



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | November 26, 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  
Chase Gallagher  
Angie Mirafflor  
Dominica Myers  
Danielle Perry  
Cecie Streitman  
Lisa Yamasaki  
Donna Zirkle

*\*attended remotely*

## Motions Approved

1. Board Meeting agenda
2. October 30, 2024 Board meeting minutes
3. Recess General Meeting in order to open Public Budget Hearing
4. Close Budget Hearing and resume General Meeting
5. Payroll expenditures
6. General Fund expenditures
7. Resolution 2024-05 Property Tax Increase
8. Resolution 2024-06 Property Tax Levy
9. Ratification of Collective Bargaining Agreements
10. General Wage Increase

## Call to Order

President Srini Raghavan called the meeting to order at 5:03pm. Lalita Uppala, Harish Kulkarni, Verna Seal were in attendance in person. Jeff Guddat and Laura Valenziano attended remotely. There was a quorum.

## Approval of Agenda

**Verna Seal moved approval of the Board Meeting agenda. Lalita Uppala seconded, and the motion passed unanimously.**

## Approval of Board Minutes

**Jeff Guddat moved approval of the October 30, 2024 Board Meeting minutes. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Comment

Patron Helen Stanwell, speaking on behalf of King County Library Patrons for Sensible Budgeting, spoke about short staffing at certain library locations and the lack of external substitutes.

## Recess Regular Meeting

Srini Raghavan asked for a motion and second to recess the regular meeting to open a public hearing per RCW 84.55.120 to consider increases in property tax revenue for the Library District's 2025 budget.

**Harish Kulkarni moved approval of the motion; it was seconded by Lalita Uppala. All voted in favor and the motion passed unanimously.**



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## Public Hearing

Executive Director Heidi Daniel reviewed the 2025 shared priorities, goals and Diversity, Equity and Inclusion (DEI) pillars as presented at the October 2024 Board meeting.

Donna Zirkle provided a review of the preliminary 2025 Budget, including revenues, expenses, Capital Investment Plan (CIP), and planned deficit as presented at the October 2024 Board meeting. She then opened the floor for patron questions.

## Public Forum

Patron Helen Stanwell talked about KCLS being too top heavy with too many regional managers. She suggested reducing the level from the current nine to three – with one in the north, central and south King County.

In response, Heidi Daniel explained that regions are divided based on square footage of the libraries they oversee, not just the geographic area they serve.

Heidi Daniel announced that next year KCLS plans on returning the Public Budget Hearing meetings to the community libraries, similar to how it was prior to the pandemic. There will be multiple options for attendance, including remote access.

## Reconvene Regular Meeting

Srini Raghavan asked for a motion and second to close the public hearing and reconvene the regular meeting. **Verna Seal moved approval of the motion and Harish Kulkarni seconded. All voted in favor and the motion passed unanimously.**

## Finance and Facilities Report

Finance and Facilities Director Donna Zirkle presented the Finance report as of the end of October 2024. Year-to-date (YTD) revenues were \$137.4M, which is 94% of the expected total of \$146.4M. YTD expenses were \$119M, which is 78% of the total budget of \$152.7M. CIP expenses YTD at the end of October were \$8.5M, accounting for 74% of the total budget of \$11.5M.

Donna also introduced Resolution 2024-05 Property Tax Increase and 2024-06 Property Tax Levy. She detailed property tax statute RCW 27.12.050, which allows rural library districts to levy residents for library services. She also discussed RCW 84.55, which provides for an annual increase in the allowable property tax levy. Resolution 2024-05 allows for a 1% increase in property tax over 2024; the increase will be from \$137.4M in 2024 to \$138.8M in 2025. Resolution 2024-06 outlines the allowable levies for 2025 which include the base property

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tax levy (\$138.8M), new construction and tax increment financing (\$1.6M), and prior year refunds (\$0.4M) for a total of \$140.9M.

## Approval of Monthly Expenditures

**Harish Kulkarni moved approval of Payroll expenditures for October in the amount of \$3,249,182.02:** (10/11) Ck#00202151-00202167; 841842239-841843339; (10/16) Ck#842951827-842951828; (10/25) Ck#00202168-00202184, 848321730-848322835. **Lalita Uppala seconded, and the motion passed unanimously.**

**Verna Seal moved approval of General Fund #0010 expenditures for October in the amount of \$8,856,801.36:** Travel Advances – 0; (10/10) Ck#5014987-5015014; 1155687-1155807 (10/17) Ck#5015015; 1155808-1155958; (10/21) Ck#5015016; 1155959-1155973; (10/24) Ck#5015017-5015041; 1155974-1156088 (10/31) Ck#5015042-5015044; 1156089-1156211; (11/07) Ck#5015045-5015049; 1156212-1156335; Voids - 0. **Harish Kulkarni seconded, and the motion passed unanimously.**

**Laura Valenziano moved approval of 2024-05 Property Tax Increase as presented by Donna Zirkle. Lalita Uppala seconded the motion. All voted in favor and the motion passed unanimously.**

**Verna Seal moved approval of 2024-06 Property Tax Levy as presented by Donna Zirkle. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.**

## Human Resources Reports

### Collective Bargaining Agreements

Human Resources Director Danielle Perry gave a presentation on the collective bargaining agreements which were recently approved by approximately 90% of the membership of the four bargaining units (Main, Page, Supervisors and Facilities) of AFSCME, Washington State Council of County and City Employees, Council 2. She is seeking ratification of the contracts by the Board of Trustees. If ratified, the contracts will be effective for three years beginning January 1, 2025.

