



Board of Trustees Meeting

Agenda

KCLS Service Center / Hybrid
Wednesday, February 26, 2025
5:00 PM

Click to join meeting via Zoom

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

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes - January 29, 2025
- 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. Finance and Facilities Reports
 - 1. Monthly Finance Reports
 - 2. Resolution 2025-01: Dissolution of GO Bond Fund, 2005
 - 3. Resolution 2025-02: Surplus Vehicles
Donna Zirkle, Erhiza Rivera
- F. Action Items



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4. Approval of Monthly Expenditures
 5. Resolution 2025-01: Dissolution of GO Bond Fund, 2025
 6. Resolution 2025-02: Surplus Vehicles
- G. Staff and Director's Reports
7. Advertising Campaign
 8. Public Services Update
 9. Director's Report
Chase Gallagher, Angie Miraflor, Heidi Daniel
- H. Board Committee Reports
- I. Trustees' Reports
- J. Adjournment



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | January 29, 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 Mirafior
Dominica Myers
Danielle Perry
Cecie Streitman
Lisa Yamasaki
Donna Zirkle

**attended remotely*

Motions Approved

1. Board Meeting agenda
2. December 18, 2024 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

Call to Order

President Laura Valenziano called the meeting to order at 5:07pm. Harish Kulkarni, Srinu Raghavan, Jeff Guddat were in attendance in person. Verna Seal attended remotely. There was a quorum.

Approval of Agenda

Harish Kulkarni moved approval of the Board Meeting agenda. Jeff Guddat seconded, and the motion passed unanimously.

Approval of Board Minutes

Jeff Guddat moved approval of the December 18, 2024 Board Meeting minutes. Srinu Raghavan seconded the motion. All voted in favor and the motion passed unanimously.

Public Comment

Mark Spaur, representing the Northwest Atlantic Salmon Fly Guild, spoke in support of KCLS reopening the Service Center 2AB room on the evenings and weekends. His group used the room on a monthly basis prior to the pandemic and would like to be able to use it again. He argued that there are limited other options and that the impact to staffing would be minimal.

Helen Stanwell, speaking on behalf of Library Patrons for Sustainable Funding, requested that KCLS conduct an efficiency study of library operations. She sees many areas where cost savings could be made, including elimination of some middle management positions and combining certain administrative departments.

Finance and Facilities Report

Finance and Facilities Director Donna Zirkle explained that there would not be a normal Finance report this month because the final December figures are still being reconciled. She will report on December and January numbers at the February Board meeting.



King County Library System

Board of Trustees Meeting Minutes

KCLS Service Center/Hybrid | January 29, 2025, 5pm

Approval of Monthly Expenditures

Srini Raghavan moved approval of Payroll expenditures for December in the amount of \$3,292,789.13: (12/06) Ck#00202216-00202227; 868285923-868287035; (12/20) Ck#00202228-00202240; 875453570-875454715. **Verna Seal seconded, and the motion passed unanimously.**

Harish Kulkarni moved approval of General Fund #0010 expenditures for December in the amount of \$10,203,841.01: Travel Advances – 0; (12/12) Ck#5015095; 1156802-1156950; (12/19) Ck#5015096-5015135; 1156951-1157101; (12/30) Ck#5015136-5015137; 1157102-1157263; (1/06) Ck#1157264-1157389; 5015138-5015142; Voids - 0. **Jeff Guddat seconded, and the motion passed unanimously.**

Staff and Director's Reports

Climate Action Plan

Government Relations Manager John Sheller gave the much-anticipated report on the recent Climate Action Plan project. He served as the project manager over the past 18 months. He reminded the Board that KCLS received a \$132K planning grant from the National Endowment of the Humanities, and an additional \$132K in matching funds from the KCLS Foundation to create a plan of recommended actions to help KCLS reduce emissions and to become a more environmentally sustainable organization. .

John worked with project sponsor and KCLS Deputy Director Angie Miraflor, a cross-functional staff planning team, and vendors Glumac and Site Story. The team worked to create a plan that prioritizes projects and identifies ways to leverage our platform as a trusted source of information to support KCLS communities. John introduced team member Jayna Smith, who talked about the ways the team sought community input and assessed local climate impacts.

Glumac engineer Alisa Feucht presented some of the results, which were based on assessments of KCLS energy usage and water resilience. The results include both short- and long-term strategies in two categories: KCLS buildings and fleet, and community resilience.

For KCLS buildings and fleet, the recommendations include things like creating sustainable building standards, optimizing building controls, performing lighting upgrades, investing in renewable energy, slowly transitioning the fleet to electric vehicles.

For community resilience, the recommendations include having climate change resources available at every library, and identifying libraries in vulnerable areas to act as resilience hubs in the case of climate emergencies.



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Glumac also developed a dashboard which will be featured on the KCLS website. It will allow the public to use a variety of filters to look at what the different energy saving measures will accomplish.

The next steps for KCLS include prioritizing recommendations and determining funding sources.

