



# Board of Trustees Meeting

# Agenda

KCLS Service Center / Hybrid  
Tuesday, November 26, 2024  
5:00 PM

Click to join meeting via Zoom  
<https://us06web.zoom.us/j/81360570893>

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If you would like to speak during the Public Comment, please email  
[BoardMeetingSupport@kcls.org](mailto:BoardMeetingSupport@kcls.org) by 4:00pm on February 28.

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes - October 30, 2024
- D. Public Comment

*In the interest of time and to allow as many members of the public the opportunity to speak, comments are limited to three (3) minutes if speaking on one's behalf or five (5) minutes if speaking on behalf of a group or organization.*

*Commenters should refrain from using the public comment period to engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of a meeting, including derogatory remarks, profanity, or personal attacks.*

- E. Public Hearing  
Per RCW 84.55.120, the Board of Trustees will convene KCLS' annual Public Hearing to consider increases in property tax revenue for the Library District's 2025 budget.
  - 1. Budget Overview: Heidi Daniel and Donna Zirkle
  - 2. Public Questions
- F. Finance and Facilities Reports
  - 3. Monthly Finance Report: Donna Zirkle
  - 4. Resolutions 2024-05 and 2024-06
- G. Action Items
  - 5. Approval of Monthly Expenditures
  - 6. Resolution 2024-05 Property Tax Revenue Increase



# Board of Trustees Meeting

# Agenda

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Tuesday, November 26, 2024  
5:00 PM

- 7. Resolution 2024-06 Property Tax Levy
- H. Human Resources Reports
  - Collective Bargaining Agreements: Danielle Perry
  - General Wage Increase Recommendations: Danielle Perry
- I. Action Items
  - 8. Ratification of Collective Bargaining Agreements
  - 9. Approval of General Wage Increase
- J. Staff and Director's Reports
  - 10. KCLS Foundation Update: Lisa Yamasaki
  - 11. Director's Report: Heidi Daniel
- K. Board Committee Reports
- L. Trustees' Reports
- M. Adjournment



# 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.



# King County Library System

Board of Trustees Meeting Minutes

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

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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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# King County Library System

Board of Trustees Meeting Minutes

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

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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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# King County Library System

Board of Trustees Meeting Minutes

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

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There were no Board Committee Reports.

## Trustees Reports

With sadness, Board President Srini 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 Srini 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.

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Srini Raghavan, Board President

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# FINANCE REPORT

## King County Library System

November 20, 2024

### 1. GENERAL FUND COMMENTARY

Expenditures in October 2024 were \$12.3M compared to the monthly budget average of \$12.7M and represented 8.0% of the annual budget. Last year, October expenditures were \$10.8M, or 7.6% of the 2023 budget. The year-over-year change in total expenditures is 17.1%.

### 2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

#### ***Supplies***

October expenditures of \$245K consisted primarily of \$101K for Building Maintenance, \$43K for Operating Supplies, and \$33K for Supplies - Program.

#### ***Staff Development***

October expenditures of \$54K consisted of Training, Tuition Assistance and Individual Development.

#### ***Professional Services***

October expenditures of \$348K included \$119K for Administration, \$97K for Programs, \$68K for Catalogue & Processing.

#### ***Communications***

October expenditures of \$84K, included \$77K Telephone Data and Voice.

#### ***Operating Leases***

October expenditures of \$267K consisted of \$208 for Building Leases, and \$59K for copier and vehicle leases.

#### ***Utilities***

October expenditures of \$265K included electricity, water, and waste management services.

#### ***Repairs and Maintenance***

October expenditures of \$1.2M included \$382K for Facilities Repairs and Maintenance, \$338K for Custodian & Day Porter Services, \$226K for HVAC, \$153K for Parking Lots Maintenance, and \$84K for ITS Maintenance.

#### ***Reserves***

There were no reserve expenditures in October.

#### ***Miscellaneous***

October expenditures of \$73K consisted primarily of Ad Valorem refunds.

#### ***Library Materials***

October expenditures of \$1.8M included \$1.2M for Purchased & Licensed Downloadable Materials, \$518K for Books, and \$86K for Non-book Media and Periodicals.

## **Capital Investment Program (CIP)**

### *Facilities-CIP*

October expenditures of \$93K consisted of \$42K for Keyless Entry, \$33K for Vehicles Replacement, and \$18K for Lighting Control Panels.

