



Board of Trustees Meeting - Public Forum Agenda

Burien Library
Wednesday, September 17, 2025
5:00 PM

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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 - July 30, 2025
- D. Public Forum

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 Report
 - 1. Monthly Finance Report: Donna Zirkle
- F. Action Items
 - 2. Approval of Monthly Expenditures
- G. Staff and Director's Reports
 - 3. Olympic Region Report: Mary Sue Houser
 - 4. Central Sorter Update: Heidi Daniel and Jen Baxter
 - 5. KCLS Foundation Update: Lisa Yamasaki
 - 6. Director's Report: Heidi Daniel



Board of Trustees Meeting - Public Forum Agenda

Burien Library
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5:00 PM

- H. Board Committee Reports
- I. Trustees' Reports
- J. Executive Session - RCW 42.30.110, Section 1(g) - Review of a Public Employee
- K. Adjournment



King County Library System

Board of Trustees Meeting Minutes
Bellevue Library | July 30, 2025, 5pm

Present

KCLS Board

Crystal Goodwin
Jeff Guddat
Harish Kulkarni
Srini Raghavan
Verna Seal
Lalita Uppala
Laura Valenziano

KCLS Staff

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

Motions Approved

1. Board Meeting agenda
2. June 25, 2025 Board meeting minutes
3. Payroll expenditures
4. General Fund expenditures

Call to Order

President Laura Valenziano called the meeting to order at 5:04pm. Verna Seal, Srini Raghavan, Harish Kulkarni, Jeff Guddat, Lalita Uppala and Crystal Goodwin attended in person. 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

Lalita Uppala moved approval of the June 25, 2025 Board Meeting minutes. Srini Raghavan 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 presented the monthly Finance report as of the end of June 2025. Year-to-date (YTD) revenues were \$81.4M, against the yearly revenue budget of \$150.6M which was approximately 54%. YTD expenses were \$72.6M, which is 44% of the total expense budget of \$164.6M. CIP expenses YTD at the end of June were \$1.7M, accounting for 14% of the total budget of \$12.5M.

At the year's halfway point, both revenue and expenses are tracking as expected. Interest income is stronger than projected. To allow full use of library spaces during the summer reading months, projects are generally in the planning stages during spring and summer; several capital improvement projects are scheduled to begin in the fall.



King County Library System

Board of Trustees Meeting Minutes
Bellevue Library | July 30, 2025, 5pm

Approval of Monthly Expenditures

Crystal Goodwin moved approval of Payroll expenditures for June in the amount of \$3,524,078.35: (6/06) Ck#00202415-00202433; 959198585-959199717; (6/20) Ck#00202434-00202444; 965062942-965064081. **Harish Kulkarni seconded, and the motion passed unanimously.**

Verna Seal moved approval of General Fund #0010 expenditures for June in the amount of \$5,301,750.37: Travel Advances – Ck#1550; (6/12) Ck#1160143-1160290; 5015515-5015517 (6/18) Ck#1160291-1160386; 5015518-5015576 (6/26) Ck#1160387-1160508; 5015577-5015608; (6/30) Ck#1160509-1160577 (7/07) Ck#1160578-1160771; 5015609-5015613. **Jeff Guddat seconded, and the motion passed unanimously.**

The trustees unanimously agreed to add Crystal Goodwin to the Board Development committee for the remainder of the year.

Staff and Director's Reports

Lakeview Region Report

Regional Manager David Frappier, joined by Librarian and Information Services Manager Stephanie Zero and Makerspace Librarian Megan Willan, gave an overview of the Lakeview Region, which includes Bellevue, Lake Hills, Crossroads and Newport Way Libraries. David talked about the community demographics of the Lakeview region, including race, ethnicity and household income.

The regional presentation included examples of how the region is fulfilling the four different aspects of the KCLS Service Strategy:

Student Success and Lifelong Learning

Stephanie highlighted several initiatives supporting teens, families, and adult learners, including teen advisory boards, the Plaza Comunitaria tutoring program, Talk Time, early literacy programs, and classes and activities at the Bellevue Library Makerspace.