BoardBook Overview

Lauren Yockman, Business Applications Manager in the Information Technology Services (ITS) Department, gave an overview of a new software platform KCLS has adopted for Board meeting agendas and documents. The web-based software provides improved patron access to Board materials and simplifies the meeting preparation process for administrative teams.

Lauren walked through the new interface, sharing screen shots of pertinent sections of the internal user interface as well as the public facing pages. Patrons can subscribe to the page to receive notifications about meetings, agendas and minutes.

Communications and Marketing Update

Communications and Marketing Director Chase Gallagher talked about two projects his team has been working on.

First, the team has been working with an advertising agency to develop a new advertising campaign to increase awareness of KCLS and to try to reach people who are not currently KCLS patrons. The group determined that the message should be that libraries are for people who are unapologetically curious and for curiosity to be a force. The campaign, called "Curiosity isn't Quiet" will launch in February 2025. It uses bold, vibrant imagery and focuses on highlighting hands-on activities to help attract new patrons. The campaign will reach people digitally and in person through library programming signage and light rail trains between Redmond and Bellevue. The campaign will provide an overarching theme for traditional KCLS programming throughout the year, including Summer Reading, Back to School and Best Books.

The second project has been a refresh of the library card designs offered by KCLS. Current designs are up to ten years old. The Communications and Marketing team has been working with local artists from a variety of backgrounds to develop new library card images. There are seven new card designs which will launch near the end of February 2025.

KCLS Foundation Update

KCLS Foundation Executive Director Lisa Yamasaki provided updates on the funding commitments for 2025 from the KCLS Foundation to KCLS. The Foundation will be providing a minimum of \$1.73M divided



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up between Advance and Agility grants in 2025. The grants cover programs in four funding categories: accessibility and inclusion; library innovation; literacy and learning; and community services and outreach. Lisa also gave an update on the planning for the Foundation's annual Literary Lions Gala scheduled for Saturday, March 15 at the Bellevue Library. The fundraising goal for the event is \$530K. In an effort to bring library programs to life for attendees, the evening's exhibits will include the Makerspace, Memory Lab and Welcoming Center. Attendees will also be able to get one of the newly designed library cards previously described by Chase Gallagher. The Gala emcee is National PBS Host Jay Martin Jr., and the keynote speaker is author and staff writer for The New Yorker, Susan Orlean. Lisa is excited about the event and looking for support from her board, the trustees and donors.

Finally, Lisa talked about a series of promotional videos her team is producing which aim to increase visibility of the Foundation. She showed one of the videos to the audience.

Director's Report

Executive Director Heidi Daniel referred the trustees to her written director's report and specifically called out updates on the staffing evaluation project and the dashboard with metrics from December.

Heidi announced that the most recent Overdrive usage numbers were just released. For eBook circulation KCLS was second in the nation again and fourth in the world with over 10 million digital checkouts in 2024, up from approximately 8 million in 2023.

She also talked about recent lawmaker visits, including Story Time at the Sammamish Library with congresswoman Kim Schrier. Heidi plans to attend Library Legislative Day in Olympia in early February with John Sheller.

Heidi provided the Board some positive patron feedback received via mail, Ask KCLS, and in a RAVE to the Seattle Times.

She concluded her report by talking about some upcoming events across the System this month and beyond.

Board Committee Reports

On behalf of the Finance Committee, Jeff Guddat talked about the recent financial audit exit conference he attended. The audit covered the years of 2022 and 2023 and was a very positive report. Jeff gave his compliments to Donna and her team.



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Trustees Reports

There were no trustee reports.

Adjournment

Laura Valenziano adjourned the meeting at 6:56pm.

Laura Valenziano, President

Jeff Guddat, Secretary



FINANCE REPORT

King County Library System

February 26, 2025

1. GENERAL FUND COMMENTARY

Expenditures in December 2024 were \$18.2M compared to the monthly budget average of \$12.7M and represented 11.9% of the annual budget. Last year, December expenditures were \$12.3M, or 8.8% of the 2023 budget. The year-over-year change in total expenditures is 18.6%.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

December expenditures of \$367K consisted primarily of \$138K for Operating Supplies, \$104K for Building Maintenance, and \$63K for Program Supplies.

Staff Development

December expenditures of \$25K consisted of Training and Individual Development.

Professional Services

December expenditures of \$649K included \$245K for Programs, \$171K for Administration, \$100K for Operations, \$58K for Catalogue & Processing, \$40K for Technology, and \$35K for Facilities.

Communications

December expenditures of \$188K, included \$174K for Telephone Data and Voice.

Operating Leases

December expenditures of \$72K primarily consisted of \$61K for Operating Lease – Rental and Copiers.

Utilities

December expenditures of \$226K included electricity, water, and waste management services.

Repairs and Maintenance

December expenditures of \$1.9M included \$645K for Custodial and Day Porter Services, \$607K for Facilities Repairs and Maintenance, \$405K for ITS Maintenance, \$155K for HVAC, \$70K for Parking Lots and \$58K for Landscaping.

