRECTOR'S REPORT

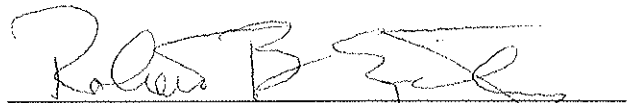
KCLS is excited about the progress being made on the Evergreen project. Jed Moffitt reported that the Evergreen team was just up at the North Bend Library doing an Evergreen demo for staff members there, who were excited about the fact that Evergreen lets them click and store a barcode to make library cards for members of the same family. There are a lot of small things that Evergreen can do that is really important for staff and that can make huge improvements for individual experiences with patrons. The recent news of the almost \$1 million grant from the Institute of Museum and Library Services is exciting because it validates at a high level that what KCLS is doing can not only help KCLS staff to improve the software but is also helping spread word of what KCLS is doing across the country. Through the grant, KCLS can share the work on Evergreen with other Library Systems, which in turn can share their improvements with KCLS. Richard Eadie noted that this is a good example of the national recognition of KCLS that the Board discussed at its Retreat.

ADJOURNMENT

Jessica Bonebright adjourned the meeting at 7:59pm.



Jessica Bonebright, President



Rob Spitzer, Secretary