Megan talked about the Makerspace, specifically two recent Makerspace partnerships:

- The Makerspace hosted a mini-hackathon with UW Create and HuskyADAPT to design custom adaptations for people with disabilities.
 - In partnership with HuskyADAPT's Adapt Toys project, participants learned to rewire battery-operated toys with a jack compatible with a range of accessible switches. The adapted toys were donated to families and organizations serving children with disabilities.
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King County Library System

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Engaging with Books and Reading

Stephanie highlighted the *One Bellevue, One Book* program, designed to bring the Bellevue community together to read, discuss, and engage with a single book. This year's selection was *We Hereby Refuse: Japanese American Resistance to Wartime Incarceration*, by Frank Abe and Tamiko Nimura. Stephanie also noted Bellevue's monthly Chinese book club.

Obtaining Trustworthy Information

Bellevue offers several programs and services to help patrons access reliable information. These include the new Bellevue Community Court and Community Resource Center in partnership with the City of Bellevue. Additional offerings include a Welcoming Center for immigrants, refugees, and new arrivals; one-on-one ancestry help; and informational tabling at the library.

Making Meaningful Connections

Stephanie highlighted the *Emerging Radiance* art exhibit, presented in partnership with the City of Bellevue. Other programs include Queer Creative Connections, a craft exchange, and the library's award-winning art cart.

Stephanie concluded her presentation with an overview of the Memory Lab, a five-year project funded by the Mellon Foundation. The lab's goal is to record, preserve, and amplify the unique stories of King County community members.

Curiosity Isn't Quiet Ad Campaign

Director of Communications and Marketing Chase Gallagher reported on the Curiosity Isn't Quiet ad campaign. He began by discussing baseline consumer research of KCLS cardholders and non-cardholders conducted in December 2024. The campaign was designed to increase awareness of KCLS among non-library users and inactive cardholders. The media strategy emphasized high impressions for broad visibility, with primary channels including digital video, social media, outdoor advertising, local publications, and radio.

Chase shared results from the campaign's launch stage, which ran from late February through late April. The campaign exceeded benchmarks for both video completion and cost efficiency, delivering 18.6 million impressions. The cost per thousand impressions dropped significantly from \$8.89 in 2024 to \$3.00 in 2025.

He also presented results from the Summer Reading campaign, which outperformed benchmarks as well. From May 1 through June 13, it generated 4.9 million digital impressions.



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Looking ahead, the department plans to launch a new awareness survey in January 2026 and to expand media channels to include YouTube.

Equity and Social Impact Department Update

Equity and Social Impact (ESI) Director Dominica Myers provided an update on the department. She began with data about the service area, including population, geography, schools, and incorporated and unincorporated communities. She also shared demographic information such as annual income, percentage of residents who identify as Black, Indigenous and people of color (BIPOC), English language proficiency, and homeownership rates.

Myers reviewed key milestones since the department's inception in 2020. Over nearly five years, ESI has completed several major assessments, including a Diversity, Equity and Inclusion (DEI) Assessment, an Accessibility Audit, and a World Language Community Needs Assessment. These assessments informed two comprehensive plans: the 2023–27 Organizational DEI Plan and the 2024–30 Accessibility Plan.

The ESI team includes nine staff members, among them four coordinators and three specialists. Ongoing areas of emphasis include social impact; accessibility; world language equity; trauma-informed service; and assessment, strategy and training.

Focus areas for 2025-26 include:

- Community listening opportunities
- Heritage and awareness celebrations
- Supports for world language communities
- Social service supports
- Community partnerships
- Support for organizational initiatives

Director's Report

Executive Director Heidi Daniel kept her remarks brief due to time constraints. She referred trustees to her written report and highlighted the upcoming roundtable with U.S. Rep. Kim Schrier, scheduled for the following day at the KCLS Service Center. The discussion will focus on the local impacts of federal funding cuts to the Institute of Museum and Library Services. She concluded with a brief discussion of key dashboard items.

Board Committee Reports

There were no Board committee reports.



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Trustees Reports

Trustee Crystal Goodwin provided a brief report on her experience attending a KCLS Foundation Live Pages event. The event featured Susan Lieu, author of ***The Manicurist's Daughter***.

Adjournment

Laura Valenziano adjourned the meeting at 6:55pm.

