



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | December 18, 2024, 5pm

Present

KCLS Board

Jeffery Guddat
Srinu Raghavan
Verna Seal
Laura Valenziano

KCLS Staff

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

*attended remotely

Motions Approved

1. Board Meeting agenda
2. November 26, 2024 Board meeting minutes
3. Resolution 2024-07 Adoption of 2025 Budget
4. Payroll expenditures
5. General Fund expenditures

Call to Order

President Srinu Raghavan called the meeting to order at 5:03pm. Verna Seal, Jeff Guddat and Laura Valenziano were in attendance in person. There was a quorum.

Approval of Agenda

Laura Valenziano moved approval of the Board Meeting agenda. Verna Seal seconded, and the motion passed unanimously.

Approval of Board Minutes

Jeff Guddat moved approval of the November 26, 2024 Board Meeting minutes. Verna Seal seconded the motion. All voted in favor and the motion passed unanimously.

Public Forum

Patron Helen Stanwell noted two clarifications from the previous meeting. She stated that library pages did not receive a pay raise following the recent classification study, and that the increase in hours she has previously requested are not new hours, but a return to pre-COVID hours.

Helen asked whether KCLS could return to the library regional structure that was in place before the previous administration. Executive Director Daniel replied that there are no current plans for changing the current regional structure; she also stated there are no plans to return to the 2019 hours because we no longer have that level of funding.

Helen also asked about directives regarding regional manager meetings. Deputy Director Angie Miraflor stated that the regional managers control their own meeting logistics.

Finance and Facilities Report

Finance and Facilities Director Donna Zirkle presented an overview of the final 2025 Budget. There were only minor changes since the Preliminary 2025 Budget was presented in detail in October. The biggest



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changes came in the form of additional expenses as a result of the recent storm damage to KCLS vehicles. It is too early to give precise figures for damage estimates, insurance appraisals and replacement costs. Donna is working with the KCLS Foundation on possible fundraising for new vehicles.

Final revenues are budgeted to be \$142.6 million from property taxes, \$8 million from other sources for a total of \$150.6 million. Expenses are budgeted to be a total of \$164.6 million including \$99.6 million in personnel expenses, \$52.5 million in non-personnel expenses, and \$12.5 million in capital investment plan (CIP) expenses.

The overall budget deficit increased from \$13.6 million to \$14 million. The deficit will be made up by reserve funds.

Donna also reviewed the monthly Finance report as of the end of November 2024. Year-to-date (YTD) revenues were \$145.7M, which is 99% of the expected total of \$146.4M. YTD expenses were \$130.6M, which is 86% of the total budget of \$152.7M. CIP expenses YTD at the end of November were \$9.4M, accounting for 82% of the total CIP budget of \$11.5M.

Approval of Resolution 2024-07

Jeff Guddat moved approval of 2024-07 Adoption of 2025 Budget as presented by Donna Zirkle.

Laura Valenziano seconded the motion. During the discussion period, Finance Committee member Jeff Guddat praised Donna and her team for their excellent work on the budget and reminded everyone that deficit spending is not sustainable. Going to the voters with a levy lid lift will be necessary in the future in order to maintain current service and staffing levels. **All voted in favor and the motion passed unanimously.**

Approval of Monthly Expenditures

Verna Seal moved approval of Payroll expenditures for November in the amount of \$3,299,911.47:

(11/08) Ck#00202185-00202199; 854451358-854452473; (11/22) Ck#00202200-00202215; 861425251-861426362. **Jeff Guddat seconded, and the motion passed unanimously.**

Laura Valenziano moved approval of General Fund #0010 expenditures for November in the amount of \$6,693,867.03:

Travel Advances – 0; (11/14) Ck#5015050; 1156336-1156474; (11/21) Ck#1156475-1156566; 5015051-5015089; (11/27) Ck#5015090; 1156567-1156679; (12/05) Ck#1156680-1156801; 5015091-5015094; Voids - 0. **Verna Seal seconded, and the motion passed unanimously.**



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Election of 2025 Board Officers and Committee Members

The trustees unanimously agreed that Laura Valenziano will serve as the Board president and Jeff Guddat will serve as the Board secretary in 2025.

The trustees agreed that the Board committees will be as follows:

- **Finance:** Jeff Guddat, Srinu Raghavan
- **Board Development:** Verna Seal, Lalita Uppala (via email)
- **eBook ad-hoc:** Harish Kulkarni, Laura Valenziano, Srinu Raghavan
- **KCLS Foundation Liaison:** Verna Seal

The trustees also approved the 2025 Board meeting schedule as presented in their Board packet, attachment D.

Staff and Director's Reports

Director's Report

Executive Director Heidi Daniel referred the trustees to the written version of her director's report for more information.

She added an announcement that the 2024 Best Books lists have been released. She was interviewed on NPR and King 5 New Day Northwest talking about book recommendations from the new Best Books lists.

She shared that KCLS is looking for a consultant to advise leadership on a potential levy lid lift in the coming years; there is an RFP out currently. In addition to research by the consultants, KCLS will be focusing on image campaigns and new advertising.

Heidi shared the final dashboard of 2024 which showed KCLS hitting all of the milestones established in 2023. New goals and information will be coming in 2025.

Heidi concluded her presentation by giving a (non-alcoholic) toast to KCLS. She thanked Angie Miraflor for her work as the Interim Director last year, and she thanked Srinu Raghavan for leading the Board through the search for a new Executive Director. She also thanked the staff for welcoming her, and the community for being supportive during her transition.

Board Committee Reports

Jeff Guddat talked about the recent audit meetings he attended. He is confident going into the audit process.



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Trustees Reports

Laura Valenziano attended the reopening of the Issaquah Library following its closure for repairs. She praised the staff involved for the thoughtful messaging throughout the closure; there was a lot of patron excitement for the library to be open again.

Jeff Guddat thanked the KLT members who gave tours following the Board retreat in October; he was very impressed with the behind-the-scenes look at what goes on at the Service Center including staging of new books, Summer Reading materials, and the IT server room. He strongly suggested all trustees take advantage of future tours.

Jeff also expressed appreciation for being asked to participate in the staff annual service awards in early December. He really enjoyed being part of the event by handing out staff awards.

Adjournment

Srini Raghavan adjourned the meeting at 5:52pm.

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

Laura Valenziano, President