Reserves

There were no reserve expenditures in December.

Miscellaneous

December expenditures of \$27K consisted primarily of Banking Fees and Ad Valorem Refunds.

Library Materials

December expenditures of \$2.9M included \$2.4M for Licensed Downloadable & Purchased Materials, \$415K for Books, and \$94K for Non-book Media, Periodicals and Databases.

Capital Investment Program (CIP)

Facilities-CIP

December expenditures of \$4.1M consisted of \$2.2M for HVAC – Units Replacement, \$798K for AMH Machine Replacement, \$701K for Roof Replacement, and \$236K for Space Reconfiguration

ITS-CIP

December expenditures of \$212K consisted primarily of \$119K for Branch Security, \$57K for Patron Technology Refreshment, and \$17K for Disaster & Recovery.

3. GENERAL FUND REVENUE OVERVIEW

December revenues were \$3.5M, which is primarily Property Tax and Investment Interest revenue. December YTD revenues reflect 101.9% of the total budgeted amount. The year-over-year change in total revenue is 2.5%.

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of December 31, 2024, was \$148,032,926.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for December 2024 was 4.36%. This was 0.09 percentage points higher than the 90-day T-Bill average rate of 4.27%.

A/P Vendor Payments > \$20,000

DECEMBER

Fund	Vendor	Amount	Description
Personnel			
001	ConnectYourCare, LLC Total	\$ 801,362	Health care flexible spending account plans
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 735,433	PERS
001	Empowerment Retirement-EFT Total	\$ 187,628	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 142,036	Medical premiums
001	Mercer Health & Benefits LLC Total	\$ 51,250	Semi-annual health & benefits broker consulting fee
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 37,264	Union dues
001	Standard Insurance Company Total	\$ 35,562	Life and AD&D insurance premiums
001	DayForce US, Inc. Total	\$ 34,034	Payroll HCM billing
001	Governmentjobs.com Inc. Total	\$ 30,871	Annual subscription fee
Buildings			
001	MacDonald-Miller Facility Solutions Total	\$ 659,008	HVAC maintenance/repairs/upgrades
001	JH Kelly, LLC Total	\$ 592,280	HVAC Replacement - Redmond
001	Jimmy's Roofing - Seattle Total	\$ 398,269	Roof Replacement - North Bend, maintenance - various branches
001	Northwest Landscape Services Total	\$ 109,392	Landscape maintenance/repairs - various branches
001	Southcenter Owner LLC (LEASE) Total	\$ 51,989	Building lease
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 50,530	Building lease
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 44,704	Building lease
001	Larsons Glass Co. Inc. Total	\$ 39,141	Furnish/install new doors - Federal Way 320th, repairs - various branches
001	N2 Squared LLC Total	\$ 34,645	Repairs/maintenance - various branches
001	Corti Construction Inc. Total	\$ 29,900	Building repair - Service center, various branches
001	Performance System Integration LLC Total	\$ 26,396	Fire sprinkler system/extinguishers inspection/maintenance - various branches
001	Supply Source Inc - SAMS Total	\$ 22,414	Janitorial supplies
001	Prime Electric LLC Total	\$ 20,137	Electrical installation/repairs/services
Collections			
001	OverDrive, Inc. Total	\$ 2,311,431	Downloadable books, audio, video, and music
001	Bibliocommons Inc. Total	\$ 391,224	CORE subscription services/annual renewals/training
001	Ingram Library Services Total	\$ 228,980	Print materials including Choice Reads and physical processing
001	Baker & Taylor, Inc. Total	\$ 124,367	Print materials, Lucky Day collection, audiobooks and physical processing
001	Midwest Tape Total	\$ 103,161	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	World Book Inc.-School & Library Total	\$ 26,336	subscriptions to the print World Book Encyclopedia sets
001	EBSCO Total	\$ 24,925	Primary periodicals vendor and database subscriptions such as Consumer Reports, Novelist and LibraryAware book newsletters
Other			
001	CDW Government, Inc. Total	\$ 591,031	Computer equip/parts/software
001	Lyngsoe Systems Inc. Total	\$ 344,736	Automated materials handling system service, parts & maintenance renewal
001	Brainfuse Inc. Total	\$ 278,000	Online tutoring service
001	Apex Facility Resources Inc. Total	\$ 146,826	Furnishings for various branches
001	Homeland Patrol Division Security LLC Total	\$ 108,646	Security service - various branches
001	COPACINO + FUJIKADO LLC Total	\$ 100,150	Professional services - marketing
001	Amazon.com Total	\$ 99,977	Operating supplies
001	Ednetics Inc. Total	\$ 98,427	SALTO access control materials & service - various branches
001	King County Finance (TELECOMM/I-NET) Total	\$ 51,909	I-Net billing KC wide area network
001	U.S. Bank VISA Total	\$ 47,459	VISA charges (supplies/training/advertising/subscriptions)
001	State Auditor's Office Total	\$ 42,185	Annual audit fees
001	Ricoh USA Inc. Total	\$ 31,249	Copier leases
001	Esker Inc. Total	\$ 22,899	P2P Invoice automation software
001	Sweetwater Sound Inc. Total	\$ 22,819	Audio equipment
001	Ryder System Inc.	\$ 21,455	Vehicle leases and maintenance
001	GLUMAC	\$ 21,217	Professional Services - Climate Action Plan