Laura Valenziano, President

Jeff Guddat, Secretary



FINANCE REPORT

King County Library System

September 17, 2025

1. GENERAL FUND COMMENTARY

Expenditures in July 2025 were \$12.6M compared to the monthly budget average of \$13.7M and represented 7.6% of the annual budget. Last year, July expenditures were \$12.3M, or 8.0% of the 2024 budget. The year-over-year change in total expenditures is 1.2%.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

July expenditures of \$331K consisted primarily of \$213K for Programs, \$39K for Operating Supplies, and \$28K for Building Maintenance.

Staff Development

July expenditures of \$173K consisted of Training and Individual Development.

Professional Services

July expenditures of \$453K included \$103K for Programs, \$103K for Technology, \$92K for Catalogue & Processing, and \$65K for Administration.

Communication & Advertising

July expenditures of \$133K included \$102K for Telephone – Data and Voice, \$20K for Advertising, and \$11K for Postage.

Operating Lease

July expenditures of \$360K primarily consisted of \$215K for Operating Leases and \$145K for Operating Lease – Rental.

Utilities

July expenditures of \$248K included electricity, water, and waste management services.

Repairs and Maintenance

July expenditures of \$1.3M included \$707K for Facilities related Repairs and Maintenance, \$241K for Custodian Services, \$194K for HVAC and \$184K for ITS Repairs and Maintenance.

Reserves

There were no reserve expenditures in July.

Miscellaneous

July expenditures of \$120K consisted primarily of Ad Valorem Refunds and Banking Fees.

Library Materials

July expenditures of \$947K included \$449K for Downloadable Material-Licensed & Purchased, \$402K for Books, and \$96K for Non-book Media, Periodicals & Databases.

Capital Investment Program (CIP)

Facilities-CIP

July expenditures of \$379K primarily consisted of \$212K for Electric/Gas Meter Upgrades, and \$113K for Lighting.

ITS-CIP

July expenditures of \$357K consisted of \$320K for Branch Security, and \$28K for Patron Programming.

3. GENERAL FUND REVENUE OVERVIEW

July revenues were \$1.4M, which is primarily Property Tax and Investment Interest revenue. July YTD revenues reflect 55% of the total budgeted amount. The year-over-year change in total revenue is 3.6%.

4. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of July 31, 2025, was \$141,684,996.

5. INVESTMENT RETURN

The County Investment Pool's gross rate of return for July 2025 was 4.52% This was 0.27 percentage points higher than the 90-day T-Bill average rate of 4.25%.

