



King County Library System
Board of Trustees Meeting
Valley View Library
5pm ♦ 27 October 2009

MOTIONS APPROVED

1. Motion to approve the Board agenda
2. Motion to approve the September 29, 2009 Board meeting 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 Surplus Resolution 2009-14
9. Motion to approve a letter regarding the Vashon Library Committee
10. Motion to approve the Capital Plan Budget

CALL TO ORDER

Jessica Bonebright called the meeting to order at 5:06pm.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Richard Eadie moved approval of the September 29 Board minutes Lucy Krakowiak seconded and the motion passed unanimously.

FINANCE REPORT

KCLS spent \$6.5 million in September, compared to a budget average of \$8 million. KCLS is at 67.5% of budget, compared to 67.9% this time last year, at 75% of the way through the year.

The following general fund items were called out:

- Professional Services: Expenditures of \$277 thousand in September are higher than the monthly average. The total includes \$75 thousand for the reading initiative project, half of which will be funded by the KCLS Foundation.
- Repairs & Maintenance: Expenditures of \$390 thousand include \$120 thousand for contracted services such as janitorial and landscaping, \$61 thousand to prepare the Redmond Ridge Library Express for its opening and \$56 thousand for HVAC upgrades at the Federal Way Library.
- Supplies: September year-to-date expenditures as a percent of full year budget of 53.5% are similar to September year-to-date in 2008. Supplies include toner cartridges and paper for printers, processing materials such as stickers, labels and book jackets, building maintenance materials, and typical office supplies.

Richard Eadie asked why Repairs and Maintenance year-to-date expenditures are only at 50% of budget. Linda replied that the Repairs and Maintenance budget took an informal cut of \$500 thousand earlier in the year. Expenditures in this category in 2008 also included overages in the capital plan, which were unbudgeted and caused KCLS to run ahead of usual pace last year. Also, there is a "seasonality" to Repairs and Maintenance expenditures because invoices follow the work and typically many projects wrap up near the end of the year.

September is typically a low revenue month. Revenues in September included some early property tax receipts. KCLS is still slightly ahead of 2008 in current and delinquent tax receipts. Credit card payments in September were 33%, higher than the average 26.7%. Revenues in October will reflect large property tax receipts.

Spending in the 307 fund was \$2.6 million in September. A number of large projects are in full swing. The largest 307 fund payment was \$1.2 million for the Sammamish Library project. Other large payments included \$348 thousand for the Kirkland Library expansion and \$998 thousand for the Federal Way Library project. There was a credit of \$145 thousand for the Burien project reflecting receipt of a payment from the City of Burien for its share of expenses. The payment was larger than bills for the project, which resulted in a credit. There was also a \$72 thousand quarterly reimbursement to the general fund for payroll expenses for employees dedicated solely to bond projects. As of September, KCLS has spent a total of \$72.2 million in the 307 fund. The bond sale went smoothly, and KCLS received the proceeds on October 14. There is now \$75 million in the 307 fund and KCLS is ready to continue funding construction projects.

September expenditures in the 302 fund included slightly less than \$5 thousand on the Kent Library remodel project.

PAYMENT OF BILLS

Lucy Krakowiak moved approval of Payroll Expenditures in the amount of \$2,478,499.84; Checks September 1-15 Chk#145424-145574; 208788-209928 and September 16-30 Chk#145575-145710; 209929-211069. Rob Spitzer seconded and the motion passed unanimously.

Richard Eadie moved approval of General Fund #0010 Expenditures for September 2009 in the amount of \$3,563,310.54; (Travel Advances) Chk #944, (9/8) Chk #1011173-1011190, (9/9) Chk #1011191-1011219, (9/10) Chk #5000158-5000181; 1011220-1011299; 1011300-1011330, (9/14) Chk #1011331-1011377, (9/16) Chk #1011378-1011455; 1011456-1011500, (9/17) Chk #5000182-5000185; 1011501-1011532, (9/18) Chk #5000186-5000196; 1011533-1011560; 1011561-1011607, (9/21) Chk #1011608, (9/23) Chk #1011609-1011678, (9/24) Chk #1011679-1011721; 1011722-1011744, (9/25) Chk #5000197-5000203; 1011745-1011768, (9/28) Chk #1011769-1011787, (9/29) Chk #1011788-1011804; 1011805-1011848, (9/30) Chk #1011849-1011886, (10/1) Chk #5000204-5000207; 1011887-1011895; 1011896-1011971, (10/2) Chk #5000208-5000224; 1011972-1012003; 5000225, (Voids) Chk #5000193; 1011597; 1011621. Rob Spitzer seconded and the motion passed unanimously.