### *ITS-CIP*

October expenditures of \$452K consisted primarily of \$272K for Patron Technology Refreshment, and \$126K for Network Improvement.

## **3. GENERAL FUND REVENUE OVERVIEW**

October revenues were \$53M, which is primarily Property Tax and Investment Interest revenue. October YTD revenues reflect 93.8% of the total budgeted amount. The year-over-year change in total revenue is 4.3%.

## **4. CASH POSITION OVERVIEW**

The cash balance in the General Fund (#001) as of October 31, 2024, was \$162,066,994.

## **5. INVESTMENT RETURN**

The County Investment Pool's gross rate of return for September 2024 was 4.55%. This was 0.17 percentage points lower than the 90-day T-Bill average rate of 4.72%.

# A/P Vendor Payments > \$20,000

# OCTOBER

Fund	Vendor	Amount	Description
<b>Personnel</b>			
001	Premera Blue Cross Total	\$ 1,483,076	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 1,091,090	PERS
001	Empowerment Retirement-EFT Total	\$ 276,931	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 251,742	Medical premiums
001	Delta Dental of WA - Washington Dental Total	\$ 123,137	Medical premiums
001	Department of Labor & Industries Total	\$ 118,113	Quarterly workers comp industrial insurance
001	ConnectYourCare, LLC Total	\$ 78,080	Health care flexible spending account plans
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 74,156	Union dues
001	Standard Insurance Company Total	\$ 35,454	Life and AD&D insurance premiums
001	DayForce US, Inc. Total	\$ 28,111	Payroll HCM billing
<b>Buildings</b>			
001	CCS Washington Janitorial Inc. Total	\$ 341,797	Monthly janitorial/day porter/hazmat
001	MacDonald-Miller Facility Solutions/HVAC Total	\$ 242,069	HVAC maintenance/repairs/upgrades
001	Puget Sound Energy (UTILITIES) Total	\$ 138,277	Utilities
001	Statewide Parking Lot Services Inc. Total	\$ 92,834	Parking lot refurbishment - various branches
001	Corti Construction Inc. Total	\$ 61,660	Building/deck repair - various branches
001	G A JORGENSEN COMPANY INC. Total	\$ 52,887	Parking lot repair/refurbishment - Covington
001	Southcenter Owner LLC (LEASE) Total	\$ 51,022	Building lease
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 50,530	Building lease
001	Supply Source Inc - SAMS Total	\$ 50,410	Janitorial supplies
001	IFT Reef Preston LLC/Integrated Real Est Svc Total	\$ 43,151	Building lease
001	Northwest Landscape Services Total	\$ 39,591	Landscape maintenance/repairs - various branches
001	T&B Products dba C4 Products LLC Total	\$ 23,024	Automatic door parts/maintenance/replacement - various branches
001	Performance System Integration LLC Total	\$ 22,137	Fire sprinkler system/extinguishers inspection/maintenance - various branches
<b>Collections</b>			
001	OverDrive, Inc. Total	\$ 1,165,078	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 343,125	Print materials including Choice Reads and physical processing
001	Baker & Taylor, Inc. Total	\$ 138,332	Print materials, Lucky Day collection, audiobooks and physical processing
001	Midwest Tape Total	\$ 102,946	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	Mackin Educational Resources Total	\$ 31,851	Children's books, pre-binding children's books and physical processing
<b>Other</b>			
001	CDW Government, Inc. Total	\$ 494,966	Computer equip/parts/software
001	Guidepoint Security LLC Total	\$ 141,416	Cybersecurity subscriptions
001	Ednetics Inc. Total	\$ 123,110	SALTO access control materials & service - various branches
001	Lyngsoe Systems Inc. Total	\$ 82,191	Automated materials handling system service, parts & maintenance renewal
001	U.S. Bank VISA Total	\$ 55,541	VISA charges (supplies/training/advertising/subscriptions)
001	King County Finance (TELECOMM/I-NET) Total	\$ 51,909	I-Net billing KC wide area network
001	Apex Facility Resources Inc. Total	\$ 49,072	Furnishings for various branches
001	Amazon.com Total	\$ 39,874	Operating supplies
001	King County Treasury-permits SWM chgs Total	\$ 35,537	Annual property surface water management and other fees
001	Homeland Patrol Division Security LLC Total	\$ 35,028	Security service - various branches
001	Way Scarff Ford Auburn Total	\$ 32,637	Vehicle purchase
001	Ricoh USA Inc. Total	\$ 31,530	Copier leases
001	COPACINO + FUJIKADO LLC Total	\$ 30,000	Professional services - marketing
001	ERP-One Consulting Inc. Total	\$ 28,080	JDE Consultant fees and software subscription
001	NGUYEN TRUONG Total	\$ 24,000	Photo and video production
001	Davis Wright Tremaine-DWT Washington LLC. Total	\$ 20,771	Professional services - legal
001	KING5-KING	\$ 20,000	advertising