A/P Vendor Payments > \$20,000

JULY 2025

Fund	Vendor	Amount	Description
Personnel			
001	Premera Blue Cross Total	\$ 843,271	Medical premiums
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 592,309	PERS
001	Empowerment Retirement-EFT Total	\$ 216,174	457 retirement plan
001	Kaiser Foundation Health Plan Total	\$ 131,780	Medical premiums
001	Department of Labor & Industries Total	\$ 126,253	Quarterly workers comp industrial insurance
001	Delta Dental of WA - Washington Dental Total	\$ 63,944	Dental premiums
001	ConnectYourCare, LLC Total	\$ 57,095	Health care flexible spending account plans
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 39,300	Union dues
001	Standard Insurance Company Total	\$ 38,685	Life and AD&D insurance premiums
001	DayForce US, Inc. Total	\$ 29,532	Payroll HCM billing
Buildings			
001	MacDonald-Miller Facility Solutions Total	\$ 518,747	HVAC maintenance/repairs/upgrades
001	CCS Washington Janitorial Inc. Total	\$ 340,119	Monthly janitorial/day porter/hazmat
001	Puget Sound Energy (UTILITIES) Total	\$ 122,531	Utilities
001	Day & Nite Plumbing & Heating Inc. Total	\$ 122,019	Plumbing repairs/service calls
001	Prime Electric LLC Total	\$ 86,022	Electrical installation/repairs/services
001	Corti Construction Inc. Total	\$ 73,816	Repairs/maintenance - various branches
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 53,441	Building lease
001	Southcenter Owner LLC (LEASE) Total	\$ 52,823	Building lease
001	Performance System Integration LLC Total	\$ 51,515	Fire sprinkler system/extinguishers inspection/maintenance - various branches
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 44,610	Building lease
001	N2 Squared LLC Total	\$ 40,033	Repairs/maintenance - various branches
001	BAENA JUAN JOSE QUIROGA Total	\$ 33,279	Painting & repair work - various branches
001	JH Kelly, LLC Total	\$ 32,469	HVAC Replacement - Redmond
001	Supply Source Inc - SAMS Total	\$ 27,126	Janitorial supplies
001	Northwest Landscape Services Total	\$ 21,326	Landscape maintenance/repairs - various branches
Collections			
001	Ingram Library Services Total	\$ 475,714	Print materials including Choice Reads and physical processing
001	OverDrive, Inc. Total	\$ 401,495	Downloadable books, audio, video, and music
001	OCLC, Inc. Total	\$ 196,710	Cataloging services and database subscription
001	Midwest Tape Total	\$ 70,757	Audiobooks, music CDs, DVDs, physical processing and the digital subscription to Hoopla for comics, movies &TV and music
001	Baker & Taylor, Inc. Total	\$ 67,947	Print materials, Lucky Day collection, audiobooks and physical processing
001	Mackin Educational Resources Total	\$ 41,716	Children's books, pre-binding children's books and physical processing
Other			
001	Ednetics Inc. Total	\$ 319,585	SALTO access control materials & service - various branches
001	Lyngsoe Systems Inc. Total	\$ 131,080	Automated materials handling system service, parts & maintenance
001	Guidepoint Security LLC Total	\$ 98,735	Cybersecurity subscriptions
001	Ricoh USA Inc. Total	\$ 98,058	Copier leases
001	Amazon.com Total	\$ 82,855	Operating supplies
001	King County Finance (TELECOMM/I-NET) Total	\$ 78,189	I-Net billing KC wide area network
001	CDW Government, Inc. Total	\$ 64,769	Computer equip/parts/software
001	Audio Visual Factory, Inc. Total	\$ 62,980	Audio Visual equipment rentals
001	U.S. Bank VISA Total	\$ 62,574	VISA charges (supplies/training/advertising/subscriptions)
001	Homeland Patrol Division Security LLC Total	\$ 54,509	Security service - various branches
001	Esker Inc. Total	\$ 48,886	P2P Invoice automation software
001	EnvisionWare Inc. Total	\$ 37,589	Equipment/software/licenses/support/maintenance for self-service kiosks and coin change machines
001	Peer Washington Total	\$ 29,214	Professional services for Peers in Libraries grant
001	Ryder System, Inc. Total	\$ 29,093	Fleet vehicles lease/maintenance/repairs
001	Johnston Architects LLC Total	\$ 25,000	Professional services
001	Waste Management - RST Disposal Total	\$ 22,683	Waste disposal - various branches

GENERAL FUND REVENUES

July

	2025				2024				
Revenues Received:	Budget 2025	July Received	YTD Received	% Budget Received	% Budget Received	Unaudited 2024	YTD Received	% Growth Over 2024 YTD	
Property Tax, Current Year	\$ 140,952,257	\$ 388,897	\$ 74,117,468	52.6%	52.5%	\$ 135,676,067	\$ 72,320,581	2.5%	
Property Tax, Prior Years	1,678,060	69,893	1,060,376	63.2%	82.0%	1,540,171	1,405,892	(24.6%)	
Other Taxes	363,899	532	243,498	66.9%	60.4%	363,821	186,038	30.9%	
Timber & State Shared Revenues	96,681	182	9,450	9.8%	54.9%	109,188	62,073	(84.8%)	
Contracts	565,383	285,769	290,769	51.4%	0.6%	654,102	5,000	5715.4%	
Printing/Photocopies	379,757	36,458	248,295	65.4%	90.8%	373,333	218,610	13.6%	
Damaged Materials/ Fines & Fees	37,709	4,294	22,286	59.1%	18.2%	37,353	21,856	2.0%	
Lost Materials	57,453	4,456	30,148	52.5%	30.5%	57,930	34,475	(12.6%)	
Investment Interest	3,600,000	577,966	3,043,501	84.5%	144.6%	6,001,183	2,891,050	5.3%	
Grants	-	-	-	N/A	2.0%	12,838	8,516	(100.0%)	
KCLS Foundation	1,641,854	2,000	754,649	46.0%	79.3%	1,502,401	1,170,282	(35.5%)	
E-Rate	1,000,000	-	357,552	35.8%	39.5%	1,104,743	513,375	(30.4%)	
Unrealized Gain/(Loss) on Investments	-	-	-	N/A	N/A	573,448	-	N/A	
Miscellaneous Revenues/Other Financing Sources	262,007	4,935	2,547,542	972.3%	N/A	1,528,782	1,035,834	145.9%	
TOTALS	\$150,635,060	\$1,375,381	\$82,725,534	54.9%	54.6%	\$149,535,362	\$79,873,582	3.6%	