001	General Fund
302	Construction Fund
307	Project Fund

GENERAL FUND REVENUES

December

	2024				2023			
Revenues Received:	Budget 2024	December Received	YTD Received	% Budget Received	% Budget Received	2023 Received	YTD Received	% Growth Over 2023 YTD
Property Tax, Current Year	\$ 137,823,804	\$ 1,129,388	\$ 135,676,067	98.4%	98.4%	\$ 132,596,297	\$ 132,596,297	2.3%
Property Tax, Prior Years	1,714,700	34,075	1,709,337	99.7%	98.6%	1,690,725	1,690,725	1.1%
Other Taxes	308,000	2,272	363,821	118.1%	133.8%	412,168	412,168	(11.7%)
Timber & State Shared Revenues	113,000	605	109,188	96.6%	111.6%	126,057	126,057	(13.4%)
Contracts	774,500	397,494	654,102	84.5%	85.4%	661,391	661,391	(1.1%)
Printing/Photocopies	240,700	27,074	373,333	155.1%	120.3%	313,704	313,704	19.0%
Damaged Materials/ Fines & Fees	120,000	3,342	37,353	31.1%	25.7%	63,072	63,072	(40.8%)
Lost Materials	113,000	4,794	57,930	51.3%	54.5%	61,574	61,574	(5.9%)
Investment Interest	2,000,000	1,144,813	6,001,183	300.1%	815.0%	4,075,221	4,075,221	47.3%
Grants	428,459	4,947	18,213	4.3%	N/A	16,704	16,704	9.0%
KCLS Foundation	1,475,455	73,720	1,501,985	101.8%	97.5%	1,386,825	1,386,825	8.3%
E-Rate	1,300,000	476,629	1,104,743	85.0%	173.4%	797,453	797,453	38.5%
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	2,859,939	2,859,939	(100.0%)
Miscellaneous Revenues/Other Financing Sources	-	172,702	1,526,490	N/A	374.1%	374,141	374,141	308.0%
TOTALS	\$146,411,618	\$3,471,856	\$ 149,133,745	101.9%	103.3%	\$ 145,435,273	\$145,435,273	2.5%

Credit Card Payments	December Received	% of Month's Payments	YTD Received	% of YTD Payments	% of YTD Payments	2023 Received	YTD Received	% Growth Over 2023 YTD
Damaged Materials/ Fines & Fees	562	16.8%	7,759	20.8%	37.1%	23,426	23,426	(66.9%)
Lost Materials	1,977	41.2%	24,341	42.0%	41.4%	25,470	25,470	(4.4%)
TOTALS	\$2,539	31.2%	\$32,100	33.7%	39.2%	\$48,896	\$48,896	(34.4%)

GENERAL FUND EXPENDITURES

December

2024					2023				
DESCRIPTION	BUDGET 2024	December EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	2023 EXPENDED	YTD EXPENDED	% Growth Over 2023 YTD	
Salaries	\$ 67,150,803	\$ 5,442,775	\$ 62,764,738	93.5%	90.1%	\$ 56,439,265	\$ 56,439,265	11.2%	
Benefits	25,166,061	1,957,771	21,859,133	86.9%	80.8%	20,205,881	20,205,881	8.2%	
SUB-TOTALS	\$ 92,316,864	\$ 7,400,546	\$84,623,871	91.7%	87.5%	\$76,645,146	\$76,645,146	10.4%	
Supplies	2,975,878	366,743	3,268,339	109.8%	88.4%	2,629,928	2,629,928	24.3%	
Staff Development	1,143,957	24,773	742,178	64.9%	50.6%	579,513	579,513	28.1%	
Prof. Services	5,285,906	648,954	4,863,447	92.0%	95.2%	4,520,505	4,520,505	7.6%	
Communications	1,056,088	188,053	1,093,400	103.5%	91.7%	1,056,832	1,056,832	3.5%	
Travel	184,209	22,400	127,459	69.2%	50.0%	81,607	81,607	56.2%	
Advertising	503,000	131,593	322,247	64.1%	106.1%	502,519	502,519	(35.9%)	
Operating Leases	3,180,686	72,293	3,114,537	97.9%	97.4%	2,914,049	2,914,049	6.9%	
Insurance	1,140,080	-	1,052,563	92.3%	100.9%	968,957	968,957	8.6%	
Utilities	2,445,807	225,735	2,559,058	104.6%	98.7%	2,352,982	2,352,982	8.8%	
Repairs & Maintenance	13,858,545	1,869,967	15,337,880	110.7%	100.2%	13,350,943	13,350,943	14.9%	
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A	
Miscellaneous	373,710	27,030	610,977	163.5%	144.0%	535,022	535,022	14.2%	
Intergovernmental	103,730	94,519	170,876	164.7%	115.9%	114,206	114,206	49.6%	
Library Material	15,418,634	2,864,928	17,221,055	111.7%	98.4%	14,377,959	14,377,959	19.8%	
SUB-TOTALS	\$ 48,870,231	\$ 6,536,988	\$ 50,484,017	103.3%	94.4%	\$ 43,985,021	\$ 43,985,021	14.8%	
Facilities - CIP	\$ 7,812,000	\$ 4,066,569	\$ 9,919,103	127.0%	69.2%	\$ 2,887,330	\$ 2,887,330	243.5%	
ITS - CIP	3,690,453	211,555	3,780,445	102.4%	85.0%	1,983,295	1,983,295	90.6%	
SUB-TOTALS	\$ 11,502,453	\$ 4,278,124	\$ 13,699,548	119.1%	74.9%	\$ 4,870,625	\$ 4,870,625	181.3%	
TOTALS	\$ 152,689,548	\$ 18,215,659	\$ 148,807,436	97.5%	89.2%	\$ 125,500,792	\$125,500,792	18.6%	