The KCLS bargaining team, comprised of 12 managers, directors and support personnel worked for months with union partners to discuss interests, exchange proposals and reach the tentative agreements; the end result would not have been possible without everyone's hard work and cooperation.

The Board received a mark-up copy of all four agreements, and a summary of the changes to review in detail prior to the meeting. Additionally, Jeff Guddat, representing the Board Finance Committee, met

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with Danielle and Donna Zirkle early in November to go through the contracts and changes in greater detail than the Board meeting time allows.

Jeff Guddat was given a moment to discuss his thoughts about the contracts. He said they appeared to be very fair to both sides – staff and management, and he was very impressed with the final results of the bargaining process.

Some highlights presented by Danielle include increased access to union business, augmented personnel action management and administration of the grievance process, a streamlined hiring process and increased employee time for wellbeing.

Some financial implications include a stated general wage increase for each year of the agreement; it will be 3.75% in 2025, 3% in 2026, and 3% in 2027. Other financial impacts include weekend and holiday pay enhancements, an initial sick time award at the time of hire, an additional holiday day in recognition of Native American Heritage Day, and an increase in the sick time accrual rate with a maximum balance.

A couple of areas that continue to be bargained are the adoption of a stretch assignment structure as an alternative route to promotion, an analysis of the health insurance plan options looking for employer cost savings, reviewing the scope of the Assistant Operations Manager position and revisiting schedules with the staffing model evaluation.

## General Wage Increase

Danielle also presented a general wage increase recommendation for non-represented staff of 3.75% to be in line with the increase the represented staff will be receiving. The increase is based on market surveys of similarly sized local and regional library systems and of local government agencies within the KCLS service area, as well as Consumer Price Index data for Seattle, Tacoma and Bellevue from October 2023-October 2024. She did clarify that the increase is a general wage increase, not a cost of living increase.

## Action Items

**Lalita Uppala moved approval of the 2025-2027 Collective Bargaining Agreements as presented by Danielle Perry for the Supervisor, Main, Facilities and Page units of the King County Library System and AFSCME, Washington State Council of County and City Employees, Council 2. Verna Seal seconded the motion. All voted in favor and the motion passed unanimously.**

**Harish Kulkarni moved approval of the General Wage Increase of 3.75% for all non-represented KCLS employees as presented by Danielle Perry. Lalita Uppala seconded the motion. All voted in favor and the motion passed unanimously.**

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## Staff and Director's Reports

### KCLS Foundation Update

KCLS Foundation Executive Director Lisa Yamasaki discussed recent grants and corporate funding in the amount of \$114K received over the past two months, and \$104K in Agility grants awarded for KCLS programs throughout 2024.

She also talked about engagement efforts in the community, including a hygiene kit assembly event to support unhoused patrons at the KCLS Service Center, and her team's presence at the Microsoft 50th Anniversary 5K Run. Donations received at the Microsoft event were matched at 100% by Microsoft.

The KCLS Foundation just concluded the 2024 Author Salon series, which included seven events throughout the spring and fall.

The 2025 Literary Lions Gala will be held on March 15, 2025 at the Bellevue Library. The emcee will be PBS host Jay Martin Jr., and the keynote speaker will be Susan Orlean who is an author and staff writer for The New Yorker.

### Communications Update

Communications and Marketing Director Chase Gallagher gave an update on the media coverage KCLS received following the big storm that hit the region the previous week. Many patrons came to KCLS libraries to use power, Wi-Fi and printing services while their homes were without power.

### Providing Connectivity During the Crisis

Information Technology Services (ITS) Director BJ Colvin discussed critical connectivity KCLS provided for patrons following the storm. Public Wi-Fi usage was especially strong in the days immediately following the storm, even when the KCLS buildings were closed and patrons accessed the internet from the parking lots. Public PC usage in the days following the storm also met or exceeded normal levels.

BJ said that while his team is still evaluating the lessons that can be learned from the experience, he is glad ITS has invested in redundancy for the KCLS systems. A goal for the future is to continue to strive for higher bandwidth speeds; KCLS currently limits patron bandwidth.

### Director's Report

Executive Director Heidi Daniel talked about some non-ITS lessons learned from the storm episode. One is to have a system to better identify ground conditions and determine if staff would be able to navigate to their work locations, providing those locations retained power. A second challenge was identifying communication

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channels ahead of time so that senior leadership could communicate with each other and make critical decisions in the event they were without power and connectivity at their own houses.

Heidi was very impressed with how staff showed up to help community members when they, themselves were struggling with the same issues as patrons.

She talked about the extensive storm damage to four mobile services vehicles which were hit by fallen trees in the KCLS Service Center parking lot. The physical collections inside the vehicles are also likely to be completely lost. She praised the Outreach and Mobile Services Departments for finding unique ways to maintain service with fewer vehicles.

Finally, Heidi referenced the dashboard in her written Director's Report and called out that Sammamish Library is due to be the first location to expand hours and offer seven days per week service in 2025.

## Board Committee Reports

There were no Board Committee Reports.

## Trustees Reports

Lalita Uppala thanked KCLS staff for continuing to provide a safe space for community members, and that she was thrilled to be part of the KCLS Diwali celebration

Harish Kulkarni similarly thanked the staff for efforts during the storm.

## Adjournment

Srini Raghavan adjourned the meeting at 7:06pm.

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

Srini Raghavan, President

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