Credit Card Payments	July 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	1,014	23.6%	5,542	24.9%	21.6%	7,759	4,719	17.4%
Lost Materials	1,219	27.4%	11,409	37.8%	38.4%	24,341	13,236	(13.8%)
TOTALS	\$2,233	25.5%	\$16,951	32.3%	31.9%	\$32,100	\$17,955	(5.6%)

GENERAL FUND EXPENDITURES

July

2025

2024

DESCRIPTION	BUDGET 2025	July EXPENDED	YTD EXPENDED	% Budget EXPENDED	% Budget EXPENDED	Unaudited 2024 EXPENDED	YTD EXPENDED	% Growth Over 2024 YTD
Salaries	\$ 71,822,373	\$ 5,893,461	\$ 39,535,767	55.0%	54.0%	\$ 62,764,738	\$ 36,247,572	9.1%
Benefits	27,765,268	1,854,834	13,995,061	50.4%	51.7%	21,859,992	12,998,348	7.7%
SUB-TOTALS	\$ 99,587,641	\$ 7,748,295	\$53,530,828	53.8%	53.3%	\$84,624,730	\$49,245,920	8.7%
Supplies	2,881,645	331,289	1,642,893	57.0%	69.7%	3,317,458	2,073,389	(20.8%)
Staff Development	1,307,650	173,226	525,732	40.2%	44.0%	748,578	503,509	4.4%
Prof. Services	5,448,484	452,813	2,849,267	52.3%	52.7%	5,029,163	2,784,925	2.3%
Communications	1,507,233	113,076	725,191	48.1%	53.6%	1,093,400	565,852	28.2%
Travel	152,802	6,159	62,105	40.6%	42.2%	127,459	77,723	(20.1%)
Advertising	656,625	20,413	384,194	58.5%	14.3%	322,247	72,045	433.3%
Operating Leases	3,406,598	359,702	2,151,176	63.1%	62.2%	3,114,537	1,979,357	8.7%
Insurance	1,200,882	2,183	1,125,566	93.7%	90.2%	1,052,563	1,027,798	9.5%
Utilities	2,529,480	248,269	1,416,035	56.0%	53.5%	2,559,058	1,308,890	8.2%
Repairs & Maintenance	15,709,539	1,327,257	9,306,559	59.2%	65.2%	15,468,518	9,040,162	2.9%
Reserve	1,200,000	-	-	N/A	N/A	-	-	N/A
Miscellaneous	413,010	119,600	407,326	98.6%	93.8%	634,521	350,429	16.2%
Intergovernmental	168,400	3,535	51,629	30.7%	40.2%	170,876	41,679	23.9%
Library Material	15,881,740	947,124	8,628,409	54.3%	59.5%	17,221,055	9,172,184	(5.9%)
SUB-TOTALS	\$ 52,464,088	\$ 4,104,646	\$ 29,276,081	55.8%	59.3%	\$ 50,859,434	\$ 28,997,940	1.0%
Facilities - CIP	\$ 7,957,000	\$ 379,171	\$ 1,390,616	17.5%	45.8%	\$ 10,143,659	\$ 3,575,635	(61.1%)
ITS - CIP	4,576,801	356,785	1,086,479	23.7%	65.9%	3,780,445	2,431,363	(55.3%)
SUB-TOTALS	\$ 12,533,801	\$ 735,956	\$ 2,477,095	19.8%	52.2%	\$ 13,924,104	\$ 6,006,999	(58.8%)
TOTALS	\$ 164,585,530	\$ 12,588,898	\$ 85,284,004	51.8%	55.2%	\$ 149,408,268	\$84,250,859	1.2%



King County Library System

Director's Report – September 2025

Public Services

Library Outreach, Programs and Services (LOPS)

September marked the conclusion of two successful Summer Reading campaigns: *Curious Creatures* and *Book Bingo*. A full report on both programs will be presented at the Board's October meeting.