001	General Fund
302	Construction Fund
307	Project Fund

# GENERAL FUND REVENUES

October

	2024				2023			
Revenues Received:	Budget 2024	October Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2023	YTD Received	% Growth Over 2023 YTD
Property Tax, Current Year	\$ 137,823,804	\$ 52,273,987	\$ 127,228,894	92.3%	92.3%	\$ 132,596,297	\$ 124,336,203	2.3%
Property Tax, Prior Years	1,714,700	88,694	1,622,472	94.6%	88.3%	1,690,725	1,514,672	7.1%
Other Taxes	308,000	1,772	274,696	89.2%	97.0%	412,168	298,786	(8.1%)
Timber & State Shared Revenues	113,000	14,440	86,951	76.9%	103.5%	126,057	116,940	(25.6%)
Contracts	774,500	5,000	256,608	33.1%	38.6%	661,391	298,841	(14.1%)
Printing/Photocopies	240,700	35,425	320,243	133.0%	101.2%	313,704	263,771	21.4%
Damaged Materials/ Fines & Fees	120,000	3,598	31,880	26.6%	24.0%	63,072	58,710	(45.7%)
Lost Materials	113,000	6,987	50,077	44.3%	47.9%	61,574	54,092	(7.4%)
Investment Interest	2,000,000	459,939	4,392,334	219.6%	534.4%	4,075,221	2,672,060	64.4%
Grants	428,459	4,750	13,266	3.1%	N/A	16,704	37,049	(64.2%)
KCLS Foundation	1,475,455	80,000	1,384,764	93.9%	82.0%	1,386,825	1,165,745	18.8%
E-Rate	1,300,000	-	628,114	48.3%	152.6%	797,453	701,808	(10.5%)
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	2,859,939	-	N/A
Miscellaneous Revenues	-	12,467	1,083,604	N/A	142.0%	374,141	142,029	662.9%
<b>TOTALS</b>	<b>\$146,411,618</b>	<b>\$52,987,059</b>	<b>\$ 137,373,903</b>	<b>93.8%</b>	<b>93.5%</b>	<b>\$ 145,435,273</b>	<b>\$131,660,705</b>	<b>4.3%</b>

Credit Card Payments	October Received	% of Month's Payments	YTD Received	% of YTD Payments	% of YTD Payments	Unaudited 2023	YTD Received	% Growth Over 2023 YTD
Damaged Materials/ Fines & Fees	552	15.3%	6,684	21.0%	37.1%	23,426	21,767	(69.3%)
Lost Materials	3,221	46.1%	20,692	41.3%	42.9%	25,470	23,223	(10.9%)
<b>TOTALS</b>	<b>\$3,773</b>	<b>35.6%</b>	<b>\$27,376</b>	<b>33.4%</b>	<b>39.9%</b>	<b>\$48,896</b>	<b>\$44,990</b>	<b>(39.2%)</b>

