



# King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | February 26, 2025, 5pm

## Present

### **KCLS Board**

Jeffery Guddat  
Harish Kulkarni\*  
Srinu Raghavan  
Verna Seal  
Laura Valenziano

### **KCLS Staff**

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

*\*attended remotely*

## Motions Approved

1. Board Meeting agenda
2. January 29, 2025 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures
5. Resolution 2025-01 Dissolution of KCLS GO Bond Fund, 2005
6. Resolution 2025-02 Surplus Vehicles

## Call to Order

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

## Approval of Agenda

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

## Approval of Board Minutes

**Srinu Raghavan moved approval of the January 29, 2025 Board Meeting minutes. Harish Kulkarni seconded the motion. All voted in favor and the motion passed unanimously.**

## Public Comment

There was no public comment.

## Finance and Facilities Report

Finance and Facilities Director Donna Zirkle reviewed the December 2024 final figures. Final revenues were \$149.1M, which is 102% of the expected total of \$146.4M. Year-to-date (YTD) expenses were \$148.8M, which is 97% of the budget of \$152.7M. CIP expenses at the end of 2024 were \$13.7M, which ended up exceeding the budgeted amount of \$11.5M.

A large driver for the revenue surplus was investment income which ended up being 300% of budget. On the expense side, staff vacancy savings accounted for over \$7M and helped offset some of the expense overages due to CIP projects such as the service center computer room AC unit and the unexpected Shoreline emergency restroom repair, as well as repairs following the severe storm in November 2024.



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In October 2024 the decision was made to utilize some of the excess revenue and improve the patron experience by supplementing the KCLS electronic book collection. Approximately \$1.8M in surplus funds was spent on library materials. Overall, 2024 was expected to have a \$6.3M deficit, but due to the factors listed above, KCLS finished the year with a small surplus.

Donna also presented the monthly Finance report as of the end of January 2025. Year-to-date (YTD) revenues were \$0.3M, against the yearly revenue budget of \$150.6M. YTD expenses were \$14.1M, which is 9% of the total budget of \$164.4M. CIP expenses YTD at the end of January were \$256K, accounting for only 2% of the total budget of \$12.5M. KCLS purchased two high-efficiency trucks in January.

Donna introduced Resolution 2025-02 to surplus two older vehicles.

Controller Erhiza Rivera introduced Resolution 2025-01 which was the dissolution of the KCLS GO Bond Fund from 2005. Erhiza gave a brief background of the fund, which was initiated following a voter approved measure in September 2004 with \$65M in bonds. The final debt payment was made on the bond in December 2024 and the residual balance in the account is \$2.0M. Upon dissolution of the fund, the balance will be transferred to the general fund.

## Approval of Monthly Expenditures

**Verna Seal moved approval of Payroll expenditures for January in the amount of \$5,110,059.12:** (1/03) Ck#00202241-00202255; 881790126-881791233; (1/17) Ck#00202256-00202270; 889992118-889993224; (1/31) Ck#00202271-00202284; 896827310-896828417. **Jeff Guddat seconded, and the motion passed unanimously.**

**Srini Raghavan moved approval of General Fund #0010 expenditures for January in the amount of \$9,695,037.49:** Travel Advances – 1524-1529; (1/09) Ck#5015143-5015146; 1157390-1157531 (1/16) Ck#1157532-1157674; 5015147-5015203; (1/23) Ck#1157675-1157764; 5015204-5015205; (1/31) Ck#1157765-1157897; 5015206-5015241; (2/06) Ck#1157898-1158001; 5015242; Voids - 0. **Harish Kulkarni seconded, and the motion passed unanimously.**

## Resolution 2025-01

**Verna Seal moved approval of Resolution 2025-01 Dissolution of KCLS GO Bond Fund, 2005. Jeff Guddat seconded, and the motion passed unanimously.**

## Resolution 2025-02

**Srini Raghavan moved approval of Resolution 2025-02 Surplus Vehicles. Harish Kulkarni seconded, and the motion passed unanimously.**

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## Staff and Director's Reports

### Advertising Campaign

Communications and Marketing Director Chase Gallagher announced that the new library cards previously presented to the Board would be available to the public in community libraries beginning Tuesday, March 4. The launch of the new cards will coincide with the launch of the "Curiosity Isn't Quiet" advertising campaign, which will begin on February 27. Advertisements will be on light rail trains in Bellevue and Redmond and eventually on several Sound Transit buses around the county.

Chase's team continues to work on social media and streaming video ads. He shared one version of the launch video, which will be on various streaming platforms.

### Public Services Update

Deputy Director Angie Miraflor gave an update on the three public services departments.

She talked about the vacant director position in the Collection Management Services (CMS) department. She and other staff members will be conducting final interviews in early March. The CMS team is also working on an updated patron request form, which should help with quicker response times and improved service delivery overall.

In Operations, the Staffing Model Evaluation is nearing completion, and the final report is due soon. KCLS staff have been working with consultants Moss Adams to look at staffing needs and workflow with the goal of identifying optimal staffing levels. The Sammamish Library will add Sunday hours on April 27; at that point the location will be open seven days per week.

Angie showed a photo from the recent Emerging Radiance art exhibit opening at the Bellevue Library. The exhibit was made possible by a partnership with the City of Bellevue. The art depicts the experience of Japanese American farmers in the Bellevue area between 1920 and 1942 and uses augmented reality to enhance visitors' experience and understanding.

Finally, Angie talked about a couple of highlights in the Library Programs and Outreach department. KCLS will offer free tax help again this year; 16 library locations will offer assistance to patrons. There are no age or income limits on the service. The program is made possible by partnerships with the AARP Foundation, United Way of King County and PIM Savvy Community Outreach. KCLS will also be well represented at the upcoming Emerald City Comic Con in Seattle; KCLS staff will have an outreach table and participate in five panel discussions.

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## Director's Report

Executive Director Heidi Daniel discussed the end-of-year Key Performance Indicators for 2024, which included a slight decrease in physical circulation in 2024 vs. 2023, but increases in digital circulation as well as foot traffic.

Heidi talked about the recent KCLS Leadership Team (KLT) retreat in late January. At the retreat, the team worked through several exercises to help prepare KCLS leaders to face future challenges and ambiguity, and prioritized department projects.

She also talked about attending Library Legislative Day in Olympia, WA on February 5. She and Government Relations Manager John Sheller met with representatives to discuss a wide range of issues of importance to libraries including legislation in support of a more sustainable eBook pricing model and the 1% funding cap.

## Board Committee Reports

There were no Board committee reports.

## Trustees Reports

Laura Valenziano gave an update on the open Board of Trustee position. She and Heidi Daniel were able to interview several applicants for the position and the decision is now in the hands of the county. She also mentioned that the Board would be watching trustee attendance more closely and would like all trustees to commit to 80% meeting attendance.

## Adjournment

Laura Valenziano adjourned the meeting at 6:09pm.

  
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Jeff Guddat, Secretary

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