City Manager Meeting

On September 3, we welcomed city managers and parks administrators from across the region to the Renton Library for a conversation on library-city partnerships. The event was hosted by staff members John Sheller, Heidi Daniel, and LOPS Director Angie Benedetti, with special thanks to Wally Bobkiewicz of Issaquah for facilitating and Marty Wine of Tukwila for developing the agenda. The discussions provided valuable insights on how we can collaborate more effectively to serve our communities.

Co-Creation Training

On September 8, regional managers, LOPS coordinators, and librarians in supervisory roles piloted the second Co-Creation training, developed with consultant Sam Martin and KCLS' Learning and Development team. This one-day training will be required for all librarians this fall as part of their development plans, and it represents the culmination of a year's work by Angie Benedetti and Dominica Myers to strengthen community-focused service strategies.

Upcoming Events

The department will also host two upcoming annual events: Librarian Day on September 18 at Issaquah's Pickering Barn, and Friends Day on September 27 at the KCLS Service Center. This year's Friends Day theme is *Curiosity, Connection, Community*.

Library Operations

Staffing Guidelines

KCLS continues to refine community library staffing practices systemwide, with updates to the Community Library Staffing Guidelines first introduced in fall 2024. The revised guidelines provide flexibility for small-to medium-sized libraries to operate safely with two staff members under specific conditions, such as during opening, closing, or staff meal breaks, when additional coverage is en route. These refinements are designed to reduce delayed openings and midday closures, improving consistency for patrons while maintaining safety standards.

Olympic Region Retreat

On August 21, Olympic Regional staff gathered at the Burien Library for a full-day training retreat. The session focused on team building, reviewing critical incident procedures, providing staff support, and strengthening



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Director's Report – September 2025

community connections. The day also included opportunities for professional development and informal engagement, with support from system leaders in critical incident response.

Repairs/Expanded Hours

The Sammamish Library is undergoing HVAC replacement from September 2 to October 23, with no closures anticipated. Vashon successfully expanded open hours on August 24, supported by the addition of a full-time Library Technical Assistant. Mercer Island is preparing for its expansion on October 19, supported by five full-time Public Service Assistants and interdepartmental planning for operational logistics.

Collection Management Services (CMS)

Director Jen Baxter, who joined KCLS in May, has been focused on learning the department's operations and engaging with the talented team members who sustain this essential work. In recent weeks, the CMS team has concentrated on refining predicted item selections to ensure patrons receive timely and relevant materials. Staff continue to improve ordering, acquisitions, and processing procedures to maintain efficiency and accuracy.

The Materials Distribution Services team remains dedicated to the Central Sorter Project, collaborating closely with the vendor and internal partners to finalize key details and prepare for implementation. Looking ahead, CMS is preparing for the busy fall ordering season, when volume significantly increases. Staff are committed to moving materials swiftly through the system and into the hands of patrons.

Equity and Social Impact

Fiestas



This summer, KCLS offered Fiestas, a Spanish-language kindergarten readiness program designed to support educational equity for Spanish-speaking children and families, particularly those with limited English proficiency. The eight-week series of early literacy and school readiness workshops, geared toward children ages birth to five and their caregivers, featured weekly themes that engaged young learners and encouraged parental involvement.

The program was hosted at the Auburn, White Center, Shoreline, and Carnation libraries, with each series culminating in a graduation ceremony for families who attended at least four workshops. Collectively, Fiestas welcomed 464 participants, supported 19 graduating families, and distributed 228 books. Attendance ranged



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from 55 participants at Carnation to 175 at Shoreline, with Auburn and White Center serving 136 and 98 participants respectively.

Government Relations

Roundtable with Kim Schrier

In July, I convened a roundtable discussion with Congresswoman Kim Schrier to address proposed federal cuts to the Grants to States library program, which had resulted in staff reductions and the closure of the Washington State Talking Book & Braille Library (WTBBL). WTBBL is a valued KCLS partner that serves visually impaired patrons. Following the roundtable, I met with Congressman Adam Smith, and John Sheller arranged tours of both WTBBL and the Bellevue Library for congressional staff. Encouragingly, both the House and Senate later included restored funding for the program, with the Senate version providing a slight increase.

Misc.

In August, I was joined by Jeff Guddat in delivering KCLS' annual presentation to the King County Council. Jeff outlined the Board's fiduciary responsibilities, the budget process, and the ongoing levy discussion.