# GENERAL FUND EXPENDITURES

October

2024

2023

DESCRIPTION	BUDGET 2024	October EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2023 EXPENDED	YTD EXPENDED	% Growth Over 2023 YTD
Salaries	\$ 67,150,803	\$ 5,398,340	\$ 52,075,755	77.6%	73.9%	\$ 56,439,265	\$ 46,305,235	12.5%
Benefits	25,166,061	1,896,058	18,070,286	71.8%	66.6%	20,205,881	16,668,187	8.4%
<b>SUB-TOTALS</b>	<b>\$ 92,316,864</b>	<b>\$ 7,294,399</b>	<b>\$70,146,042</b>	<b>76.0%</b>	<b>71.9%</b>	<b>\$76,645,146</b>	<b>\$62,973,422</b>	<b>11.4%</b>
Supplies	2,975,878	245,283	2,694,833	90.6%	70.7%	2,629,928	2,104,800	28.0%
Staff Development	1,143,957	54,072	690,978	60.4%	40.8%	579,513	466,327	48.2%
Prof. Services	5,285,906	348,048	3,829,779	72.5%	75.0%	4,520,505	3,562,776	7.5%
Communications	1,056,088	83,620	822,792	77.9%	71.1%	1,056,832	819,612	0.4%
Travel	184,209	5,316	98,413	53.4%	34.0%	81,607	55,435	77.5%
Advertising	503,000	52,239	167,827	33.4%	77.4%	502,519	366,601	(54.2%)
Operating Leases	3,180,686	266,761	2,755,244	86.6%	87.4%	2,914,049	2,614,071	5.4%
Insurance	1,140,080	15,194	1,052,363	92.3%	100.9%	968,957	968,957	8.6%
Utilities	2,445,807	264,636	1,991,070	81.4%	75.1%	2,352,982	1,790,402	11.2%
Repairs & Maintenance	13,858,545	1,226,920	12,533,319	90.4%	79.4%	13,350,943	10,580,691	18.5%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	373,710	73,243	551,722	147.6%	106.2%	535,022	394,632	39.8%
Intergovernmental	103,730	3,456	61,019	58.8%	105.8%	114,206	104,190	(41.4%)
Library Material	15,418,634	1,811,154	13,133,028	85.2%	82.9%	14,377,959	12,112,079	8.4%
<b>SUB-TOTALS</b>	<b>\$ 48,870,231</b>	<b>\$ 4,449,942</b>	<b>\$ 40,382,386</b>	<b>82.6%</b>	<b>77.1%</b>	<b>\$ 43,985,021</b>	<b>\$ 35,940,570</b>	<b>12.4%</b>
Facilities - CIP	\$ 7,812,000	\$ 92,961	\$ 5,071,630	64.9%	40.0%	\$ 2,887,330	\$ 1,667,608	204.1%
ITS - CIP	3,690,453	451,837	3,397,551	92.1%	44.7%	1,983,295	1,042,078	226.0%
<b>SUB-TOTALS</b>	<b>\$ 11,502,453</b>	<b>\$ 544,798</b>	<b>\$ 8,469,180</b>	<b>73.6%</b>	<b>41.7%</b>	<b>\$ 4,870,625</b>	<b>\$ 2,709,686</b>	<b>212.6%</b>
<b>TOTALS</b>	<b>\$ 152,689,548</b>	<b>\$ 12,289,139</b>	<b>\$ 118,997,609</b>	<b>77.9%</b>	<b>72.2%</b>	<b>\$ 125,500,792</b>	<b>\$101,623,679</b>	<b>17.1%</b>

# KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES

## RESOLUTION 2024-05 PROPERTY TAX REVENUE INCREASE (RCW 84.55.120)

NOVEMBER 20, 2024

**WHEREAS**, the Board of Trustees (the “Board”) of the King County Rural Library District (the “District”), has properly given notice of the following public hearings held to consider the District’s budget for the calendar year 2025 pursuant to RCW 84.55.120:

November 20, 2024 by Videoconference and in person

**WHEREAS**, the Board of the District has met and considered its budget for the calendar year 2025; and

**WHEREAS**, the District is a taxing district with a population of more than 10,000; and

**WHEREAS**, the District’s actual regular property tax levy amount in 2024 was \$137,817,929; and

**WHEREAS**, the highest allowed regular property tax levy that the District could collect in 2024 was \$137,441,607, which is an amount that is exclusive of refunds and abatements collected in 2023; and

**WHEREAS**, under state law, the District is permitted to increase its highest allowed levy by the lesser of 1% or inflation, which is defined as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25<sup>th</sup> of the year before the taxes are payable; and

**WHEREAS**, inflation is currently 2.57%, which is greater than 1%, resulting in a maximum 2025 levy amount for the District of \$138,816,023; and

**WHEREAS**, the Board of the District, after such hearings and after duly considering all relevant evidence and testimony presented, has determined that the District requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property, construction of electrical generating wind turbine, solar, biomass and geothermal facilities, any increase in the value of real property within tax increment finance areas, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District in its best interest.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of the District that an increase in the regular property tax levy is hereby authorized for the 2025 levy in the amount of \$1,374,416, which is a percentage increase of 1.00% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, construction of electrical generating wind turbine, solar, biomass and geothermal facilities, any increase in the value of real property within tax increment finance areas, any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

**Adopted at a regular and open public meeting of the KCLS Board of Trustees on the 20th day of November, 2024**, with a quorum present and the following Trustees voting:  
Harish Kulkarni, Lalita Uppala, Jeff Guddat, and Verna Seal.