FINANCE REPORT

King County Library System

February 26, 2025

1. GENERAL FUND COMMENTARY

Expenditures in January 2025 were \$14.1M compared to the monthly budget average of \$13.7M and represented 8.5% of the annual budget. Last year, January expenditures were \$13.5M, or 8.8% of the 2024 budget. The year-over-year change in total expenditures is 4.3%.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

January expenditures of \$345K consisted primarily of \$170K for Software Supplies, \$57K for Operating Supplies - Toner, and \$41K for Operating Supplies.

Staff Development

January expenditures of \$50K consisted of Training and Individual Development.

Professional Services

January expenditures of \$675K included \$308K for Programs, \$152K for Technology, \$108K for Catalogue & Processing, and \$92K for Administration.

Communications

January expenditures of \$25K, included \$19K for Telephone Data and Voice.

Operating Leases

January expenditures of \$459K primarily consisted of \$423K for Operating Lease and \$36K for Operating Lease – Rental and Copiers.

Utilities

January expenditures of \$212K included electricity, water, and waste management services.

Repairs and Maintenance

January expenditures of \$2.0M included \$1.5M for ITS Maintenance, \$199K for Facilities Repairs and Maintenance, \$140K for Parking Lots, \$94K for HVAC, and \$65K for Landscaping.

Reserves

There were no reserve expenditures in January.

Miscellaneous

January expenditures of \$33K consisted primarily of Banking Fees and Ad Valorem Refunds.

Library Materials

January expenditures of \$1.7M included \$825K for Non-book Media, Periodicals and Databases, \$513K for Licensed Downloadable & Purchased Materials and \$353K for Books.

Capital Investment Program (CIP)

Facilities-CIP

January expenditures of \$67K consisted of \$67K for Vehicles.

ITS-CIP

January expenditures of \$189K consisted primarily of \$114K for Network Upgrade, \$45K for Disaster & Recovery, and \$21K Patron Technology Refreshment.

3. GENERAL FUND REVENUE OVERVIEW

January revenues were \$328K, which is primarily Property Tax. January YTD revenues reflect 0.2% of the total budgeted amount. The year-over-year change in total revenue is -26.2%.

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of January 31, 2025, was \$131,984,442.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for January 2025 was 4.32% This was 0.11 percentage points higher than the 90-day T-Bill average rate of 4.21%.