Richard Eadie moved approval of Construction Bond Fund '88 #3020 Expenditures for September 2009 in the amount of \$4,774.04; (9/23) Chk #3020015. Lucy Krakowiak seconded and the motion passed unanimously.

Lucy Krakowiak moved approval of Capital Project Fund 2005 #3070 Expenditures for September 2009 in the amount of \$2,869,419.99; (9/8) Chk #3070185, (9/10) Chk #3070186-3070187, (9/15) Chk #3070188, (9/16) Chk #3070189-3070190, (9/18) Chk #3070191-3070199, (9/21) Chk #3070200-3070201, (9/22) Chk #3070202-3070204, (9/23) Chk #3070205-3070206, (9/24) Chk #3070207-3070208, (9/25) Chk #3070209-3070218; 3070219, (9/30) Chk #3070220-3070221, (Voids) Chk #3070192; 3070198. Rob Spitzer seconded and the motion passed unanimously.

Rob Spitzer moved approval of Gift Fund #6010 Expenditures for September 2009 in the amount of \$125.38; (9/4) Chk #6010033-6010034. Richard Eadie seconded and the motion passed unanimously.

SURPLUS RESOLUTION 2009-14

This is the standard quarterly surplus resolution for computers, furnishings and other equipment.

Rob Spitzer moved approval of Surplus Resolution 2009-14. Lucy Krakowiak seconded and the motion passed unanimously.

VASHON LIBRARY COMMITTEE

Julie Brand Williams gathered notes from the Planning Committee discussion of the request for a Vashon Library Committee and drafted a letter in response. KCLS staff had a productive meeting with the Executive Director of the Vashon Park District and the Chair of the Park District Board. The meeting included a discussion of all of the Park District's issues regarding the Ober Park lease. KCLS was able to assuage some of the Park District's concerns about KCLS' process, and the Park District was not interested in appointing members to an Advisory Library Board. KCLS agreed to have staff attend two Park District Board meetings to report on the progress of the Library project, and work collaboratively with the Park District on the project. Rob Spitzer noted that the draft letter reflects the Board's intentions from the September Board meeting.

Bill Ptacek also mentioned that the dismissal of the Bangasser lawsuit included a direct discussion of the Vashon Community Council. A member of the Community Council's Executive Committee and the judge in the case identified that the Community Council is not a governing board, but rather an advisory board to King County government.

Richard Eadie moved to approve the letter as a statement of the KCLS Board and communicate it to the interested parties. Lucy Krakowiak seconded and the motion passed unanimously.

CAPITAL PLAN BUDGET

Once a quarter, KCLS reviews the "green sheet" with the Board, which is an overall view of the Capital Plan showing how much KCLS will spend and how the Plan total compares to the \$172 million voter-approved total. The Capital Plan Budget "purple sheet" is where KCLS keeps track of the specific project budgets the Board has approved. KCLS comes to the Board for revisions to those budgets when staff has a better idea of what the project will actually cost. The revised Capital Plan Budget includes a column showing whether the project budget is the original budget or has been revised.

KCLS would like the Board's approval on revised budgets for the Sammamish, Kirkland and Carnation library projects. Those projects are either well underway or completed, as in the case of the Carnation Library. The bids on the Sammamish Library came in well below KCLS' cost estimates. KCLS is proposing taking \$1.15 million from that project budget and using it to fund overages in the Kirkland and Carnation projects. At Kirkland, KCLS would use \$1 million to replace furnishings and fund unanticipated construction costs. The remaining \$150 thousand would be added to the Carnation Library project budget to fund unanticipated offsite mitigation work required by the City of Carnation. Ordinarily, KCLS funds overages out of the general fund, but it is prudent instead now to reallocate the underage in the Sammamish budget.