Attest,

\_\_\_\_\_  
Srini Raghavan, Board President

\_\_\_\_\_  
Laura Valenziano, Board Secretary

\_\_\_\_\_  
Harish Kulkarni, Trustee

\_\_\_\_\_  
Lalita Uppala, Trustee

\_\_\_\_\_  
Jeff Guddat, Trustee

\_\_\_\_\_  
Verna Seal, Trustee

# KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES

## RESOLUTION 2024-06 PROPERTY TAX LEVY (RCW 84.52.020)

NOVEMBER 20, 2024

**BE IT RESOLVED**, by the Board of Trustees (the “Board”) of the King County Rural Library District (the “District”) as follows:

The Board of the District hereby certifies that the attached form includes a true and complete estimate of the property tax levies for the District for 2025.

**Adopted at a regular and open public meeting of the KCLS Board of Trustees on the 20th day of November, 2024**, with a quorum present and the following Trustees voting:  
Harish Kulkarni, Lalita Uppala, Jeff Guddat and Verna Seal.

Attest,

\_\_\_\_\_  
Srini Raghavan, Board President

\_\_\_\_\_  
Laura Valenziano, Board Secretary

\_\_\_\_\_  
Harish Kulkarni, Trustee

\_\_\_\_\_  
Lalita Uppala, Trustee

\_\_\_\_\_  
Jeff Guddat, Trustee

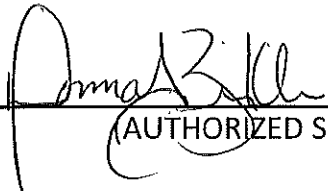
\_\_\_\_\_  
Verna Seal, Trustee

By Ordinance 2152 of the Metropolitan King County Council, Taxing Districts are required annually to submit the following information regarding their tax levies for the ensuing year as part of a formal resolution of the District's governing body.

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF  
King County Library System THAT THE ASSESSED VALUATION OF PROPERTY  
 LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT YEAR 2023 IS:

	\$ <u>567,982,790,434</u>
REGULAR (STATUTORY) LEVY (AS APPLICABLE):	
EXPENSE FUND	\$ <u>140,436,001</u>
- LID LIFT NAME _____	\$ _____
- LID LIFT NAME _____	\$ _____
RESERVE FUND	\$ _____
NON-VOTED G.O. BOND (Limited)	\$ _____
REFUNDS (Noted on worksheet)	\$ <u>423,511</u>
<b>TOTAL REGULAR LEVY</b>	<b>\$ <u>140,859,512</u></b>
EXCESS (VOTER APPROVED) LEVY: (Please list authorized bond levies separately.)	
G.O. BONDS FUND LEVY	\$ <u>-</u>
G.O. BONDS FUND LEVY	\$ _____
G.O. BONDS FUND LEVY	\$ _____
SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT WHICH APPROVED, EXCEPT LID LIFTS):	
_____	\$ _____
_____	\$ _____
<b>TOTAL TAXES REQUESTED:</b>	<b>\$ <u>140,859,512</u></b>

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT FOR TAX YEAR 2024 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY LAW.

  
 (AUTHORIZED SIGNATURE)

11/14/2024  
 (DATE)

**KING, PIERCE & SNOHOMISH COUNTY POST FINAL LEVY LIMITATIONS WORKSHEET 01.05.2024**

TAXING DISTRICT **King County Library District**      2023 Levy for 2024 Taxes      IPD: 1.03670