A/P Vendor Payments > \$20,000

JANUARY 2025

Fund	Vendor	Amount	Description
Personnel			
001	Premera Blue Cross Total	\$ 1,639,596	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 769,435	PERS
001	Empowerment Retirement-EFT Total	\$ 219,162	457 retirement plan
001	Delta Dental of WA - Washington Dental Total	\$ 125,735	Dental premiums
001	Kaiser Foundation Health Plan Total	\$ 106,832	Medical premiums
001	Department of Labor & Industries Total	\$ 102,513	Quarterly workers comp industrial insurance
001	ConnectYourCare, LLC Total	\$ 62,302	Health care flexible spending account plans
001	Jellyvision Lab Inc. Total	\$ 48,186	Employee benefit software (ALEX)
001	Standard Insurance Company Total	\$ 36,722	Life and AD&D insurance premiums
001	FBO CYC Clients (FSA) Total	\$ 31,008	Flexible spending premiums
001	DayForce US, Inc. Total	\$ 28,449	Payroll HCM billing
001	Employment Security Dept-Unemploy Comp Total	\$ 28,416	Unemployment compensation tax
Buildings			
001	MacDonald-Miller Facility Solutions Total	\$ 955,011	HVAC maintenance/repairs/upgrades
001	CCS Washington Janitorial Inc. Total	\$ 648,753	Monthly janitorial/day porter/hazmat
001	Puget Sound Energy (UTILITIES) Total	\$ 284,785	Utilities
001	Northwest Landscape Services Total	\$ 173,415	Landscape maintenance/repairs - various branches
001	Jimmy's Roofing - Seattle Total	\$ 102,182	Roof Replacement - North Bend, maintenance - various branches
001	Department of Enterprise Services	\$ 62,500	Project Management fees - Bellevue
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 60,753	Building lease
001	Southcenter Owner LLC (LEASE) Total	\$ 51,989	Building lease
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 44,914	Building lease
001	Prime Electric LLC Total	\$ 42,419	Electrical installation/repairs/services
001	Corti Construction Inc. Total	\$ 34,995	Building repair - Service center, various branches
001	Larsons Glass Co. Inc. Total	\$ 31,527	Furnish/install new doors/repairs - various branches
001	LandCare USA (Outside of contract) Total	\$ 27,604	Landscape maintenance/repairs - various branches
001	Supply Source Inc - SAMS Total	\$ 23,836	Janitorial supplies
001	Seattle City Light (UTILITIES) Total	\$ 23,650	Utilities
001	Performance System Integration LLC Total	\$ 20,536	Fire sprinkler system/extinguishers inspection/maintenance - various branches
Collections			
001	EBSCO Total	\$ 474,490	Primary periodicals vendor and database subscriptions such as Consumer Reports, Novelist and LibraryAware book newsletters
001	OverDrive, Inc. Total	\$ 466,694	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 167,001	Print materials including Choice Reads and physical processing
001	Baker & Taylor, Inc. Total	\$ 145,057	Print materials, Lucky Day collection, audiobooks and physical processing
001	PressReader Inc. Total	\$ 70,781	Electronic database subscription
001	Midwest Tape Total	\$ 63,449	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	New York Times Total	\$ 38,303	Electronic database subscription
001	Mackin Educational Resources Total	\$ 26,697	Children's books, pre-binding children's books and physical processing
Other			
001	Lyngsoe Systems Inc. Total	\$ 470,379	Automated materials handling system service, parts & maintenance renewal
001	CDW Government, Inc. Total	\$ 173,733	Computer equip/parts/software
001	Peer Washington Total	\$ 107,651	Professional services for Peers in Libraries grant
001	OpenGov, Inc. Total	\$ 86,984	Budgeting/planning software
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network
001	Way Scarff Ford Auburn Total	\$ 66,563	2 Vehicle purchase
001	U.S. Bank VISA Total	\$ 58,498	VISA charges (supplies/training/advertising/subscriptions)
001	COPACINO + FUJIKADO LLC Total	\$ 57,535	Professional services - marketing
001	Ednetics Inc. Total	\$ 52,156	SALTO access control materials & service - various branches
001	State Auditor's Office Total	\$ 49,809	Annual audit fees
001	InfoUSA Marketing Inc-Data Axle Inc Total	\$ 48,930	Electronic database subscription
001	Homeland Patrol Division Security LLC Total	\$ 44,160	Security service - various branches
001	Juan Jose Quiroga Baena Total	\$ 41,164	Painting and repair work - Service Center
001	Amazon.com Total	\$ 36,535	Operating supplies
001	Mango Languages Total	\$ 33,638	Electronic database subscription

001 KOMO-Sinclair Broadcast Group Inc. Total

JANUARY 2025 Vendor Payments for FEBRUARY Board Meeting
\$ 20,700 Advertising

001	General Fund
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GENERAL FUND REVENUES

January

2025					2024				
Revenues Received:	Budget 2025	January Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2024	YTD Received	% Growth Over 2024 YTD	
Property Tax, Current Year	\$ 140,952,257	\$ 376	\$ 376	0.0%	0.0%	\$ 135,676,067	\$ -	N/A	
Property Tax, Prior Years	1,678,060	277,351	277,351	16.5%	20.6%	1,709,337	353,979	(21.6%)	
Other Taxes	363,899	-	-	0.0%	0.0%	363,821	-	N/A	
Timber & State Shared Revenues	96,681	15	15	0.0%	0.2%	109,188	243	(94.0%)	
Contracts	565,383	-	-	0.0%	0.0%	654,102	-	N/A	
Printing/Photocopies	379,757	34,312	34,312	9.0%	12.5%	373,333	30,073	14.1%	
Damaged Materials/ Fines & Fees	37,709	3,221	3,221	8.5%	3.4%	37,353	4,045	(20.4%)	
Lost Materials	57,453	5,263	5,263	9.2%	5.8%	57,930	6,550	(19.6%)	
Investment Interest	3,600,000	-	-	0.0%	0.0%	6,001,183	-	N/A	
Grants	-	-	-	N/A	0.0%	18,213	-	N/A	
KCLS Foundation	1,641,854	5,234	5,234	0.3%	3.2%	1,501,985	46,627	(88.8%)	
E-Rate	1,000,000	-	-	0.0%	0.0%	1,104,743	-	N/A	
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	-	-	N/A	
Miscellaneous Revenues/Other Financing Sources	262,007	2,322	2,322	0.9%	N/A	1,526,490	3,174	(26.8%)	
TOTALS	\$150,635,060	\$328,093	\$328,093	0.2%	0.3%	\$149,133,745	\$444,692	(26.2%)	