As noted earlier in this report, I also hosted a September 3 meeting at the Renton Library with city managers and parks directors to strengthen communication and explore opportunities for collaboration. The following week, I presented information on KCLS' levy funding and budget to the Sound Cities Association, a consortium representing the mayors and councils of 35 King County cities annexed to KCLS.

Administrative Services

Information Technology Services (ITS)

Information Technology Services has successfully rolled out KCLS' AI policy to all staff and hosted a series of open office hours for feedback. The next step will be identifying specific AI projects to pilot, ensuring alignment with organizational goals and staff needs.

The team also completed a Core Switch upgrade, which serves as the backbone of KCLS' network. This major achievement strengthens systemwide stability and is expected to meet network needs for the next eight to 10 years.

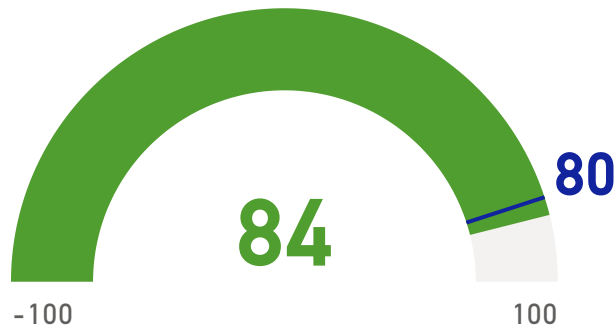
In addition, ITS continues to refine the process for technology pilots. The Rainier Region pilot has been fully selected, with equipment in transit, while the Riverview and Cascade pilots remain in the discovery phase as regional needs are evaluated.



Key Performance Indicators (KPIs)

3-month rolling values for our KPIs: Net Promoter Score, the percentage of patrons who learned something new at a KCLS program, and the percentage of patrons who felt a sense of connection at a KCLS program.

Net Promoter Score



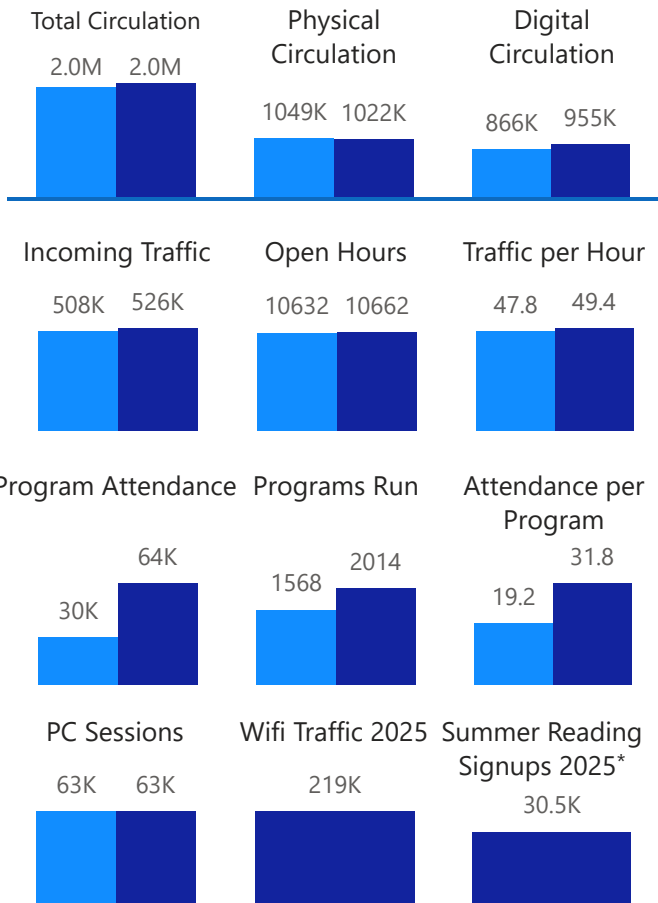
Learned Something New



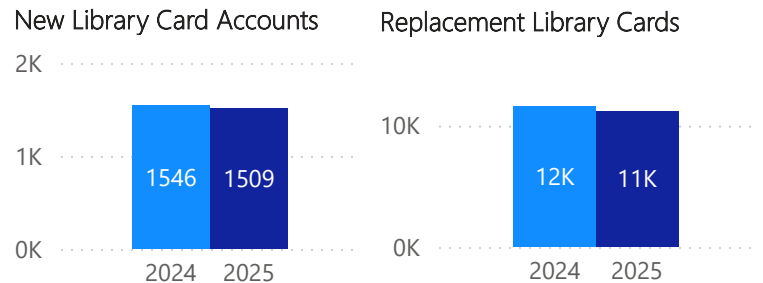
Felt Sense of Connection



System Usage - 2024 vs 2025



Cards & Accounts



Active Patrons & Market Penetration

Active Households include all addresses with at least one active patron. Market penetration is the number of active households against the total households in the KCLS service area. Active cardholders count patrons with library card activity in the given timeframes.