The last change in the Capital Plan Budget is a reduction in the Kenmore Library project budget from \$10.4 million to \$8.4 million. Bids just received on the project show that KCLS can reduce the budget by \$2 million. This reduction makes the budget \$2 million less than the previously approved version, and helps narrow the gap in the "green sheet," which the Board will review in November.

Rob Spitzer moved approval of the revisions outlined in the Capital Plan budget. Richard Eadie seconded and the motion passed unanimously.

NEWCASTLE LIBRARY PROJECT

Bill Ptacek reported that the Newcastle Library project was designed to include an attached parking structure and housing units. The project is currently awaiting a building permit, and the developer is still unable to find funding for the housing portion of the project. Considering the favorable bidding climate shown by the numerous low bids on the Kenmore Library project, KCLS would like to find a way to move forward on the Newcastle project. Staff has been considering ways to use KCLS' usual construction process to build the Library and parking structure in a way that would allow the housing to be built later when the housing developer is ready. Staff has also spoken to City of Newcastle officials, who are supportive of the idea. The Library would still be attractive as a standalone facility. Richard Eadie noted that since KCLS can't predict whether the developer portion of the project will be able to happen, it is a good idea to move forward with the Library project.

Bill noted that KCLS would like to move forward on construction projects while the bidding climate is favorable, especially Auburn and Vashon. Rob Spitzer noted that of all the projects to move forward on quickly, Vashon is the most complicated due to the partnership with the Park District. He asked if KCLS could accelerate any other construction projects. Bill said several of the projects are tricky, as they are affected by potential annexations

or in close proximity to other ongoing construction projects. Bill mentioned that the Vashon Park District Board is currently reviewing the draft lease of the Library building. If the Park District Board approves the lease, the KCLS Board will be able to approve it at the November meeting. Rob noted that current library construction projects are a win-win for the community and KCLS and make sense because the economy can use more jobs and KCLS can build the facilities for a lower price in the current climate.

VALLEY VIEW COMMUNITY STUDY

Angie Benedetti, Cluster Manager for the Fairwood, Southcenter and Valley View libraries, introduced staff members Bruce Greely, Connie Horstman, Deanna Gauthier, Taylor Stoneback, Jennie Westlund, Connie Cook and Karen Hardiman. Angie also introduced Cheryl Forbes and Jackie Krutz, members of the SeaTac Library Advisory Board. Angie and Bruce Greeley presented the Valley View Community Study.

Richard Eadie asked how potential flooding of the Green River could affect the Valley View Library. Angie replied that the Valley View Library is on high ground, but it is in a cluster with the Library Connection @ Southcenter, which is not out of the flood zone. The two locations share staff, so flooding could have an effect on the staffing level at Valley View. Staff is working to stay educated about flood preparations and response, and has attended flood meetings. Danielle Perry in KCLS' Human Resources department is coordinating KCLS' emergency response efforts.

Rob Spitzer noted that there is a large senior population in the Valley View area according to demographics in the Community Study. He asked what the Library is doing to reach out to that population. Angie replied that volunteer opportunities are available, and the Library will continue to explore and provide adult programming such as book and writers' groups. KCLS also provides outreach to homebound adults through the Traveling Library Center and is exploring other ways for local staff to reach out to adults in their communities.

Lucy Krakowiak noted that she looks forward to seeing the Valley View Library have a relationship with the new Coal Creek Family YMCA. Angie mentioned that staff has toured the new facility, and is excited about potential partnership opportunities with the YMCA.

Bill Ptacek added that in preparation for the Community Study, staff met with the Mayor and City Manager of the City of Tukwila and discussed the need for a new facility. The capital plan calls for improved parking and library access, but doing so would be difficult. The Library is not in the center of the community and patrons have noted that it is not as accessible as it could be. KCLS staff, the Mayor and City Manager agreed to continue exploring locations that could better serve the community.

Bill also commended Bernadette Salgado, the Children's Librarian at Valley View, for her work coordinating the Back to School Resource Fair at Angle Lake. Recognizing that children were not ready to go back to school and lacked the resources to do so, Bernadette worked with community groups to find sponsors and host the Fair to provide supplies and share information with local families. The first year of the program, sponsors were difficult to find. This year, however, sponsors called the organizers to arrange donations. More than 1,500 people attended the Fair, and 600 backpacks containing school supplies for elementary, middle and high school students were distributed. When the event was over, 200 children were placed on a waiting list for backpacks, and the City of Tukwila ensured that they received them before school started. Approximately 300 people toured Techlab, which was on site for the event, and many signed up for library cards for the first time. Bill noted that this is a good example of the outreach envisioned by the Future Services Strategies.