<b>A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).</b>						
Year	2023	\$134,426,448	x	101.00%	=	\$135,770,712
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>		
<small>Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).</small>						
	\$7,130,517,701		x	0.23433	+	\$1,000
	<small>A.V.</small>			<small>Last Year's Levy Rate</small>		\$1,670,894
<b>C. Tax Increment finance area Increment AV increase (RCW 84.55.010(1)(e) (value included in B &amp; D cannot be included in C)</b>						
	\$86,685,800		x	0.23433	+	\$1,000
	<small>A.V.</small>			<small>Last Year's Levy Rate</small>		\$20,313
<b>D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).</b>						
	\$6,790,340,303		-	\$6,940,065,819	=	(\$149,725,516)
	<small>Current Year's A.V.</small>			<small>Previous Year's A.V.</small>		<small>Remainder</small>
	0		x	0.23433	+	\$1,000
	<small>Remainder from Line D</small>			<small>Last Year's Levy Rate</small>		\$0
<b>E. Regular property tax limit:</b>					=	<b>\$137,461,920</b>
<small>A+B+C+D</small>						

Parts F through H are used in calculating the additional levy limit due to annexation.

<b>F. To find the rate to be used in F, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.</b>						
	\$137,461,920		+	\$533,955,126,940	x	\$1,000
	<small>Total in Line E</small>			<small>Assessed Value Less Annexed AV</small>		\$0.25744
<b>G. Annexed area's current assessed value including new construction and improvements, times the rate in Line E.</b>						
	\$0		x	\$0.25744	+	\$1,000
	<small>Annexed Area's A.V.</small>			<small>\$0.00000</small>		\$0
<b>H. Regular property tax limit including annexation:</b>					=	<b>\$137,461,920</b>
<small>E+G</small>						

<b>I. Statutory maximum calculation</b>						
<small>Only enter fire/RFA rate, I</small>						
	0.50000		-	0	-	0
	<small>District base levy rate</small>			<small>Fire or RFA Rate</small>		<small>Library Rate</small>
	533,955,126,940		x	0.50000	+	\$1,000
	<small>A.V. of District</small>			<small>Statutory Rate Limit</small>		<small>Firefighter Pension Fund</small>
					=	0.50000
					=	\$266,977,583
					=	<small>Statutory Amount</small>

<b>J. Highest Lawful Levy For This Tax Year (Lesser of G and H)</b>	<b>\$137,461,920</b>
<b>K. New highest lawful levy since 1985 (Lesser of I &amp; H minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase)</b>	<b>\$137,441,607</b>

<b>L. Lesser of I and J</b>	<b>\$137,461,920</b>
<b>M. Refunds</b>	<b>\$358,009</b>
<b>N. Total: L+M (unless voted rate)</b>	<b>\$137,817,929</b>
<b>O. Levy Corrections</b> Year of Error: <u>0</u>	
1. Minus amount over levied (if applicable)	\$0.00
2. Plus amount under levied (if applicable)	\$0.00
<b>P. Total Allowable Levy</b>	<b>\$137,817,929</b>

<b>Q. Tax Base For Regular Levy</b>	
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)	\$533,955,126,940
<b>R. Tax Base for Excess, Voted Bond Levies and Sr Exempt Ltd Lifts</b>	
2. Excess AV	\$531,461,012,685
3. Plus Timber Assessed Value (TAV)	\$243,191,184
4. Tax base for excess and voted bond levies	<b>\$531,704,203,869</b> (1-2+3)

<b>S. Increase Information</b>	
1. Levy rate based on allowable levy	0.25810
2. Last year's ACTUAL regular levy	\$134,689,706
3. Dollar increase over last year other than New Construction (-) Annexation	\$1,081,008
4. Percent increase over last year other than New Construction (-) Annexation	0.80259%





# King County Library System

Director's Report – November 2024

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## Public Services

### Operations

At the September Board of Trustees meeting, Library Operations Director Cecie Streitman presented a plan for hours expansion in 2025 by offering Sunday hours at several community libraries. If the proposed 2025 budget is approved in December, Sammamish Library will be the first to implement the expansion of hours to include Sundays in 2025.

The decision for adding Sunday hours at Sammamish was based on the following criteria:

- Patron demand for Sunday service has been consistently high since reopening post-pandemic.
- Circulation and traffic counts have steadily increased at the Sammamish Library, making it consistently one of the busiest libraries in the system.
- The population of Sammamish continues to grow, with new construction of housing and schools.
- The holds and restock data for Sammamish have increased month over month in 2023 and into 2024. This trend is expected to continue into 2025.
- Adding Sunday hours will spread the processing of the high volume of holds and restocks across seven days, rather than six. This helps potential ergonomic and workflow challenges in the Sammamish back room.