257.0K

1-Year Active Households

44.70%

Household Market Penetration

400.0K

1-Year Active Cardholders

458.2K

2-Year Active Cardholders

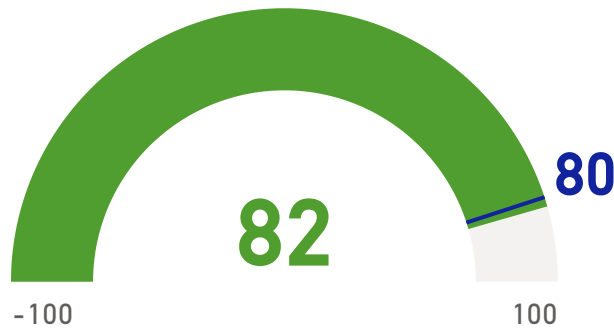
* Signups are cumulative from the start of the Summer Reading program in June through July 31, 2025.



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Net Promoter Score



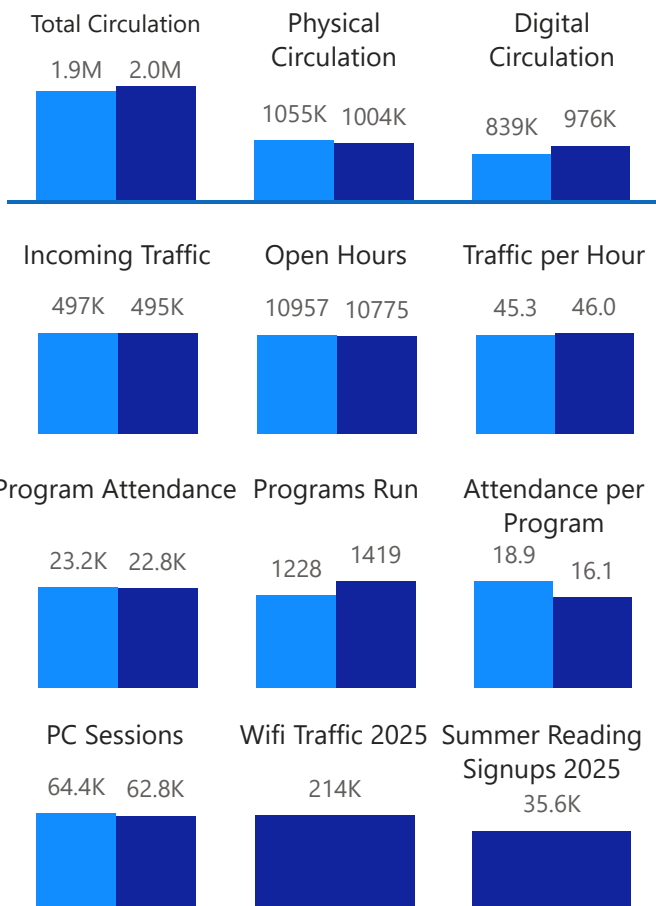
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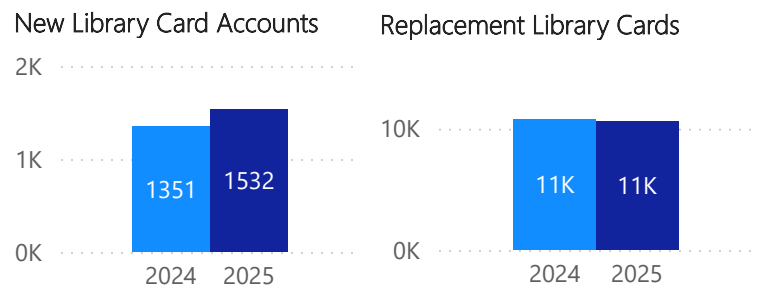
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