



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | October 30, 2024, 5pm

## Present

### **KCLS Board**

Jeffery Guddat  
Harish Kulkarni  
Srini Raghavan  
Verna Seal\*  
Lalita Uppala  
Laura Valenziano

### **KCLS Staff**

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

*\*attended remotely*

## Motions Approved

1. Board Meeting agenda
2. September 25, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

## Call to Order

President Srini Raghavan called the meeting to order at 5:05pm. Lalita Uppala, Laura Valenziano, Jeff Guddat were in attendance in person, Verna Seal was online.

## Approval of Agenda

**Jeff Guddat moved approval of the Board Meeting agenda. Laura Valenziano seconded, and the motion passed unanimously.**

## Approval of Board Minutes

**Lalita Uppala moved approval of the September 25, 2024 Board Meeting minutes. Jeff Guddat seconded the motion. All voted in favor and the motion passed unanimously.**

Harish Kulkarni joined the meeting at 5:09pm

## Public Comment

There was no public comment.

## Finance and Facilities Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of September 2024, which is three quarters of the way through the year. Year-to-date (YTD) revenues were \$84.4M, which is 58% of the expected total of \$146.4M. YTD expenses were \$106.7M, which is 74% of the total budget of \$152.7M. CIP expenses YTD at the end of September were \$7.9M, accounting for 69% of the total budget of \$11.5M.

There are a number of replacement projects about to start or currently underway, including the Issaquah Library roof and HVAC; Redmond Library HVAC; Vashon Library HVAC, and North Bend Library roof. There are also four Automated Materials Handling (AMH) machine replacements coming soon at Bothell, Issaquah, Redmond and Bellevue Libraries.



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## 2025 Preliminary Budget

Executive Director Heidi Daniel and Donna Zirkle presented the 2025 preliminary budget. Heidi began the presentation talking about a new set of shared priorities based on KCLS' organizational goals and DEI pillars.

The shared priorities inform the budget and the projects planned for 2025. They are as follows:

- Unify internal processes for managing change, data, internal communication, and policies, using an Equity Impact Tool to inform decision making.
- Elevate customer experiences for our service-area communities, centering those most negatively impacted by inequity to amplify the value of the library.
- Reimagine physical and virtual library spaces with an emphasis on accessibility and empowering multilingual communities.
- Enhance staff experience and engagement at KCLS, fostering communities of belonging and well-being while expanding our trauma-informed approach.

Donna Zirkle gave the Trustees an overview of the budgeting process which began in May 2024, then she went into detail for general fund revenues, expenses and the capital investment plan. The 2025 budget is based on revenues of \$150.4M, primarily from property taxes. The annual growth in property tax revenue is restricted to 1% over 2024, plus any increase derived from new construction. New construction is forecast to decrease by 12% over 2024. Expenses are projected to be \$163.9M, which means a deficit budget. The expenses are comprised of 61% personnel costs totaling \$99.4M, 32% non-personnel costs totaling \$52.3M, and 7% capital investment plan projects totaling \$12.2M, including improvements in KCLS facilities and information technology services systems.

## Approval of Monthly Expenditures

**Jeff Guddat moved approval of Payroll expenditures for September in the amount of \$3,203,899.83:** (9/13) Ck#00202123-00202133; 827705694-827706789; (9/27) Ck#00202134-00202150, 833909391-833910488. **Laura Valenziano seconded, and the motion passed unanimously.**

**Jeff Guddat moved approval of General Fund #0010 expenditures for September in the amount of \$6,008,820.16:** Travel Advances – 1522-1523; (9/12) Ck#5014927-5014960; (9/12) Ck#1155100-1155250; (9/16) Ck#5014961; (9/16) Ck#1155251; (9/19) Ck#1155252-1155332; (9/19) Ck#5014962; (9/23) Ck#1155333-1155335; (9/26) Ck#1155336-1155486; (9/26) Ck#5014963-5014986; (9/30) Ck#1155487-1155556; (10/04) Ck#1155557-1155686; Voids – Ck# 1155319. **Harish Kulkarni seconded, and the motion passed unanimously.**

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## Staff and Director's Reports

### Summer Reading Recap

Library Outreach Programs and Services Director Angie Benedetti gave a recap of the 2024 Summer Reading Program. She began by describing the desired outcomes of the program, which included youth ages 5-18. They were encouraged to read books of their choice to develop a habit of reading for enjoyment while out of school. Summer Reading also focused on youth experiencing barriers to library access, promoting increased access to and ownership of reading materials. The program also urged patrons of all ages to engage with a community of readers and KCLS staff.

Local artist Kate Endle created designs for reading logs as well as bookmarks, stickers, patches and tote bags as prizes for reading accomplishments.

Angie also reported program statistics. There were over 12,000 first-time finishers, approximately 2,600 multiple-time finishers and approximately 950 adult finishers. Throughout the summer there were nearly 3,000 in-person programs serving nearly 65,000 people, and approximately 360 online programs that served over 4,000 people.

Summer Meals and Outreach book giveaways were also a success. Over 4,000 meals were served at three different locations, and over 7,000 people attended a meal event. Throughout the summer Outreach events approximately 1,100 books were distributed at Summer Meal sites, and over 15,000 at Outreach events. The Outreach team made 346 total Outreach visits.

### Director's Report

Executive Director Heidi Daniel discussed the dashboard metrics including the current month key performance indicators, 2024 circulation statistics vs 2023, and equity measures.

She talked about the current walk-up library service on Tuesdays, Thursdays and Sundays at the Issaquah Service Center while the Issaquah Library is closed for repairs.

Thanks to KCLS' partnership with Public Health Seattle King County, Naloxone (brand name Narcan) is now available for staff to use in the event of a patron overdose at 48 staffed KCLS library locations.

Heidi talked about her recent trip to Philadelphia, PA. for the Urban Libraries Council Annual Forum. While there, she spoke on a panel about trust and transparency with leadership teams and staff.

## Board Committee Reports

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There were no Board Committee Reports.

## Trustees Reports

With sadness, Board President Srinu Raghavan announced Trustee Anne Repass' departure from the Board of Trustees due to a move outside of the KCLS service area. The Trustees each took a moment and thanked Anne for her service in support of libraries both on the KCLS Board of Trustees and the KCLS Foundation Board.

## EXECUTIVE SESSION

At 7:05pm President Srinu Raghavan announced that the Board would convene in Executive Session per RCW 42.30.110, Section 1 (g), for the review of a public employee. He announced that they would return at 7:35pm. He announced that no further action would be taken by the Board upon their return.

At 7:35pm Secretary Laura Valenziano extended the Executive Session to 7:50pm.

## RECONVENE REGULAR SESSION

At 7:54pm, Laura Valenziano reconvened the regular session.

## Adjournment

Laura Valenziano adjourned the meeting at 7:54pm.

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

Srinu Raghavan, Board President

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