Credit Card Payments	January Received	% of Month's Payments	YTD Received	% of YTD Payments	% of YTD Payments	Unaudited 2024	YTD Received	% Growth Over 2024 YTD
Damaged Materials/ Fines & Fees	930	28.9%	930	28.9%	23.2%	7,759	937	(0.7%)
Lost Materials	2,398	45.6%	2,398	45.6%	44.7%	24,341	2,928	(18.1%)
TOTALS	\$3,328	39.2%	\$3,328	39.2%	36.5%	\$32,100	\$3,865	(13.9%)

GENERAL FUND EXPENDITURES

January

2025

2024

DESCRIPTION	BUDGET 2025	January EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2024 EXPENDED	YTD EXPENDED	% Growth Over 2024 YTD
Salaries	\$ 71,822,373	\$ 5,672,108	\$ 5,672,108	7.9%	7.9%	\$ 62,764,738	\$ 5,307,044	6.9%
Benefits	27,765,268	2,286,711	2,286,711	8.2%	10.0%	21,859,133	2,522,344	(9.3%)
SUB-TOTALS	\$ 99,587,641	\$ 7,958,819	\$7,958,819	8.0%	8.5%	\$84,623,871	\$7,829,388	1.7%
Supplies	2,881,645	345,039	345,039	12.0%	18.9%	3,268,339	561,205	(38.5%)
Staff Development	1,307,650	49,653	49,653	3.8%	3.5%	742,178	39,978	24.2%
Prof. Services	5,448,484	674,611	674,611	12.4%	9.7%	4,863,447	514,486	31.1%
Communications	1,507,233	25,246	25,246	1.7%	2.3%	1,093,400	24,748	2.0%
Travel	152,802	1,100	1,100	0.7%	0.8%	127,459	1,500	(26.7%)
Advertising	656,625	16,208	16,208	2.5%	1.5%	322,247	7,442	117.8%
Operating Leases	3,406,598	458,660	458,660	13.5%	14.2%	3,114,537	450,342	1.8%
Insurance	1,200,882	345,107	345,107	28.7%	29.7%	1,052,563	338,739	1.9%
Utilities	2,529,480	212,355	212,355	8.4%	0.8%	2,559,058	19,871	968.6%
Repairs & Maintenance	15,709,539	1,985,532	1,985,532	12.6%	10.1%	15,337,880	1,396,839	42.1%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	413,010	32,953	32,953	8.0%	19.9%	610,977	74,516	(55.8%)
Intergovernmental	168,400	2,643	2,643	1.6%	2.4%	170,876	2,461	7.4%
Library Material	15,881,740	1,690,183	1,690,183	10.6%	13.0%	17,221,055	1,998,527	(15.4%)
SUB-TOTALS	\$ 52,464,088	\$ 5,839,289	\$ 5,839,289	11.1%	11.1%	\$ 50,484,017	\$ 5,430,654	7.5%
Facilities - CIP	\$ 7,957,000	\$ 66,595	\$ 66,595	0.8%	0.1%	\$ 9,919,103	\$ 10,404	540.1%
ITS - CIP	4,576,801	188,970	188,970	4.1%	5.4%	3,780,445	\$ 199,766	(5.4%)
SUB-TOTALS	\$ 12,533,801	\$ 255,565	\$ 255,565	2.0%	1.8%	\$ 13,699,548	\$ 210,170	21.6%
TOTALS	\$ 164,585,530	\$ 14,053,672	\$ 14,053,672	8.5%	8.8%	\$ 148,807,436	\$13,470,212	4.3%

KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES

RESOLUTION 2025-01

DISSOLUTION OF KING COUNTY LIBRARY SYSTEM GO BOND FUND, 2005

FEBRUARY 26, 2025

WHEREAS, pursuant to Resolution No. 2005-04, adopted on May 24, 2005, the Board authorized the establishment of the "UTGO Bond Fund, 2005," now identified as King County Fund No. 200008520 (the "KCLS GO Bond 05"), with the Office of Finance of King County, Washington, *ex officio* Treasurer of the District, now known as the Finance and Business Operations Division of the King County Department of Executive Services (the "County Finance Division"); and

WHEREAS, the cash balance on deposit in the UTGO Bond Fund, 2005 is \$1,971,117.81 as of January 31, 2025; and

WHEREAS, the District has accomplished the purpose for which the UTGO Bond Fund, 2005 was established, and no longer requires that it be maintained;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, as follows:

1. The Board hereby finds that the UTGO Bond Fund, 2005 is unnecessary to the current and future needs of the District and directs the dissolution of the UTGO Bond Fund, 2005; and the transfer of the cash balance from the UTGO Bond Fund, 2005 to the District's General Fund, King County Fund No. 200000010 (the "King County Library System Fund).
2. The Board hereby authorizes and directs the Director of Finance & Facilities of the District to execute and deliver all documents necessary to accomplish the dissolution of the UTGO Bond Fund, 2005.
3. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, at an open, public meeting thereof, notice of which was given to the extent required by law, held this 26th day of February 2025.