The expansion of hours initiative aligns with the following two KCLS 2025 Strategic Priorities:

1. Elevating the customer experiences in KCLS' service area, centering the most impacted to amplify the value of KCLS.
2. Enhancing staff experience and engagement at KCLS, fostering communities of belonging and well-being by expanding our trauma-informed approach.

The expansion of Sunday hours is a plan that will start in 2025 and run through 2026. As additional library locations are identified that meet the criteria, the management teams will evaluate the feasibility of adding Sunday hours.

### Collections Management Services (CMS)

For the first time, a KCLS staff member will be attending the Feria Internacional del Libro de Guadalajara (Guadalajara International Book Fair, FIL). Jessica McClinton Lopez, a selection librarian specializing in world language selection, was awarded a scholarship from the American Library Association (ALA) and FIL. The event is part cultural festival and part book fair and is the premiere event for Spanish-language publishing. Jessica's goals are to meet with vendors, build solid relationships with publishers, and

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# King County Library System

Director's Report – November 2024

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purchase Spanish and Portuguese language materials KCLS wouldn't be able to access easily anywhere else.

## Equity and Social Impact

The Equity and Social Impact Department has opened the 2024 Diversity, Equity and Inclusion (DEI) Staff Survey to collect quantitative responses from staff, providing insights into the current state of DEI practices and attitudes at KCLS. This survey was originally deployed and analyzed as an important part of the 2021-22 DEI Assessment.

Because the survey is designed to measure organizational changes or growth from a DEI perspective on an annual basis, KCLS is re-deploying the survey in 2024 to assess any changes or growth. The survey is open through November 20, and the ESI Department looks forward to sharing key comparison analysis results with the Board of Trustees sometime in the first quarter of 2025.

## Administrative Services

### Human Resources

KCLS has successfully concluded Collective Bargaining with all four bargaining units. Tentative agreements have resounding approval by membership and are pending Board approval.

## Government Relations

I met with Anind Dey, Dean of the master's degree program in library and informatics at the University of Washington Information School. I shared KCLS' interest in potential research and library activities with Anind and his colleague Tracie Hall.

I also met with the Enumclaw Library Advisory Board to introduce myself and to discuss their continued support of library programs and activities.

## MISC.

Recognizing that regardless of the outcome of the November 2024 election, there were likely to be a lot of emotions and feelings following the announcement of results, I sent the following letter to all KCLS staff on Wednesday, November 6.

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# King County Library System

Director's Report – November 2024

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Dear team –

The day after a presidential election brings an assortment of feelings and unease towards the future, regardless of your political views. A long night in front of the tv and our phones, and a morning filled with the news that our country is taking a step in a different direction.

I can't say today what any of it ultimately means or attempt a dissection of results from states far from here. I do know that the only way from here is forward.

Together, we serve more than a million of our friends, family, and neighbors throughout King County. The work, our service, looks different for each one of them that walks through our doors. A place where every person has the tools they need to live the life they want to live, our 50 libraries have never been more important pieces of our communities. Our jobs, mission and vision remain the same, and supporting and uniting our communities is critical to our democracy. And each patron that walks through our doors- with different lived experiences, race, nationality, religion, sexual orientation, gender identity, socio-economic status or political views- is a human with a story that is looking for a resource we can provide.

And none of that would be possible without you. Your commitment and service are vital now more than ever. Every day you help give this community opportunity, you provide knowledge and insight, and bit by bit you are making a difference.

The path ahead for our nation may be unclear but know that the mission and values of KCLS remains focused and committed. You and I both know the work we do for our community members truly matters. And I think in the years ahead, it will matter more than we'll ever truly know.

Thank you for your continued service to KCLS, and I am grateful that we are a team dedicated to service.