BELLEVUE LIBRARY PARKING PLAN - JOHNSTON ARCHITECTS

Kay Johnson introduced Ray Johnston of Johnston Architects, the firm working on expanding parking for the Bellevue Library. KCLS is at the end of the schematic design portion of the project, and is involved in pre-application discussions with the City of Bellevue.

Ray reported that the parking expansion project has been in progress for a year and a half. When the project started, architects noticed that there are utilities going through the existing surface parking that will need to be relocated during the expansion project. KCLS considered the potential to work with the Bellevue Parks Department and the City to provide combined parking for the Library and Ashwood Park. That project proved very complex, and the parties determined that it should be considered later in the future. In order to satisfy the Library's needs in the near term, KCLS is now working on how to expand parking on the Library grounds by reconfiguring the existing surface parking and adding an additional below-grade parking deck. The City has granted approval for short-term use of part of Ashwood Park for temporary parking, construction access and

materials lay-down. The proposed new garage would occupy the existing lot on the north side of the Library and include the below grade deck. The total will then be 168 parking stalls on two levels, which is an increase of 85 stalls. The project will also include replacing access to the existing parking garage below the Library, and minor improvements to that space. Access to the surface lot will be roughly the same, with some improvements and adjustments to access on the east side of the lot. Johnston Architects is exploring creative elements such as railings, stairs and landscape architects to provide a visual impact for the project.

Since the expansion project construction should take about a year, KCLS and Johnston Architects are exploring ways of staging the process and minimizing the impact on the Library. Options include various configurations of temporary parking, construction access, access to the current lower garage and construction lay-down in the existing lot and portions of the Ashwood Park fields. Because of the large number of staff at Bellevue, including staff for System-wide services such as AnswerLine, KCLS is exploring renting staff parking off-site during construction. The project is estimated to cost just less than \$5 million. The goal is to begin work in late summer 2010.

NEWPORT WAY LIBRARY EXPANSION PROJECT

Sian Roberts of Miller Hull Architects reported that KCLS has hosted public meetings on the Newport Way Library expansion project, is developing contract documents and submitted a permit application with King County in July. The Library is located in an area of Bellevue that is still unincorporated King County. Bids on the project are estimated for January 2010.

The 800-square-foot expansion is limited in size by County restrictions. If the building is expanded by more than 10%, KCLS could need a conditional use permit and street improvements could be required. Limiting the expansion to 800 square feet also fits well with the project budget. The community expressed a need for more meeting room space, better restrooms and more quiet reading space. The existing building is tall and there are no corners tucked away to read quietly. The entry sequence to the front door of the building is also an inefficient use of space, so Miller Hull developed a more strategic and recognizable entryway near the driveway. The expansion plan divides up the current entryway into expanded restrooms and meeting space. The plan also includes additional staff space and room for Automated Materials Handling equipment and a reading porch on the side of the building opposite the entryway, which will also add more light to the facility. Sian noted that Miller Hull is working with staff to develop the palette for the interior remodel. Since the building is dark with a lot of brick and wood, the renovation includes lighter brighter colors through new finishes, carpeting, shelving, end panels and stack lighting. The design will also support and enhance the artwork in and around the Library.

Miller Hull is moving along with the design, and a construction document package is nearly complete. KCLS should receive comments from the County on the permit application in December, bid the project in January and begin construction in March or April. The project is now estimated to cost \$1.1 million, which is \$40 thousand more than the last estimate. The Library will be closed during construction, which is estimated to take eight months, since KCLS will be changing every major infrastructural element of the building. Staff is searching the neighborhood for a location to provide temporary library services.

2010 PRELIMINARY OPERATING BUDGET

Bill Ptacek noted that KCLS has integrated the Five Year Capital Plan report into the 2010 Preliminary Budget, and will feature it in the three public Budget meetings November 2-4. He encouraged the Trustees to attend the meetings, which will be held at the Burien, Redmond, Bellevue and Fairwood libraries.

