



# King County Library System

Board of Trustees Meeting Minutes

Federal Way Library/Hybrid | August 28, 2024, 5pm

## Present

### **KCLS Board**

Jeffery Guddat  
Verna Seal  
Lalita Uppala\*

### **KCLS Staff**

Maria Bassett  
Angie Benedetti  
BJ Colvin  
Heidi Daniel  
Lisa Fraser\*  
Chase Gallagher  
Angie Mirafior  
Dominica Myers  
Danielle Perry  
Cecie Streitman  
Lisa Yamasaki  
Donna Zirkle

\*Attended remotely

## Call to Order

Trustee Jeff Guddat called the meeting to order at 5:05pm. There was no quorum present, and no speakers for public comment, so he proceeded directly to staff reports.

## Staff Reports

### Soundview Region Report

Regional Manager Felicia Wilson welcomed the Board to the Soundview Region. Along with Librarian and Information Services Managers Erik Matthews and Stacey O'Shea, and Librarians Beatriz Esparragoza and Julie Reeder, Felicia gave an overview of programs and services in the region, which includes five library locations: Federal Way, Federal Way 320th, Woodmont, Des Moines and Valley View.

Aligning with the two service strategies of making meaningful connections and engaging with books and reading, the group identified the following four priority topic areas, and gave descriptions of the types of programs offered within each one:

- Health and Social Services
- STEM (Science, Technology, Engineering and Math)
- Environment, Climate and Sustainability
- Arts and Literature

A summer programming highlight was the Community Connector series held at the Federal Way 320th Library. This program connected children with professionals in community service jobs such as police officers, firefighters, city planners and lifeguards. The program was so successful, the team is planning to expand it to include additional roles next year.

## Legislative Update

Government Relations Manager John Sheller gave the Board a summary of the 2024 legislative session which ran from January through March. Two bills were passed which directly affected libraries. The first one banned unpermitted weapons in libraries as well as other places likely to be frequented by children, including zoos, aquariums and transit facilities. The bill went into effect June 6, 2024.

The second bill centered around the dissolution of public libraries. Per state law, a library district operating for three or more years may now be dissolved by ballot measure approved by a majority of qualified voters within the district. Prior to the law, residents were not eligible to vote on a proposed dissolution.



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## Communications and Marketing Update

Communications and Marketing Director Chase Gallagher talked about his first two months at KCLS. He visited 19 community libraries and has spoken with many employees about ways to streamline processes and improve the customer experience for staff who interact with his department.

He mentioned some Communications and Marketing highlights:

- As the 2024 Summer Reading Program is about to wrap up, he and his team are already brainstorming ways to increase engagement across all patron age groups next year.
- He is in the process of hiring a professional photographer/videographer to help with promotion of events across the System.
- His team is promoting an upcoming event featuring Terry Szuplat, longtime speechwriter for Barack Obama, who will be talking about his new book, ***Say It Well***. The program will be held online on September 12.
- His team coordinated crisis communications training for members of the KCLS Leadership Team.

## KCLS Foundation Update

KCLS Foundation Executive Director Lisa Yamasaki spoke about several Agility grants the Foundation has been able to provide in support of KCLS programming in 2024. Agility grants are funds set aside outside of the normal grant application cycle in order to be awarded throughout the year as needs arise. The Foundation has awarded over \$86,000 in Agility grants so far this year.

Lisa also talked about some upcoming fundraising events for 2025, including the Literary Lions Gala. She was excited to announce that the annual Gala will be held at the Bellevue Library in 2025, after having been held at the Hyatt Regency Hotel in Bellevue for many years. The Author Salon series will also return in 2025. Her team will be adding a new event in the fall of 2025 aimed at engaging with a young professional audience.

## Finance Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of July 2024. Year-to-date (YTD) revenues were \$79.9M, which is 55% of the expected total of \$146.4M. YTD expenses were \$84.3M, which is 55% of the total budget of \$152.7M. CIP expenses YTD at the end of July were \$6M, accounting for 52% of the total budget of \$11.5M.

Donna highlighted a large one-time refund from Premera dating back to KCLS' coverage plans in 2022. She also talked about several 2024 projects including the Bellevue window replacement, the HVAC projects at Redmond and Issaquah Libraries, the keyless entry project, and AMH replacements.

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## Director's Report

Executive Director Heidi Daniel talked about current key performance indicators which tie back to the 2024 Budget Book, including a strong Net Promoter Score, and equity measurements.

KCLS is working with consultants to evaluate the current staffing model which was implemented in 2022. Members of the operations team will be presenting the results of the evaluation to the Board next month and will talk about the upcoming regional retreats scheduled for October. Librarians will also be gathering for an all-day retreat on September 5 at the Mercer Island Community Center.

In November, KCLS will begin replacing some outdated automated materials handling (AMH) machines. The process is scheduled to take approximately two weeks at each location, and disruption to the public should be minimal.

In cooperation with the Equity and Social Impact Department, the Human Resources Department just rolled out the new World Language Stipend program, which will replace the current Bilingual Pay policy. The new program compensates staff for providing reading, writing and speaking services following successful completion of competency tests. So far over 80 staff members have applied for the program in 36 unique languages.

The IT Department has several upgrades planned or underway at community library locations including the electronic door access project, wireless access improvements, and higher speed internet access.

Heidi recently met with King County Councilmembers Teresa Mosqueda and Claudia Balducci; Federal Way Mayor Jim Ferrell, and with the Redmond and Kirkland library advisory boards. She also met with the Bellevue city parks staff regarding a plan for Ashwood Park.

## Board Committee Reports

There were no Board committee reports.

## Trustees Reports

Trustee Jeff Guddat thanked everyone for coming out to Federal Way for the August meeting.

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## Adjournment

Jeff Guddat adjourned the meeting at 6:16pm.

A handwritten signature in black ink, appearing to read 'Srini Raghavan', written over a horizontal line.

Srini Raghavan, President

A handwritten signature in black ink, appearing to read 'Laura Valenziano', written over a horizontal line.

Laura Valenziano, Secretary

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