Sincerely,

Heidi

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# King County Library System

Director's Report – November 2024

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## Looking Ahead

- KCLS Annual Service Award Reception: Wednesday, December 4

## Upcoming Holiday Closures

- Christmas Eve: Tuesday, December 24
- Christmas Day: Wednesday, December 25
- New Year's Day: Wednesday, January 1

## Upcoming Renovation Closures

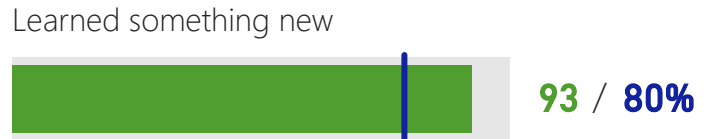
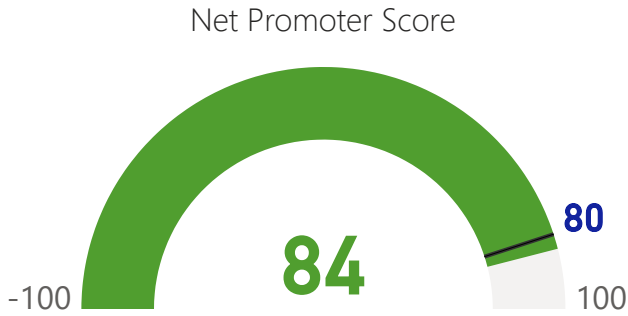
- North Bend (Roof repairs, redesign of teen area): October 28-December 12
  - Redmond (HVAC, AMH machine): November 18-December 20; planned reopen date December 26
  - Vashon (HVAC): November 25-December 3
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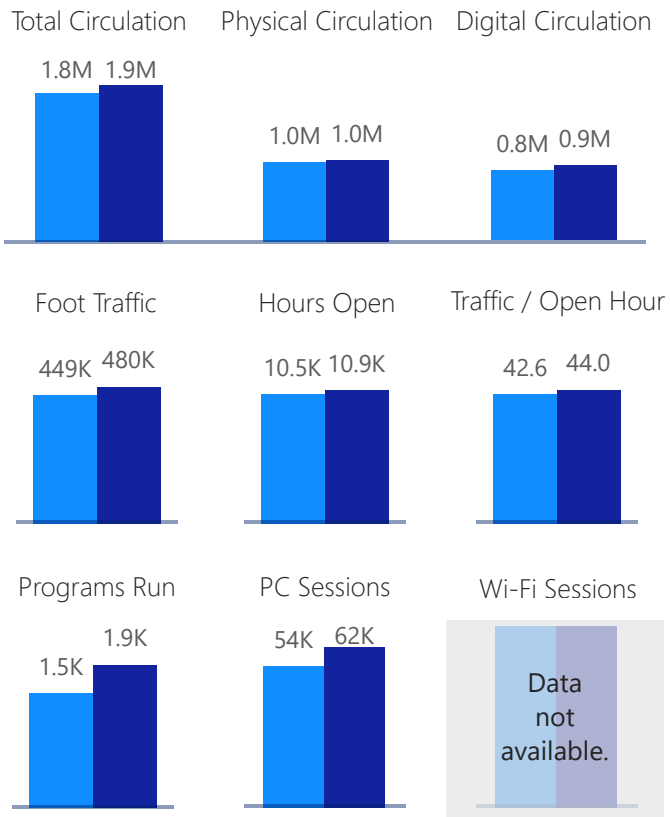
# King County Library System

Dashboard - October 2024

## Key Performance Indicators (KPIs) - 3-Month Rolling Scores



## October Totals - 2023 vs 2024



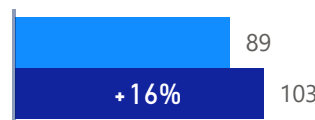
## Selected Equity Measures

### KCLS Staff Demographic Comparison

Race	King County	KCLS Staff
White alone	55.00%	66.74%
Two or more races	5.60%	2.17%
Pacific Islander	0.90%	0.11%
Hispanic or Latino	10.50%	5.74%
Black	7.40%	4.12%
Asian	21.70%	19.83%
American Indian	1.00%	0.33%

Totals do not sum to 100%.

### Language Line Calls October 2023 vs 2024



### Welcome Center Visits October 2023 vs 2024



**Top:** Three Key Performance Indicators (KPIs) and accompanying annual targets were identified for 2024. Net Promoter Score (NPS) measures overall patron satisfaction with KCLS programs and services. The remaining two KPIs measure the increase in knowledge and feeling of connection among program participants.

**Above left:** Year-over-year comparison of operational metrics that are standard for public libraries.

**Above right:** Removing barriers to opportunity by centering those most impacted by systemic inequities is a cornerstone of KCLS services.