The theme for the 2010 budget is "Opportunity." KCLS recognizes that in 2010, the lid lift, the potential Renton Library annexation and the Future Services and Evergreen projects will provide an opportunity to change the course of the Library System. Although the budget is being held flat, it doesn't mean that nothing is going to be happening. KCLS has \$95 million to work with, and is excited about the things that are going to happen in 2010.

The budget meetings will highlight how KCLS will deliver service from the three Future Services delivery points: in the libraries, online and beyond the library buildings. Staff will also discuss System-wide activities, such as technology, the collection and KCLS' commitment to diversity. Stewardship is the final key area of the budget, including financial management and staff development.

Linda Glenicki noted that the Board has reviewed a variety of financial scenarios as part of the discussion leading up to the levy lid lift resolution. She said that the 2010 Preliminary Budget is consistent with the long-term scenarios the Board has reviewed throughout the year. KCLS' revenue is limited to 1% growth each year by

Initiative 747, along with new construction revenue, which is typically around \$2 million. With the economic slowdown, KCLS has budgeted \$1 million for new construction revenue in 2010. The current figures from the King County Assessor's office show new construction revenue just slightly more than \$1 million. In 2009, expenditures were budgeted at \$98 million. Midway through the year, KCLS made \$2 million in cuts, bringing the budget to \$96 million and the 2010 budget is being held flat to that amount.

Rob Spitzer asked how the levy lid lift would affect revenues if it is approved by voters in February 2010. Linda replied that it would apply to revenues in 2011. The levy rate for 2010 will be \$0.42 per \$1 thousand of assessed value. If the lid lift passes, in 2011 the levy rate will be lifted to \$0.50 cents. Linda noted that KCLS is forecasted to finish the year with an ending fund balance of \$17 million, which will be the starting point for 2010.

DIRECTOR'S REPORT

Bill Ptacek mentioned that the unveiling of the Gandhi statue at the Bellevue Library was a major event. The celebration was attended by Rob Spitzer, Congressman Jim McDermott and Representative Jay Inslee, among other dignitaries. The City of Bellevue wanted to obtain a statue of Gandhi in the hopes of becoming a future home for an Indian consulate. When the City couldn't move fast enough to secure and install the statue, officials turned to KCLS. Bruce Schauer coordinated with the KCLS Facilities department, Art Oversight Committee, Community Relations, City of Bellevue and Federation of Indian American Associations and the statue was obtained and installed in less than four months. In comparison, it took the City of Atlanta two years to install a similar statue. Prior to the installation of the statue, KCLS hosted a ground blessing event, including a ceremonial breaking of coconuts and invocation by a swami from San Francisco. One concern in the community was that KCLS was hosting a statue of a religious figure. KCLS has explained, however, that Gandhi was not a religious figure and noted that there have been paintings of Gandhi and other political and cultural figures in the hallway of the Bellevue Library for years. With the statue's installation, KCLS has made tremendous inroads with the Indian American population. What was originally a favor to the City of Bellevue turned out to be a tremendous opportunity for KCLS. Bill noted that Bruce Schauer, Greg Smith and Julie Brand Williams worked hard to make the installation and the event a success.

Bill noted that before the Board meeting, he received a call from the Director of the Enumclaw Public Library, who reported that the City of Enumclaw has directed the Library to investigate the possibility of becoming part of KCLS. KCLS has since sent Enumclaw information about annexation. KCLS has historically had a positive relationship with the Enumclaw Library, which supports residents of southeast King County through a reciprocal borrowing agreement, especially when access to the Black Diamond or Muckleshoot libraries was more difficult.

Bill also mentioned that KCLS is now the third busiest Library in the country, after the New York Public Library overtook the second busiest spot behind the Queens Library. In 2008, New York's circulation was 16.5 million, behind KCLS' 20 million. This year, New York's circulation reached 21 million.

EXECUTIVE SESSION


At 6:47pm, 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 one hour, 30 minutes. Jessica Bonebright, Richard Eadie, Rob Spitzer, Lucy Krakowiak, Bill Ptacek and Charlene Richards were in attendance.

RETURN TO REGULAR SESSION


Lucy Krakowiak reconvened the meeting in regular session at 8:16pm.

ADJOURNMENT

Jessica Bonebright adjourned the meeting at 8:16pm.



Jessica Bonebright, President



Rob Spitzer, Secretary