Laura Valenziano

Verna Seal

Lalita Uppala

Jeffery Guddat

Harish Kulkarni

Srini Raghavan

KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES

RESOLUTION 2025-02

February 26, 2025

A resolution of the Board of Trustees of the King County Rural Library District, doing business as the King County Library System, declaring certain property as surplus to the current and anticipated needs of the District and authorizing the sale of such property in accordance with the District's Purchasing Policies.

WHEREAS: The King County Rural Library District (hereafter referred to as "King County Library System") owns vehicles that are no longer needed by the Library District (Attachment A),

THEREFORE: Be it resolved that the King County Library System Board of Trustees declare these items surplus, and

FURTHER: Be it resolved that the manner for disposal of the items shall be established at the Executive Director's discretion, and that any proceeds resulting from such disposal be returned to the General Fund of the Library District.

ADOPTED: by the Board of Trustees of the King County Rural Library District at an open, public, regular meeting thereof, held this 26th day of February 2025, with a quorum present and a majority voting in favor.

Attest,

Laura Valenziano, Board President

2025 Vehicle Surplus List

Attachment A

Vehicle #	VIN	License #	Year	Make & Model	Mileage
06	JTDKB20UX93528688	89195C	2009	Toyota Prius	188,854
27	JTDKB20U753072708	75337C	2005	Toyota Prius	180,687

Donna Zirkle
Director of Facilities / Finance

Signature Donna Zirkle

02/06/2025

Date

Samuel Meyer
Facilities Maintenance Manager

Signature Samuel Meyer

Date 02/04/2025



King County Library System

Director's Report – February 2025

Public Services

Operations

The Sammamish Library is preparing to expand hours by opening on Sundays beginning April 27. Staff in the Cascade Region are finalizing their scheduling process to support this increase. The expansion of hours is in response to patron feedback and data showing pre-pandemic usage levels.

The Staffing Model Evaluation is wrapping up; recommendations from this report will help guide the decision-making process for future hour expansions across the county.

Library Outreach, Programs and Services



Emerging Radiance, an augmented-reality, interactive artwork that honors the stories of Japanese American farmers who lived in Bellevue between 1920 and World War II, will be on display at the Bellevue Library through February 2027. The City of Bellevue, in partnership with the King County Library System, is proud to host this installation.

An opening reception for Emerging Radiance was held at the library on February 19, (the Japanese Day of Remembrance). Artists Michelle Kumata and Tani Ikeda spoke at the event, along with Bellevue City Councilmember Dave Hamilton, KCLS Deputy Director Angie Miraflor and other dignitaries.

Angie Miraflor is pictured on the left with King County Councilmember Claudia Balducci who attended the event.



King County Library System

Director's Report – February 2025

Administrative Services



The KCLS leadership team met for a two-day retreat on January 30 and 31. On Day 1, Facilitator April Rinne worked with the team on having a flux mindset and becoming future-ready. On Day 2, the group did some exercises to hone in on what KCLS needs to prioritize in order to be a future-ready and community-focused organization.

Human Resources

Human Resources has recently introduced an Employee Accommodations SharePoint site designed to eliminate barriers for employees accessing accommodations. This site outlines the accommodation process, specifies which teams are responsible for each type of accommodation, and provides information about the interactive conversation to give employees a better understanding of what to expect.

Information Technology Services (ITS)

The Electronic Access Control Project is well underway and is now in its third and final year, with enhanced safety, security, and operational efficiency through electronic entry systems at all KCLS locations being the primary focus. The project includes finalizing installations, integrating staff feedback on usability at community libraries, and introducing new security features like internal door lockdown buttons. The primary focus of early 2025 is to revisit initial installation sites to assess effectiveness.

The ITS team is also working on this year's E-Rate proposals particularly the following areas: upgrading network switches, acquiring hotspots that are used in conjunction with community partners, and expanding KCLS' fiber network.



King County Library System

Director's Report – February 2025

Government Relations



I joined library directors, staff, and supporters from across the state for Library Legislative Day in Olympia February 5. We met with our state representatives, senators, and the secretary of state to share library legislative priorities, including discussion of the 1% annual revenue cap and the detrimental impact of inflation on our operations.



[Representative Mia Gregerson, Burien-Des Moines-Kent-SeaTac](#)

I also met with Jennifer Wood, Governor Ferguson's King County Outreach Representative, at the Service Center February 11, and with Auburn Mayor Nancy Backus at Auburn City Hall February 13.
